

## UW HEALTH JOB DESCRIPTION

### HISTOLOGY TECHNICIAN

<b>Job Code: 510018</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: M Marggi</b>	<b>Date: 7-18</b>
<b>Department : Laboratory Services</b>		<b>HR Approval: K Sawyer</b>	<b>Date: 7-18</b>

#### JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratory plays an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients.

The Histology Technician performs basic and complex testing and additional activities necessary to provide laboratory services at UW Health laboratory testing sites. Individuals are expected to perform some advanced troubleshooting, maintenance, and problem resolution; and instruct other employees. A high level of technical skill is needed for testing methods/systems in which quality control materials and/or external proficiency testing materials are labile or not available. Troubleshooting is not automatic and requires decision-making and direct intervention to resolve most problems. Maintenance requires special knowledge, skills, and abilities. Resolution of problems requires extensive independent interpretation and judgment. Unusual issues or difficult problems are referred to a lead technologist or manager. Individuals work under general supervision of a laboratory manager.

Individuals in this position must successfully demonstrate their ability to take on additional responsibilities such as teaching/training and/or method/system duties as assigned. System responsibilities may include portion of a larger specialty or total responsibility for a smaller specialty. Contact with vendors and service representatives are necessary. Teaching/training duties include instruction of pathology residents, students, employees and other medical staff.

Organizational skill and ability to prioritize test requests are critical to successful performance. Multiple test requests, with different or the same priority, must be effectively organized by the individual in order to maximize diagnostic impact. A high degree of accuracy and reliability is required to ensure results that can assist in the timely diagnosis and treatment of patients. Duties require interaction with clinical staff and physicians, i.e., explanation of test results or answering a variety of questions.

#### MAJOR RESPONSIBILITIES

##### A. Histology Technician Responsibilities

1. Coordinates and prioritizes workflow to ensure timely testing. Serves as resource and mentor to less experienced lab staff.
2. Assists manager in implementing schedule changes.
3. Reviews select policies as required (i.e., annual review). Recommends policy changes and assists with communication of policy changes to testing staff.
4. Participates in survey readiness activities. Assists manager in development and oversight of survey activities.
5. Recommends process improvements.
6. Assists with maintenance of procedure manual and communication of changes to staff.
7. Uses knowledge of quality control to review and evaluate test or instrument performance.
8. Performs preventative maintenance on laboratory equipment or instruments. Suggests changes to maintenance schedules to meet the needs of the laboratory. Reviews preventative maintenance as directed by manager.
9. Notifies Histology Tech senior or manager of equipment malfunctions and maintains competencies with all equipment.
10. Performs advanced troubleshooting in area(s) of expertise. Uses problem solving skills when assessing test result accuracy and reliability to identify causes for unexpected test results. Serves as a resource to Histology Technician Associates.
11. Provides explanation of testing and test results, referring questions to Histology Tech Senior as appropriate.
12. Participates in all relevant quality assurance (QA) activities, including reporting sources of error.
13. Assists Histology Tech Senior or manager with activities to support LIS and software changes.
14. Assists with supply inventory using principles of asset management.
15. Understands the impact of testing activities on billing and submission of credits. Provide assistance with billing activities and corrections as required.
16. Attends and participates in department and other relevant meetings.
17. Participates in continuing education.

##### B. Perform Histotechnology Functions

1. Maintains diagnostic viability of all specimens received.
2. Performs grossing/dissection of biopsy specimens, such as kidney, oral and skin, using skills and knowledge of tissue type and structure.
3. Embeds tissue with proper orientation and performs microtomy of embedded tissue with minimal artifacts.
4. Performs H&E staining on a wide variety of tissue types.
5. Performs solution preparation with accuracy and proper labeling.
6. Performs special staining techniques, both on and offline, such as PAS, Mucicarmine, Congo Red, Trichrome, Elastic, GMS and AFB.
7. Performs frozen section microtomy using a cryostat.
8. Performs basic Immunohistochemistry using advanced staining instrumentation and manual Immunofluorescence staining.
9. Take responsibility for maintaining safety standards in the lab setting by following hospital and laboratory policy.
10. Use Laboratory Information System to enter patient demographics, orders, access report information, update billing records and other necessary data entry functions.

## UW HEALTH JOB DESCRIPTION

### C. Quality Assurance Responsibilities

1. Assists Histology Tech II with gathering quality control data for periodic reviews. Reviews quality control data as requested by manager/supervisor.
2. Assists quality assurance Specialist or manager/supervisor with quality assurance activities including Patient Safety Network or variance review.
3. Assist with performance improvement data collection and participate in process improvement teams as assigned.

### D. Training and Competency Testing Responsibilities

1. Provides new employee orientation assistance as requested by manager/supervisor.
2. Prepares and presents educational and informative material in and outside of department.
3. Trains staff using training materials provided by Histology Tech II or manager/supervisor.
4. Participates in the teaching of students, residents and other staff as directed by manager/supervisor.
5. Assists Histology Tech II with coordinating schedules and gathering data for competency assessments.

### E. Other duties as requested

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Associate degree in laboratory science or medical laboratory technology OR Education and training equivalent to an associate degree to include: <ul style="list-style-type: none"> <li>• Education: 60 semester hours including either 24 semester hours of medical laboratory technology courses or 24 semester hours of science courses</li> </ul>
	Preferred	Bachelor's degree in medical technology, clinical laboratory science, or chemical, physical, or biological science
Work Experience	Minimum	
	Preferred	Previous laboratory experience
Licenses & Certifications	Minimum	
	Preferred	Histotechnician/Histotechnologist (American Society for Clinical Pathology) or equivalent
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Organizational methods needed to effectively interact with staff Pathologists and Residents.</li> <li>• Working knowledge of adult learning styles and techniques is required to conduct effective programs for pathology residents, and university students.</li> <li>• Knowledge of current laboratory principles and procedures used in histology techniques.</li> <li>• Extensive knowledge of advanced laboratory theory, technique, and testing related to anatomic pathology.</li> <li>• Knowledge of group process techniques and team leadership used in meetings and on project teams.</li> <li>• Effective oral and written communication skills. Able to formulate processes and develop procedures.</li> <li>• Knowledge of quality control, quality assurance, and record-keeping procedures which constitute good laboratory practice and which comply with regulations imposed by outside agencies such as The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement Amendments.</li> <li>• Knowledge of standard laboratory safety procedures.</li> <li>• Effective team skills.</li> <li>• Effective interpersonal skills.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<b>x</b>	Infants (Birth – 11 months)	<b>x</b>	Adolescent (13 – 19 years)
<b>x</b>	Toddlers (1 – 3 years)	<b>x</b>	Young Adult (20 – 40 years)
<b>x</b>	Preschool (4 – 5 years)	<b>x</b>	Middle Adult (41 – 65 years)
<b>x</b>	School Age (6 – 12 years)	<b>x</b>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

## UW HEALTH JOB DESCRIPTION

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.