UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Histology Technician

Job Code: 187143

Grade: HE
OT Eligible: No
Comp Approval: 6/3/1994

JOB SUMMARY:
Performs complex procedures and acts as a resource to other staff. Prepares and processes tissue specimens for microscopic examination by a physician. Fixes, embeds section, mounts on a slide and stains surgical, biopsy, neuropathological and autopsy tissue sections. Supervises other laboratory staff.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
Related Undergraduate Study

**Minimum Experience:**
3 Years
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
Courses in biology and chemistry. ASCP Certification or eligibility and histotechnician experience in a clinical laboratory.

**Preferred Education:**
Bachelor's Degree

**Preferred Experience:**
4 Years

**Preferred Field of Expertise:**
Supervisory level histology technician experience in a clinical laboratory. ASCP Certification.

**Skills: Administrative:**
- Gather data
- Input data
- Read handwritten text
- Research information

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Staff development
- Supervisory Skills

**Skills: Laboratory:**
- General Laboratory Techniques
- Media Preparation

**Skills: Machine:**
- Autoclave
Supervises: **Level:**

Supervises employees and student workers

**Supervises: Nature of Work:**

Technical

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**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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- Fluoroscope
- Microscope
- Personal workstation
- X-ray Equipment