



EMAIL HRRECRUITER@AURORADX.COM

## Job Description

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**Job Title:** Histology Technician  
**Reports To:** Histology Supervisor  
**Supervises:** N/A  
**Department:** Histology  
**FLSA Status:** Non-exempt  
**Job #:**

## Job Summary:

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Prepares histologic slides from human tissue sections for microscopic examination and diagnosis by Pathologist.

## Essential Key Responsibilities:

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- Prepares sections of human tissue for microscopic examination and patient diagnosis, using techniques to gross (dissect tissue), embed (orient specimen in paraffin block), section (cut thin sections of tissue), stain (enhance contrast of tissue and highlight specific features of interest with routine hematoxylin and eosin stains), and mount tissue (adhere tissue onto glass slides), from surgical procedures.
- Performs recuts and additional stains including special and immunohistochemistry stains, as requested by a Pathologist.
- Operates computerized laboratory equipment to fix, dehydrate, and infiltrate with wax, tissue specimens to be preserved for study by Pathologist.
- May label requisitions, specimen containers, cassettes and/or slides and affixes coverslip to slides.
- Maintains laboratory equipment and tracks all routine maintenance and quality controls performed.
- Files, retrieves, and distributes blocks, slides, and pathology reports.
- Operates, cleans, and sterilizes laboratory equipment, glassware, instruments and workstation.
- Disposes of hazardous chemical wastes per regulatory guidelines.
- Maintains strictest confidentiality.
- Complies with all State, Federal, professional regulations as well as company and departmental rules, policies, and procedural manuals.
- Adherence to CAP, CLIA, State Regulations, HIPAA, Safety and OSHA Regulations.
- Performs other duties as assigned.

**Education/Licensure/Certification:**

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- Associate's Degree in the field of Laboratory Science or equivalent under the 1988 Clinical Laboratory Improvement Amendments (CLIA) guidelines of high complexity testing.
- State licensure, if applicable.
- Certified or eligible for Board of Certification (BOC) by the American Society of Clinical Pathologists (ASCP).

**Experience:**

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- Completion of a Histology program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) or minimum of one (1) year experience as a Histology Technician Trainee and competent in the areas of embedding, microtomy, and special stains.

**Requirements:**

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- Successful completion of an Online Medical Terminology Program upon commencement of employment.
- Successful completion of a pre-employment visual color discrimination test.
- Successful completion of annual education units per state licensure and/or ASCP guidelines.

**Equipment:**

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- Computers, computer programs, information system(s), scanners, forceps, rulers, tissue dyes, scalpel or razor blades, microtomes, cryostats, water baths, slide rack, tissue processors, drying ovens, automatic stainers, cover slippers, and personal protective equipment.

**Knowledge/Skills/Abilities:**

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- Knowledge of CLIA regulations regarding proficiency testing, quality assurance and quality control.
- Knowledge of laboratory policies and procedures, equipment, and testing to monitor control checks.
- Knowledge of medical terminology to communicate with laboratory staff.
- Knowledge of English grammar, spelling, and punctuation.
- Skill in using computer programs and applications.
- Skill in performing a full range of laboratory tests and operating a variety of laboratory instrumentation and equipment.
- Ability to listen, read, understand, and follow oral, and written instruction.
- Ability to communicate clearly and concisely.

- Ability to establish and maintain positive relationships with employees, physicians, vendors, clients, and external agencies.

### **Environmental Working Conditions:**

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- Laboratory Setting; exposure to communicable diseases, toxic substances, blood borne pathogens, chemical hazards, and sharp instruments.

### **Physical Requirements:**

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- Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand; walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to focus. Requires visual acuity and normal color perception.

### **HIPAA/PHI Security Level: HIGH** (Low, Medium, or High)

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Indicate the security access level of Protected Health Information (PHI) as necessary to perform essential key responsibilities of the position (access, utilize, disclose, store, and/ or dispose of PHI).

1. Low –information access is of general nature representing summary type data rather than specific identifiable demographic or sensitive data.
2. Medium – information access is specific to an individual’s demographics and service information (type of service, services received, dates of service, and provider of service).
3. High – information access is detailed and sensitive to an individual’s demographics, service information, and personal medical history (past/present medical conditions, specifics of medical diagnosis or tests, treatment plans, and family history).

All job requirements listed indicate the minimum level of education, knowledge, skills and/or experience necessary to proficiently perform the job. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related duties assigned by their supervisor, subject to reasonable accommodations.