



POSITION DESCRIPTION Histologist

POSITION SUMMARY:

Performs special staining and complex procedures necessary in preparing specimens of human tissue for diagnosis.

POSITION DESCRIPTION – Histologist	
STANDARD	
Environment of Care: Demonstrates knowledge and practice of:	
1.	Safety - Department specific and hospital wide safety risks
2.	Security – Processes for minimizing security risks
3.	Haz Mat/Waste - Procedures for spills/MSDS
4.	Emergency Preparedness – Role in emergency codes
5.	Fire Safety – Role/response in Code Red actual/drill
6.	Med Equipment – Safe operation of equipment (see specific list) user error education
7.	Utility Systems – Emergency procedures for utility failures
Infection Control: Demonstrates knowledge and practice of:	
8.	Department specific policies and procedures
9.	Hospital-wide policies and procedures
10.	Location/use of personal protective equipment
11.	CDC Hand Washing Guidelines
Performance Improvement: Demonstrates knowledge of:	
12.	Hospital-wide approach to Performance Improvement
13.	How department is involved in hospital-wide PI program
Patient Rights: Demonstrates knowledge and practice of:	
14.	Patient Rights and Responsibilities
15.	Confidentiality Policy – HIPAA
16.	Ethical Issue Resolution
17.	Organizational Ethics Policy
18.	Restraint Policy & procedure, alternatives to restraints
Risk Management: Demonstrates knowledge and practice of:	
19.	Occurrence Reporting
20.	Identify and report a sentinel event
21.	Sexual Abuse/Allegation Reporting
22.	Root Cause Analysis/FEMA
Certifications	
23.	BLS card Exp date:
24.	ASCP or CIC
Patient Safety	
25.	Non-punitive medical/healthcare reporting
26.	National patient safety goals <ul style="list-style-type: none"> ▪ Accuracy of patient identification using patient’s name and birth date
27.	Proper quality control procedures performed on required lab equipment

STANDARD

28. Sentinel events alert
- Medical errors related to dangerous abbreviations
 - Nosocomial infections
 - Preventing needle sticks and sharps injuries
 - Infant abduction

Department Core Competencies

29. Prioritize and perform procedures within the stated turn around time. Work is completed before leaving or coordinated with incoming staff
30. Supervises laboratory personnel in absence of section supervisor
31. Demonstrates competency in the performance of technical skills in the following areas:
- Fixes and preserves tissue samples
 - Embeds and sections paraffin embedded and frozen sections
 - Stains tissue with routine stains, special stains and immunohistochemical stains
 - Tissue trimming
32. Coordination of workflow
33. Lab safety
- Equipment – safe operation of electrical equipment
 - Safety – gloves/shields/goggles
 - Use of eye wash station
 - Spill kits
34. Wears appropriate PPE – head covering, mask, gown, gloves, eye protection (Goggles or lead glasses)
35. Maintains supply inventory/par levels
36. Maintains records, protocols and equipment
37. Maintains quality control procedures
38. Evaluates quality of results, analyzes deviations in quality
39. Studies all microscopic preparations to determine if the preparations are correct and complete. Make repetitive analyses of the sections according to standard criteria.
40. Responsible for proper preparation, storage and maintenance of dyes, stains and other solutions used in histopathology laboratory. Maintains and cleans equipment.
41. Prepares special stains, enzyme histochemical and immunofluorescent procedures and other techniques to aid or facilitate diagnoses on tissue specimens including frozen skin sections and kidney biopsies.
42. Identifies and determines tissue specimens and embeds them in desired media for accurate diagnosis
43. Performs microtomy to render quality sections for diagnoses

Age Specific Competencies**Knowledge**

44. Demonstrate knowledge of growth and development
45. Criteria to identify victims of abuse and neglect

Skills

46. Interprets critical lab values and notifies if panic value
39. Use of LIS flags as related to age specific issues
47. Uses age appropriate communication skills

Service Standards

48. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
49. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
50. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
51. Gives all customers their full attention and treats them with dignity, respect and understanding.
52. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
53. Safeguards patient confidentiality in all forms of communication.
54. Works effectively with others toward achieving common goals including morale and teamwork.
55. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

56. H and E stainer
57. Microscopes
58. Microtome

STANDARD
59. Tissue Embedding Station
60. Tissue processor
61. Cryostats

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Histologist

Department: Laboratory

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- BS degree in Medical Technology
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current ASCP
- Knowledge of state, federal, JCAHO regulations
- Medical terminology

EXPERIENCE

- One year acute care hospital experience
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of _____ on Clerical test
- Minimum typing of _____ wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- Molten wax, razors, knives

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 6 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 1 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 2 Bending
- 1 Crouching
- 1 Squatting
- 1 Crawling
- 1 Kneeling
- 1 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 2 Reaching above shoulder
- 2 Twisting at waist
- 2 Push/pull (up to 25 lbs.)
- 2 Lift/carry (up to 25 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Goggles
4. Lab coat

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date