



JOB INFORMATION

Job Code:	187039
Job Title:	Grossing Technician
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Clinical Laboratory Technology
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs high complexity testing. Performs all duties associated with the gross examination of non-complex surgical tissue specimens for histologic examination.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
X		Associate's degree	Medical Technology
	X	Bachelor's degree	Biological Science

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Education and/or training in laboratory science or medical laboratory technology.
X		Experience with chemistry, biology or medical laboratory technology.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Fire and Safety Certification. If no card upon hire, one must be obtained within 30 days of hire and maintained by renewal before expiration date.
	X		HT/HTL ASCP Certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Logs and assigns accession numbers to specimens and requisitions that are received. Accessions specimens into laboratory information system, verifying accurate patient identification on specimen requisition and container and investigating discrepancies.				
Dissects and prepares non-complex surgical tissues. Examines and prepares surgical biopsy specimens for microscopic evaluation by providing gross description of each case as defined in the surgical pathology manual.				
Performs specialized procedures such as frozen sections and decalcification. Determines proper fixative solutions in which tissues will be maintained.				
Performs proper handling, storage and disposal of all surgical and autopsy tissue while adhering to the regulatory and compliance standards regarding biohazard and safety. Disposes of biohazardous waste materials and maintains chemical waste storage areas.				
Complies with all health and safety regulations and requirements including Joint Commission, DPH and HIPPA. Complies with established departmental policies, procedures, and objectives.				
Performs all duties related to administrative maintenance of surgical pathology protocols (e.g., reports, data, coding, billing, etc.). Assists with ordering departmental supplies and maintaining adequate stock.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.