



JOB INFORMATION

Job Code:	187142
Job Title:	Histology Technician II
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Clinical Laboratory Technology
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for performing the various tasks required for receiving, processing, and preparing patient tissue specimens for microscopic examination and analysis by pathologist. Logs, batches, cuts, mounts and stains tissue specimens received from surgical, diagnostic, or autopsy cases according to accepted standards. Ensures all solutions and chemicals are properly prepared, complying with all quality control policies and procedures. Provides guidance to other laboratory staff, reviews the work of assigned employees, orders supplies, and maintains equipment, ensuring quality assurance, safety, environmental and infection control.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Related undergraduate study	
	X	Bachelor's degree	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

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

X	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Histotechnician (HT) or Histotechnologist (HTL) certification required from the American Society for Clinical Pathology (ASCP)
	X		ASCP issued Immunohistochemistry (QHIC) certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs high complexity testing and advanced histopathology procedures.				
Identifies, records and processes tissues and bone marrow samples for microtome or cryostat sectioning including dehydration, embedding, cutting, routine or special staining and/or decalcification.				
Performs advanced staining techniques: immunoperoxidase, immunofluorescence, and/or immunohistochemistry by accurately identifying the proper control tissues and antibodies to be used.				
Ensures that all required solutions and chemicals are properly prepared and that automated laboratory equipment is in working order.				
Selects appropriate reagents, stains and/or chemicals for tissues and ensures stained slides are suitable for diagnosis. Troubleshoots as necessary for optimal results.				
Complies with all quality control policies and procedures and maintains required documentation.				
Assists with making work assignments. Reviews the work of assigned employees. Assists in the training of new employees.				
Provides technical guidance to laboratory staff as required and checks the work of assigned employees to ensure that work performed meets specified quality/regulatory standards.				
Maintains compliance with established university and department policies and procedures, quality assurance, safety, environmental, and infection control. Complies with requirements of accreditation and regulatory agencies.				
Orders supplies. Utilizes and maintains equipment.				

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.