



Senior Pathologists' Assistant/Clinical Educator Job Description

JOB INFORMATION

Job Code:	187043
Job Title:	Senior Pathologists' Assistant/Clinical Educator
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Clinical Laboratory Technology
Job Family Group:	Research and Clinical Support
Management Level:	6 Supervisor

JOB SUMMARY

As an active member of the surgical pathology team will serve as the chief clinical liaison across the institutions and services lines. Serves as the primary educator and preceptor for all pathology students, interns, residents, fellows and new employees in the Surgical Grossing Room and Autopsy Suite. Ensures the provision of progressive, cost effective, quality patient care in anatomical pathology (surgical pathology and autopsy pathology) through expert practice, education, consultation, research and leadership.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	

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		4 years	
	X	7 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		Directly related experience in Anatomic pathology in an Acute Care Facility setting and thorough knowledge of specialized field.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience/expertise in surgical pathology, histology, immunohistochemistry, and autopsy pathology.
X		Ability to plan strategically.
X		Ability to interpret complex regulations, contracts and policies.
X		Demonstrated excellent written and oral communication skills.
X		Strong analytical, problem solving, organizational, project management, critical thinking and leadership skills.
X		Knowledge of laws and regulatory requirements related to specialized field.

Licenses

Req	Pref	License(s)
X		Licensed Pathologists' Assistant.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		American Association of Clinical Pathology Certification	American Society for Clinical Pathology certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Functions as an active member of the anatomic pathology team and assists Pathologists as necessary. Synthesizes clinical information from various sources to present comprehensive clinical pathologic correlations. Discerns normal structure and function of organs, tissues and cells from pathologic changes as demonstrated by selecting appropriate techniques for collecting, handling, submitting and processing specimens. Dissects, prosects, and describes specimens to communicate complex anatomic pathology information; performs postmortem examinations.				
Performs surgical pathology duties including, but not limited to: preparing samples for histological processing, lab studies (e.g., flow cytometry, image analysis, chemical analysis, cultures, immunohistochemistry). Performs autopsy pathology duties (e.g., reviewing legal authorization for autopsy, performing postmortem examinations, gross photography of body, organs and other pertinent materials, preparing body for release and pickup).				
Performs quality assessment and value improvement functions, regulatory compliance, preparation for accreditation inspections (e.g., CAP, Joint Commission), supervision, teaching, proctoring and evaluation of residents, fellows, medical students, interns and gross room personnel with documentation and budgetary functions. Participates in developing, recommending, and implementing policies and procedures (e.g., quality assurance, in-service education, clinical standards and regulatory compliance, budgetary matters).				
Conducts needs assessments using a variety of strategic tools. Assists learners in the assessment of needs and identification of outcomes. Incorporates principles of adult learning in the planning, implementation, and evaluation of education programs. Coordinates orientation of new staff to the organization. Develops/coordinates education plans related to initial and ongoing competency validation. Develops/coordinates core education for the development of anatomic pathology leaders. Plans, prepares and maintains materials for use in educational programs for accuracy and relevance to the target audience. Identifies and evaluates instructional materials in all types of media and formats. Adjusts content and teaching strategies to be appropriate for learner needs. Provides educational opportunities that benefit staff at all stages of their career development. Delivers competence based programs for pathology staff with a focus upon improvement of skills and retention of knowledge. Develops evidence-based educational materials. Evaluates the effectiveness of educational programming. Prepares short- and long-term planning and programs to address				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
identified needs. Teaches content as needed and/or assigned within clinical expertise to facilitate orientation, staff development and/or safe practice.				
Supervises subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required. Supports staff development with educational activities (e.g., remediation, certification, mentoring, CAP requirements, product roll-outs). Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time-off and leave requests for employees and student workers to meet department business requirements. Authorizes overtime and monitors meal and rest periods for non-exempt employees to ensure compliance with university timekeeping records, in order to ensure timely payment.				
Serves as an educational consultant to facilities, task forces, committees, and projects relating to policy, procedure and program development. Responds to regulatory mandates for research and management of sentinel events. Responds to identified needs of KSOM to promote quality patient care and safety. Collaborates with departments and institutions across the university to recommend educational strategies for the implementation of clinical standards. Consults with staff regarding individual learning needs.				
Supports the integration of research into practice. Provides information to document effectiveness of role as a staff development educator; incorporates current educational evidence into individual practice as a staff development expert. Conducts and/or contributes to research/clinical trials. Interprets, communicates, and incorporates research findings into program planning.				
Facilitates the adult learning process, creating a climate which supports learning across the health system. Identifies and recruits internal and external resources (e.g., nurses, doctors, other specialists) for educational activities. Coordinates educational activities (e.g., continuing education credit, clinical affiliations, pathology residency) across the university. Facilitates team building and leadership development for areas of coverage. Participates in review of activities or processes for area of coverage and department and makes appropriate recommendations to management regarding need for revisions, improvements or new approaches.				
Develops programs to support changes in anatomic pathology practice. Ensures that educational programs are congruent with organizational missions, values, and goals. Maintains flexibility when managing multiple roles and responsibilities. Interprets and communicates across multiple disciplines; promotes a safe and healthy work environment.				
Serves as a role model to promote excellence and safety. Maintains required educational and/or clinical competencies. Seeks opportunities to develop staff in various roles. Integrates ethical principles in all aspects of practice. Serves as a role model for education and professional practice; and promotes the concept of lifelong learning; leads committees, work groups and/or projects related to the implementation of educational activities.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
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.