



JOB INFORMATION

Job Code:	187151
Job Title:	Supervising Cytotechnologist
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

Performs complex procedures and acts as a resource to other department staff. Prepares and microscopically examines slides of human cell samplings for the presence of disease or other abnormality. Supervises other laboratory staff.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
	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		2 years	
	X	3 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with general laboratory techniques.
	X	Supervisory level experience as certified cytotechnologist.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Successful completion of recognized training program in cytotechnology
X			Current cytotechnologist certification issued by California State Department of Health.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises laboratory staff and student workers. Participates in recruiting and hiring of staff. Trains and provides technical guidance as needed. Schedules, assigns and prioritizes work. Monitors and evaluates employee performance and counsels or disciplines as needed.				
Performs complex procedures and acts as a resource to other staff.				
Conducts preliminary or screening microscopic examination of slides containing human cells for abnormal cells, hormonal responses, and various fungi, parasites, bacteria and viral changes.				
Identifies and marks abnormal cells and other atypia found on slides for final diagnosis by a pathologist.				
Conducts various preparation procedures to capture, stain, and mount on a slide cellular material from various body fluids, and prepares cell blocks from sediment obtained from centrifugation of exudates for histologic processing.				
Prepares and/or stains smears of sputum specimens, bronchial washings, gastric and pleural aspirations, peritoneal fluids, colonic washings and similar materials, and vaginal, cervical and endocervical samples.				
Assists clinicians, radiologists and pathologists in performing fine needle aspirations. Performs on-site adequacy evaluation of fine needle aspirations. Prepares smears, cell block and/or cytospin slides of fine needle aspirations.				
Maintains compliance with established university and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.				
Maintains sufficient inventory supplies and ensures that solutions, reagents, etc., are used prior to expiration dates.				
Oversees compilation of patient billing information and assignment of CPT and ICD-9-M codes for billing services.				

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.