

Spec. Code: 4091
Occ. Area: 12
Work Area: 446
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 12/15/08
Last Action: Rev.

HISTOLOGY TECHNOLOGIST

Function of Job

Under general supervision, performs a wide variety of standard and non-standard histological tests and examinations and a limited variety of new, modified, or special tests and examinations to provide data on the causes and/or progress of disease.

Characteristic Duties and Responsibilities

1. trims, processes, embeds and sections both hard and soft tissues of any size and condition from any part of the body
2. prepares tissues for light microscopic study by developing and/or applying routine, histochemical and immunohistochemical stains and procedures which may require microscopic differentiation
3. examines all histochemical and immunohistochemical slides using a microscope; accepts or rejects slides on the basis of staining reactions
4. cuts and stains frozen sections for rapid diagnosis by a pathologist
5. prepares and maintains paraffin, reagents, and other solutions and stains according to standard formulas
6. maintains laboratory equipment
7. with appropriate supervision and guidance, performs tests and examinations which involve the application of new techniques and procedures
8. assists in the instruction of students and laboratory personnel in the principles and techniques of histologic tests and examinations
9. supervises subordinate laboratory personnel as assigned
10. properly disposes of toxic chemicals and reagents and practices basic laboratory safety
11. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) American Society of Clinical Pathologists registered histologic technician HT (ASCP) or histotechnologist HTL (ASCP)

OR

- (b) Bachelor's Degree in science such as microbiology, biology, chemistry, or a closely related field plus one year of clinical histology experience

OR

- (c) **Two years (24 months)** of responsible work experience and/or on-the-job training in histologic techniques in a laboratory facility which include performing qualitative and quantitative exams such as trimming, processing and embedding tissues, examining histochemical and immunohistochemical slides, and/or cutting and staining frozen sections¹

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. finger dexterity
2. supervisory ability

¹ In order to provide consistency in evaluating experience components, it is recommended that the analysis and verification of an applicant's experience be accomplished through the cooperative efforts of the human resource office and an experienced professional in the appropriate field. Such evaluation should be conducted in a professional, confidential manner that will preserve the integrity of the employment process.