



Career Service Authority

Histology Technologist

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GENERAL STATEMENT OF CLASS DUTIES

Cuts, stains, mounts, and studies specimens of human tissue to provide data on the functioning of tissues and organs and the causes and/or progress of disease, following established standards and practices.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Maintains established departmental policies and procedures, objectives, quality improvement programs, safety, environmental and infection control standards.

Processes and embeds surgical, dermatology and autopsy tissue into paraffin blocks. Cuts blocks and mounts tissues sections onto glass slides.

Prepares and maintains paraffin, reagents, and other solutions and stains according to standard formulas.

Performs a variety of special stains on special slides. Stains and cuts frozen section tissue for rapid diagnosis.

Assists in establishing and performing a variety of immunoperoxidase procedures on various slides as well as other special stains.

Responsible for the maintenance of the mass spectrophotometer and ordering supplies.

Maintains department records, reports, and files as required.

Participates in educational programs and in-service meetings.

Attends meetings as required.

Determines and secures appropriate and adequate supplies as required.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Chemistry - Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Biology - Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: maintaining body equilibrium to prevent falling over.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Exposed to hazardous anesthetic agents, body fluids and wastes

Exposed to hazards of handling diseased organs and tissues

Exposed to infection from disease-bearing specimens

Exposed to odorous chemicals and specimens
May be exposed to toxic chemicals
Regularly exposed to the risk of blood borne diseases
Subject to burns and cuts
Subject to cuts from microtome knives
Subject to hazards of flammable, explosive gases
Subject to many interruptions

Education Requirement:

Bachelor's degree in Biology, Microbiology, or related field or current certification as a Histotechnologist by the American Society of Clinical Pathologists.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Current certification as a Histotechnologist by the American Society of Clinical Pathologists.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Jean Canfield

REVISED DATE: 11/01/2009

REVISED BY: Blair Malloy

CLASS HISTORY 11/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.