HISTOLOGY TECHNICIAN

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under the direct supervision of the Pathologist at Westchester Medical Center, an incumbent of this class prepares surgical, grossing area, and autopsy specimens, biopsies and slides for microscopic study of tissues or organisms by the Pathologist. The incumbent labels slides, enters information into automated systems, and operates and gathers pertinent information for reports. The incumbent performs tasks under strict guidelines and regulations of the New York State Health Department and other regulatory agencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares grossing area and specimens for pathologist;

Prepares and performs routine biological staining techniques;

Assists Pathologist with setting up surgical specimens, gross description, etc.;

Prepares tissue specimens for routine and special procedures for Pathologist;

Embeds, cuts and stains tissue for histologic examination;

Prepares frozen sections;

Maintains and operates equipment and instruments;

Records and files findings as directed;

Maintains all records, updates, standard operating procedures, etc. as required by NYSDOH regulations;

Enters information such as demographics, order numbers, etc. into automated systems;

Attends pertinent seminars to remain abreast of methodology and instrumentation in the field;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES</u>: Thorough knowledge of modern laboratory techniques and procedures; good knowledge of histologic techniques; good knowledge of related laboratory terminology; skill in the operation of standard laboratory equipment and apparatus; ability to understand and follow complex technical instructions; ability to pay close attention to detail; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; familiarity with the techniques of maintaining a filing system; accuracy; good dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

<u>MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE</u>: Either: (a) Certification and current registration as a Histological Technician or Clinical Laboratory Technician issued by the New York State Education Department* and three years of experience where the primary function of the position was performing histologic procedures in a hospital or health care setting or in a pathology lab; or (b) Licensure and current registration as a Clinical Laboratory Technologist or Cytotechnologist issued by the New York State Education Department* and one year of the experience as stated in (a) above.

<u>SUBSTITUTION</u>: Certification by the American Society of Clinical Pathologists (ASCP) as a Histotechnician (HT) or Histotechnologist (HTL) may be substituted for one year of the required experience.

<u>SPECIAL REQUIREMENT</u>: Certification and current registration by the New York State Education Department* as a Histological Technician or Clinical Laboratory Technician, or license and current registration by the New York State Education Department* as a Clinical Laboratory Technologist or Cytotechnologist must be maintained throughout the course of employment in this title.

*<u>SPECIAL NOTE</u>: A temporary appointment to this title is permitted if an application for certification as a Histological Technician was filed on or before January 1, 2009, with the New York State Education Department under the grandparenting provision of the Clinical Laboratory Technology Practice Act.

<u>NOTE</u>: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co. J.C.: Competitive PQS1 1 Job Class Code: C3035 Job Group: VIII