

PATHOLOGIST ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class functions as assistant to the Director of Division (Pathology) in the preparation and performance of gross surgical examinations. Responsibilities include processing surgical pathology specimens, including receipt, dissection, description, and examining, dissecting, and processing tissues; as well as responsibility for gross autopsy prosection and preliminary autopsy reports. This position differs from the Technical Specialist (Anatomic Pathology) in that the Technical Specialist does not perform gross examination. Supervision is not a regular responsibility of this class. May provide guidance and training to technologists, students and residents. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Examines tissue samples to assist the Pathologist in diagnosing disease and provides a general description of the sample and either determines if further analysis is needed or presents to Pathologist for final diagnoses;

Assists the Pathologist in the performance of the prosection, including external examination, in situ inspection, evisceration, dissection, recording of data, dictation of descriptive information, and any such material relating to gross autopsy findings;

Assists the Pathologist in procuring autopsy material for tumor banking and tissue procurement and such bioanalytic procedures as microbiological cultures, blood and serum analysis, chemical and toxicological testing;

Assures proper restoration of bodies including notification of such biological hazards as contagious disease or radioactivity;

Prepares quality assurance reports and workload reports;

Provides technical direction in autopsy techniques for groups viewing an autopsy;

Coordinates the support of photography services;

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

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

May train residents in the gross evaluation and dissection of surgical specimens and autopsy prosection;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to identify, compare and discuss features of basic human anatomy and physiology; microscopically identify tissues and organs; describe normal human embryogenesis and identify stages of organogenesis; demonstrate fundamental skills of photography and apply same to recording of clinical specimens; explain meaning of common medical terms and identify and recognize normal clinical values; identify, explain and demonstrate standard histochemical methods for characterization of tissues/organs; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; good judgment; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a license and current registration as a Pathologist Assistant issued by the New York State Department of Education.

NOTE: Possession of a limited permit as a Pathologist Assistant issued by the New York State Education Department may be accepted at time of temporary appointment; limited permits are issued for one year and may be renewed for one additional years. Candidates who fail to pass the credentialing examination within the maximum two year period may not practice as a Pathologist Assistant beyond the expiration date of the renewed limited permit.

SPECIAL REQUIREMENT: Licensure and current registration as a Pathologist Assistant issued by the New York State Department of Education must be maintained throughout employment in this title.

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Job Class Code: E0917
Job Group: Flat Rate