

## SUPERVISOR OF LABORATORIES (ANATOMIC PATHOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the operation of the Anatomic Pathology Lab at the Westchester County Medical Center, including all the administrative functions, and the technical aspects involved in the specialized analysis and preparation of tissue, histopathology and cytopathology specimens leading to the diagnosis and treatment of diseases. The incumbents must be proficient in all of the specialized technical and scientific procedures involved to be able to both produce the preparations and provide technical supervision, consultation and guidance to others. Responsibility also involves ensuring the receipt, recording, grouping and labeling of specimens and communication regarding slide preparations with resident and attending pathologists. Supervision is exercised over a number of medical technologists (cytotechs and histotechs) and incumbents provide technical guidance in the area of specialization. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers, directs, plans and coordinates all aspects of the operation of the Anatomical Pathology Laboratory including Histopathology, Diagnostic Cytology, Mortuary Service, Neuropathology and Immunochemistry;

Supervises and participates in the preparation of various types of specialized sections and stains in Histopathology and Cytopathology including (but not limited to) preparation of paraffin sections, epon and araldite sections, and frozen sections, following appropriate fixation and processing of tissue blocks;

Supervises and participates in the preparation of cytologic slides by routine process, cytopspin, millipore filter and Saccomono sputum techniques; staining of slide preparations by classical histologic and cytologic techniques, using organic dyes and heavy metal precipitations; histochemical and cytochemical techniques, including enzyme histochemical techniques used in diagnosis of neuromuscular disease; and immunohistochemical methods (direct and indirect immunoperoxidase, PAP, ABC-peroxidase, and alkaline phosphatase equivalents);

Establishes appropriate control methods for tissue specimen selection to perform parallel analysis with all the above methods;

Supervises and evaluates the work of histo- and cytotechnologists, providing them with instruction, professional guidance and expertise in the area of specialization;

Plans and coordinates the operation of the Lab, ensuring adequate staffing, equipment, supplies, reporting and recording procedures and all other related administrative functions to ensure the effective operation of the Lab;

Ensures adequate inventory of required reagents and supplies in the laboratory and supervises preventive maintenance of all equipment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Operates automated or specialized equipment and provides instruction, as needed;

Confers with attending or resident pathologists on slide preparations and ensures that specimens are handled appropriately, in keeping with the degree of medical urgency, and that the production schedule of the laboratory is maintained in a generally timely and efficient manner;

Develops annual budget proposals for new equipment, contractual obligations, reagent and laboratory supplies, and personnel staffing to meet operational requirements, and monitors spending to ensure the most efficient and effective operation of the laboratory within cost containment requirements;

Establishes effective communication systems between the hospital patient units and the Anatomic Pathology Lab for the efficient transfer of information, both urgent and regular, and on the ordering, status and result of tests;

Ensures compliance with federal, state and local regulations, particularly those relating to safety measures to avoid physical, chemical and biological hazards;

Ensures compliance with lab standards established by the Clinical Director of Pathology;

Ensures that equipment and supplies are sufficiently available to technical staff and makes regular inspections to ensure the optimum performance and calibration of the equipment so that test results are valid;

Conducts conferences and lectures on a monthly basis in compliance with inservice continuing education requirements mandated by the JCAH surveying committee;

Provides technical assistance in the development of new procedures in histo and cytopathology;

Performs feasibility studies in setting up new procedures;

Implements quality control measures, documenting remedial action taken for detected deficiencies and defects;

Ensures the proper preparing, storing, dispensing and periodic evaluation of all solid and liquid reagents to assure the accuracy and precision of test results;

Provides orientation, training and evaluation for new technologists, volunteers and Residents in the area of specialization;

Keeps abreast of developments of new techniques or improvements in published or existing methods;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Compiles workload and productivity statistics for the anatomic pathology laboratory;

Attends workshops, conferences and meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques, procedures, instrumentation and safety precautions in the field of medical technology; thorough knowledge of normal and abnormal histology and cytomorphology; skill in the operation, calibration, troubleshooting and routine maintenance of modern laboratory equipment and instrumentation, including automated tissue processing and slide staining; ability to detect and investigate problems, and make evaluations supported by experimental evidence; ability to understand, follow and explain medical and technical instruction; ability to provide technical consultation to physicians and nurses; ability to supervise and coordinate the work of others, and implement quality control standards; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; thoroughness; dependability; accuracy; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Six years of clinical laboratory experience and/or training, four of which must have been in histology and/or cytology, and two of which must have been at the supervisory level in an approved medical, hospital or public health laboratory and either: (a) a Bachelor's Degree\* in Medical Technology or in one of the chemical, physical or biological sciences which must have included at least 12 credits\* in biology courses pertinent to the medical sciences; or (b) qualification as a medical technologist pursuant to the provisions of Section 58-1.5(b) of Title 10 of the New York State Public Health Law.

SPECIAL REQUIREMENT: Must be certified by the American Society of Clinical Pathologists as a Medical Technologist, MT(ASCP), and as either a Histotechnologist, HTL(ASCP), or Cytotechnologist, CT(ASCP) or SCT(ASCP).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.