



JOB DESCRIPTION

TITLE: Cyotech
DEPARTMENT: Laboratory
REPORTS TO: Laboratory Director/Pathologist
FLSA: Non-Exempt

SUMMARY OF JOB:

Read and evaluate cytology samples.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Technical and Documentation Duties
 - A. Review patient documentation and ensure identity of patient.
 - B. Microscopically screen and diagnose gynecologic and non-gynecologic specimens for infectious, pre-malignant and malignant processes.
 - C. Perform all duties according to department procedures and licensing agencies (CLIA 88, ASCP, AOA, and C.A.P).
 - D. Perform both pre and post-analytical quality assurance protocols with daily documentation of results.
 - E. Assist Pathologist at non-gynecological FNA's, Brochoscopies, and bone marrow aspirations, as requested.
2. Teamwork
 - A. Maintain professional relationship and good communication with prep personnel and other employees as appropriate.
 - B. Meets competency requirements, works rotating weekends, holidays and rotating fill-in for all shifts that become available due to illness or PTO requests.
 - C. Participates in the orientation and training of new staff as requested. Completes training documentation as required.
 - D. Provides courteous and professional direction and consultation to phlebotomists on technical topics.
 - E. Attends and participates in approved/requested committees and meetings.
3. Account Perception
 - A. Pulls various reports throughout the day to ensure complete, thorough and timely reporting of laboratory test results. Advises following shift about the status of any pending work.

- B. Responds in a courteous and professional manner to client inquires and/or problems/complaints.
- C. Helps to promote helpful and patient oriented working environment.
- D. Makes contact with ordering physicians/departments as critical values, STAT reports, and similar circumstances present. Understands that time is of the essence in conveying such information to the ordering physician.

4. Safety

- A. Keeps assigned work areas clean and orderly and helps to maintain supply inventory, uses personal protective equipment appropriately and maintains a safe environment for patients and employees.
- B. Follows and supports proper techniques for operation of testing equipment and storage/handling of all reagents.
- C. Documents unusual occurrences and reports risks noted in the care environment
- D. Responds appropriately to over-head emergency announcements.

5. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Requires CT (ASCP) certification. Bachelor's degree in biological sciences preferred.

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

RESTRICTED ACCESS: A workforce member with restricted access will have limited access to protected health information as described in the job description only as needed to perform job duties. A workforce member in this category may not access a patient's entire record, except when the access is specifically identified as the amount that is reasonably necessary to perform the staff person's job duties.

UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.

NO ACCESS - a workforce member whose job duties do not require any access to protected health information will be prohibited access. However, a staff person with no access may, in the performance of his or her duties, be exposed to incidental use and disclosure.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date