



## JOB DESCRIPTION

**TITLE:** Histotech  
**DEPARTMENT:** Laboratory  
**REPORTS TO:** Laboratory Director  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Prepares samples for evaluation by a pathologist that provides data for diagnosis and treatment of disease in accordance with Colorado West Healthcare System policies and procedures.

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

### 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/Documentation Duties:
  - A. Performs all designated Community Hospital Pathology procedures competently, including but not limited to embedding, microtomy, staining, histochemistry, immunohistochemistry, data entry and cytology processing when designated.
  - B. Performs preventative maintenance, troubleshooting, and solves problems or determines alternative solutions for analysis if needed and reports all deviations from established procedure to the Supervisor/Lab Manager. Investigates testing problems/errors and informs Lab Manager of all irregularities, errors or instrument failures and measures taken to solve.
  - C. Performs and documents quality control and quality assurance. Documents all quality control failures and corrective action taken.
  - D. Utilizes various computer systems and programs in the performance of their job.
  - E. Maintains current clinical knowledge and skills through in-services, workshops and/or seminars.
  - F. Performs all the responsibilities for testing personnel conducting high complexity testing as defined by CLIA 88 and C. A. P.
2. Teamwork
  - A. Participates in updating and reviewing laboratory procedures.
  - 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 other departments 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.

Performs other related job duties and projects 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:**

HT/ HTL (ASCP) certification preferred or must be obtained within two (2) years of hire.

**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