



Provincial Job Description

TITLE: (412) Senior Histopathology Technician ***PAY BAND:*** 17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs gross description and dissection of complex surgical and autopsy tissue specimens and assists pathologists with autopsies. Organizes the daily workflow and troubleshoots in the gross room and autopsy suite.

QUALIFICATIONS:

- ◆ Bachelor of Science degree with a major in Human Anatomy and Physiology

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Medical terminology
- ◆ Basic computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months working in combined gross description of non-complex specimens and autopsy.

KEY ACTIVITIES:

A. Autopsy Suite

- ◆ Organizes own daily workflow of autopsy suite.
- ◆ Assigns a pathologist to the case.
- ◆ Ensures appropriate autopsy request forms have been obtained.
- ◆ Sets up the autopsy suite.
- ◆ Porters and prepares body for autopsy, release and viewing.
- ◆ Takes direction from pathologist during autopsies.
- ◆ Opens body, removes and weighs tissue blocks and organs.
- ◆ Removes brain, spinal cord, when requested.
- ◆ Records data, collects appropriate tissue and blood samples.
- ◆ Prepares, packages, distributes specimens (e.g., forensic evidence, toxicology, microbiology).
- ◆ Ensures authorization/documentation is complete for admission and release of bodies.
- ◆ Troubleshoots issues that arise in autopsy suite (e.g., inquiries regarding delay in release of body).

B. Histopathology and Gross Room

Gross Room

- ◆ Performs gross description of complex specimens as listed in standard operating procedures.
- ◆ Performs dissection of complex specimens as listed in standard operating procedures.
- ◆ Assists pathologist by performing dissection of pathologist-category specimens as directed.
- ◆ Performs cassette labelling and Laboratory Information System (LIS) entry.
- ◆ Cuts and decalcifies bone.

Histopathology

- ◆ Provides input into the development of new methods and/or standard operating procedures.
- ◆ Validates documentation to ensure requisition corresponds with specimen.
- ◆ Organizes and prioritizes specimens/tests based on urgency of request, stability of specimen and timing protocols.
- ◆ Prepares specimens for in-house testing and/or dispatch to reference laboratories (e.g. electron microscopy, flow cytometry, genetic testing).
- ◆ Performs maintenance on tissue processors and programs tissue processors for day and weekend operation.
- ◆ Stains slides manually for the pathologist.

C. Quality Assurance/Quality Control

- ◆ Investigates and performs follow up activities on discrepancies (e.g., labelling, documentation, etc).
- ◆ Performs and documents annual competency assessments of Histopathology Technicians, Medical Laboratory Assistants (annual competency assessment is a laboratory accreditation requirement).
- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.
- ◆ Maintains, troubleshoots and programs equipment according to established procedures.

D. Coordination

- ◆ Orientates new staff and students and participates in the training of Histopathology Technicians including instruction and evaluation.
- ◆ Prioritizes workload, schedules work flow and monitors progress to ensure work is completed in expected time frames.
- ◆ Coordinates replacement and/or schedules staff.
- ◆ Provides input for performance evaluations and performance reviews.
- ◆ Provides input into policies and procedures.

E. Related Key Work Activities

- ◆ Performs computer work (e.g., data entry LIS).
- ◆ Performs clerical duties (e.g., answers phones, faxes).
- ◆ Takes photographs as required, sends film out for developing, files and distributes developed pictures.
- ◆ Cleans work areas, equipment and instruments.
- ◆ Files slides and blocks.
- ◆ Liaises with other health professionals and outside agencies/facilities (e.g., Physicians, Social Workers, Police Services, Coroners, Funeral Homes, Pastoral Care).
- ◆ Maintains supplies and inventory (e.g., linens, supplies, bleach).
- ◆ Disposes of biohazardous and chemical waste as per departmental procedures.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September, 2009