



Provincial Job Description

TITLE:
**(461) Pathologist Assistant Working
Supervisor**

PAY BAND:
22

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the supervision of Histopathology staff and work processes of assigned area of Histopathology and for the initial examination and dissection of surgical specimens and dissection of bodies during post-mortem examination. Assists with research and instruction of Pathology interns/residents.

QUALIFICATIONS:

- ◆ **Master of Health Science degree with a major in Human Anatomy and Physiology**
 - ◆ **Certification with Canadian Association of Pathologists and/or**
 - ◆ **Certification with the American Society for Clinical Pathology**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Medical terminology**
- ◆ **Intermediate computer skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months post-certification experience to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Preparation and Examination of Human Surgical Specimens / Bodies

- ◆ Performs data collection and specimen procurement/receipt.
- ◆ Obtains clinical history, laboratory data, X-rays and scans, when indicated.
- ◆ Performs gross examination and complete dissection and dictation of all levels of surgical specimens.
- ◆ Prepares tissues for microscopic examination, including preparation for frozen and permanent sections for light and immuno-fluorescence microscopy.
- ◆ Obtains biological specimens for analysis (e.g., bacterial and viral cultures, toxicological material) and performs special techniques, as directed by the pathologist.
- ◆ Obtains and verifies legal authorization for the purposes of non-forensic autopsies.
- ◆ Performs retrieval of patient's chart and other pertinent data for review by the pathologist.
- ◆ Performs evisceration and full dissection of internal organs, followed by proper display.
- ◆ Performs removal of brain and spinal cord, without damage.
- ◆ Performs proper removal of middle ear, bone marrow and artificial devices.
- ◆ Performs procurement of biological specimens for analysis (e.g., blood and tissue, cultures, toxicological material) and performs special techniques, as directed by the pathologist.
- ◆ Performs notification to the funeral home and coordination of special requests for specimen sampling (e.g., organ transplantation, research).
- ◆ Performs release of the body following proper restoration and indication of any biohazards (e.g., contagious diseases, radioactive implants) which may be present.

B. Administration / Supervision

- ◆ Supervises and prioritizes the daily work of all staff in the area of assigned responsibility.
- ◆ Provides administrative support to senior levels of administration and medical heads.
- ◆ Develops or provides input into budgets and strategic plans.
- ◆ Assists with developing policies and procedures.
- ◆ Assists with selecting and evaluating capital equipment.
- ◆ Schedules all staff and deals with payroll issues in assigned area of responsibility.
- ◆ Assists with recruiting and hiring of staff.
- ◆ Performs employee performance appraisals.
- ◆ Participates in the implementation of new methodologies and operating procedures.
- ◆ Assists with the documentation required for the procurement of grants.

C. Instruction / Research

- ◆ **Instructs, trains staff and provides in-service on new techniques.**
- ◆ **Assists with researching protocols, statistics and outcome management.**
- ◆ **Instructs interns, residents and other allied health professionals in various procedures.**
- ◆ **Provides technical expertise and assists with problem solving.**
- ◆ **Participates in continuing education activities directed to other health care workers.**

D. Regulatory and Quality Management System

- ◆ **Establishes, maintains and monitors Quality Assurance/Quality Control programs, as required by local protocols and government regulations.**
- ◆ **Maintains, calibrates and troubleshoots equipment.**
- ◆ **Establishes, implements and maintains compliance with professional standards and ethics.**
- ◆ **Practices, teaches and enforces safe work practices.**
- ◆ **Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions and performing maintenance on equipment.**

E. Related Key Work Activities

- ◆ **Manages and maintains inventory.**
- ◆ **Evaluates products and coordinates with Unit Manager for Requests for Proposals for supplies.**
- ◆ **Assists with and has input into negotiating supply and equipment contracts.**
- ◆ **Disposes of hazardous and biohazardous waste, as per department procedures and policies.**
- ◆ **Takes photographs, as required, sends film out for developing, files and distributes developed pictures.**
- ◆ **Performs computer work (e.g., spreadsheets, accessioning, data entry).**
- ◆ **Liaises with other health professionals and outside agencies/facilities (e.g., physicians, social workers, police services, coroners, funeral homes, doctors' offices).**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

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