



# *Provincial Job Description*

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***TITLE:***  
**(517) Histopathology Technician**

***PAY BAND:***  
**15**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Performs gross description and dissection of surgical and autopsy tissue specimens and assists pathologists with autopsies.**

***QUALIFICATIONS:***

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

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**

***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience working in gross description of non-complex specimens and autopsies.**

## ***KEY ACTIVITIES:***

### **A. Autopsy Suite**

- ◆ 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 specimens as listed in standard operating procedures.
- ◆ Performs dissection of specimens as listed in standard operating procedures.
- ◆ 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.

**C. Quality Assurance / Quality Control**

- ◆ Investigates and performs follow up activities on discrepancies (e.g., labelling, documentation, etc.).
- ◆ 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. Related Key Work Activities**

- ◆ Performs computer work (e.g., data entry, Laboratory Information System).
- ◆ Performs clerical duties.
- ◆ 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.
- ◆ Provides occasional guidance to the primary function of others, including training.

*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:*

*Date: March 13, 2018*