



Job Title	Histotechnologist	Job Code	HS0120
Pay Plan	USPS	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Clinical Care

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Clinical Care Professionals provide various administrative and office support functions for a clinical operation.

Job Summary

Specializes in preparation of tissue and body fluids for diagnostic evaluation.

Representative Duties

1. Laboratory Management

- Maintains records of samples, updates records to manage inspections
- Oversees and adheres to laboratory procedures and policies
- Resolves technical problems; Oversees quality assurance activities
- Monitors testing to ensure that acceptable levels of analytic performance are maintained and takes remedial action, as necessary
- Writes new policies and procedures when necessary for the procedure manual as new tests arise

2. Laboratory Safety

- Oversees equipment maintenance, service, and repair of all instruments
- Orders laboratory supplies, as needed
- Ensures compliance of laboratory safety regulations
- Provides training and orientation to all future testing personnel as needed

3. Processing

- Examines (tissue) slides under microscope for accurate preparation
- Oversees sterile processing of medical equipment for surgical procedures
- Conducts specimen processing/integrity and evaluates patient results

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)	Medical Technologist State License as a Histotechnologist	
Work Experience		
2+ years of relevant experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.