

UW HEALTH JOB DESCRIPTION

HISTOLOGY TECHNICIAN - SENIOR

Job Code: 510019	FLSA Status: Non Exempt	Mgt. Approval: M Marggi	Date: 7-18
Department : Laboratory Services		HR Approval: K Sawyer	Date: 7-18

JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratory plays an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients.

The Histology Technician Senior is a lead position for laboratory testing services at UW Health laboratory testing sites. Individuals provide daily direction to Histology Technicians, and other laboratory staff with regard to laboratory policies and procedures or in larger laboratory specialties serves as the dedicated Technical Resource for Procedures, Equipment, Education, Informatics or Quality Assurance. The Histology Technician Senior motivates, coordinates and supports staff to ensure quality results are reported in a timely manner. Incumbents operate under general supervision of a laboratory manager, Lab Services Director, Service Line Director, Medical Director, or the Director of the Clinical Laboratories and recommend adjustments to staffing, policies and procedures.

All Histology Technician Senior perform the General responsibilities listed below. Depending upon business need of the specialty unit in the Clinical Laboratory Department, the Histology Technician Senior may be expected to specialize in one or more of the following areas. In addition, the Histology Technician Senior may be asked to coordinate Competency Program for the department.

- 1) Lead Technologist
- 2) Technical Specialist
- 3) Education Coordinator
- 4) Lab Informatics Specialist
- 5) Quality Assurance Coordinator

The responsibilities for each specialization are also listed below.

MAJOR RESPONSIBILITIES

A. General Responsibilities

1. Develop and maintain teaching / training materials. Assist manager in assessing training and recommend in-service training.
2. Assist manager/supervisor with coordinating and maintaining employee competency and compliance with policies and procedures.
3. Coordinate training and competency assessments.
4. Assist with leadership of the department to maintain operations.
5. Participate in inspection readiness and tracer activities for appropriate regulatory and accreditation agencies.
6. Serve as liaison between staff and management. Solicit input from staff about possible changes that would improve the efficiency and quality of service. Implement simple process improvements as appropriate.
7. Responsible for staying current with new technologies and methodologies. Make recommendations to management or Service Team.
8. Write and maintain current procedure manual(s) in area(s) of expertise using an approved accreditation format. Assist with development, maintenance and control of laboratory policies and procedures.
9. Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance and proficiency testing activities.
10. Attend appropriate meetings as assigned.
11. Perform advanced troubleshooting and problem solving. Serve as a resource and mentor to all testing staff in area(s) of expertise.
12. Participate in the development of presentations about lab activities/projects for department staff meetings, University of Wisconsin or Madison Area Technical College classes, lab-wide meetings, etc.
13. Assist manager/supervisory with interview process.
14. Serve as a liaison to the Clinical Laboratory Research Coordinator to coordinate research projects within the department. This includes workflow, communication with staff, billing, reporting, maintaining supply inventory and training. Communicate problems and concerns about the research project with the manager/Service Team.
15. Assist manager/supervisory with the billing process, including ensuring appropriate use of CPT coding and capturing of charges.
16. Perform Histotechnology Functions using manual and automated technology as listed in the Histology Technician I position description. Analyze quality control data for trending and problem identification.
17. Provide data to assist manager/supervisor with the development of the budget. Monitor expenses as requested.

B. Lead Technologist Responsibilities

1. Coordinate work-flow throughout the Laboratory to ensure quality results are reported in a clinically useful time frame.
2. Coordinate new employee orientation within the department.
3. Assist manager/supervisor with assessing, coordinating, documenting and scheduling training and competency testing.
4. Communicate regularly with manager/supervisory to relay problems or concerns. Act as spokesperson for personnel in recommending changes in staffing or procedures.

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5. Communicate and/or clarify procedural and policy changes to other personnel.
6. With managerial oversight perform duties such as scheduling, writing policies, submitting and responding to Patient Safety Networks, troubleshooting quality assurance variance reports and reviewing results.
7. Assist with maintaining inventory and supplies for the operations of the laboratory.

C. Technical Specialist Responsibilities

1. Provide leadership for the testing, interpretation and reporting of results. Reports sources of error.
2. Review quality control for problem identification and troubleshooting. Use quality control statistics and control procedures such as comparison between methods and results from proficiency testing to identify and or correct performance problems.
3. Provide consultation to health care clinicians.
4. Serve as the primary technical resource.
5. Evaluate and make recommendations of new technology or process improvements to the Service Team.
6. Develop and oversee validation/verification studies for new instruments, methods and tests.
7. Accountable for the oversight of maintenance and performs advanced troubleshooting and problem-solving. Ensures proper instrument calibration and performance.
8. Oversee the inventory of supplies and reagents and apply principles of asset management.
9. Assist with the purchasing functions (interact with purchasing, write specifications, call companies, research and evaluate products).

D. Education Coordinator Responsibilities

1. Coordinate and oversee all educational opportunities and activities—including continuing education opportunities for employees.
2. Consult with faculty and other program administrators to devise and implement teaching programs (e.g., Clinical Laboratory Science, Pathology Resident, medical students, Medical Laboratory Technician, post doctoral fellows).
3. Coordinate and maintain teaching materials, establish objectives and performance standards, devise examination and evaluation tools, and provide other educational support as needed.
4. Monitor all educational activities to ensure that objectives are met. Ensure that educational activities are appropriate and current, teaching is timely and complete, and duration and scope of teaching meets the needs of the individual.
5. Collaborate with other Educational Coordinators for consistency across the lab.

E. Lab Informatics Specialist Responsibilities

1. Oversee the Laboratory Information System Test build process including table build, testing and documentation.
2. Coordinate the Laboratory Information System validation process for new programs or software changes to ensure accurate display of results and/or information.
3. Ensure that results and information pertaining to results such as methods, units and reference intervals are consistent between all platforms (Laboratory Information System, Test Directory, Health Link etc.).
4. Maintain complete documentation of any Laboratory Information System changes.
5. Serve as the liaison with the Laboratory Information System Support staff. Assist with maintenance of Laboratory Information System operations documentation.
6. Attend LIS updates and communication changes to lab staff.
7. Inform laboratory staff of all information systems changes (e.g., Test Directory, Laboratory Information System, Document Control Software, Health Link) changes and assist with training as necessary.
8. Serve as the primary resource for lab staff concerning Laboratory Information System issues.
9. Act as a Test Directory Editor. Keep Test Directory up to date. Add or edit tests as directed by the technical expert or manager/supervisor.
10. Facilitate computer software upgrades for the Laboratory.
11. Perform periodic Laboratory Information System checks (e.g., calculation, auto verification, patient reports) or reviews and implement any necessary changes.
12. Coordinate and serve as the department liaison for installation and table build for new software system.
13. Assist manager/supervisor with other computer-related projects as assigned.

F. Quality Assurance Coordinator Responsibilities

1. Oversee quality activities and programs including method and instrument evaluations, quality control processes, materials, documentation and data analysis in accordance with lab policies and accreditation agencies.
2. Use quality control statistics and control procedures such as comparison between methods and results from proficiency testing to identify and or correct performance problems.
3. Serve on the laboratory-wide Quality Support and Integration Team (QSIT) and appropriate laboratory Service Team.
4. Collaborate with Quality Support and Integration Team and Service Team to develop and review the quality assurance plan with appropriate monitors. Assist with the summary of these monitors and report to Service Team.
5. Evaluate and assure on-going progress of performance improvement activities. Recommend and facilitate work groups/teams to resolve identified problems and maintain or improve service quality. Serve as expert for developing effective quality monitors.
6. Guide selection, training and implementation of statistical quality control procedures.
7. Coordinate proficiency testing, ensuring appropriate enrollment or alternative method, proper specimen processing and examination, timely specimen and result tracking, and thorough follow-up of performance problems.
8. In collaboration with Manager/supervisor, develop and oversee a plan to assure continual accreditation readiness. Maintain annotated checklists in area(s) of expertise.

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9. Serve as consultant and coach for method validation or verification studies.

G. Competency Testing Coordinator Responsibilities

1. Coordinate competency program according to accrediting agency requirements and lab policy.
2. Monitor and document competency of staff. Report issues and concerns to the manager/supervisor.
3. Develop annual competency plan with approval by manager / Service Team.
4. Work with Quality Specialist/manager/supervisor to ensure the Competency Plan is meeting the needs of the department.

H. Other duties as requested

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate degree in laboratory science or medical laboratory technology OR Education and training equivalent to an associate degree to include: <ul style="list-style-type: none"> • Education: 60 semester hours including either 24 semester hours of medical laboratory technology courses or 24 semester hours of science courses
	Preferred	Bachelor's degree in medical technology, clinical laboratory science, or chemical, physical, or biological science
Work Experience	Minimum	Two years histology or relevant laboratory experience.
	Preferred	Three years histology or relevant laboratory experience.
Licenses & Certifications	Minimum	
	Preferred	Histotechnician / Histotechnologist (American Society for Clinical Pathology) or equivalent.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Organizational methods needed to effectively interact with staff Pathologists and Residents. • Working knowledge of adult learning styles and techniques is required to conduct effective programs for pathology residents, and university students. • Knowledge of current laboratory principles and procedures used in histology techniques. • Extensive knowledge of advanced laboratory theory, technique, and testing related to anatomic pathology. • Knowledge of group process techniques and team leadership used in meetings and on project teams. • Effective oral and written communication skills. Able to formulate processes and develop procedures. • Knowledge of quality control, quality assurance, and record-keeping procedures which constitute good laboratory practice and which comply with regulations imposed by outside agencies such as The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement. • Knowledge of standard laboratory safety procedures. • Effective team leadership skills. • Effective interpersonal skills.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
x	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.