

UW HEALTH JOB DESCRIPTION

PATHOLOGY GROSSING TECHNICIAN

Job Code: 510044	FLSA Status: Non-Exempt	Mgt. Approval: M. Marggi	Date: August 2023
Department: Laboratory Services		HR Approval: S. Whitlock	Date: August 2023

JOB SUMMARY

Under the direction of the Clinical Laboratories, Manager Lab Services the Pathology Grossing Technician is responsible for the accuracy of pathology services requiring specialized techniques at the University of Wisconsin Hospital and Clinics. The Pathology Grossing Technician works independently using the medical knowledge to perform human specimen examination for diagnosis and patient treatment. The laboratory receives and processes specimens from the operating rooms and clinics throughout the hospital and health care organization. Specimens are also received from external clients and research groups.

This Pathology Grossing Technician functions in support of and as an adjunct to the physicians in Pathology. Routine, uncomplicated surgical dissection procedures are performed on tissue samples. These specimens include core biopsies, small biopsies, bone marrows, curetings, gallbladder, appendix, fallopian tubes, placenta, etc. The Pathology Grossing Technician maintains supplies, equipment and instruments and provides administrative support in the day to day operation of the laboratory. The incumbent must maintain competency and keep abreast of changing techniques and requirements in Anatomic Pathology dissection.

Work is performed under general supervision referring matters to the supervisor only for clarification of policy. Independent decision making occurs frequently in day to day operation. Innovative procedures are occasionally necessary to accommodate the variety of samples prepared.

The incumbent interacts internally with staff pathologists and other technologists on a daily basis. External contacts occur frequently with staff physicians and referring facilities.

Organizational skill is required to plan and coordinate workflow in order to meet patient care requirements and provide for satisfactory turnaround time of tests. Working knowledge of computers is required to accession specimens, report results and collect quality assurance data using the Anatomic Pathology information system is required.

MAJOR RESPONSIBILITIES

A. Preparation and performance of surgical specimen dissection

- Assure appropriate specimen identification and accessioning
- Obtain the clinical history including scans, x-rays, laboratory data, etc., as indicated after consulting with the pathologist(s).
- In association with the pathologist(s), describe gross anatomic features: describe the overall specimen dimensions, structures, size, and appearance. Dissect surgical specimens and prepare tissues for processing according to established procedures.
- Escalates non-routine complicated specimens to the Pathologists' Assistant.
- Exercises judgment by preserving samples for testing.
- In collaboration with the pathologist(s), obtain biological specimens for specialized analysis (flow cytometry, image analysis, immunohistochemistry, etc.) and upon direction of the pathologist(s) perform special procedures.
- In collaboration with the pathologist(s), prepare gross tissue sections for frozen section and electron and immunofluorescent microscopy.
- Photograph of pertinent specimens.
- Assure proper maintenance of equipment, provision of adequate supplies, and cleanliness of the surgical pathology suite.
- Maintains quality control/assurance activities and records.

B. Specimen Receipt and Processing

- Receive specimens and carefully check paperwork for accuracy and completeness, including appropriate documentation of medical necessity. Contact ordering source if any information is incomplete.
- Monitor specimen identification using the laboratory's specimen identification policies. Resolve problems and complete documentation as required.
- Process test requests with accompanying specimens and enter orders as required. Use established policies and procedures for specimen acceptability and troubleshoot or clarify questions regarding specimen integrity.
- Process specimen by placing on instrument, giving to technologist, or placing in appropriate storage area.
- Prepare and return blood components and tissues following patient and product identification procedures.
- Troubleshoot laboratory's defined equipment and document system error codes.
- Respond to telephone requests regarding add on tests, patient results, availability of products, and department procedures. Refer calls to technologists when appropriate.
- Practice universal safety precautions according to hospital policy and procedures at all times (e.g. use of gloves, lab coat, and other Personal Protective Equipment).

C. Assume other responsibilities as directed by the supervisor

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

UW HEALTH JOB DESCRIPTION

JOB REQUIREMENTS			
Education	Minimum	Bachelor's degree in a chemical, physical, biological or clinical laboratory science, or medical technology. Or Bachelor's degree must include minimally 60 semester hours or equivalent, that includes either: <ul style="list-style-type: none"> 24 semester hours of medical laboratory technology courses OR 24 semester hours – 6 chemistry, 6 biology <u>and</u> 12 chemistry, biology, medical laboratory technology in any combination 	
	Preferred		
Work Experience	Minimum	Two (2) years laboratory experience.	
	Preferred	One (1) year experience performing gross dissection and dictation of surgical biopsy specimens.	
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. Knowledge of current laboratory principles and procedures used in gross tissue examination. 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 Amendments Knowledge of standard laboratory safety procedures. Effective team 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,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
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 docket, 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

UW HEALTH JOB DESCRIPTION

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#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.