

UW HEALTH JOB DESCRIPTION

HISTOLOGY TECH TRAINING SPECIALIST

Job Code: 510060

FLSA Status: Non-Exempt

Mgt. Approval: K. Lehman

Date: May 2023

Department: Laboratory Services

HR Approval: S. Whitlock

Date: May 2023

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 Tech Trainer is responsible for the initial and ongoing education and training, including competency assessments of histology staff. The Histology Tech Training Specialist will create and maintain training curriculum, develop, and maintain training and competency checklists. This includes maintaining records for training and competency. The Histology Tech Training Specialist will monitor progress and provide feedback to those being trained.

The Histology Tech Training Specialist will work closely with Surgical Pathology Leadership while monitoring employee development and identifying opportunities for improvement. The Histology Tech Training Specialist may provide input to employee performance appraisals, improvement plans and competency assessment. This individual may be involved in the interview/ hiring process.

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 Tech Training Specialist motivates, coordinates, and supports staff to ensure quality results are reported in a timely manner. Incumbents recommend adjustments to staffing, policies, and procedures.

The Histology Tech Training Specialist is expected to attend education opportunities related to histology and may be part of the day-to-day workload in the event there is no need for active training.

MAJOR RESPONSIBILITIES

A. Develop, conduct, monitor and document staff training initiatives

- Develop, conduct, monitor and document new hire training, and staff in-services related to histology in compliance with regulatory guidelines.
- Facilitate, monitor, and document completion of mandatory organizational training initiatives.
- Will be a subject matter expert in histology theories and have proficient understanding of the duties of a Histology Technician.
- Work closely with operational leadership and senior staff to assure that the training program is current and effective.
- Evaluate and discuss training progress of employees with operational leadership and senior staff.
- Work with operational leadership to ensure all employees are trained on fire safety and other safety issues.

B. Develop and monitor histology staff competency

- Develop, maintain, and monitor staff competency checklists.
- Conduct staff competency assessments in compliance with regulatory requirements. Address any deficiencies and revise training content if indicated.
- Maintain self-competency in all areas of the histology laboratory.
- Work with Quality Specialist/Manager/Supervisor to ensure the Competency Plan is meeting the needs of the department.

C. General Laboratory Responsibilities

- Follows guidelines related to Health Insurance Portability and Accountability Act, designed to prevent, or detect unauthorized disclosure of Protected Health Information.
- Promotes culture of safety for patients through proper identification, proper reporting, documentation, and prevention of medical errors in a non-punitive environment.
- Communicate regularly with managers to relay problems or concerns.
- Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance activities.
- Attend appropriate meetings as assigned.
- Participates in continuing education.

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- Responsible for staying current with new technologies and methodologies. Make recommendations to management or Service Team.
- Perform advanced troubleshooting and problem solving. Serve as a resource and mentor to all testing staff in areas of expertise.
- Perform Histotechnology functions using manual and automated technology as listed in the Histology Technician position description. Analyze quality control data for trending and problem identification.
- Perform additional duties as assigned.

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 (2) years histology or relevant lab experience.
	Preferred	Three (3) years histology or relevant laboratory experience.
Licenses & Certifications	Minimum	Histotechnician (American Society for Clinical Pathology) or Histotechnologist (American Society for Clinical Pathology)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Evidence of training or teaching experience. Ability to present information in multiple way, so as to meet the needs of individual learners • Demonstrated leadership skills • Strong interpersonal skills • Self-motivated and responsible, ability to work without direct supervision • Ability to meet deadline and multi-task • Strong communication skills • Tolerance to an acute care setting • Organizational methods needed to effectively interact with Staff Pathologists and Residents. • Demonstrated problem-solving skills • Knowledge of quality control and quality assurance • Demonstrated skill with laboratory information systems • Knowledge of College of American Pathologists and Clinical Laboratory Improvement Amendments regulations related to work area • Working knowledge of adult learning styles and techniques is required to conduct effective programs for pathology resident and university students.

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.*

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

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X	Light: 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 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.

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