



<b>Job Title:</b>	Histotechnologist
<b>Department/Group:</b>	Lab
<b>Position Type:</b>	Hourly non-exempt
<b>JOB DESCRIPTION</b>	

**Dermatology Solutions Group, LLC** (“DSG”) provides professional management services to **Southeastern Dermatology Group, P.A.** (“SEDG”), a medical practice headquartered in Panama City, Florida with locations throughout Florida, Georgia and Alabama. SEDG has a professional team of physicians who are trained in the medical and surgical sub-specialty of dermatology.

**PURPOSE:**

Histotechnologists perform a variety of technical procedures that result in the preparation of slides for the pathologist to make a diagnosis from a patient’s tissue sample. Histotechnologists have an understanding of the underlying scientific principles of laboratory testing as well as the technical, procedural and problem solving aspects. Essential duties for a Histotechnologist include but are not limited to grossing, tissue processing, embedding, microtomy, special stains and immunohistochemistry. This position reports to the Histology Laboratory Supervisor. Will receive supervision and direction from the dermatopathologists.

**SERVICE ORIENTATION:**

This position is practice focused with the objective of supporting the patient care team in the effective and efficient delivery of patient care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Grossing – inspects, measures and describes pathology specimens to obtain the initial diagnostic information
- Specimen processing – as the first step in the process to prepare slides for pathologists, operates computerized laboratory equipment (vacuum infiltrating processor) to fix, dehydrate and infiltrate with paraffin tissue specimens
- Embedding – using an embedding center, makes paraffin blocks by infiltrating tissue specimens with hot wax
- Microtomy – cuts thin sections from paraffin blocks with the use of a microtome to make glass slides.
- Staining – operates a computerized stainer system to stain slides with the H&E stain.
- Special Stains – operates computerized equipment or uses manual methods to stain tissues with different dyes in order to make cells details visible under the microscope.
- Immunohistochemistry – operates computerized laboratory equipment (IHC stainer) to perform a special stain which detects antigens in cells of tissue sections by exploiting the principle of antibodies binding specifically to antigens in biological tissues.
- Quality Control/Quality Assurance – participates in the QA/QC program in order to comply with federal and state laws and regulations. Participates in the preventive

maintenance program for all laboratory equipment including processors, embedding centers, microtomes, water baths, strainers and microscopes.

- Safety – participates in safety training in order to make our work place a safer environment and to comply with federal and state laws and regulations.
- Filing blocks and slides – helps keep slides and blocks filed according to standard operating procedure.
- Supply inventory – is involved in maintaining all supplies and inventory.
- Specimen bottles disposal – helps with the disposal of specimen bottles according to standard operating procedure.
- Treats staff, physicians, visitors and patients with dignity and respect.
- Maintains strict confidentiality.
- Performs other related duties as assigned.

### SKILLS AND QUALIFICATIONS:

- Working knowledge of all Histology procedures - Grossing, embedding, microtomy, tissue processing, fixation, decalcification, routine H&E, special stains and immunohistochemistry.
- Solid understanding of operation and maintenance to all equipment in the Histology Laboratory.
- Ability to read, write and communicate effectively orally and in writing in English.
- Proficiency in the operation of a computer keyboard (30 WPM minimum) and ability to work effectively with Microsoft Office Products.
- Attention to detail: job requires being careful about detail and thorough in completing work tasks.
- Dependability: job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity: job requires being honest and ethical.
- Cooperation: job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Self-control: job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress tolerance: job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Concern for others: job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Achievement/Effort: job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Independence: job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things don
- Persistence: job requires persistence in the face of obstacles.
- Adaptability/Flexibility: job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Initiative: job requires a willingness to take on responsibilities and challenges

- Analytical thinking: job requires analyzing information and using logic to address work-related issues and problems.

#### **EDUCATION AND/OR EXPERIENCE REQUIREMENTS:**

- Required: Bachelor's or Associate Degree from a college or university.
- Must hold a license as a Histology Technologist from The State of Florida
- Must also be certified as a Histotechnologist HTL (ASCP).
- Training and documented proficiency in Histology (NACCLS program) is required.
- Attends continuing education activities to maintain current knowledge and skills.

#### **PHYSICAL ABILITIES:**

- Must be able to sustain normal exposure to common Histology Laboratory environment. Must be tolerant of facemasks, gloves, unpleasant odors and commonly used solvents, ie; xylene, alcohols, formalin and other chemicals commonly used in Histology Laboratories. Handling of hazardous waste materials.
- Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop and stretch.
- Have full range of body motion
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, photocopier, telephone, calculator and medical equipment.
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Occasionally lift and carry up to 20 pounds.
- Relocate to other jobs or office locations.
- Maintain professional certification if applicable.
- Must have a valid driver's license and good driving record.

#### **WORK ENVIRONMENT:**

The work of this position is performed in an environmentally controlled office environment. The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, insurance companies and other members of the public on a regular basis. The position may cause frequent exposure to communicable diseases, bodily fluids, toxic substances, radiation, medicinal preparations and other conditions common to a clinical environment.

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*