Job Title: Histology Technician  
Status: Nonexempt  
Supervises: NA  
Reports to: Histology Supervisor  

**Job Summary**  
The Histology Technician performs routine and specialized laboratory procedures to support the production of microscopic slides for diagnostic purposes.

**Essential Job Duties**  
1. Demonstrates timelines and skill in appropriate paraffin embedding procedure.  
2. Appropriately prepares paraffin block microtomy; demonstrating knowledge and skill of proper use of a microtome; follows cutting guides and ensures that tissue is mounted on the appropriately labeled slide.  
3. Selects appropriate positive controls and demonstrates proficiency in performing Special Stains and the preparation of reagent and staining solutions.  
4. Utilizes Laboratory Information System to generate work lists, labels and to order tests as required.  
5. Performs Quality control by documenting the results of positive and negative control results.  
6. Performs instrument maintenance and records temperatures.  
7. Assists in training new employees or co-workers in laboratory tasks.  
8. Supports in developing, standardizing, evaluating, and modifying procedures and techniques used in the Histology laboratory.  
9. Organizes daily blocks for cutting and long-term storage.  
10. Maintains work area cleanliness.  
11. Restocks supplies.  
12. Performs other duties as assigned.

Performs other duties as assigned and may also assist others to complete tasks and work assignments.

**Qualifications**  

**Knowledge, Skills and Abilities:**  
1. Ability to recognize and orient specimens appropriately; insure proper staining of microscopic slides.  
2. Ability to use, read, and comprehend the English language.  
3. Proficient in the use of histology machines, tools and their maintenance.  
4. Excellent communication skills (both written and verbal).  
5. Ability to interact and build a team environment, collaboratively working together to solve issues.  
6. Ability to multitask and meet daily workload demands.  
7. Understanding and use of personal protective equipment and universal precautions.  
8. Strong client service proclivity including client/physician needs assessment, meeting quality standards for services and evaluating client/physician satisfaction; determining cause of errors and how to resolve issues.  
9. Understanding of arithmetic/algebra, basic anatomy and chemistry are beneficial.
Education and Experience:
1. High School Diploma or equivalent (GED) required.
2. One year of experience working in an Anatomic Pathology laboratory setting is preferred.

Licenses and Certificates:
- HT or HTL (ASCP) certified, registry eligible or relevant experience preferred.
- A current Washington State driver’s license required for occasional client services.

Working Conditions
This position works an early morning shift with the need to be flexible in start time. Incumbent will be exposed to chemicals and requires the use of personal protection equipment and universal precautions.

Physical Requirements
Manual/wrist/finger dexterity for fast, simple and repeated movement required for embedding and microtomy; near vision for accuracy of tissue embedding and microtomy; aptitude to be exacting in repetitive tasks; ability to sit for long periods of time; ability to hear and respond to alarms and buzzers; ability to lift up to 25 pound boxes of supplies.

Signature __________________________ Date ____________

I have carefully and thoroughly reviewed the job description for the NW Pathology position for which I am applying and therefore determined that:

I can _____
I can not _____

Perform the essential functions of the job with or without accommodation.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*