

**Pathology Group of Louisiana**  
**Job Description**

**Job Title:** Histology Technician 1 **NIGHT SHIFT** **Supervised by:** Histology Supervisor

**Department:** Histology **9PM-5:30AM** **Revised:** 06/20/2018

**Employment Variables:** Full-time, non-exempt position. Works shift as scheduled and must be available to adjust schedule to meet the needs of the department. **NIGHT SHIFT**

**Job Summary:**

Performs all duties of a histology technician in preparing tissue specimens for pathologist examination: embedding, cutting and staining formalin-fixed tissue in an accurate and timely manner, in accordance with standard histology practices. Must be a team-player, maintain a cooperative attitude and support on-going changes in a professional manner.

**Education, Experience, and Training:** High school diploma, some college science preferred.

**Minimum Required:** 1 year of work experience performing histology technician duties.

(Embedding & Microtomy)

**Other Qualifications:**

Good working knowledge of principles and techniques in histology. Must be able to adapt to changes in work schedule; must possess good analytical and problem solving skills, adjusting priorities as work requirements demand; must be able to perform multiple tasks correctly and simultaneously; must be able to work independently and make decisions based on good judgment; must possess excellent verbal communication skills and must be able to work well with all others.

**Duties and Responsibilities**

**1. Embedding & Cutting**

- Properly orients and embeds all types of tissue with adequate speed (min.60-90 blocks per hour)
- Cuts paraffin blocks according to protocol with adequate speed (min.60 blocks per hour) and with good quality
- Accurately labels all slides: routine H&E, levels, recuts and special stains

**2. Routine Staining**

- Stains routine H&E slides according to protocol
- Evaluates quality of slides before releasing to pathologists
- Accurately tags slides and distributes accordingly
- Maintains H&E stains/reagents and equipment

**3. Special Stains**

- Stains slides on automated stainer and manually if needed, according to protocol
- Utilizes proper controls and evaluates control results and quality before releasing
- Accurately tags slides and distributes accordingly

**4. Equipment maintenance**

- Maintains workstation equipment as well as stainer and processors as assigned