



Provincial Job Description

TITLE:
(315) Histopathology Assistant

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs dissection and gross description of surgical tissue specimens and assists pathologists with autopsies. Organizes daily workflow of the gross room.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Biology 30 class**
- ◆ **Post-secondary Anatomy and Physiology 1**
- ◆ **Basic computer skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience as a Histopathology Attendant.**

KEY ACTIVITIES:

A. Autopsy Suite

- ◆ Ensures appropriate autopsy request forms have been obtained.
- ◆ Sets up the autopsy suite.
- ◆ Prepares body for autopsy.
- ◆ Removes and weighs tissue blocks and organs.
- ◆ Remove spinal cord and brain.
- ◆ Records data, collects appropriate tissue and blood samples.
- ◆ Ensures documentation is complete for admission and release of bodies.
- ◆ Prepares packages, distributes specimens for forensic evidence, toxicology and microbiology.

B. Histopathology

- ◆ Organizes/prioritizes daily workflow of the gross room.
- ◆ Validates documentation to ensure correspondence of the specimens.
- ◆ Performs gross description and dissection of tissue specimens.
- ◆ Assists pathologists with gross description and dissection.
- ◆ Cuts and decalcifies bone.
- ◆ Programs tissue processors for daily and weekend processing.
- ◆ Procures, prepares, packages and distributes specimens.
- ◆ Troubleshoots daily pathology of the gross room.
- ◆ Transcribes identification numbers onto tissue cassettes.
- ◆ Manually stains tissue slides for pathologists.

C. Quality Assurance/Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.

D. Related Key Work Activities

- ◆ Takes photographs, downloads, files and distributes pictures.
- ◆ Provides guidance and instruction of new Histopathology trainees during their training period.
- ◆ Participates in the evaluation of trainees.
- ◆ Performs maintenance on equipment.
- ◆ Performs clerical duties, files slides and blocks.
- ◆ Maintains patient identification and specimen logs.
- ◆ Cleans work areas and equipment.
- ◆ Maintains supplies and inventory.
- ◆ Collects and disposes of biohazardous and other waste (e.g., formalin, alcohols and xylene) as per departmental procedures and policies.
- ◆ Performs computer work (e.g., accessioning, data entry).
- ◆ Liaises with outside agencies/facilities (e.g., Police Services, Coroners, Funeral Homes, doctor's office).

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 15, 2020