## Job Description for Histology Technician

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**Reports To:** Laboratory Director

**Experience:**  1-4 year’s experience in working in Histology

**Certification:** HT (ASCP)

**Personal:** The Histology Technician must demonstrate an ability to listen carefully and follow directions well. The incumbent must quickly grasp the work-flow of the histology laboratory and gross room and be able to assist with the workload. The incumbent must demonstrate reasonable intelligence, diligence, accuracy, cooperation, neatness, and promptness in keeping with the prestige and image of this laboratory. The incumbent takes guidance and instruction from the Histology Technician III, Laboratory Director, Histology Technician II, as well as the Executive Director, Medical Director and the pathologists.

**Responsibilities:** The Histology Technician will be responsible for the following duties:

1. Accessioning specimens and assisting with grossing procedures as necessary.
2. Processing and embedding tissue specimens.
3. Performing microtomy on formalin-fixed, paraffin embedded tissue.
4. Performing routine staining and coverslipping.
5. Performing some special stains or special procedures.
6. Maintaining QC records in the laboratory.
7. Other duties as assigned.
8. The Histology Technician is responsible for representing BAML in a professional and dignified manner befitting the status of the laboratory in the Houston Medical Community.
9. The Histology Technician will be expected to comply with all policies of BAML as stated in the employee handbook and any newly instituted policies not specifically stated in the handbook. Will be expected to keep assigned work area as neat and clean as possible so as to afford the maximum functional usage of the assigned area. Will be expected to keep all records and files available and accessible to authorized personnel at all times.
10. The Histology Technician must be in reasonable good health with no record of chronic illness resulting in undue absence from work.