



JOB INFORMATION

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|--------------------------|----------------------------------|
| <i>Job Code:</i> | 187047 |
| <i>Job Title:</i> | Per Diem Pathologists' Assistant |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | |
| <i>Job Family:</i> | Per Diem |
| <i>Job Family Group:</i> | Administrative Support |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Serves on a per diem basis. Prepares human surgical specimens for gross description and dissection. Obtains the patient medical chart and other pertinent clinical information to identify special techniques and procedures that will be necessary. Selects and prepares gross tissue section for frozen section analysis. Performs duties relating to the administrative maintenance of surgical pathology policies, protocols, procedures and quality reports. Photographs body, organs, and other pertinent specimens. Ascertains proper legal authorization for autopsy and notifies physician in charge, funeral home and all other pertinent authorities. Performs postmortem examinations. Releases the body to the correct mortuary. Acts as a key contact person for pathologists, grossing and histology staff. Ensures proper maintenance of equipment. Assists in the organization and coordination of anatomic pathology conferences.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|--------------------------------|-----------------------|
| X | | Specialized/technical training | Pathology |
| X | | Bachelor's degree | Pathology |
| | X | Master's degree | Pathology |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|--------------------------------------|
| X | | 1 year | |
| | X | 5 years | in the field of anatomical pathology |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|-------------------|
| | | |

Licenses

| Req | Pref | License(s) |
|-----|------|-----------------------------------|
| X | | Licensed Pathologists' Assistant. |

Certifications

| Req | Pref | Select Certifications | Enter Additional Certifications |
|-----|------|--|--|
| X | | | Degree from an accredited Pathologists' Assistant Program. |
| X | | American Association of Clinical Pathology Certification | American Society for Clinical Pathology (ASCP) certification. |
| X | | | Fire and Safety Certification. If no card upon hire, one must be obtained within 30 days of hire and maintained by renewal before expiration date. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Prepares human surgical specimens for gross description and dissection, describing gross anatomic features, dissecting surgical specimens and preparing tissue for histological examination. | | | | |
| Obtains the patient medical chart and other pertinent clinical information to identify special techniques and procedures that will be necessary (e.g., histochemical, immunofluorescence, toxicological, viral, or electron microscopic studies, cultures, smears) and notifies all staff involved. | | | | |
| Selects and prepares gross tissue section for frozen section analysis. | | | | |
| Performs duties relating to the administrative maintenance of surgical pathology policies, protocols, procedures and quality reports. Prepares for and participates in inspections and accreditation surveys for the department to ensure regulatory compliance. | | | | |
| Photographs body, organs, and other pertinent specimens. | | | | |
| Ascertain proper legal authorization for autopsy and notifies physician in charge, funeral home and all other pertinent authorities to coordinates special requests for tissue sampling (e.g., organ transplantation team, research). | | | | |
| Performs postmortem examinations which may include: external examinations, in situ organ inspections, evisceration, dissection and dictation or recording of data such as organ weights, presence of body fluids and gross anatomic findings. | | | | |
| Releases the body to the correct mortuary following proper restoration and indicating any biohazards (e.g., contagious disease, radioactive implant) that may be present. | | | | |
| Acts as a key contact person for pathologists, grossing and histology staff to identify problem areas and recommend changes to workflow. | | | | |
| Ensures proper maintenance of equipment, provides adequate supplies, and maintains cleanliness of the surgical pathology suite. | | | | |
| Assists in the organization and coordination of anatomic pathology conferences and serves as a preceptor for residents, fellows and/or students. | | | | |

Other Requirements

| Essential: | Emergency Response/Recovery | Essential: | Mandated Reporter |
|------------|--|------------|--|
| | In the event of an emergency, the employee holding this position is required to "report to | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects |

Other Requirements

| | | | |
|--|---|-------------------|--|
| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
| | duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.