

UW HEALTH JOB DESCRIPTION

CYTOTECHNOLOGIST - SENIOR

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| Job Code: 530006 | FLSA Status: Non-Exempt | Mgt. Approval: M Marggi | Date: 9-18 |
| Department : Laboratory Services | | HR Approval: K Sawyer | Date: 9-18 |

JOB SUMMARY

UW Health Clinical Laboratory is a comprehensive provider of laboratory testing, expert medical interpretation of specimens and innovation in laboratory technology. The laboratory plays an essential role in the quality and safety of patient care by providing accurate diagnostic and treatment information to caregivers and patients. The laboratory is classified by the federal government as a complex testing laboratory.

Individuals in this position perform basic and complex diagnostic testing and additional activities necessary to provide laboratory testing services. A high degree of accuracy and reliability is required to ensure results that can assist in the timely diagnosis and treatment of patients. The Cytotechnologist Senior performs microscopic screening of gynecologic, non-gynecologic, and Fine Needle Aspirate (FNA) slide preparations, for the detection of precancerous and cancerous conditions. The incumbent provides assistance and adequacy assessment on the majority of Fine Needle Aspirate procedures.

The Cytotechnologist Senior is a lead position within the Clinical Laboratories Department that provides daily direction to Cytotechnologist I's with regard to laboratory policies and procedures and serves as the dedicated Lead Technical Resource for Procedures, Equipment, Education, Informatics or Quality Assurance. The Cytotechnologist Senior motivates, coordinates and supports staff to ensure quality results are reported in a timely manner. Incumbents operate under general supervision and recommend adjustments to staffing, policies and procedures.

All Cytotechnologist Senior perform the General responsibilities listed below. A Cytotechnologist Senior may specialize in one or more of the following areas and may be asked to coordinate Competency Program for the department.

- 1) Lead Cytotechnologist
- 2) Technical Specialist
- 3) Education Coordinator
- 4) Lab Informatics Specialist
- 5) Quality Assurance Coordinator

The responsibilities for each specialization are also listed below.

MAJOR RESPONSIBILITIES

A. General Responsibilities

1. Develop and maintain teaching / training materials. Assist manager in assessing training and recommend in-service training.
2. Assist manager with coordinating and maintaining employee competency and compliance with policies and procedures.
3. Coordinate training and competency assessments.
4. Assist with leadership of the department to maintain operations.
5. Participate in inspection readiness for appropriate regulatory and accreditation agencies.
6. Serve as liaison between staff and management. Solicit input from staff about possible changes that would improve the efficiency and quality of service. Implement simple process improvements as appropriate.
7. Responsible for staying current with new technologies and methodologies. Make recommendations to management or Service Team.
8. Write and maintain current procedure manual(s) in approved accreditation format. Assist with development, maintenance and control of laboratory policies and procedures.
9. Assist in the total quality management in all aspects of training, testing and quality review. Assist in quality assurance and proficiency testing activities.
10. Attend appropriate meetings as assigned.
11. Serve as a mentor to other lab staff. Assist managers in coaching staff.
12. Participate in the development of presentations about lab activities/projects for department staff meetings, University of Wisconsin - Madison or Madison Area Technical College classes, lab-wide meetings, etc.
13. Assist manager with interview process.
14. Serve as a liaison to the Clinical Laboratory Research Coordinator to coordinate research projects within the department. This includes workflow, communication with staff, billing, reporting, maintaining supply inventory and training. Communicate problems and concerns about the research project with the manager/Service Team.
15. Assist manager with the billing process, including ensuring appropriate use of Current Procedural Terminology coding and capturing of charges.
16. Perform laboratory testing using manual and automated technology as listed in the Objective position description.

B. Lead Cytotechnologist Responsibilities

1. Coordinate work-flow throughout the Laboratory to ensure quality results are reported in a clinically useful time frame.
2. Coordinate new employee orientation within the department.
3. Assist manager with assessing, coordinating, documenting and scheduling training and competency testing.
4. Communicate regularly with managers to relay problems or concerns. Act as spokesperson for personnel in recommending changes in staffing or procedures.

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5. Communicate and/or clarify procedural and policy changes to other personnel.
6. With managerial oversight perform duties such as editing and approving time cards, scheduling, writing policies, submitting and responding to Patient Safety Network, budget preparation and monitoring, troubleshooting quality assurance variance reports and reviewing results.
7. Assist with maintaining inventory and supplies for the operations of the laboratory.

C. Technical Specialist Responsibilities

1. Provide leadership for the testing, interpretation and reporting of results.
2. Provide consultation to health care clinicians.
3. Serve as the primary technical resource.
4. Evaluate and make recommendations of new technology or process improvements to the Service Team.
5. Develop and oversee validation studies for new instruments, methods and tests.
6. Accountable for the oversight of maintenance and performs advanced troubleshooting and problem-solving.
7. Oversee the inventory of supplies and reagents and apply principles of asset management.
8. Assist with the purchasing functions (interact with purchasing, write specifications, call companies, research and evaluate products/technology).

D. Education Coordinator Responsibilities

1. Coordinate and oversee all educational opportunities and activities—including continuing education opportunities for employees.
 2. Consult with faculty and other program administrators to devise and implement teaching programs (e.g., Clinical Laboratory Scientist, Pathology Resident, medical students, Cytotechs, post-doctoral fellows).
3. Coordinate and maintain teaching materials, establish objectives and performance standards, devise examination and evaluation tools, and provide other educational support as needed.
4. Monitor all educational activities to ensure that objectives are met. Ensure that educational activities are appropriate and current, teaching is timely and complete, and duration and scope of teaching meets the needs of the individual.
5. Collaborate with other Educational Coordinators for consistency across the lab.

E. Lab Informatics Specialist Responsibilities

1. Oversee the Laboratory Information System Test build process including table build, testing and documentation.
2. Coordinate the Laboratory Information System validation process for new programs or software changes to ensure accurate display of results and/or information.
3. Maintain complete documentation of any Laboratory Information System changes.
4. Serve as the liaison with the Laboratory Information System Support staff. Assist with maintenance of Laboratory Information System operations documentation.
5. Attend Laboratory Information System updates and communication changes to lab staff.
6. Inform laboratory staff of all information systems changes (e.g., Test Directory, Laboratory Information System, EPIC) changes and assist with training as necessary.
7. Serve as the primary resource for lab staff concerning LIS issues.
8. Act as a Test Directory Editor. Keep Test Directory up to date. Add or edit tests as directed by the technical expert or manager.
9. Facilitate computer software upgrades for the Laboratory.
10. Perform periodic Laboratory Information System checks (e.g., calculation, auto verification, patient reports) or reviews and implement any necessary changes.
11. Coordinate and serve as the department liaison for installation and table build for new software system.
12. Assist manager with other computer-related projects as assigned.

F. Quality Assurance Coordinator Responsibilities

1. Oversee quality activities and programs including method and instrument evaluations, quality control processes, materials, documentation and data analysis in accordance with lab policies and accreditation agencies.
2. Serve on the laboratory-wide Quality Support and Integration Team (QSIT) and appropriate laboratory Service Team.
3. Collaborate with Quality Support and Integration Team and Service Team to develop, and review the quality assurance plan with appropriate monitors. Assist with the summary of these monitors and report to Service Team.
4. Evaluate and assure on-going progress of performance improvement activities. Recommend and facilitate work groups/teams to resolve identified problems and maintain or improve service quality. Serve as expert for developing effective quality monitors.
5. Guide selection, training and implementation of statistical quality control procedures.
6. Coordinate proficiency testing, ensuring appropriate enrollment or alternative method, proper specimen processing and examination, timely specimen and result tracking, and thorough follow-up of performance problems.
7. In collaboration with Manager, develop and oversee a plan to assure continual accreditation readiness.
8. Serve as consultant and coach for method validation or verification studies.

G. Competency Testing Coordinator Responsibilities

1. Coordinate competency program according to accrediting agency requirements and lab policy.
2. Monitor and document competency of staff. Report issues and concerns to the manager.
3. Develop annual competency plan with approval by manager / Service Team.
4. Work with Quality Specialist/manager to ensure the Competency Plan is meeting the needs of the department.

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

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| Education | Minimum | Bachelor's degree in medical technology, clinical laboratory science, or chemical, physical, or biological science |
| | Preferred | Bachelor's degree in Cytotechnology |
| Work Experience | Minimum | Three years' experience in a Cytology laboratory with emphasis on skills related to work area |
| | Preferred | Five years of experience in a Cytology laboratory with emphasis on skills related to work area |
| Licenses & Certifications | Minimum | Cytotechnologist (American Society for Clinical Pathology) |
| | Preferred | Specialist in Cytotechnology (American Society for Clinical Pathology) |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Demonstrated problem-solving skills • Demonstrated analytical skills • Demonstrated organizational skills • Demonstrated leadership skills • Strong communication skills • Strong attention to detail • Knowledge of The Joint Commission, College of American Pathologists and Clinical Laboratory Improvement Amendments regulations related to work area • Knowledge of quality control and quality assurance principles and proficiency in testing procedures • Knowledge of adult training methods and teaching skills |

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

| | | | |
|-------------------------------------|-----------------------------|-------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Infants (Birth – 11 months) | <input checked="" type="checkbox"/> | Adolescent (13 – 19 years) |
| <input checked="" type="checkbox"/> | Toddlers (1 – 3 years) | <input checked="" type="checkbox"/> | Young Adult (20 – 40 years) |
| <input checked="" type="checkbox"/> | Preschool (4 – 5 years) | <input checked="" type="checkbox"/> | Middle Adult (41 – 65 years) |
| <input checked="" type="checkbox"/> | School Age (6 – 12 years) | <input checked="" type="checkbox"/> | Older Adult (Over 65 years) |

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|---|-------------------------------------|---|---|
| Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| X Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |
| Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |

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| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
|--|---|------------------|-----------------|-----------------|
| List any other physical requirements or bona fide occupational qualifications: | | | | |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.