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**Job Title: Mohs Histolotechnologist**

**Reports To: Laboratory Medical Director/Mohs Surgeon**

**Section I: Position Summary:**

To efficiently prepare and process dermatology tissue specimens histologically using the cryostat for microscopic evaluation by the Mohs surgeon.

**Section II: Typical Physical Demands of Job Duties:**

 **Job Functions**

Sitting, standing, lifting and carrying objects, reaching, stooping, squatting, kneeling, and bending. Repetitive motion of arms and hands required for microtomy and embedding of specimens. Visual acuity needed to read specimen bottle labels, tissue block numbers, slide numbers and protocols, while paying close attention to detail. Hearing acuity needed to communicate within the department and answer timers for staining protocols. Lifting up to but not limited to 50 pounds. Requires working occasional extended hours.

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

**Section III: Working Conditions:**

Room temperature varies. Work closely with co-workers. Biohazards materials exposure. Prolonged and intermittent cold exposure to hands (-15 to -30

 Safety items provided by the employer are: lab coat, eye protection, rapid fan exhaust ventilation, gloves, emergency eye wash/shower, and barrier proof gowns for tissue grossing.

(The work environment characteristics described here are representative of those employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

**Section IV: Duties and Responsibilities:** (This list may not include all of the duties assigned and may be updated intermittently to accommodate miscellaneous duties as assigned.)

1. Number specimens.
2. Comply with safety standards and quality measures per OSHA/CLIA policies and procedures.
3. Fill out daily quality assurance and log book forms for equipment and procedures according to CLIA regulations.
4. Gross dermatology specimens according to procedure outlined in the written protocol
5. Embed specimens according to outlined protocol in the procedure manual.
6. Section specimens at 4 microns or appropriate settings using a cryostat according to outlined protocol in the procedure manual.
7. Run autostainer and set up/maintain chemicals according to protocol.
8. Perform special staining of slides according to the protocol.
9. Organize additional cuts and stains for the Mohs surgeon.
10. Label and organize slides as they are coverslipped.
11. File tissue slides numerically.
12. Label, dispose of and package hazardous waste according to EPA guidelines.
13. Wash lab glassware and dishes.
14. Clean up of work stations daily.
15. Order supplies for staining and processing slides.
16. Maintain Green Award standards.
17. Lab contact for request or questions.

**Duties and Activities:**

· Map tissue specimens according to Mohs technique and prepare microscopic slides

· Maintain quality control on all slides processed and monitor ongoing QC study

· Create and maintain accurate files and logs needed for records, entering, updating, and/or recording information accurately and in a timely manner.

· Monitor inventory levels of supplies and equipment on a regular basis

· Maintain and operate laboratory and surgical equipment including cryostat

· Disposes stains, and cleans glass containers and petri dishes.

· Maintains equipment, instruments and cleanliness of working area and maintains a safe, clean work environment including proper labeling and storage of chemicals and specimens (and disposal of same).

· Researches, troubleshoots, and resolves histology related inquiries and problems within the laboratory.

· Maintains log for patient identification system.

· Ensures a safe environment in the lab according to OSHA standards

· Maintain documentation as required by CLIA guidelines

· Maintains liquid nitrogen tank.

· Perform other related duties incidental to the work described herein

· Maintain standards consistent with The Skin Surgery Center Mission Statement

· Functions as a team member by assisting, supporting, and encouraging other employees in any way possible.

· Maintains and updates OSHA and Clinical Laboratory Improvement Amendments (CLIA) records.

**Qualifications**

· High School Diploma or equivalent, required. Bachelor's Degree in Medical Technology, Basic Science or related field, preferred.

· American Society for Clinical Pathology (ASCP) certification as Mohs Histotechnician (MHT), required. Certification as Histotechnologist (HTL), preferred

· Medical terminology knowledge and pathology information system experience, preferred.

· Minimum of one (1) year pertinent laboratory experience.

· Excellent interpersonal, organizational, written and oral communication skills.

· Knowledge of anatomy and medical terminology.

We are seeking a precise, hard-working, and detail-oriented Mohs Histotechnician for a Mohs Surgery practice in Edina MN We are looking to build an excellent team with members who are eager to contribute to top-quality patient care and has a willingness to learn and grow with the practice over the long term.

In this vital role, the ideal candidate is experienced, reliable, honest, hardworking, flexible, good humored and patient-centered. Qualified applicants must have expertise and tremendous skill in tissue grossing, embedding, frozen section histology, H&E tissue staining. Must have the requisite knowledge and skills to maintain CLIA certification, OSHA guidelines and must be an excellent record-keeper.

Under supervision of the Mohs micrographic surgeon, the histotech will imbed, cut, and stain the surgical specimens according to the outlined Mohs technique. Obtain histology slides from outside the lab as necessary and maintain records of all tissue and slides which come into our laboratory.

Skills : Knowledge and understanding of technical aspects in the areas of histology, laboratory techniques, and quality control.

Ability to embed, cut, stain, and mount tissue specimens following established polices and procedures and laboratory standards.

Strong interpersonal skills for interacting with peers, physicians, and patients.

Strong organizational and computer skills.

If you are interested please contact us either by email or phone:

Email: dawnt@academicderm.com or contact the clinic @ 952-746-6090