

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612

COOK COUNTY HEALTH
& HOSPITALS SYSTEM
CCHHS

Job Code: 4155
Grade: 22
FLSA: Exempt

Standard Job Description

Job Title
Pathologist Extender II

Department
Pathology

Job Summary

Under the supervision of a pathologist, the Pathology Extender prepares specimens for examination, performs gross dissection, dictation, photographs specimens and may perform postmortem examinations, including gross dissection, dictations and microscopic examinations. In addition, instructs and trains fellows and students; and, works as a team with the staff in the grossing room (pathologist assistants, fellows and students) and maintains the grossing room. As needed, performs the duties of the pathologist assistant.

All work performed requires an extremely high degree of analytical ability in order to observe, identify, and report pathology data.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- At the direction and under the supervision of the Clinical Laboratory Services System Manager of Anatomic Pathology, a Pathologist Extender may perform the following tasks and assume responsibility for duties including the following:
 - Assuring appropriate specimen accessing.
 - Obtaining clinical history, including scans, x-rays laboratory data, etc.
 - Describing gross anatomic features, dissecting surgical specimens, and preparing tissues for histologist examination for both routine processing and intraoperative consultation i.e., frozen sections)
 - Obtaining biological specimens such as blood, tissue and toxicological material for studies such as flow cytometry, image analysis, immunohistochemistry etc., and performing special procedures including faxitron imaging and tumor triage.
 - Photographing all pertinent gross specimens and microscopic slides and ascertaining the appropriate documentation and archiving of specimens.
- Performing duties relating to the accurate transcription of clinical and pathologic data in the final pathology report. This includes the recording of data from the specimens and the editing of gross descriptions and cassette summaries to accurately reflect the extent of the pathologic examination that was performed.
 - Performing duties relating to the administrative maintenance of surgical pathology protocols, reports and data, including the filing of reports, protocols, photographic and microscopic slides; assuring the completion of specimen coding; and billing.
 - Ascertaining and monitoring the appropriate labeling and storage of gross tissue obtained from specimens.
 - Assuring proper maintenance of equipment, provisions of adequate supplies and inventory, and cleanliness of the surgical pathology suite.
 - Assisting in the organization and coordination of anatomic pathology conferences.

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Initials: *[Handwritten Signature]*

Typical Duties continued

- Performing such administrative, budgetary, supervisory, teaching and other duties as may be assigned.
 - Assists in various research projects conducted, rendering professional service and judgment in support of the efforts of the pathologist.
 - Performs other duties as assigned such as learning the anatomic pathology computer system. Orients and instructs supervisor, residents, and students as directed by the chief/director of surgical pathology or designee.
- Performs other related duties incidental to the work described herein.

Reporting Relationships

Reports to the Clinical Laboratory Specialty Services System Manager of Anatomic Pathology

Minimum Qualifications

- Bachelor's Degree from an accredited college or university in a science. (Must provide original copy of college or university transcript at time of interview.)
- Successful completion of an accredited Pathologist Assistant Program.
- Successful completion of certification as a Pathology Assistant. (Note: Recent graduates must successfully complete their exam for certification within one year of hire.)
- One (1) year of experience in a surgical pathology laboratory in a tertiary care facility (academic center) or large community hospital.

Preferred Qualifications

- Master's Degree from an accredited college or university in a science.
- Five (5) years of experience in a surgical pathology laboratory in a tertiary care facility or large community hospital.

Knowledge, Skills, Abilities and Other Characteristics

- Thorough and comprehensive knowledge of the principles, theories, concepts and practices applicable to highly specialized functions of the laboratory or general area for which the pathologist extender will assume primary responsibility.
- Ability to effectively perform and demonstrate for others the proper execution of such complex tasks, including maintenance and calibration of equipment.
- Ability to preside over the daily activities in the grossing room. Ability to supervise professional and other staff (pathologist assistants, residents and students).
- Ability to assist with dispensing directive and work rules and explaining policies to others. Ability to consult effectively in a confidential manner which management in matters which pertain to the unit.
- Ability to demonstrate and exercise authority and leadership in connection with scheduling and assigning staff (pathologist assistants), assisting and providing training for staff (pathologist assistants, students and residents), reviewing vacation and other leave (pathologist assistants), and evaluation performance (pathologist assistants).
- Skill in carrying out goals and mission of the section of Surgical Pathology, especially as it pertains to the specific tasks associated with the Gross Laboratory, preparing for inspections, meeting safety and accreditation standards and ensuring validity of procedures, knowledge of the application of quality controls mechanisms relative to the unit, and the ability to enforce or apply them.

Knowledge, Skills, Abilities and Other Characteristics continued

- Ability to perform and assist with the duties of subordinate personnel to the same or a related area as needed. Ability to train and direct others in the maintenance of equipment.
- Ability to understand union contracts, department policies and other hospital regulations.
- A high degree of skill and judgment in the managing of records and data through the use of laboratory systems, PCs or other devices. Ability to maintain confidentiality of patient related materials in compliance with HIPPA requirements and ensure that the area meets CLIA and other regulatory requirements.

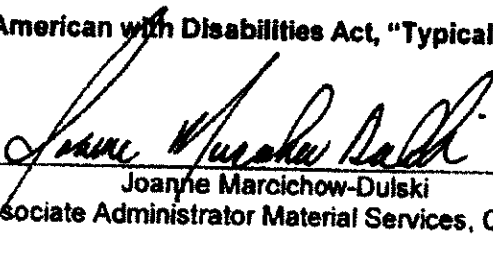
Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



Joanie Marcichow-Dulski
Associate Administrator Material Services, CCHHS

6-15-16

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date