

**VDx[®]**

Veterinary Diagnostics
Accurate answers. Expert guidance.

Dr. John Peauroi, President
DVM, MPVM, Dipl. ACVP

215 C Street, Suite 301
Davis, CA 95616

Phone: (530) 753-4285
Fax: (530) 753-4055
www.vdxpathology.com

JOB DESCRIPTION

JOB TITLE: **HISTOLOGY TECHNICIAN 1**

JOB SUMMARY: Primary responsibility includes the processing of pathology specimens for microscopic evaluation.

AUTHORITY: This is not a supervisory position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Primary duties include the following:
 - a) Embedding, sectioning, H&E staining and application of coverslips for formalin-fixed paraffin-embedded tissues and plastic-embedded tissues.
 - b) Organization and distribution of slides and blocks to VDx pathologists and Preclinical Research Team.
 - c) Special (histochemical) staining.
 - d) Organization and preparation of laboratory reagents and supplies.
 - e) Operation of recycling equipment.
 - f) Handling and disposal of xylene, reagent alcohol, formalin, and other lab chemicals.
 - g) Immunohistochemistry.
 - h) Sectioning tissues for PCR.
 - i) Large format microtomy.
 - j) Operation, maintenance and troubleshooting of laboratory equipment.
2. Secondary duties may also include additional ancillary support tasks such as:
 - a) Filing of blocks and other laboratory materials.
 - b) Maintaining cleanliness of all histology laboratory areas, equipment, and supplies.
 - c) Cleaning of laboratory glassware/plasticware.
 - d) Inventory and ordering of laboratory supplies and reagents.
3. May also include other duties as directed by supervisor or Management.

The exact scope of duties will vary from employee to employee and individual employees may not be involved in all the above duties. An employee's specific scope of duties will be defined at the time of hire and will be updated at annual review and/or revised from time to time as determined by Management.

CORE VALUES:

The Company has identified its key core values of Integrity, Hard Work, Teamwork and Growth Mindset. Employees who are a good fit with the Company will show the following qualities:

1. Integrity – Exhibits honesty, trustworthiness and accountability, even when it's hard. Reliably seeks the truth and brings own mistakes to attention without prompt.
2. Hard Work – Is internally motivated, dedicated and efficient while driving quality results. Completes work as assigned and gets expected work done in allotted time.

3. Teamwork – Works together through communication, collaboration and support of coworkers. Communicates and relates smoothly and well with coworkers and managers.
4. Growth Mindset – Is curious, asks questions and actively seeks learning opportunities. Welcomes business and personal growth. Seeks to improve technically and learn new skills.

PERFORMANCE CHARACTERISTICS:

This is an entry level position. Staff at this level are expected to work as directed by their supervisor or team lead.

COMPUTER/OFFICE EQUIPMENT:

1. Must be able to operate a PC computer and fax/copy machine.
2. Basic PC skills may include the utilization of word processing, database, and spreadsheet applications.
3. Must be able to type.
4. Basic phone answering and phone etiquette.

GENERAL REQUIREMENTS:

1. Read, understand, and follow all applicable SOPs, policies and regulatory requirements.
2. Provide general assistance to other laboratory staff including, but not limited to, Clinical Operations Manager, Assistant Clinical Operations Manager, Preclinical Research Manager, Histology Manager, Histology Technicians and/or Quality Assurance Manager.
3. Maintain general cleanliness of the facility.
4. All other duties as assigned by management.

MINIMUM QUALIFICATIONS:

1. Education: High School Graduate. Bachelor's Degree in Biology, Animal Science, or a related field preferred. Significant relevant experience and/or ASCP HT licensure may be considered in lieu of a degree.
2. Experience: This is an entry-level position. Previous laboratory experience preferred. Knowledge of basic anatomy helpful.

REQUIRED SKILLS AND ABILITIES:

1. Attendance: Must be able to work on a consistent and routine basis. Some overtime and irregular hours, including evenings, weekend, and/or Holidays may be necessary.
2. Vision: Must have visual ability to read fine detailed documents and computer screen documents for several hours each day.
3. Communication: Must be able to communicate clearly with internal and external clients, working with multiple nationalities and dialects. Communication skills include verbal and written.
4. Psychological: Must be able to maintain tact and diplomacy with internal and external clients at all times.
5. Must have strong organizational skills.
6. Ability to pay attention to small, fine detail.
7. Must be able to work in a teamwork environment.
8. Must be able to maintain client confidentiality.

PHYSICAL REQUIREMENTS:

1. Ability to sit for prolonged periods while working on a lab bench for 6-8 hours per day.
2. Ability to move from sitting to standing occasionally during the day.
3. Ability to lift up to 30 lbs. to a height of 3 feet.
4. Ability to occasionally bend, stoop, and reach throughout the day.
5. Ability to communicate clearly.
6. Ability to use a keyboard, headphones and operate a computer consistently throughout the day.

WORK ENVIRONMENT:

1. This position involves a potential for exposure to hazardous chemicals such as formalin, xylene, alcohol, and acids. Refer to the VDX Safety Policy, applicable SOPs and the corresponding SDS for detailed information.
2. VDX provides PPE to perform specific functions as defined. The employee is responsible for utilizing all required safety equipment.