

THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL CENTER

JOB DESCRIPTION

TITLE: FLOW CYTOMETRY SPECIALIST

JOB CODE: L4428

JOB FAMILY: Professional

FLSA: Non-Exempt

DATE: November 2022

SUMMARY

Works under general supervision of the Section Manager and the Section Technical Director and serves as an expert working on high-complexity testing with proficiency in system/test validation and writing technical policies and procedures in the Flow Cytometry Laboratory.

ESSENTIAL FUNCTIONS

Job Duties:

1. Validation of new technology and new testing procedures
 - a. Writing of validation plans, oversight of validation studies and writing of new SOP protocols with assistance from medical directors.
 - b. Training new technologists.
2. Oversight of sample processing and staining, instrumentation, color compensation and data acquisition.
 - a. Training new technologists.
 - b. Trouble shooting technical problems.
3. Oversight of Flow Cytometry analysis and preparation of clinical reports for pathologist review.
 - a. Training new technologists
4. Oversight of Quality Assurance protocols and training of technologists on Quality Assurance
5. Oversight of quality control procedures to ensure accurate and valid results used in patient diagnosis and to ensure compliance with federal and laboratory guidelines.
6. Provides leadership and technical assistance to medical technologists in conducting flow cytometry procedures to ensure accuracy of clinical data.
7. Participation in Clinical Flow Cytometry research projects under the supervision of principal investigator and/or medical director
8. Attends continuing education seminars. Maintains current and up to date knowledge of flow cytometry by reading relevant literature on new advances in the field.
9. Participates and assists in laboratory educational activities and conferences for continuing education of technologists.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor of Arts, Sciences or Medical Technology degree with coursework in biologic and physical sciences or coursework in Flow Cytometry.

Three years of general lab experience required, and three years Flow Cytometry experience preferred. Minimum experience of one-year employment in a Flow Cytometry lab.

Manufacturer course training on Flow Cytometry instrumentation preferred.

Flow Cytometry analysis experience preferred.

MT (ASCP) certification and/or SCYM, Specialist in Cytometry certification (ASCP) preferred.

KNOWLEDGE, SKILLS, & ABILITIES

- Work requires ability to communicate well through verbal and written skills
- Work requires external contact with vendors regarding approved equipment problems
- Work requires internal contact with physicians from other departments regarding blood, bone marrow, amniotic fluid, and solid tissue specimens
- Work requires exercise of considerable judgment in application, evaluation, and implementation of new or revised procedures, techniques, and practices to work problems
- Work requires experience in Cytology/Cytopathology, Cell Physiology, Electron Microscopy, Flow Cytometry, Hematology, Immunology, Immunological Techniques, Microscopy, Medical Technology, Staining, and Customer Service
- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Microsoft Teams

The following is the acronym, "PACT", and is fundamental to all clinical positions at UT Southwestern Medical Center:

- **P-Problem Solving:** To achieve excellence in patient care and service, all employees are expected to take ownership in solving problems effectively, efficiently and to the satisfaction of the patient.
- **A-Ability, Attitude and Accountability:** In keeping with a professional healthcare environment, all employees are expected to have the ability to perform their jobs and to appear and conduct themselves in a professional and positive manner.
- **C-Communications and Compassion:** It is our goal that all our communications are clear, courteous, timely, and delivered with compassion, respect and appropriate confidentiality.
- **T-Teamwork:** In our medical environment, our patients regard every employee they encounter as a member of the Southwestern Medical Center team. Our goal is to individually work hard to contribute to our team, support our co-workers, and to achieve not only excellent patient care and service, but also a satisfying, caring environment for each other.

WORKING CONDITIONS

Work is performed primarily in a laboratory area with exposure to one or more disagreeable elements, such as body fluids, infectious agents, odors, chemicals, contagious diseases, etc.

Walking, standing, bending, turning and stooping.

Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee.

This position is security-sensitive and thereby subject to the provisions of Texas Education Code §51.215.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

EMPLOYEE ACKNOWLEDGEMENT :

Employee Name	Person #	Employee Signature	Date