

Job Description

Job Title: Anatomical Pathology Technician	Service Area: Licensing & Regulatory Services
Division/Section: Environmental Standards - Mortuary	Job Number: 10020344 JE Number:
Grade: PO1	Date last updated: 2 July 2020

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Overall Purpose of Job

To provide assistance to Pathologists appointed by H M Coroner in the preparation of cadavers for post mortem examination, assistance in the post mortem and the reconstruction of the cadaver after examination.

To undertake all necessary cleaning of the premises and equipment at the Mortuary

To undertake all the necessary documentation and record keeping at the Mortuary.

To improve the quality, safety and choice of the services provided for H M Coroner in Newham.

Job Context

1. The postholder reports to the Senior Anatomical Pathology Technician.
2. The postholder will be required to work evenings, weekends and public holidays in order to meet service requirements.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time. Such duties will be undertaken on the instruction of the Senior Technician and under the jurisdiction of H M Coroner,

1. To participate in the day to day operation of the Mortuary, to ensure that various technical functions and associated work are performed effectively to service objectives.
2. To follow procedures, protocols and guidance for the Team or Group on technical issues and service delivery matters toward service and work improvements. This includes the requirements of the Human Tissue Authority License.
3. To report to the senior officer on all appropriate matters concerning the activities, duties, responsibilities of work area within the Team.
4. Diploma in Anatomical Pathology Technology or equivalent proven knowledge and experience.
To undertake appropriate training and /or study for personal or professional development and contribute to knowledge sharing initiatives and programmes.
5. To assist in the process of post mortem examinations and to have experience and knowledge of advanced post mortem, forensic and infection procedures.
6. Prepare records and documentation in respect of post mortem examinations.
7. To advise and assist pathologists, police officers, forensic officers, coroners' officers and others legitimately present in the Mortuary in respect of proper procedure and process.
8. To process technical and other data held electronically and assist with the development of the business process and activity reports concerned with outputs and performance indicators.
9. Understand and develop the appropriate IT systems for business improvement and promote data quality and integrity at all times.
10. To assist in the cleansing of the Mortuary and the maintenance of hygiene.
11. To be aware of potential risks and hazards associated with the handling and examination of deceased persons. To make proper use of personal protection equipment.
12. To maintain the highest standards of personal hygiene.

13. To contribute to the production of guidance protocols and advice notes on technical and legal aspect of mortuary duties.
14. To act in matters of law and administration as it relates to the Council's duties and responsibilities.
15. To act with discretion and ensure that details of cases and the work at the Mortuary remain strictly confidential.
16. To be flexible, able to cover more than one service area at any time and take on new duties and responsibilities.
17. To represent the council, as required, in contacts with H M Coroner's Officers.
18. To maintain relationships with internal and external partners and stakeholders particularly the police and coroner's officers to ensure the delivery of key outputs and performance indicators.
19. Have an understanding of customer care and the needs of clients to ensure the delivery of high quality customer service.
20. To ensure that adequate records and databases are maintained including logs, protocols, operating procedures and registers to enable the efficient operation of the work of the Team and assist with the timely production of information and performance indicators.
21. Ensure effective and consistent service delivery having regard to customer care and the Council's equality objectives following the requirements of the management team of the Group.
22. To actively contribute to work patterns and participation within team structures to ensure continuous business improvement, motivate colleagues and improve team working.
23. To manage and maintain the mortuary service in the absence of the Senior Anatomical Pathology Technician.
24. To keep up to date with any changes in legislation and ensure all post mortem work and storage of cadavers is in accordance with the Human Tissue Authority Guidelines.
25. Good communication skills, being able to deal with recently bereaved relatives with empathy and the necessary consideration regarding confidential and sensitive situations.
26. Being physically fit and able to dress, undress, lift and manoeuvre bodies with knowledge on how to also deal with obese and bariatric bodies.

NB: Some of the activities above involve heavy lifting and work in confined areas, in an environment where health and safety may be compromised unless extreme caution and great care are exercised.

Person Specification

Job Title: Anatomical Pathology Technician	Service Area: Licensing & Regulatory Services
Division/ Section: Environmental Standards - Mortuary	Job Numbers: 10020344 JE Number:
Grade: PO1	Date last updated: July 2020

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE 1. Detailed knowledge mortuary procedures. 2. Detailed knowledge post mortem procedure. 3. Detailed knowledge of record keeping and documentation relating to Post Mortem examinations and Mortuary operation.	Application form/Interview/Test Application form/Interview/Test Application form/Interview

4. An understanding of the Council's Vision and corporate aims for the service.	Application form/Interview/Test
QUALIFICATIONS Qualification to a level of the Certificate <u>and</u> the Diploma in Anatomical Pathology Technology (RSH). Evidence of continuous professional development in anatomical pathology.	Application form/Interview/Documentation
EXPERIENCE: 5. Significant experience of work within a hospital or Public Mortuary where Coronial Post Mortem examinations take place. 6. Experience assisting in Post Mortem Examinations. 7. Experience of providing advice and assistance to Coroner's Officers, Police Officers and the bereaved. 8. Experience of working in an unsupervised setting during weekends and out of usual office hours.	Application form/Interview Application form/Interview Application form/Interview
SKILLS AND ABILITIES: 8. Ability to prepare cadavers for examination and the presentation of cadavers for burial/cremation following examination. 9. High degree of literacy and numeracy skills. 10. Ability to support and assist colleagues in resolving cases. 11. Ability to implement change. 12. Ability to communicate effectively at all levels in a clear and concise manner. 13. Ability to manage workload and casework to timescales and agreed outcomes. 14. Ability to investigate service requests, identify risks,	Application form/Interview Application form/Interview Interview Interview Application form/Interview Interview Application form/Interview

<p>defects, issues and apply correct legal and technical remedies.</p> <p>15. Ability to use databases and understand and interpret electronic information accurately.</p> <p>16. Ability to cover for the senior mortuary technician in his or her absence.</p> <p>17. Ability to produce reports from the mortuary data base for presentation to senior managers.</p> <p>18. Ability to provide financial information regarding spend and to apply spending controls within the mortuary setting.</p> <p>19. Ability to work unsupervised and at short notice to accept delivery and dispatch of cadavers, including those that require forensic examination.</p> <p>20. Ability to build effective and productive working relationships with colleagues and partners at all levels.</p> <p>21. Ability to work flexibly within a team.</p> <p>22. Ability to support team development.</p> <p>23. Ability to take appropriate action to improve the service and make decisions within area of competency.</p> <p>24. Ability to use equipment and IT applications.</p>	<p>Application form/Interview</p> <p>Interview</p> <p>Application form/Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>21. Commitment to achieving equal opportunities in both employment and service delivery.</p> <p>22. Willingness to make well-informed decisions.</p> <p>23. Commitment to delivering an effective, improving and high quality service.</p> <p>24. Makes positive contribution in all aspects of work.</p> <p>25. Champion a learning culture with an understanding of different learning styles.</p> <p>26. Effective interpersonal skills with excellent communication ability.</p>	<p>Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>

