**Job Description**

**Post Title Senior Anatomical Pathology Technician**

**Role Profile** \_ Specialist BCP Band J

**Service/Team** \_ Environment/Bereavement Services/Mortuary Service

**Reports to** \_ Bereavement, Coroner & Mortuary Manager / Senior Coroners Officer

**Responsible for** \_ n/a

**Number of posts** \_ 3 x APT posts

**Post number** \_ 10864

**Career Grade** \_ n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring a quality and compliant mortuary service is provided in support of the Coroner Service for Dorset.

**Job Overview**

The Dorset public mortuary is located at Holly Tree Lodge in Bournemouth. The Senior APT supports the provision and delivery of a safe, secure, effective and comprehensive mortuary and post-mortem examination service to support the HM Coroner for the County of Dorset.

The post holder will be primarily responsible for ensuring the mortuary and post mortem examination service always operates in accordance with relevant legislation, regulations, licencing, codes or practice and local authority requirements, and that standard operating procedures are in place and complied with at all times.

**Key Responsibilities**

* Ensure the mortuary facility and post mortem service is provided to a high standard and in a safe, secure and effective way which meets all legislation, regulatory and licencing requirements.
* Ensure all standard operating procedures (SOPs) are effectively implemented and complied with by staff.
* Ensure all aspects of Health and Safety and Quality for the mortuary facility and post mortem service are effectively implemented and complied with by staff.
* Assist the Mortuary Manager in supervising, coordinating and monitoring the performance and daily work schedules of all Anatomical Pathology Technicians within the framework of service requirements, including staff appraisals, personal development plans and HR policies.
* Assist with the induction and training programmes of all mortuary staff, including Continuing Professional Development, basic and advanced theory, practical training and the safe and correct use of equipment.
* Assist with the training and development programmes for staff and that they are completed, up to date and recorded.
* Ensure the post-mortem room is maintained in accordance with SOPs and other policies and procedures, including the routine disinfection procedures and disposal of waste.
* Participate in the mortuary on-call service, through effective rota patterns and accesses, to offer advice and assistance 24 hours a day, 365 days a year as directed by the Mortuary Manager.
* Be competent in all areas of mortuary and post-mortem work and assist at post-mortem examinations where necessary to meet the demands of the service.
* Assist with Forensic / Home Office post-mortem examinations as directed by the Mortuary Manager.
* Attend the mortuary in the event of a major incident being declared as directed.
* Ensure effective links with the Coroners Office, Pathologists, Bereavement Services Team, Funeral Directors, Police and hospital staff are in place to ensure a cohesive mortuary and post-mortem service.
* Ensure the Facilities Management Team undertake comprehensive and effective servicing, maintenance and repair of the mortuary facility and equipment, and ensure all log books are maintained and updated.
* Ensure exemplary standards in the management of specimens collected at post-mortem in the collection, labelling, safe handling, storage and transportation to provide full traceability and reporting as directed by the Mortuary Manager.
* Monitor and maintain appropriate levels of consumable stocks for the mortuary to ensure continuity of service.
* Ensure all data and records are maintained correctly, accurately and appropriately and are processed in compliance with the General Data Protection Regulations and information governance requirements.
* Keep up to date with current mortuary practices and guidance from the HTA, Health and Safety Executive (HSE) and any other professional bodies relating to mortuaries, post-mortems and the retention of tissue samples.
* Ensure effective case management for the receipt and release of deceased persons to funeral directors or other authorised persons in accordance with the standard operating procedures.
* Accompany bereaved relatives to viewings and ensure these are held appropriately and in accordance with best practice. Ensure that communications with bereaved families are sympathetically and efficiently dealt with.
* Ensure control of external agencies such as Funeral Directors for collection times and that safe collection procedures are followed according to the mortuary policy and health and safety.
* Deputise for the Mortuary Manager as and when required.

**Specific Qualifications and Experience**

* Level 3 Diploma in Anatomical Pathology Technology (or equivalent) with at least 2 years’ post Level 3 experience (or equivalent)(Essential)
* Knowledge of anatomy and physiology (Essential)
* Experience of mortuary work (Essential)
* Knowledge of funeral trade (Desirable)
* Able to effectively and sensitively communicate information to colleagues and other interested persons (Essential)
* Demonstrable experience with good hand to eye coordination and dexterity when performing complex technical tasks (Essential)
* Good working knowledge of ICT including Excel, Word, Outlook and other programmes relevant to the role (Essential)

**Personal Qualities & Attributes**

* Attention to detail and methodical approach to work at all times and be able to prioritise where necessary (Essential)
* Able to work under pressure and to tight deadlines by planning and organising own workload in an environment of change and where there are competing demands (Essential)
* Able to work as an effective team player, assisting and supporting other team members as and when required (Essential)
* Develop relationships which have an influence on service improvement in your area (Desirable)
* Possess effective interactive communication skills with the ability to deal with potentially difficult and sensitive situations in a professional and calm manner (Essential)
* Possess a high level of resilience, emotional stability and maturity (Essential)
* Able to deal with distressing situations in a professional, dignified and respectful manner without compromising the needs and reputation of the service (Essential)
* Adaptable to change and able to contribute to service improvements (Essential)
* Demonstrates the highest standards of personal conduct, honesty, integrity that inspires trust and confidence (Essential)
* Contribute to and celebrate the success of the whole team (Essential)

 **Job Requirements**

* DBS check (Essential)
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car (Essential)
* Be flexible to work both within office premises and remotely if required (Desirable)
* Able to lift and manoeuvre bodies, including oversized bodies, for dressing and undressing, viewings, post-mortems and release to Funeral Directors, using hydraulic trolleys (Essential)
* Able to deal with frequent exposure to highly distressing circumstances, including post-mortems on patients of all ages, disfigurement or decomposed bodies and untoward deaths (Essential)

Prepared by: Liz Hall

 26/01/2021