

JOB DESCRIPTION

JOB DETAILS	
Job Title	Trainee Anatomical Pathology Technologist
Reports to	Mortuary and Bereavement Manager
Band	Band 3 (Subject to conclusion of formal matching)
Department/Directorate	Mortuary/Clinical Specialist Services

JOB PURPOSE
<p>The Trainee Anatomical Pathology Technologist will be part of a team providing an efficient coordinated Mortuary services to the Trust and HM Coroner's service, providing a high standard of deceased patient care.</p> <p>To participate in the smooth running to the Mortuary, Bereavement and Tissue Donation Service in the Royal Devon & Exeter Hospital. To undertake all aspects of administrative work associated with the Bereavement/Mortuary service. Operate within a highly flexible team for the effective overall delivery of patient care. To train and maintain a comprehensive knowledge and understanding of Mortuary and Bereavement processes.</p> <p>To assist Pathologists during routine Post Mortem examinations completed for HM Coroner for Greater Devon, including reconstruction of deceased patients to a high-standard following such examination. To assist Forensic Pathologists completing Forensic Post Mortem examinations on behalf of the Home Office and HMC Coroners – maintaining absolute confidentiality in regards to such examinations.</p> <p>To maintain cleanliness and stock levels of the Post Mortem suites and other relevant areas of the department.</p> <p>To support the Trust's commitment to the NHS Blood and Transplant eye retrieval scheme by training and gaining competence at corneal retrievals.</p> <p>To maintain optimum communication between consultants, other key Directorate staff & other health professionals and associated agencies. Maintain absolute patient confidentiality in accordance with the Trust Policy. To participate in on-call roster as experience grows.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

<p><u>Organisation and Administrative</u></p> <ul style="list-style-type: none"> • To train and maintain a comprehensive knowledge and understanding of Mortuary and Bereavement processes. • To have a full working knowledge and support the office administrator in their role. • To participate in relevant Mortuary and Bereavement office duties, including facilitating the completing legal documentation and department records. • To answer telephone calls and personal enquiries in a polite and dignified manner maintaining confidentiality at all times • To arrange via telephone or email viewing or Identifications on deceased, under the direction of the qualified Mortuary Anatomical Pathology Technologists. • To forward on Post Mortem requests and relevant information to the Pathologists ahead of examinations. • To complete relevant paperwork associated with each deceased such as hazard notification forms under the direction of qualified APTs. • To arrange and book transfer of deceased for Post Mortem examination off-site when requested.
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- To ensure accurate record keeping of all specimens retained following Post Mortem examinations on the Mortuary computerised systems.
- Complete any relevant paperwork required for successful corneal retrievals accurately and in a timely manner.
- Liaise with Trust staff and external agencies such as the Police, Coroner's Officers, Medical Examiner's Officers, Ambulance Crews and Funeral services in a polite, professional and courteous manner at all times.

Scientific and Technical

- To remove items of clothing and assist with external examinations of the deceased during Post Mortem examinations under the direction of the Pathologist or qualified APTs as directed.
- To clean and disinfect the Post Mortem suites to a high standard following completion of Post Mortem examinations.
- To ensure that instruments are prepared and ready for upcoming examinations.
- To assist in non-high-risk Forensic Post Mortem examinations following the instructions of the Forensic Pathologist at all times.
- To reconstruct deceased following Forensic Post mortem to a high cosmetic standard.
- To maintain and participate in the regular cleaning and disinfection of clinical areas and equipment within the department. Reporting any faults or issues to the Mortuary Manager as required.
- To admit patients into the Mortuary from Porter staff, Funeral Services or Ambulance teams as required.
- To assist during dental identifications, finger-printing or photography requested by the police or Coroners office as required.
- To train and maintain competence regarding enucleation of eyes for transplant, at the request of the eye retrieval scheme.
- To be available to admit organ retrieval teams to comply with any requests received from NHS Blood and Transplant.
- To release patients to funeral services, or other relevant parties that could on occasion include family members of the deceased – maintaining patient dignity and professionalism at all times.
- Participation in the on-call roster out of hours, which can include all of the above.

Health and Safety

- To be conversant with all safety policies and ensure that all procedures and standards are maintained, including Mortuary security.
- Ensure that personal working standards are such that the post holder remains safe.
- Ensure that personal working standards are such that others are not exposed to risk by the post holder's actions in the workplace.
- To carry out any mandatory training as required.
- To be aware of any emergency processes and procedures required within the department.
- The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection
- Report any inoculation injury to Occupational Health and the Mortuary Manager.

Quality and Service Development

- To participate in quality systems and service audit under the direction of the Mortuary Manager.
- Ensure that all relevant standard operating procedures and risk assessments are adhered to at all times.
- Participate in staff meetings and informal discussions, offering improvement suggestions where appropriate.
- Ensure that any incidents and/or equipment faults are reported to the Mortuary Manager for further investigation.
- Completion of Trust incident forms under the direction of the Mortuary Manager.
- Have an awareness of the Human Tissue Authority codes of Practice in relation to the Post Mortem Sector.
- Participate in any regulatory or Trust inspection of the department as required under direction of the Mortuary Manager.

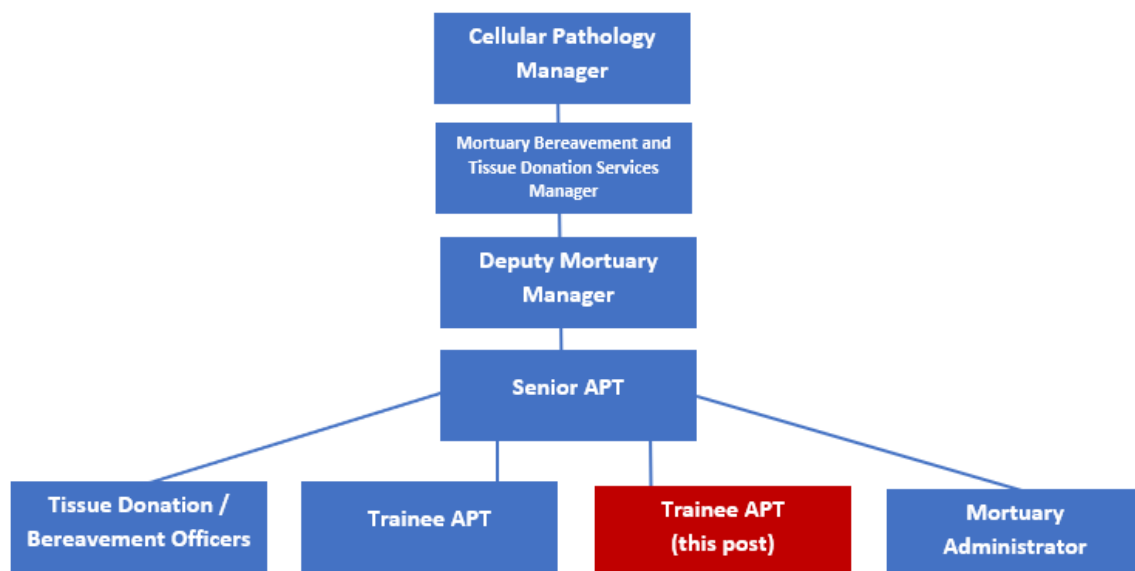
KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Consultant Histopathologists • Cellular Pathology Service Manager • Mortuary Bereavement & Tissue Donation Manager • Deputy Manager • Anatomical Pathology Technologists • Bereavement / Donation Officers • Medical Examiner Team 	<ul style="list-style-type: none"> • Funeral Directors • Police Officers • Relatives of the deceased • Paramedics • Coroners' Officers

ORGANISATIONAL CHART



FREEDOM TO ACT

- The post holder is guided by departmental operating procedures and Trust policies, with line manager support and advice available. Professional judgement must be used when dealing with bereaved relatives of the deceased.

COMMUNICATION/RELATIONSHIP SKILLS

- The post holder will be required to adhere to the organisations standards of customer care when welcoming visitors and dealing with clients in a confidential and sensitive manner. This could be face to face or over the phone and requires tact to exchange information relating to bereavement support.
- Clear communication is essential when relaying technical autopsy information to Consultant Pathologists and other staff. Excellent communication skills are required for interacting with Trust personnel, funeral directors, Coroners' Officers, public and bereaved individuals.
- Recognise the importance of harmonious working relationships and maintain an atmosphere conducive to learning and optimum performance.

ANALYTICAL/JUDGEMENTAL SKILLS

- Make judgements on facts or situations, some of which require analysis.
- Handle general issues and use initiative to escalate matters to a senior member of staff.

- The post holder will have the ability to make decisions on appropriate dissection techniques and the suitability of viewing of the deceased before planning with families to view.
- Weigh, measure and record any external features relevant to the Post Mortem examination of the deceased.

PLANNING/ORGANISATIONAL SKILLS

- Organises own day to day work tasks under the direction on the Mortuary Manager or nominated deputy.
- To schedule and arrange Post Mortem examinations under the direction of the Mortuary Manager and/or Deputy Mortuary Manager.

PATIENT/CLIENT CARE

- The ability to work well with bereaved relatives and the deceased, dealing with sometimes upsetting and distressing situations. This could be in person, via telephone or email.
- Provides clinical technical service, including obtaining samples for examination and diagnosis.
- Eviscerate the deceased under the direction of the Pathologist of qualified APT.
- Obtain any relevant specimens or samples required for further analysis during the Post Mortem examination.
- Assist in non-high-risk Forensic Post Mortem examinations following the instructions of the Forensic Pathologist at all times.
- Prepare patients for viewing or identification at the request of family members or other interested parties to a high standard. Assisting with any requests presented during such viewing, observing any cultural or religious requests where appropriate.
- Ensure that any record of specimens being transferred, or returned from an external agency is accurately recorded on the Mortuary computerised systems.

POLICY SERVICE AND DEVELOPMENT

- Required to comment on policies and procedures, offering suggestions for improvement to be considered by the Mortuary Manager.

FINANCIAL/PHYSICAL RESOURCES

- Regularly handles patient valuables, cash and credit cards; Measure and record any valuables present on the deceased, and accurately record details on the Mortuary computerised system.
- Remove any implantable device encountered during Post Mortem examination following guidance from qualified APTs.
- Maintains stock control and requisitions items on behalf of the Mortuary Manager.
- Ensure that all stock levels and consumables are ready and available for examinations.
- Restock consumables and equipment as required.

HUMAN RESOURCES

- Demonstrates own duties and provides advice to new or less experienced staff.
- Assist in care after death training and tissue donation awareness, once a sufficient level of experience has been obtained.
- Be responsible for own self-directed learning whilst undertaking the Level 3 Diploma in Anatomical Pathology Technology.
- Assist in teaching and training of junior Pathologists once a sufficient level of competency has been obtained.
- Assist in Mortuary Tours with Trust staff, education on the role of an APT and the work of the department.
- Complete any in-house training as directed by the Mortuary Manager.

INFORMATION RESOURCES

- Records personally generated information including patient information into electronic systems and relevant certificates and forms.
- Ensure that any statistical information is recorded accurately and available upon request.
- To keep accurate records and any personal effects belonging to the deceased.
- To keep accurate records of deceased patients within the computerised system.

RESEARCH AND DEVELOPMENT

- To assist the Mortuary and Bereavement Manager where necessary to ensure that service policies, procedures and audits are up to date.

PHYSICAL SKILLS

- Highly developed physical skills requiring accuracy during dissection and reconstruction of the deceased.

PHYSICAL EFFORT

- The role will have a combination of sitting, standing and walking with frequent moderate effort for several short periods and frequent VDU work.
- Frequent requirement for moderate physical effort for several short periods whilst carry out Post Mortem examinations, dressing and undressing, lift and manoeuvring bodies on a daily basis – some of which can be oversized.
- Moderate infrequent effort required in admission, release and preparation of deceased patients for viewing.
- Moving and handling of deceased patients within the Post Mortem suites

MENTAL EFFORT

- Ability to adapt to an unpredictable workload based on death rate, and sudden forensic requirements which can affect work when on-call, or during seasonal periods.
- Frequent requirement to concentrate for moderate periods of time during post mortem examinations.

EMOTIONAL EFFORT

- The role requires frequent exposure to deceased patients due to the working environment, some of which may be disfigured, victims of violence, incident or injury, with occasional exposure to deceased babies and children.
- The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to the deceased.

WORKING CONDITIONS

- Frequent exposure to highly unpleasant working conditions including body fluids, contaminated equipment, insect life and decomposed bodies.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Trainee Anatomical Pathology Technologist
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
5 GCSEs (or equivalent) grade A-C including English and Science	E	
Level 3 qualification (e.g. A Level, NVQ Level 3) or equivalent demonstrable experience	E	-
A Level (or Equivalent) in a science subject such as biology	-	D
Qualification or experience with IT packages such as Microsoft Office	-	D
KNOWLEDGE/SKILLS		
Knowledge of the Human Tissue Act and its practical requirements	-	D
Exceptional communication skills	E	-
Knowledge of hospital activity	-	D
Knowledge of HM Coroner and Medical Examiner Office process	-	D
Good level of hand eye coordination and manual dexterity	E	-
High level of attention to detail	E	-
EXPERIENCE		
Experience of working with the bereaved and/or the deceased	-	D
Experience of working in the healthcare sector	-	D
Awareness of Health and Safety issues	-	D
PERSONAL ATTRIBUTES		
Ability to stand by decisions made and admit errors	E	-
Empathetic and Sympathetic approach	E	-
Good interpersonal skills	E	-
Smart appearance	E	-
Proven team worker	E	-
Ability to work under pressure in an unpredictable environment	E	-
Flexible approach to tasks	E	-
Physically able to fulfil the complete range of Mortuary duties, which include manual handling	E	-
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	-
Full clean driving licence and access to a vehicle	E	-
Willing to undertake further training for personal professional development.	E	-

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				Y
Contact with patients	Y				
Exposure Prone Procedures	Y				Y
Blood/body fluids	Y				Y
Laboratory specimens (Formalin Fixed)	Y		Y		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y		Y		
Respiratory sensitizers (e.g. isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y	Y			
Animals	N				
Cytotoxic drugs	Y	Y			
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	Y				Y
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	Y		Y		
Driving	N				
Food handling	N				
Night working	Y	Y			
Electrical work	N				
Physical Effort	Y				Y
Mental Effort	Y				Y
Emotional Effort	Y				Y
Working in isolation	Y			Y	
Challenging behaviour	Y		Y		