





Job Description

1. JOB DETAILS	
Job title:	Anatomical Pathology Technician
Accountable to:	
Managerially	Cellular Pathology Manager
Professionally	Consultant Histopathologist
Location:	Mortuary, North Cumbria University Hospitals
2. JOB SUMMARY	
<p>Undertake daily administration and organisation of the work, including all aspects of body handling, receipt and release, post mortem examinations, and viewings. Particular attention must be paid to mortuary hygiene and health and safety responsibilities. Train mortuary staff, porters and other staff entering the mortuary to ensure a safe and efficient working environment.</p> <p>All staff are expected to work to the Trust Values:</p> <div>  <p>Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> <div>  <p>Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> <div>  <p>Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> <div>  <p>Collaboration – We are stronger and better working together with and for our patients</p> </div>	
3. ROLE OF DEPARTMENT	
<p>North Cumbria histopathology, cytology and mortuary services is part of the pathology department, providing comprehensive diagnostic and screening services to the North Cumbria University Hospitals NHS Trust and the general practitioner surgeries of Cumbria PCT. Mortuary services are based at both the Cumberland Infirmary and the West Cumberland Hospital, and provide a storage and post mortem service to the hospital and the local HM Coroners. Approximately 2200 bodies are stored annually, and 800 post mortems performed.</p>	

4. ORGANISATIONAL CHART
<div style="text-align: center;"> <p>Head of Department</p> <p>Cellular Pathology Manager</p> <p>Anatomical Pathology Technologist (diploma level 3 and 4)</p> <p>Anatomical Pathology Technician (diploma level 3)</p> <p>Mortuary Assistant</p> </div>
5. KEY WORKING RELATIONSHIPS
<p>Pathologists. Cellular pathology manager. BMS mortuary supervisor. Hospital staff including medical, nursing and portering staff. Relatives of the deceased. Funeral directors. Undertakers. Forensic personnel. Coroner's officer. Coroner and office staff. Home Office. Ambulance staff. Police.</p>
6. DUTIES AND RESPONSIBILITIES OF THE POST
<p>Clinical</p> <ul style="list-style-type: none"> • Participate in the receipt and release of bodies as necessary, including ensuring adequate identification of the body is maintained at all times, and that valuables and belongings are logged and stored according to standard protocol. • Organise and participate in viewings and formal identifications with relatives of the deceased, liaising with the bereavement counsellor or family liaison officer when necessary. • Organise post mortem examinations through liaison with the Coroners' Office, pathologists, or Home Office as required. • Assist the pathologist with post mortem examinations, opening body cavities, removing and weighing organs, recording information, and carrying out specialised techniques such as removal of spinal cord/corneas as required. • Follow strict health and safety principles when handling bodies, particularly when participating in post mortem examinations on infectious risk cases, and when handling decomposed bodies. • Collect and prepare specimens and samples for pathological analysis as requested by the pathologist during post mortem examination, ensuring accuracy of labelling at all times. • Reconstruct bodies following trauma such as road traffic accidents, burns, drowning, and after post mortem examination has been carried out. • Remove and / or arrange for deactivation of pacemakers from bodies prior to release from the mortuary.

- Assist radiographers in cases where x-rays are required, e.g. babies or suspicious deaths.
- Participate in the requirements for tissue donation as requested through the appropriate organisations.
- Supervise visitors, ensuring safe working practices and adherence to policies, protocols and procedures at all times.
- Ensure visitors to the mortuary have adequate information to enable them to carry out their duties safely and effectively.
- Maintain equipment according to standard procedure, and arrange for servicing or repair as necessary.
- Clean and disinfect all areas of the mortuary according to standard procedure.
- Participate in the procedure for dignified disposal of foetal remains according to Trust policy.
- Participate in the out of hours' mortuary on call service.
- Travel between hospital sites to help cover for staff shortages.
- Ensure bodies are handled in a safe manner and according to the Trust moving and handling policy. Always risk assess prior to lifting, and seek help where required.
- Comply with infection prevention and control procedures at all times.

Management

- Deputise for the lead APT in their absence.
- Communicate with the Coroners Office and other personnel as necessary to ensure post mortem examinations are arranged in a timely manner.
- Liaise with pathologists to ensure post mortems are carried out as soon as is practicable.
- Ensure the mortuary environment is kept clean and tidy, is well maintained, and that all equipment is fit for purpose.
- Ensure compliance with UKAS and HTA standards
- Ensure compliance with health and safety regulations, guidelines and policies.
- Assist the management team in the achievement of business and quality objectives.

Administration

- Using the mortuary computer system, accurately register receipt and release of bodies and their belongings.
- Ensure all appropriate paperwork is completed accurately and in a timely manner according to standard procedure.
- Assist in the preparation and review of risk assessments.
- Report accidents or incidents according to established protocol.
- Undertake periodic review of routine mortuary procedures and protocols, addressing deficiencies. Ensure all policy and service development is impact assessed in respect of equality requirements.

Education

- Train medical students, student nurses and other hospital staff in the essentials of general mortuary and post mortem procedure as requested.
- Organise, deliver and record staff training as necessary, and in accordance with mandatory training requirements.
- Demonstrate mortuary procedures to staff, other healthcare professionals, porters and police, as required.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio.

- Participate in research, audit and surveys as required.

7. WORK SETTING AND REVIEW

Work independently to objectives as set by the cellular pathology manager / consultant pathologist. The cellular pathology manager / BMS mortuary supervisor will review performance and undertake appraisal.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents Or near-misses promptly and when requested to co-operate with any investigations undertaken

12. EQUALITY AND DIVERSITY

- . All employees of the Trust have responsibility to:
 - Act in ways that support equality and value diversity.
 - Treat everyone with whom they come into contact with dignity and respect.
 - Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION
North Cumbria Health Economy

POST TITLE: Lead Anatomical Pathology Technologist

Factor	Essential	Desirable
Qualifications	Royal Society for Public Health Diploma in anatomical pathology technology (level 3 and 4) or has equivalent experience Essential IT skills (EITS) or equivalent.	
Experience	Mortuary work. Assisting at post mortem examination. Specialist procedures e.g. removal of spinal cord, inner ears, eyes, maxilla and mandible. Specialist dissection procedures e.g. exposure of bone marrow and veins. Mortuary health and safety, including safe handling of bodies. Training others in mortuary work.	Knowledge of end of life care. Knowledge of HTARI classification.
Knowledge	Mortuary theory and practice. The law concerning deaths and their certification. Role of the coroner. Requirements of the Human Tissue Act 2004. Requirements of UKAS 15189 standards. COSHH, infection control and other safety regulations or policies pertinent to mortuary work.	Experience in assisting in forensic PMs
Skills and Aptitudes	Skilled dissection techniques for post mortem examination. Able to use initiative appropriately. Able to prioritise work to meet deadlines. Good communication and interpersonal skills. Able to work independently and as part of a team. Able to follow strict procedures and protocols. Able to lead in proposing new ideas and approaches. Able to work confidently and effectively Able to support other mortuary staff. Good organisational skills. Computer literate with good keyboard skills and experience in using Microsoft Office and Laboratory Information Systems	Experienced user of eQMS systems
Personal	Compassionate.	

circumstances	Well motivated. Innovative. Confident.	
Other requirements	Commitment to personal development. Able to participate in the on call rota. Able to work across hospital sites. Able to work flexible hours according to the needs of the department.	Driving licence.
PERSON SPECIFICATION AGREEMENT		
<p>Post holder's signature _____</p> <p>Date _____</p> <p>Line Manager's signature _____</p> <p>Date _____</p>		

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.