

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Senior Anatomical Pathology Technician (APT)
<b>Department:</b>	Pathology
<b>Division:</b>	F&CSS
<b>Salary Band:</b>	A4C Band 5
<b>Accountable To:</b>	Responsible to Mortuary operations Manager via the Site Lead APTs Professionally responsible to Clinical Lead for Mortuaries
<b>JOB SUMMARY</b>	
<p>To assist the Site Leads and other members of staff in the provision of a comprehensive Mortuary Service at the Royal Hampshire County Hospital NHS Trust and Basingstoke mortuary. The base site for this post will be the Royal Hampshire County Hospital (Winchester).</p> <p>To provide assistant in the core mortuary services for HHFT which include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Admissions and release of patients</li> <li>• Viewing preparation and conducting</li> <li>• Variety of post-mortem examinations including routine, high-risk, and Home Office</li> <li>• Maintain equipment and cleanliness of department.</li> </ul> <p>The appointee will be required to participate within the on-call rota for the Royal Hampshire County Hospital (RHCH) on a 1 in 3 basis. This on call will run from Friday 16:00 – Friday 08:00. The reaction time is 1 hour.</p> <p>The appointee will be supported to work towards continued personal development both professionally and as part of supporting the department.</p> <p>The appointee will understand the HTA requirements that underpin the foundations of modern mortuary practice.</p>	
<b>KEY RESULT AREAS/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Assist and support the Site Leads and other staff with <b>all</b> mortuary activities using local SOPs and trust policies.</li> <li>• Assist and maintain clear communication with Consultant Pathologist(s) within the post-mortem room.</li> <li>• To engage in continued growth of the department across site through the quality management systems, HTA, and previous mortuary experience(s).</li> <li>• Admit and release of deceased patients and understanding the legal documentation in accordance with HTA and trust policies.</li> <li>• To maintain accurate records of all property that may accompany deceased.</li> <li>• Understanding of documentation required for the admission, post-mortem, release and disposal of bodies, personal effects, and tissue retention for a scheduled purpose.</li> <li>• To liaise with the bereavement officer(s), funeral directors and coroners' officer in the documentation and release of deceased patients from the mortuary.</li> <li>• To liaise with other partners and stakeholders both internal and external to the trust.</li> <li>• Ensure specimens are labelled and handled in accordance with local pathology policies and HTA requirements.</li> <li>• To prepare viewings and when necessary, accompanying the relatives into the viewing room</li> </ul>	

- Sympathetic engagement of persons viewing the deceased, to ensure relatives are supported and treated with courtesy, respect, and consideration always.
- Assist the bereavement officer when required for viewings, collection of forms.
- To assist in the identification of a deceased patient on behalf of HM Coroner and the Police
- Participate and work with colleagues to provide 24-hour service, working flexibly in accordance with needs of the department. The standard on-call for this post is 1 in 3 and may rarely require additional support to the service.
- Encouraged to seek further learning opportunities both internal and external to the trust.
- Must ensure mandatory training is completed in a timely manner.
- Actively participate in team meetings and continued development of the service.
- Ensure you can keep to and maintain deadlines.
- Undertake cross-site working at the direction of the mortuary operations manager, or via the site leads in the absence of to support the effective running of the service.

#### **CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS**

- Assist and support the site lead and / or mortuary operations manager in investigation of accidents, incidents, and complaints.
- Always maintain dignity and respect to the patients, colleagues, and stakeholders.
- Always maintain confidentiality.
- Ensure effective resolution of enquiries from clinical staff.
- Remain composed when dealing with distressing situations.
- Understand how to escalate concerns within the department.
- Remain mindful of situations and / or episodes that may cause stress to individuals.
- Provide a mindful approach in seeking resolutions within the service.
- Supporting the team in continued development of service provisions and patient care.

#### **COMMUNICATION**

There is a considerable amount of liaison with members of the team, other hospital staff and users of the service. It is essential that a mindful, friendly, courteous, and professional manner is always promoted. Strong communication skills are required within the team to ensure the continual and efficient running of the service.

*To communicate effectively with, but not limited to:*

- Funeral directors in all aspects of service provision.
- Coroner's officer, Police and ambulance service for the receipt, identification, and release of deceased and personal effects.
- Bereaved Families, on request of and viewing their relatives.
- Other Trust staff, in particular: - Trust Patient liaison officer, Nursing staff, medical staff, Portering and security, other Pathology disciplines, finance, personnel, estates, IT.
- Users of the service including clinical and nursing staff both within the Trust and Primary Care. Including participation in their staff education programmes.
- Contribute to team briefs and information as disseminated to colleagues.
- Encouraged to assist all persons in the team in broadening the scope of service requirements and resolutions of.

#### **ENVIRONMENT AND LOCATION.**

- The job will involve frequent exposure to body fluids and tissues that may be potentially infected with pathogenic micro-organisms/viruses between categories 1 – 3.
- Daily exposure and use of sharps, needles, manual handling.
- Work in a busy area, which will require multitasking abilities both physically and mentally.

- Using mechanised equipment such as Desouter saws, hydraulic lifting gear daily.
- A considerable amount of physical effort and manual handling is involved daily.
- Standing for extended periods of time
- Frequent requirement to perform manual handling procedures: particularly lateral transfers of deceased patients from trolleys to tables.
- Manoeuvring deceased during Post-mortem procedures.
- Able to concentrate for prolonged periods on technically demanding procedures.
- This job may involve daily exposure to frequently distressing, upsetting, and emotional situations with distressed relatives visiting the Mortuary Viewing area.

#### **BUDGETARY AND RESOURCE MANAGEMENT**

- Candidate will be required to work under the direction of the site lead APT in appropriate management of mortuary provisions, stock, and equipment.
- Candidate will be required to work under direction in arranging / supporting equipment maintenance and servicing.

#### **TRAINING AND RESEARCH RESPONSIBILITIES**

- To comply with the departmental and Trust Training Support policies, attending mandatory training and update courses as required.
- To keep up to date with current legislation regarding mortuary practice, post-mortem room procedures and organ retention.
- To undertake specialist training and continuing professional development (CPD) to maintain the effectiveness and quality of the Mortuary service.
- Maintain personal development through internal courses, educational meetings, update courses, in-house cases presentations and development programmes, in addition to external courses and meetings.
- Contribute to regular team briefs

#### **TRUST VALUES**

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

#### **ADDITIONAL INFORMATION**

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire Hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

<b>PERSON SPECIFICATION</b>	
<b>Job Title: Senior Anatomical Pathology Technologist (APT)</b>	
<b>Training &amp; Qualifications</b>	
Essential	Desirable
Level 3 diploma in anatomical pathology technology or equivalent (supporting older style certificate holders in applying but dependant on experience and CPD)	<ul style="list-style-type: none"> <li>• Health &amp; safety Training</li> <li>• Bereavement Training</li> <li>• Management of Aggression Training</li> <li>• Manual handling training.</li> <li>• Membership of the Association of Anatomical Pathology Technologists</li> <li>• Diploma level 4</li> <li>• Leadership qualification</li> </ul>
<b>Experience &amp; Knowledge</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 2 years post qualification experience. Candidates with less than the required years are encouraged to contact the Mortuary Operations Manager attached to this post.</li> <li>• Have a sound understanding of the variety of post-mortem examinations.</li> <li>• Have a sound understanding of the HTA standards and codes of practice.</li> <li>• Working with the public</li> <li>• Keyboard and computer skills</li> <li>• Understands the seasonal pressures and demands of a mortuary service</li> </ul>	<ul style="list-style-type: none"> <li>• Can demonstrate areas of development through CPD in assisting the department in growth.</li> <li>• Can apply a methodical approach in the effective planning and resolution of daily and future workloads.</li> <li>• Can demonstrate effective training to trainee APTs / Junior Pathologists.</li> </ul>
<b>Skills &amp; Ability</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Meticulous, conscientious, enthusiastic, and self-motivated.</li> <li>• Able to work under pressure and meet deadlines.</li> <li>• Able to act under supervision.</li> <li>• Able to adopt a professional approach to distressed relatives.</li> <li>• Able to deal with emotionally distressing situations, in a sympathetic and professional manner.</li> <li>• Able to respond appropriately in emergency situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to manage themselves in an ever-changing environment.</li> <li>• Can demonstrate resilience</li> </ul>
<b>Other Specific Requirements</b>	

Essential	Desirable
<ul style="list-style-type: none"> <li>• Must hold a current Driving Licence and have access to a vehicle.</li> <li>• Eligible to participate in 24/7 on-call rota.</li> <li>• Able to meet occupational Health Standards</li> <li>• Good attendance record</li> <li>• Flexibility to adapt quickly and efficiently to changing work practices.</li> <li>• Lone working (at times)</li> <li>• Physically fit – able to lift, carry and manoeuvre due to post-mortem activity and core mortuary duties.</li> <li>• Works well in a team</li> </ul>	

Post holders' signature: ..... Date: .....

Managers' signature: ..... Date: .....

## APPENDIX A

### ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

#### Confidentiality

During your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

#### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

#### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is always compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

#### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

#### Infection Control

To ensure the practice of self and others is always compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

#### Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

**Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

**Safeguarding**

Employees must always treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

**Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition, the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

**Sustainability and Carbon Reduction**

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.