

## Job Role Profile

<b>Role Title</b>	<b>Trainee Anatomical Pathology Technician</b>
<b>Directorate / Business Hub</b>	<b>Neighbourhoods/ Regulatory Services</b>
<b>Grade</b>	<b>Scale 5 to SO1</b>
<b>SAP Position Number</b>	<b>50091134</b>
<b>Date Prepared</b>	<b>16<sup>th</sup> March 2021</b>
<b>Purpose</b>  To assist the Mortuary Service Operations Manager (MSOM) and others in the daily running of Walthamstow Public Mortuary with regards to Main service functions including but limited to Storage of the Deceased, Post mortems etc .  To assist the MSOM in running the mortuary in accordance with the Human Tissue Act 2004.  <b>To maintain consistency with the Council's quality and equality perspectives.</b>	
<i>Generic Accountabilities</i>	<i>End Results/ Outcomes</i>
To understand and have the ability to follow guidelines that ensures compliance to the Health & Safety at Work etc. Act 1974, Data Protection and associated regulations.	To ensure a fully compliant mortuary.
To ensure compliance with the licensing conditions of the mortuary under the Human Tissue Act 2004 and Regulations, and to ensure those working in the mortuary either directly or indirectly also comply with those licensing conditions.	To ensure a fully compliant mortuary.
To contribute, develop and implement policies and strategies as appropriate.	To ensure a fully compliant mortuary.
On call rota participation	To ensure an efficient mortuary.
Assistance with London Mortuary Managers Group meetings	To assist in the Mortuary Service maintaining its status as an industry leader.
To assist in maintaining computer database and information systems relating to the mortuary, ensuring that the confidentiality of information is maintained in all dealing with users and visitors to the mortuary as appropriate.	To ensure a fully compliant mortuary.
<i>Job Specific Accountabilities: (These accountabilities are likely to be service specific linked to the role)</i>	
Completion of Diploma Lv3 in year one	To ensure an efficient mortuary.
To assist the MSOM in the running of the mortuary by cleaning, receiving bodies into the mortuary, with the auditing and safe-keeping of personal effects, including	To ensure an efficient mortuary.

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cash.	
To ensure proper arrangements for the supervised release of bodies to authorised funeral directors or other persons in accordance with current Standard Operating and safety procedures, including the release of tissues or samples for further examination, all in accordance with Human Tissue Act.	To ensure a fully compliant mortuary.
To assist the MSOM in the preparation of the deceased for post-mortem examinations and work with pathologists. Assisting the pathologist.	To ensure a fully compliant mortuary.
To gain an awareness of current legislation i.e. Human Tissue Act pertaining to the mortuary and of developments in other related areas.	To ensure a fully compliant mortuary.
To deal sensitively with bereaved relatives and also to liaise and consult with internal and external interested parties associated with the mortuary, including the Metropolitan Police, Coroner's Officers, the Coroner, pathologists and undertakers.	To ensure a fully compliant mortuary.

### ***Nature of Contacts***

Deal with people at all levels confidently, sensitively and diplomatically.  
Will require partnership working with external and internal partners.

### ***Procedural Context***

To arrange invoices to be sent to solicitors, undertakers and other customers.  
To develop, implement, monitor and continuously review effective quality assurance and audit for the secure, safe and hygienic systems for the bodies

### ***Key Facts and Figures***

To be able to lift and move bodies as required for the purpose of preparing bodies for post mortem and storage.  
To be able to work flexibly around the needs and availability of pathologists which includes different start time or finish times (starting work between from 5a.m and 9a.m). To work out of usual office hours and at weekends as necessary in order to meet the requirements of the service.

### **Resourcing:**

Staff Management: None  
Budgetary responsibilities: None  
Responsibility for plant and equipment

### **Competency Level: All Colleagues**

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### Knowledge, Skills and Experience

Experience of working in a mortuary or with a funeral director.  
 Excellent verbal, written and inter-personal communication skills.  
 To be able to deal with bereaved families of all religions/cultures in a tactful and sensitive matter.  
 To work in a team environment  
 To be able to work independently and on own initiative to meet deadlines.  
 To be able to prioritise workload and meet performance targets.  
 To be able to organise workloads and maintain satisfactory work records.  
 To be able to implement change and assist in developing policies and procedures.  
 To be able to use IT systems, including databases, Microsoft office 365, email and internet.  
 Willingness and ability to undertake training (passing necessary examinations) and development to maintain effective work competencies.

### Willingness to undertake qualifications

The Diploma Iv 3 in Anatomical Pathology Technology.

## STUDENT ANATOMICAL PATHOLOGY TECHNICIAN/ ANATOMICAL PATHOLOGY TECHNICIAN CAREER GRADE SCHEME

This scheme forms part of the job description of the post of Student Anatomical Pathology Technician/ Anatomical Pathology Technician. APTs will be expected to perform tasks and duties as detailed in this job description commensurate with their level on the Career Grade as directed by their Section Manager through the Performance Appraisal Scheme.

Job Title	Scale/ Grade	Essential qualifications & competencies
Anatomical Pathology Technician	<b>SO1</b>	1. Level 4 Diploma of Anatomical Pathology Technology and a minimum of 1 year's post qualification experience  2. Satisfactory performance of task/activity at complex level/working unsupervised  3. To assist in developing systems, procedures and policies and implementing them
Anatomical Pathology Technician	<b>Scale 6</b>	1. Level 3 Diploma in Anatomical Pathology Technology and a minimum of 1 year's experience  2. Satisfactory performance of task/activity with supervision
Trainee Anatomical Pathology Technician	<b>Scale 5</b>	1. Willingness and ability to undertake the Level 3 Diploma of Anatomical Pathology Technology

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		2. Satisfactory performance of task/activity with supervision
<p>The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.</p>		