

Mortuary Technician

Reports to:	Mortuary Superintendent		
Department:	Registration & Bereavement	Grade:	PO2
DBS Status:	Enhanced DBS	Politically restricted:	No
Job Purpose: Under the supervision of the Mortuary Superintendent, to assist with the positive and continuous identification of all bodies and their tissues, entering and leaving the mortuary. Preparing bodies and assisting pathologists with post mortem examinations. Ensure that the mortuary, its equipment and ancillary accommodation are kept to the standards required.			
Values • Collaborate proactively. • Lead inclusively. • Embrace change. • Be bold and curious. • Celebrate and share our success.			
Job Specific Roles and Responsibilities At PO2: 1. Prepare bodies, including external examination for items that need to be reported to the Pathologist, including trauma and communicable diseases. Assist the Pathologist with the post mortem examination. Replace organs after the post mortem examination and prepare bodies for storage. 2. Reconstruct bodies after post mortem for viewing by relatives. This may involve extensive work where the body has been mutilated, decapitation has taken place or severe damage has taken place. 3. In support of the Mortuary Superintendent assist with lectures and demonstrations of post mortems to Police and medical students. 4. Under delegation of the Mortuary Superintendent accurately maintain mortuary database and manual records. Information is inputted daily and HM Coroners documents disposed or filed in the appropriate manner. 5. Carry out the cleaning and sterilising of equipment, instruments, post mortem suite and ancillary accommodation to set standards. 6. Conduct viewing of bodies for identification by relatives in a sympathetic and understanding manner. 7. In cooperation with the Mortuary Superintendent assist with the maintenance of all fixed and moveable equipment. 8. Ensure the maintenance of the Mortuary include office and ancillary accommodation to the highest practicable standards of cleanliness and good order, observing decency at all times and reporting deficiencies or circumstances, which diminish the efficient and effective operation of the service. Ensure compliance with the Operational Procedures Manual with particular attention to the many hazards present for personnel and visitors. 9. Assisting with the security of the entire Mortuary against entry by unauthorised persons. Receiving bodies, remove and search clothing, list effects accurately and kept secure. Check body identification labels with reception details form. Take appropriate action when discrepancies arise. Cleansing bodies, prepare and attach identification labels. 10. Liaise as necessary with Coroner's Officers, Pathologists, Funeral Directors, various Police authorities and other local authorities in developing seamless service for the bereaved.			

11. Deputising as required for the Mortuary Superintendent when this officer is not in attendance and ensuring adequate supplies and consumables are in stock and that all relevant records are kept at these times.
12. Identify and coordinate the deactivation of implantable devices. Removal of pacemakers and defibrillators, ensuring correct documentation is completed and forwarded to Funeral Directors. Ensure removed pacemakers / defibrillators are disposed according to Department of Health regulations.
13. To attend at any time of the day or night such places as may be appropriate to the occasion, assisting the Police or Pathologists in special forensic post mortem investigations.
14. Release of bodies to funeral directors ensuring correct documentation is in place, valuables and personal effects are removed and signed for.
15. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.
16. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
17. Undertake any other duties commensurate with the general level of responsibility of this post.

At PO3, in addition to the above:

18. Maintain database record system including preparing data analysis and reports as requested by the mortuary superintendent and other service managers.
19. Lead on the training including arranging appropriate external and internal courses, create and monitor training plans, evaluate and report to mortuary superintendent.
20. Act as lead officer in the absence of the mortuary superintendent including attending coronial and partnership meetings, responding to emergencies and mass fatalities, ensure adequate supplies and resources are maintained to safeguard the continued operation of the mortuary 24/7.
21. In the absence of the 'Person Designated' to uphold the duties as required by the Human Tissue Authority licence and advise the Designated Individual of any issues of which he or she needs to be aware.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

- GCSE or equivalent in English & Mathematics and a Diploma in Anatomical Pathology Technology to a minimum of level 3.
- Detailed understanding of physical anatomy such as; cardiovascular, lymphatic, respiratory, alimentary, Musculo-skeletal and endocrine features of the human body.
- Detailed knowledge of microbiology and infection control for anatomical pathology including cleaning and disinfection techniques.
- Extensive knowledge of the governance and administration of mortuary practices to include consent, confidentiality and documentation.
- Fully understand the requirements of the Human Tissue Act(s) as applied to mortuary premises and tissue samples.
- Knowledge of the legal responsibilities in terms of health and safety and particularly in relation to the high risk infection to individuals and the environment.
- Understanding of the structure and life cycles of bacteria, fungi, viruses and protozoa capable of causing disease in humans.
- Detailed understanding of barriers to communication such as technical language, culture, age, ethnicity, gender, religious beliefs and socio-economic status.

At PO3, in addition to the above:

- Comprehensive knowledge of data analysis methods and presenting detailed reports.
- Detailed knowledge of the Human Tissue Act and responsibilities place on licensed premises.

Experience

- Experience of working within a similar environment and undertaking post mortem examinations.
- Experience in communicating at an appropriate technical level with medical pathologists and assisting in forensic cases.
- Carrying out external examinations of deceased to identify pathology features that may relate to the cause of death.
- Experience in using, cleaning and maintaining mortuary equipment.

At PO3, in addition to the above:

- Experience of dealing with the Human Tissue Authority and acting as mortuary lead in the absence of the 'Person Designated'.

Skills and Abilities

- Be able to demonstrate a sensitive approach to members of the public and national agencies.
- Able to carry out evisceration and dissection of a human body.
- Able to carry out examinations of dissected organs and structures, being able to identify features that may be related to the cause of death.
- Ability to accurately record marks and injuries using the correct medical terminology.
- Able to correctly retrieve tissue samples and body fluids for the deceased using correct fixatives and or procedures.
- Able to reconstruct cadavers following a post mortem in a sympathetic and appropriate way to be appropriate for viewing to create natural looking features and contours.
- Ability to use common IT/computer application skills which should include word processing, spreadsheets, and databases.
- The ability to develop new skills and adapt to new working methods.
- Flexible attitude to undertake such duties necessary to maintain the services of the mortuary.
- The ability to communicate clearly in an appropriate manner with those members of the public who are distressed/bereaved.
- Ability to work as part of a team synergistically, understanding the contribution of each team member and meet the objectives.
- Able to organise own work to ensure the time limits are met.

At PO3, in addition to the above:

- Ability to train and support junior members of staff in Anatomical Pathology, mortuary operating procedures and site specific health and safety. Able to produce detailed training programmes, liaise with training bodies and ensure continuous development of other team members.
- Able to represent the service and consortium meetings, coroners jurisdictional meetings and at any other related group meetings.
- Ability to act as operational mortuary lead in mass fatality or civil emergencies, in the absence of the mortuary superintendent, to ensure continuation of service.



Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs.