

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **Bank Anatomical Pathology Technologist**

Reports to (insert job title): **Cellular Pathology Laboratory Manager**

Department, Ward or Section: **The Mortuary, Department of Pathology**

CHP, Directorate or Corporate Department: **Clinical Support**

Job Reference: SSCLSSRAIGPATH16

No of Job Holders: **1**

Last Update (insert date): 1/10/2024

2. JOB PURPOSE

The post holder will act as a specialist Anatomical Pathology Technologist who assists in managing a planned effective Mortuary and Post Mortem Service undertaking hospital and medico-legal post mortems and storage of remains,

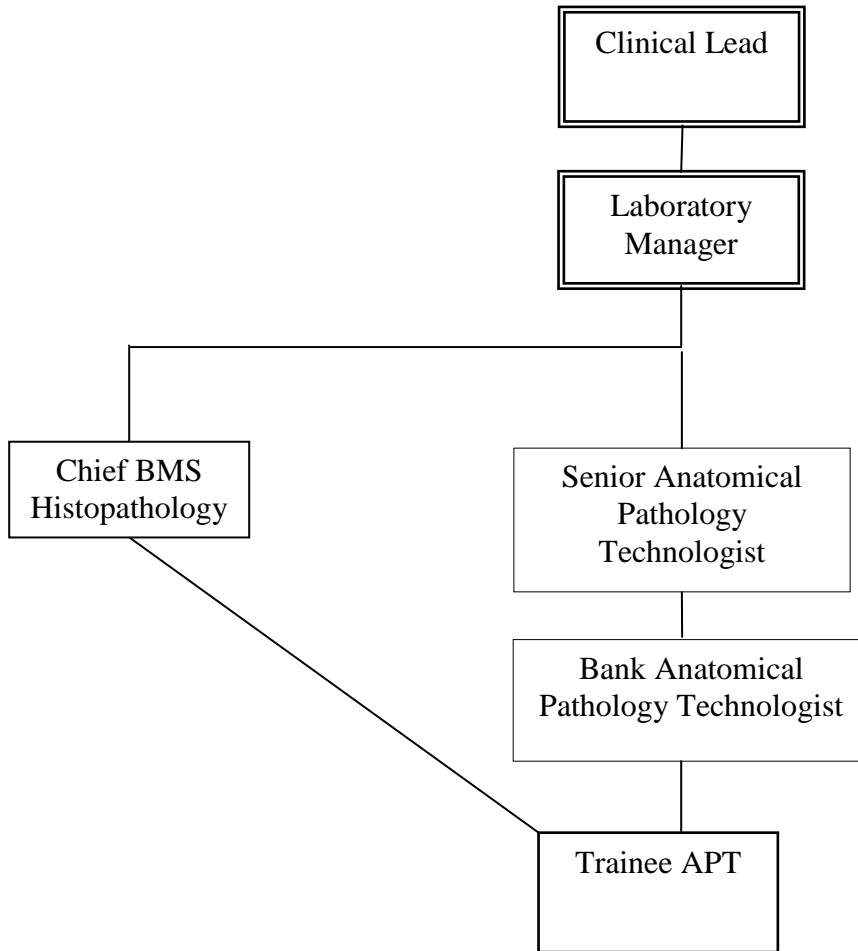
The post holder is also responsible for the health and safety of all staff and users of the service while in the mortuary and is responsible for the care and respect of the deceased and their property.

3. DIMENSIONS

Raigmore Hospital provides mortuary and autopsy services for NHS Highland, mortuary and autopsy the Procurators Fiscal Service and Northern Constabulary. The workload for which is approximately:

Total Bodies stored	1000
Total Autopsies	320
Hospital Autopsies	20
Medico-legal Autopsies	300

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide a range of effective, high quality diagnostic services, including Histopathology, Cytopathology, Mortuary and Post Mortems. To provide professional support and advice to clinicians, hospital departments, relatives and bereaved, Funeral Directors and hospitals, general medical and dental practitioners and outside agencies (e.g. Procurator Fiscal for medico-legal post mortems, Police, Local Authorities).

Raigmore Hospital is the sole provider of autopsy services in the Highlands.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

1. Organisational and administrative duties

- a. To assist in managing the mortuary service for NHS Highland at Raigmore assuming responsibility for the day to day running of the mortuary services in the absence of the Senior APT.
- b. To contribute to the overall management of the cellular pathology department by attending departmental meetings in absence of the Senior APT..
- c. To liaise with all departments and staff who use mortuary services.
- d. To approve annual leave within the section.
- e. To ensure that all paperwork is correctly completed for the management of fetal remains on behalf of the Hospital
- f. To ensure all records are maintained and stored safely and ensure compliance with any UKAS standards that apply to the mortuary.
- g. To book and supervise viewings of the deceased.
- h. To work closely with the chaplaincy to ensure religious and cultural differences are observed.
- i. To ensure patient confidentiality is maintained at all times
- j. To keep accurate records of jewellery or valuables that may accompany the deceased.
- k. To facilitate formal identification of the deceased on behalf of the procurators fiscal and when necessary act as identifying officer.
- l. To provide information and deal with enquiries regarding organ retention.
- m. To advise members of the funeral profession in order to maintain high standards of service.
- n. To monitor the mortuary consumables budget and ensure operation is within its constraints.
- o. Participate in programmed audits within Cellular Pathology.
- p. Plan and deliver a program of audits for mortuary activities.

2. Scientific and Technical

- a. To assist the medical staff with post mortem examinations including high risk cases.
 - Organise and prioritise the daily case workload in consultation with the duty pathologist.
 - Ensure paperwork is completed correctly and ready for the pathologist
 - Ensure that all consents are correct and that the extent of the examination is clearly defined
 - Liaise with staff who are to be present/wish to attend the post mortem
 - Prepare body for examination and perform or assist with external examination per instruction of pathologist
 - Perform specialist removal of body parts/organs (spinal cord, bones etc.)
 - Eviscerate body as per instruction of pathologist and perform specialist removal of body parts/organs when required.
 - Take any samples necessary and send or store if appropriate consent for these activities has been given.
 - Record weights of organs and other post mortem findings.
- b. Reconstitution of the remains to a high standard following the post mortem
- c. Take photographs during the post mortem as required
- d. To prepare the post mortem room for high risk cases and to act as either circulator (enforces safety aspects) or assistant (works with pathologist)
- e. To deliver or arrange delivery of samples taken at post mortem to other hospitals and

laboratories

- f. To receive bodies into the mortuary and ensure that they are accurately identified, registered, labelled, measured.
- g. To ensure that unidentified patients when subsequently identified are properly processed.
- h. Carry out cleaning and dressing of bodies.
- i. Lay out deceased, including high risk cases for viewing in a sensitive and respectful manner and advise relatives with regards to safe viewing practices accordingly.
- j. Ensure that all those dealing with the deceased treat them with dignity and respect at all times
- k. Provide relatives with support and advice if requested ensuring they are treated with courtesy and consideration at all times
- l. Ensure that any relatives complaints are passed to the appropriate person as quickly as possible
- m. Preparation of foetal remains and other sensitive human tissue for cremation
- n. Day to day maintenance of equipment in accordance with department policies/procedures and in accordance with manufacturers guidelines
- o. Participate in the disinfection of instruments, tools, equipment and surfaces in the mortuary on a daily basis and supervise junior staff doing same
- p. Adhere to legislation and guidelines regarding organ retention and disposal.
- q. To respect and assist with other religious rites and customs as the need arises
- r. Arrange radiography testing as required by the pathologist
- s. Provide guidance to external agencies, (e.g. police, and funeral directors) who need to work within the mortuary.
- t. To maintain adequate stock of consumables and chemicals for the mortuary, to ensure continuity of service.
- u. To monitor equipment and consumables for routine and specialist post mortem work.

3. Teaching, Training and Development

- a. Productions and delivery of presentations to all relevant service users on mortuary practice and procedure and any other subject related to care of the deceased and mortuary services.
- b. To provide practical demonstrations to Junior medical staff, medical and nursing students.
- c. To provide orientation and instruction on the mortuary to probationer police officers.
- d. Responsibility for own continued professional development by maintaining knowledge and skills in current mortuary practice and guidance from the Health and Safety Executive or any other professional bodies relating to the Mortuary or post mortem service.
- e. To ensure that mortuary staff skills are maintained and current and train and advise on best practice where necessary.
- f. Attendance at all mandatory training as prescribed by the hospital

4. Procurement

- a. To maintain adequate stocks of consumables for the mortuary to ensure continuity of service
- b. To maintain adequate consumables with use with regards the disposal of non-viable fetuses
- c. To operate within the budget assigned to the mortuary.

5. Recruitment

- a. To assist the Laboratory Manager with shortlisting and interviewing candidates for mortuary staff vacancies in absence of the Senior APT.

- b. To reply to enquiries and advise people wish to pursue a career in anatomical pathology technology.

6. Health and Safety

- a. To adhere to all health and safety regulations and policies
- b. To participate in the review and updating of protocols and policies
- c. To oversee and carry out risk assessments within the mortuary.
- d. To ensure all legislation in relation to mortuaries, post mortems and retained tissue and organs are strictly adhered to.
- e. Carry out disinfection procedures for routine and high risk post mortems
- f. To ensure that all work places are clean and tidy
- g. To ensure that all visitors including ancillary and maintenance staff are aware of mortuary H&S procedures related to their tasks
- h. To ensure suitable personal protective clothing is available for staff and visitors
- i. To liaise with the infection control team on policy and procedures regarding infectious cases
- j. To provide funeral directors with written and verbal advice regarding the infectious status of high risk cases without breaching patient confidentiality

7. Quality

- a. To maintain high quality standards and best practice within the mortuary
- b. To monitor performance of mortuary staff and mortuary service delivery.
- c. Plan and deliver a program of audits of mortuary activity
- d. To produce regular internal quality assurance reports
- e. Participate in the maintenance of the sections documentation and protocols in accordance with UKAS standards.

8. Out of Hours Service

- a. To manage and participate in the out of hours service.
- b. To attend the mortuary and provide post mortem services in the event of an emergency
- c. Attend the mortuary for the admission of bodies from police, ambulance and undertakers
- d. Attend mortuary to prepare bodies for, and admit relatives for, viewings.
- e. Attend mortuary to prepare bodies for, and admit relatives for, identifications by police
- f. Answer enquiries from all hospital and non hospital staff/agencies re all matters, administrative and practical, concerning mortuary/death.
- g. Attend for the retrieval of transplant material when requested.
- h. Help plan and participate in NHS Highland response to major incidents with high fatality situations.
- i. Ensure that staff comply with the regulations as provided within the European Working Time Directive.

9. Associated Responsibilities

- a. To carry out staff performance reviews for mortuary staff
- b. Produce personal development plans for mortuary staff
- c. To be active in the department regarding changes of policy affecting the mortuary

10. Confidentiality

- a. The post holder must maintain the confidentiality of information about patients, staff and health service business in accordance with the current data protection regulations.
- b. The post holder must maintain strict confidentiality when dealing with cases under the authority of the police and the procurators fiscal

7a. EQUIPMENT AND MACHINERY

1. Body Handling

- a. **Electrically operated garage door** – Main entry for undertakers, police, ambulance and admitting remains to the mortuary
- b. **Garage Hoist** - Access from garage to body store area. Used for raising body trolleys and coffins from garage level to main mortuary floor level
- c. **Mechanical body trolley** -Used for transferring coffins/stretchers between garage and body store. Lifting coffins and transferring into and out of vehicles
- d. **Electrical body trolley (Body store)** - Removing bodies on trays from fridge, raising and lowering to height for transfer of body into and out of coffin/stretcher. Transferring body on tray onto viewing trolley
- e. **Body Storage Fridges & Trays** - Storage of remains at optimum temperature to prevent decomposition
- f. **Bariatric body hoist**

2. Autopsy

- a. **Electric suction machine** - Extraction of body fluid from body cavities.
- b. **Electric Oscillating saw** - Incising skullcap. Removing spinal column. Cutting any other bones as instructed by the pathologist
- c. **Electronic scales** - Weighing body organs for diagnosis
- d. **Digital Camera** - Taking digital photographs to assist in analysis and for presentations
- g. **Hand saw** - Cutting bones where oscillating saw not suitable
- h. **Specimen storage cabinet** - Storage of specimens in ventilated cabinet

3. Housekeeping

- a. **Columbus Dixon D2 Floor Scrubbing Machine**
- b. **Washer / disinfectant**

5. Administration

- a. **Computer** - Booking in post mortems. Word processing. Database data input and extraction. Spreadsheet data input and extraction. Digital image download and output.
- b. **Fax Machine** - Printing of documents. Receipt and printing of fiscal permission. Receipt and printing of medical notes. Receipt and printing of documentation relating to deceased for funeral directors. Receipt and printing of documentation relating to deceased required by pathologists.
- c. **Time lapse video recorder** – Recording of CCTV images from body store and external cameras for mortuary security.
- d. **Various printers throughout department** - Printing of documents. Printing of labels for autopsy cases

7b. SYSTEMS

- a. Data entry of register and autopsy information into the LIMS (Ultra)
- b. Maintaining entries in body store register for tracking movement of the deceased and their property
- c. Generating and maintaining organ retention records
- d. Maintaining foetal disposal records
- e. Produce and maintain digital imaging database and filing system.
- f. Use of Microsoft Office programs.
- g. Use of the electronic procurement and stock control systems

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is directly answerable to the Head BMS and responsible to the Head of Service. Meetings and reviews take place formally and informally with the Head BMS and consultant medical staff. Supervision/support for the post holder is always available from the Head BMS and their deputy when required.

Work is mainly requested by the Consultant Pathologists.

The annual autopsy work in the mortuary is mainly generated from two sources (hospital and the community) is approximately:

1. Hospitals and NHS services 20
2. Procurators Fiscal 300

The mortuary body store handles approximately 1000 bodies per annum. These may be attributed to either the NHS, police or the funeral trade storage depending on the circumstances surrounding the death.

The post mortem may generate further work in the form of samples to other labs for analysis and organs for medical research.

The department also deals with the sensitive disposal of approximately 800 foetal remains cases

9. DECISIONS AND JUDGEMENTS

- a. Judgements involving basic and complex patient histories regarding preparation before post mortem examination and sampling required during.
- b. Judgements involving complex anatomical or pathological features as regards best course of action
- c. when eviscerating or reconstructing e.g. severe trauma or pathological disfigurement
- d. Supervision of visitors within the mortuary suite
- e. Co-ordinate and book doctors and visitors time prior to and when in mortuary
- f. Highlights areas of concern with regards to work practices and policies or procedures and brings attention of senior staff.
- g. Judgements involving Pathology specimen acceptance criteria and rejection, and specimen coding essential for correct processing for swift and accurate diagnosis.
- h. Judgements involving stock levels, lead in time for replacement stock to ensure continuity of the service.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- a. Frequent exposure to highly distressing and emotive situations whilst working in the post mortem room and when advising relatives of the deceased
- b. Deals face to face with bereaved relatives following traumatic incidents
- c. Dealing with particularly badly decomposed, mutilated remains
- d. Frequent and prolonged concentration required whilst eviscerating and reconstructing deceased, exemplified with intricate dissection and reconstruction techniques and high risk cases.
- e. Frequent unpredictability of work patterns. The APT is frequently interrupted during a work period and is required to keep track of several activities at once.
- f. Ability to discuss aspects of the service such as what is involved and organ retention with relatives
- g. Required to maintain a state of readiness and attend the mortuary in the event of emergency regardless of on-call duties.
- h. Frequent and prolonged concentration required for the embedding and subsequent microtomy of tissue samples.

11. COMMUNICATIONS AND RELATIONSHIPS

Communications are by mail, e-mail, telephone, fax, meetings and written reports

- a. Communicate highly sensitive information to relatives, staff and outside agencies.
- b. Provide advice, reassurance and instructions to relatives, staff and outside agencies.
- c. Communicates with staff in other sections of pathology including scientific, non-state registered and secretarial staff
- d. Provides advice to users of the mortuary service concerning health and safety issues
- e. Communicates with funeral directors and their employees
- f. Communicates with Police and procurators fiscal when necessary
- g. Communicates with staff on wards including nursing, medical, secretarial and ancillary.
- h. Communicates on a regular basis with the crematorium/cemeteries office to ensure continued good practice in the disposal of remains.
- i. Communicate with ambulance control for admission of bodies from ambulances
- j. Communicate with estate management regarding maintenance and upkeep of the mortuary fabric

and security.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

The job requires physical and mental strength and technique. Despite the provision of mechanical moving devices there are still periods of intense physical activity which can occur several times each day.

- a. Requires a high level of hand, eye and sensory co-ordination.
- b. Requires the highest level of expertise and precision when using tools and equipment in the post mortem room e.g. use of scalpels, knives, chisels, syringes, bone saws (both mechanical and hand), gross sewing needles and sutures and when dealing with complicated post mortems e.g. high risk, post operative and paediatric/perinatal cases.
- c. Frequent requirement to exert intense physical effort for several short periods during a work period
- d. Repetitive movements e.g. dissection and reconstruction. Requires upper body strength
- e. Frequent requirement to stand in a restrictive position for prolonged periods
- f. Frequent requirement to perform difficult and heavy manual handling procedures i.e. lateral transfers of bodies to and from stretchers and dressing and undressing the deceased
- g. Dealing with highly emotive and traumatic cases e.g. child homicide or un-natural deaths
- h. Dealing with multiple deaths from a single family
- i. Dealing with families, other relatives and friends of the above either by telephone or in person
- j. Constantly working in an environment of unpleasant pungent smells.
- k. Working with the constant risk/worry of contracting infection from bodies of known or unknown status.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- a. Recognised qualification in anatomical pathology.
- b. Specialist knowledge across a range of work procedures.
- c. Professional theory and practical knowledge acquired through at least 2 years experience of working in a hospital mortuary.
- d. Highly specialised evisceration and reconstruction techniques for use with routine and high risk autopsies.
- e. Supervisory experience and teaching skills.

14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Date:

Manager's Signature:

Date: