



ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

JOB DESCRIPTION

Job Title:	Anatomical Pathology Technician/Bereavement Officer
Location:	Nobles Hospital
Accountable to:	Consultant Histopathologist / Pathology Manager
Reports to:	Mortuary Manager
Pay Band:	Band 5
Job Reference No:	0137v3/JE/16
Organisation Chart: (attached)	<pre> graph TD MM["Mortuary Manager - Band 8a"] --- AP5["<i>Anatomical Pathology Technician/ Bereavement Officer Band 5 - This Post</i>"] AP5 --- AP4["Anatomical Pathology Technician/Bereavement Officer Band 4"] AP5 --- TAP4["Trainee Anatomical Pathology Technician/Bereavement Officer Band 4 – Annex U"] </pre>

JOB PURPOSE

The post-holder must assist with the provision of all aspects of mortuary duties to all service users.

The post holder is required to provide specialised technical duties within the mortuary which include assisting at post-mortems, reconstructions, carrying out patient viewings and identifications on behalf



of HM Coroner (IOM).

Dignified patient collection and release is to be undertaken along with accurate completion of the mortuary registers and property books.

The post holder will liaise with medical staff, nursing staff, laboratory staff, portering staff and the chaplaincy, as well as those involved with H M Coroners and their representatives, police and forensic service in order to provide the best possible care for the deceased and also bereaved relatives.

In addition - regular stock keeping duties, including delivery, of pathology/clinical stock must be carried out.

The assistance along with other Pathology staff in the collection of pathological/clinical specimens from designated wards/departments when required.

The post-holder will assist with the running of the Relatives Support Service (RSS).

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Post holder must possess the Certificate (Level 4 Diploma) in Anatomical Pathology Technology or equivalent experience (4 years).
- Post holder must have proven Continuing Professional Development (CPD) including course attendance and reflective learning.
- Ability to communicate empathetically with highly sensitive information such as disfigurement/trauma or infections to bereaved relatives, medical staff, coroner's staff, police etc.
- Attend external meetings and workshops to develop and assist benchmarking the service.
- Post holder must understand and provide good mortuary practice, including quality assurance, health and safety, data handling, data protection.
- Confidentiality.
- Attend In house training e.g. microbiology training on auto-clave use, manual handling, health and safety, child protection, clinical governance, risk assessment, infection control, fire, data protection etc.

MAIN DUTIES & RESPONSIBILITIES

- To be responsible and communicate to the Mortuary Manager with any concern or query regarding the day to day running of the mortuary and/or clinical/pathology stock levels and/or pathology specimens.
- Ensure all working practices comply with current Health and Safety legislation and relevant codes of practice. Including Control of Substances Hazardous to Health (COSHH).
- To ensure full documentation and respectful disposal of tissue and organs.
- To ensure that all patients are treated with respect and dignity at all times.
- Assist with the service of conducting patient viewings and also identifications on behalf of HM Coroner, by relatives of the deceased in a manner sensitive to the cultural and religious needs of the deceased and their families.
- To ensure that bereaved relatives are supported, offered advice if requested and treated with courtesy and consideration at all times.



- Assist with running of Relatives Support Service (RSS).
- Collect deceased patient property from Wards/Depts as required. Log property into Property Registers.
- Arrange appointments with bereaved relatives for the collection of Death Certification and/or patient property.
- Provide support and guidance to bereaved relatives.
- Provide guidance for Drs and Consultants completing death certification.
- To help maintain the high technical standards within the mortuary. This will include working towards the standards necessary to achieve accreditation under Clinical Pathology Accreditation Ltd (CPA).
- To be available to assist with Coroner post-mortems out of hours if required.
- Assist Consultant Pathologist and Home Office Investigations in conducting post mortems, including high-risk cases as necessary. This may include using specialised skills to remove the internal organs and the taking of samples as requested or required. These techniques will require a great amount of concentration and hand to eye coordination.
- Take samples via needle & syringe for pathological analysis when required.
- Accurately record patient height, weight and organ weights during post-mortems.
- Accurately record scars, bruising, and other clinical findings such as pleural-effusions, ascites, haemorrhage, adhesions etc during post-mortems.
- Ensure that the correct labelling, fixation and documentation of specimens taken for pathological examination and their storage or delivery to the appropriate laboratory.
- Ensure that the preparation and reconstruction of bodies prior to release is carried out to the highest possible standard. Techniques will include subcutaneous suturing, especially on facial trauma.
- To inform the Mortuary Manager in the case of any servicing, sharpening or repair requirements for mortuary equipment.
- To transfer deceased patients from the hospital wards and/or departments in a dignified respectful manner (as per local policy).
- To carry out duties surrounding the receipt and release of patients. This will include the correct completion of all mortuary registers.
- To ensure accurate documentation and records in relation to the receipt of bodies, post mortems and the disposal of deceased patients and personal effects is adhered to in accordance with the legal requirements and local policies.
- Carry out the transfer of paediatric post-mortem cases to off Island centres as explained in local policy. This could include contacting local and off-island funeral directors and also specialised UK paediatric post-mortem facilities (as per local policy).
- Carry out the safe removal and disposal of pace-makers and other implantable devices, in accordance with the legal requirements and local policies. This may include ICDs being disabled prior to removal.
- Clean the mortuary regularly, including the post-mortem room, body store and public (viewing) areas. All cleaning is carried out by mortuary staff.
- Daily disposal of clinical waste from the mortuary in accordance with local policy.
- The post holder must provide cover for the Pathology auto-clave systems when required. Auto-clave duties include loading the units with infected material, selecting the appropriate programme



and starting the auto-clave machines. When cycles have finished, the units are emptied and disinfected waste is bagged and disposed of in accordance with waste policy.

- Receive, store and dispose of theatre tissue (limbs) and keep accurate records for auditing purposes. This may include witnessing the incineration procedure.
- Assist with risk assessments within the department and act on the conclusions reached.
- To assist with stock taking of mortuary consumables and also clinical/pathology stock levels. This will include receiving large quantities of stock and checking against delivery
- To maintain levels of clinical/pathology stock levels in the appropriate store rooms and ensure efficient stock rotation.
- To provide cover for the other APT/Store-person when required.
- To carry out other duties in the mortuary and pathology department as directed by the Mortuary Manager.

CLINICAL

- To ensure that deceased patients and their relatives are treated with dignity and respect at all times.
- To be able to answer queries from bereaved relatives in a sensitive manner.
- To ensure that all relevant clinical findings are reported to the Consultant Pathologist during post-mortem examinations e.g. pleural-effusions, ascites, haemorrhage, adhesions etc.

PROFESSIONAL

- Post holder must possess the Certificate in Anatomical Pathology Technology or equivalent experience.
- Post holder must maintain professional and technical competence and awareness through proven CPD.

TRAINING, EDUCATION & RESEARCH

- Assist with the training of mortuary staff as appropriate to local policies and ensures accurate records are kept.
- Assist with the training of individuals or groups of hospital staff, police and coronal personnel in mortuary procedures and demonstrated post-mortem techniques.
- Attend training activities to update current best practice.
- Reflect on personal practice with ongoing CPD.

PLANNING & ORGANISATIONAL SKILLS

- To take part in mortuary rota for laboratory duties out of hours. Saturday morning duties include ward rounds, clinical/auto-clave waste disposal and stock transfer to pathology store rooms.
- Adapt to unpredictable nature of workloads/trends.
- Work with safety officers and infection control team to ensure that Mortuary health and safety standards are maintained and developed in the light of changing regulations and guidelines.



- To assist with the development of systems to provide controlled stock levels.
- To maintain stock levels in the appropriate store rooms and ensure efficient stock rotation.
- To assist with the development of standing orders for hospital wards/departments and external surgeries.

COMMUNICATION

- To communicate daily with the Mortuary Manager reporting and discussing all events regarding operational matters regarding clinical/pathology stock and within the mortuary.
- To communicate with all levels of hospital staff when required e.g. Viewing restrictions on certain cases, infection issues etc.
- To liaise closely with funeral directors, police and coronial staff.
- To provide funeral directors with sizes for deceased patients when requested.
- To provide funeral directors with advice regarding infectious status of routine and high-risk cases, without breaching patient confidentiality. This includes relaying potentially complex issues in lay terms e.g. inoculation, inhalation, needle-stick injury etc.
- Communicate empathetically and sensitively with bereaved relatives, in highly distressing and emotive circumstances. This may include the explaining of facial injury/disfigurement due to trauma prior to patient viewings.
- Escort and explain the functions of the mortuary to individuals and groups of staff and members of the public as required.
- To communicate with members of staff regarding stock and pathological specimen issues.

MANAGERIAL/LEADERSHIP

- To assist with the monitoring of stock and supplies of pathology/clinical supplies for the hospital wards/departments and external surgeries.
- To ensure medical/non-medical staff are made aware of relevant mortuary issues.

CLINICAL GOVERNANCE

- To assist with the development and maintenance of policies and procedures for mortuary issues.
- To ensure medical/non-medical staff are made aware of relevant mortuary issues.
- To assist with the auditing of service delivery.
- To assist with the development of the service provision for deceased patient dignity and care.
- To carry out audits in relation to past and future practice.



SYSTEMS & EQUIPMENT

- To report to the Mortuary Manager any faults that may require the routine maintenance and repair of mortuary equipment – including oscillating saws and hydraulic body stackers/trolleys etc.
- To assist with the regular cleaning of the mortuary, this includes the post-mortem room, body store and public (viewing) areas. All cleaning is carried out by mortuary staff.
- Acting on safety warnings from external agencies, i.e. Medicines and Healthcare products Regulatory Agency (MHRA) e.g. ensuring Implantable Cardioverter Defibrillators (ICDs) are identified and disabled prior to removal.

DECISIONS & JUDGEMENTS

- Judgements on the timing of viewings (pre or post autopsy) in relation to patients who may be decomposed or disfigured. These decisions, as well as explanations, are then given to police/coronial staff and/or bereaved relatives.
- The post holder must be able to make decisions when faced with 'on the spot' viewing requests.
- Post holder must decide whether clothing should be disposed of when soiled /damaged prior to autopsy (infection control). If this action is taken, the property register is signed accordingly – in line with local policy.
- The post holder assists with the collection and collation of information gathered in relation to clinical/pathology stock.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2002.

Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby



minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person’s responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

CARE

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder’s name (please print)

Date:

Job Holder’s signature:

Line Manager’s name (please print)

Date:

Line Manager’s signature:



JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

Physical Effort

- Regular manoeuvring of deceased patients – In and out of fridges using lifting aids. *20>30 actions per week at 2>3 mins duration of each occurrence. Weight range 25kg to 256kg (stacker max SWL 256kg).*
- Regular manoeuvring of deceased patients to and from hydraulic stackers/ post-mortem tables and caskets/stretchers without benefit or use of lifting equipment to transfer patient laterally. *10>15 actions per week at 2>3 mins duration of each occurrence. Weight range 25kg to 256kg (stacker max SWL 256kg).*
- Oversee the transfer of oversize bodies. *1 action per week at 60 mins duration of each occurrence. Weight range up to 256kg (stacker max SWL 256kg).*
- Undress/dress deceased patients. Wash patients after post-mortem. *2>3 actions per week at 60 mins duration of each occurrence. Weight range 25kg to 256kg (autopsy table and stacker max SWL 256kg).*
- Long periods of sustained physical activity performing post-mortems in the post-mortem room. *2>3 actions per week at 120 mins duration of each occurrence.*
- Long periods of sustained physical activity performing reconstruction of patients in the post-mortem room - can include limb re-attachment and subcutaneous suturing on facial injuries. *2>3 actions per week at 120 mins duration of each occurrence.*
- Transfer deceased patients from wards to mortuary – lateral transfer from bed on to body tray, push/pull concealment trolley. *3>4 actions per week at 60 mins duration of each occurrence. Weight range 25kg to 256kg (concealment trolley max SWL 256kg).*
- Stack large amount of stock in various store rooms. *4>5 actions per week at 120 mins duration of each occurrence. Weight > 20kg per box and up to 4 pallets of boxes.*

Mental Effort

- Long periods of sustained concentration performing post-mortems in the post-mortem room. *2>3 situations per week at 120 mins duration of each occurrence.*
- Long periods of sustained concentration performing reconstruction of patients in the post-mortem room – this can include limb re-attachment(s) and subcutaneous suturing on facial injuries. *2>3 situations per week at 120 mins duration of each occurrence.*
- There are frequent interruptions, mainly from telephone calls from funeral directors and Coroners staff that require information or technical advice. *30>40 situations per week at 10 mins duration of each occurrence.*



- Regularly checking documentation and recording patient valuables. *30>40 situations per week at 10 mins duration of each occurrence.*
- High level of empathetic skill required when dealing with the distressed relatives of deceased patients. *4>5 situations per week at 60 mins duration of each occurrence.*
- The need for awareness of outside agencies protocols when dealing with death and bereavement e.g. post –mortem consent requirements for Alder Hey etc. *2>3 situations per week at 20 mins duration of each occurrence.*
- Check, log and transfer deceased patient property from Departments/Wards. *8>10 situations per week at 45 mins duration of each occurrence.*
- Providing guidance and support for Drs and Consultants. *8 >10 situations per week at 30 mins duration of each occurrence.*

Emotional Effort

- Dealing with sudden and unnatural deaths on a daily basis. This can include hospital deaths, home deaths, road traffic incident/motor sport, suicide, murder, body parts, decomposed, dismembered, infested (maggots, fleas, lice, beetles etc) cases etc. Constant.
- Exposure to distressing circumstances carrying out post-mortems e.g. adult, high risk and forensic. *2>3 situations per week at 120 mins duration of each occurrence.*
- Exposure to extremely distressing circumstances carrying out paediatric post-mortems e.g. trauma and forensic. *1>2 situations per year at 240 mins duration of each occurrence.*
- Exposure to distressing circumstances carrying out reconstructions on adult, high risk and forensic cases – this can include limb re-attachment(s) and subcutaneous suturing on facial injuries. *2>3 situations per week at 120 mins duration of each occurrence.*
- Exposure to extremely distressing circumstances carrying out reconstruction on paediatric cases - this can include limb re-attachment(s) and subcutaneous suturing on facial injuries. e.g. trauma and forensic. *1>2 situations per year at 240 mins duration of each occurrence.*
- Exposure to distressing circumstances carrying out viewings and identifications e.g. adult, high risk and forensic. *4>5 situations per week at 120 mins duration of each occurrence.*
- Exposure to extremely distressing circumstances carrying out paediatric/neonatal viewings and identifications e.g. still birth, cot death, trauma and forensic. *1>2 situations per month at 120 mins duration of each occurrence.*
- Laying out the bodies of deceased babies for viewing by their parents. *1>2 situations per month at 60 mins duration of each occurrence.*
- Regularly offering support to highly emotional and distressed relatives at times of loss. *4>5 situations per week at 60 mins duration of each occurrence.*
- Constant awareness that friends and family may suffer sudden/unexpected death and require mortuary services. Being the only centre for all sudden deaths, this would cause a great deal of stress/anxiety.



- Performing post-mortem examinations on disfigured, burnt, drowned, decomposed, separate body parts, infested (maggots, fleas, lice, beetles etc) cases. *1>2 situations per month at 240 mins duration of each occurrence*
- Providing guidance and support for acutely bereaved relatives. *4>5 situations per week at 30 mins duration of each occurrence.*

Working Conditions

- Daily exposure to blood and body fluids, decomposed bodies, very unpleasant odours and extremely distressing sights. *10>15 situations per week at 60 mins duration of each occurrence.*
- Participation in potential high-risk post mortems (HIV, TB, Hep B & C) whilst having to wear restrictive personal protective clothing. *1 situation per week at 240 mins duration of each occurrence.*
- Performing post-mortem examinations on disfigured, burnt, drowned, decomposed, separate body parts, infested (maggots, fleas, lice, beetles etc) cases. *1>2 situations per month at 240 mins duration of each occurrence.*
- On constant standby for major incidents and/or disasters. Constant
- Daily exposure to sudden and unnatural deaths on a daily basis. This can include hospital deaths, home deaths, road traffic incident/motor sport, suicide, murder, body parts, decomposed, dismembered, infested (maggots, fleas, lice, beetles etc) cases etc. Constant

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Date:

Job Holder's Signature:

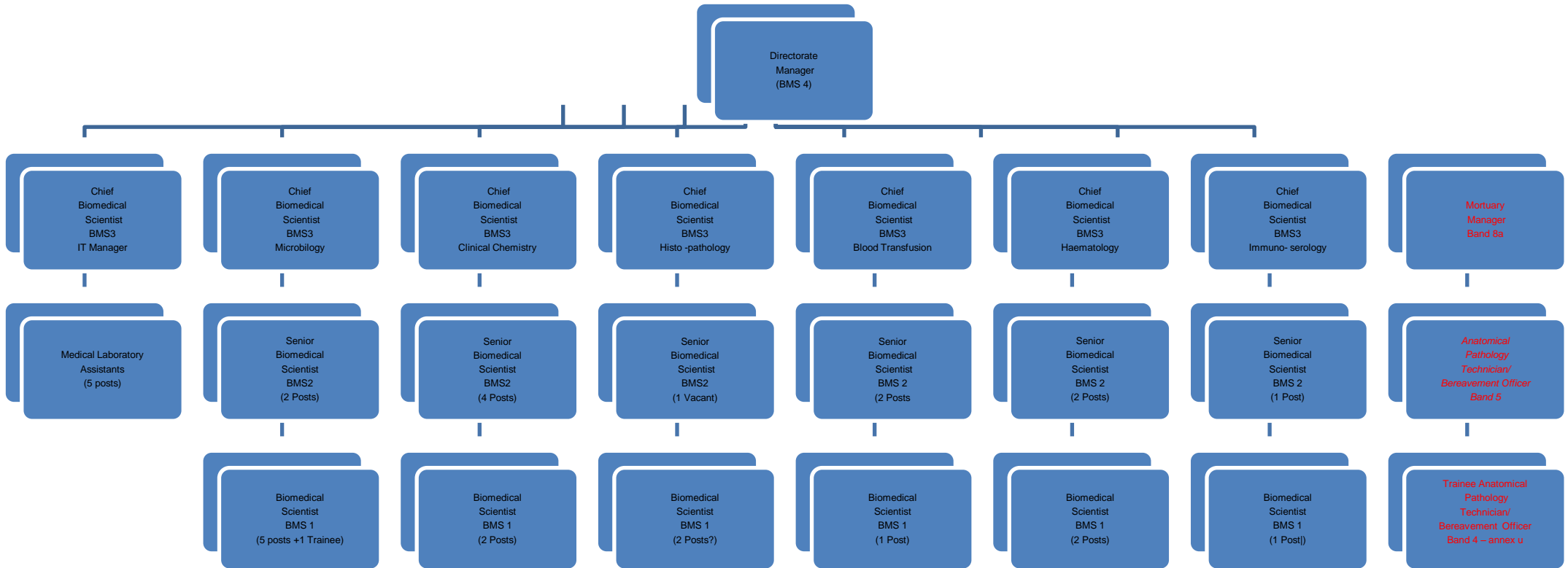
Line Manager's Name (please print)

Date:

Line Manager's Signature:



Isle of Man Department of Health & Social Care Organisational Chart





ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL Care

**Pathology Directorate
APT/BEREAVEMENT OFFICER Band 5
PERSON SPECIFICATION**

CRITERIA FOR SELECTION (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS (A clear definition for the necessary criteria)	DESIRABLE REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	METHOD OF ASSESSMENT (Application, CV, Portfolio, Certificates, Interview)	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	Certificate (Diploma Level 3 – or equivalent) in Anatomical Pathology Technology or equivalent experience. (4 years). or Diploma (Level 4 – or equivalent) in Anatomical Pathology Technology. Evidence of Continuing Professional Development.	Science based qualification.	Application, CV, Certificates	
KNOWLEDGE & EXPERIENCE	Minimum 4 years in hospital mortuaries. Stock keeping and stock rotation. Experience and knowledge of IT.	Experience of dealing with the bereaved. Understanding of mortuary techniques.	CV, Application	
SKILLS & ABILITIES	Able to assist with post-mortem examinations to a high standard. (Guidance from Public Health and Hygiene). Ability to maintain the record keeping of all mortuary activities in line with approved policies. Ability to work alongside doctors, scientists, and nurses. Ability to work with funeral directors.	Ability to work with Home Office Pathologist when required. Ability to assist with Home Office post-mortems. Assist in keeping all working practices at the highest level in accordance with relevant guidelines.	CV, Interview	



	<p>Ability to work with the IOM HM Coroners service and liaise with the coroner's officer.</p> <p>Motivated to work collaboratively and enthusiastically as part of a team.</p> <p>Ability to carry out pathology specimen collection duties.</p> <p>Ability to undertake store keeping duties.</p>	<p>Knowledge and understanding of consent and organ retention.</p> <p>Ability to deal with families of the deceased in respectful, sympathetic and supportive manner.</p>		
PERSONAL ATTRIBUTES	<p>Professional appearance and behaviour.</p> <p>Can work on own initiative.</p> <p>Emotional stability & maturity</p>	<p>Good interpersonal skills with a wide range of consultants, clinicians, patients and distressed relatives.</p>	CV, Interview	
OTHER RELEVANT REQUIREMENTS	<p>Satisfactory Police Check</p>	<p>Isle of Man Worker</p>	Pre-employment Checks	