

Job Profile Information: Senior Anatomical Pathology Officer

This supplementary information for Senior Anatomical Pathology Officer is for guidance and must be used in conjunction with the Job Capsule for Job Family Environmental, Job Level 4 Zone 1 and Camden Way Category 4

Role Purpose:

To lead and take personal responsibility for managing and coordinating the daily operations and activity of the mortuary.

The post holder will be self-motivated and committed to lead, manage and drive improvement, taking personal accountability for ensuring the delivery of an effective mortuary service across the Borough.

Lead on the supervision and training of staff and assisting the pathologist(s) with post-mortem examinations, including high risk cases when required.

Example outcomes or objectives that this role will deliver:

- To lead on and take personal responsibility for managing and undertaking all duties related to the admission, identification and safe storage of deceased bodies for post-mortem, including but not limited to manage and undertake:
 - Preparation of bodies prior to post-mortem
 - Evisceration of the deceased as determined by the pathologist and local protocols.
 - Reconstruction of the deceased following the post-mortem to the appropriate standard and develop techniques in unusual circumstances.
 - Facilitate viewings and police identification in conjunction with the Coroner's service.
 - Receipt and release of bodies and accurate maintenance of appropriate records in accordance with the service's 'valuables procedure'.
 - Maintain high standards of hygiene within the post-mortem suite and associated areas.
- To act as the Designated Individual for the Human Tissue Authority ensuring that the requirements of the licensed activity are secured.
- Work with the Community Safety and Emergency Management service to assist with the development and testing of emergency response plans.
- Act as the 'Mortuary Facilities Manager' in the event that the mortuary is designated a disaster mortuary for an incident.
- Keep abreast of technical developments relating to all aspects of anatomical pathology technology and update procedures and policies accordingly.
- Lead on the development and maintenance of standard operating procedures for the mortuary.

- Be self-directing and to take responsibility for their own learning and development and be confident to identify opportunities for innovation to improve the service in terms of creating and improving policies and procedures.
- Prepare and present reports on the work of the team to the Head of Business and Consumer Services, Members and relevant Council bodies.
- Provide technical advice and assistance to the Head of Environmental Health, Business and Consumer Services, councillors and relevant Council bodies.
- To lead on all health and safety matters in connection with the safe operation and running of the mortuary, including but not limited to:
 - All equipment is maintained in a safe working order
 - All staff are fully trained in the appropriate use of equipment
 - Reviewing and maintaining risk assessments of all hazardous materials, processes, procedures and equipment used.
- Any other duties as required.

People Management Responsibilities:

The role will be responsible for supervising 2 Anatomical Pathology Officers.

Relationships:

Reports to the Business and Consumer Services Manager.

This role will be expected to build and sustain effective partnership relationships with colleagues and a range of stakeholders (internal and external to the Council) acting as a point of expertise, which support the delivery of outcomes and meet the services priorities. Key contacts are likely to include:

- Coroner's service
- Consultant pathologists
- Funeral Directors
- Cabinet members and ward councillors
- Directorates and services across the Council
- Government departments and other local authorities, especially the Greater London Authority and London Resilience Group
- Government agencies
- Police
- UK Disaster Victim Identification unit

Work Environment:

- The role will be based at St Pancras Public Mortuary, Camley Street.
- A thorough understanding & adherence of the Council's Health & Safety Policy & guidance is imperative. You will know how to respond to a wide range of situations and be prepared to receive advice and training to enhance your skills.
- The post holder will be expected to work independently and with minimal supervision, and will be seen to apply sound judgement and a commitment to delivering excellence and a high quality service to the community of Camden. However, may require guidance from senior officers on occasion.
- The post holder is required to work in a busy and demanding environment with competing demands and priorities, working flexibly to meet individual and service objectives.
- The post holder may be required to work at weekends, early mornings or in the evenings particularly if the working model for the team includes out of hours arrangements.

Technical Knowledge and Experience:

- Essential: hold recognised RSPH Anatomical Pathology Technology qualification or equivalent.
- Essential: minimum of 3 years' experience working within a mortuary setting.
- Demonstrate technical and scientific knowledge and understanding of mortuary policy, procedure and human anatomy.
- Ability to take an organised approach to own workload whilst dealing with conflicting priorities and to ensuring a customer service focused approach.
- Demonstrate an excellent understanding of health and safety including infection control, manual handling and risk assessment.
- Experience of working collaboratively with internal and external partners to identify innovative and creative approaches to complaints and Camden objectives.
- Demonstrating good customer care and communication skills in explaining complex and technical issues accurately, clearly and concisely both orally and in writing when dealing with all service users.
- Capacity to show resilience and tenacity in the face of difficult situations and work effectively to resolve these.
- Demonstrate your involvement in organising, coordinating and participating on projects as part of a team, and identify how this has led to a successful outcome.
- To act as the contract officer in all aspects of the contract with the Corporation of London and any future external contract to provide services.
- To represent the Council on professional groups, at forums and interest groups as necessary.
- Knowledge of and ability to manage sensitive intelligence and information securely.
- Proven ability to identify and implement service improvements.

- Proven experience of providing advice and acting as a coach/mentor for training purposes.
- Understand importance of maintaining accurate mortuary records, in compliance with standard operating procedures, national guidance and Human Tissue Authority requirements.
- Demonstrate an awareness of politically sensitive issues.
- The role will be based in an enabled and empowered team focussed service where all officers are expected to work as one team to assist in the development of a culture where knowledge and experience is shared and responsibility for making decisions on complex issues is shared, where appropriate.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Chart Structure