

### **Job Profile Information: Anatomical Pathology Officer**

**This supplementary information for Anatomical Pathology Officer is for guidance and must be used in conjunction with the Job Capsule for Job Family Environmental, Job Level 3 Zone 1 and Camden Way Category 3**

#### **Role Purpose:**

To take personal responsibility for delivering the full range of mortuary activities.

Assist pathologist(s) with post-mortem examinations, including high risk cases when required.

To be a person designated to which Human Tissue Authority licence applies supporting the designated individual.

#### **Example outcomes or objectives that this role will deliver:**

- To take personal responsibility for undertaking all duties related to the admission, identification and safe storage of deceased bodies for post-mortem, including but not limited to 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.
  - Responsibility for samples from post mortem.
  - Facilitate viewings and police identification in conjunction with the Coroner's Service.
  - Receipt and release of bodies procedure and accurate maintenance of appropriate records in accordance with the services 'valuables procedure'.
  - Maintain high standards of hygiene within the post-mortem suite and associated areas.
- As an individual to which the Human Tissue Authority licence applies, ensure that:
  - Statutory and additional conditions of the HTA licence are complied with
  - Suitable practices are used in the course of carrying on the activity
- Work with the Community Safety and Emergency Management service to assist with the development and testing of emergency response plans.
- Keep abreast of technical developments relating to all aspects of anatomical pathology technology and update procedures and policies accordingly.
- To assist on the development and maintenance of standard operating procedures for the mortuary.

- Be self-directing and take responsibility for 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.
- To assist with ensuring the mortuary facility is operational at all times by raising maintenance and repair requests promptly.
- To assist on all health and safety matters in connection with the safe operation and running of the mortuary.
- Any other duties as required.

### **People Management Responsibilities:**

There are no formal management responsibilities for this role.

### **Relationships:**

Reports to the Environmental Health Manager.

The Senior Anatomical Pathology Officer will supervise work in the mortuary.

To be effective in the engagement and communication with key stakeholders, including but not restricted to:

- Coroner's Service
- Consultant pathologists
- Funeral directors
- Public
- Police
- UK Disaster Victim Identification Unit
- 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

### **Work Environment:**

- The role will be based at St Pancras Public Mortuary, Camley Street.

- A thorough understanding & adherence of the Council's Health and Safety Policy and 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 be on call out of hours 1 week in every 3 to respond to the need for urgent forensic post mortems, for which a stand by allowance is payable.
- 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.

#### **Technical Knowledge and Experience:**

- Essential – hold recognised RSPH Anatomical Pathology Technology qualification or equivalent.
- Desirable: 2 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 a good understanding of health and safety including infection control, manual handling and risk assessment.
- Demonstrate 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 and participation on projects as part of a team, and identify how this has led to a successful outcome.
- 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.
- 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**