

NATIONAL PROFILES FOR ANATOMICAL PATHOLOGY

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JOB TITLE: ANATOMICAL PATHOLOGY TECHNICIAN ENTRY LEVEL (MORTUARY)

JOB STATEMENT:

- 1) Carry out routine post-mortem procedures
- 2) Prepare bodies for viewing
- 3) Sterilise instruments, equipment and working areas

Factor	Relevant Job Information	JE Level
(1) Communication & Relationship Skills	Communicates routine information, tact and persuasion, barriers to understanding Communicates technical autopsical information to consultant pathologists & other staff; communicates with trust personnel, funeral directors, coroner's office, public; deals with bereaved families	3 (a)
(2) Knowledge, Training & Experience	Range of work procedures, requiring a base level of theoretical knowledge Knowledge of autopsical, forensic, and infection procedures; certificate in Anatomical Pathology Technology or equivalent knowledge acquired through experience	3
(3) Analytical & Judgemental Skills	Judgements involving facts or situations, some of which require analysis Decisions on the appropriate dissection techniques, when to view	2
(4) Planning & Organisational Skills	Organises own day to day work tasks or activities Plans own tasks	1
(5) Physical Skills	Highly developed physical skills requiring accuracy Dissection and reconstruction, including suturing, of bodies; evisceration of organs; scalpel use	3 (b)
(6) Responsibility for Patient/Client Care	Provides clinical technical service Obtaining samples for diagnosis	4 (b)
(7) Responsibility for Policy/Service Development	Required to comment on policies and procedures Comments on policies	1
(8) Responsibility for Financial & Physical Resources	Regularly handles cash, cheques, patients' valuables/Responsible for stock control Handles cheques from funeral directors; records and secures deceased's valuables; maintains stock control; requisitions items	2 (a) - 2 (c)
(9) Responsibility for Human Resources	Demonstrates own duties Provides advice to new or less experienced staff	1
(10) Responsibility for Information Resources	Records personally generated information Process case notes; pathology request forms, death certificates & release and other forms	1
(11) Responsibility for Research & Development	Undertakes surveys or audits as necessary to own work Collects samples for national surveys	1
(12) Freedom to Act	Guided by standard operating procedures Guided by departmental standard operating procedures and trust policies; supervisor/line manager available for advice	2
(13) Physical Effort	Frequent requirement for moderate physical effort for several short periods/ occasional/frequent intense effort for several short periods Dress, undress, lift, manoeuvres bodies on a daily basis using a body hoist/ without aids, oversize bodies	3 (c) - 4 (c) - 5 (c)
(14) Mental Effort	Frequent requirement for concentration; work pattern predictable Concentration required for carrying out autopsies, checking documentation	2 (a)
(15) Emotional Effort	Frequent exposure to highly distressing circumstances Deal with disfigured bodies, untoward deaths; participate in autopsies on babies, children; comfort relatives who may be highly emotional	4 (b)
(16) Working Conditions	Frequent exposure to highly unpleasant working conditions Frequent exposure to body fluids and contaminated equipment; exposure to decomposed bodies	4 (b)
JE Score/Band	JE Score 256-269	Band 3

JOB TITLE: ANATOMICAL PATHOLOGY TECHNICIAN (MORTUARY)

JOB STATEMENT:

- (1) Carry out both routine and advanced post-mortem procedures
- (2) Prepare bodies for viewing, communicate with bereaved families
- (3) Sterilise instruments, equipment and working areas
- (4) Provide support for entry level technicians

Factor	Relevant Job Information	JE Level
(1) Communication & Relationship Skills	Communicate routine information, barriers to understanding Communicates technical autopsical information to consultant pathologist & other staff; communicates with trust personnel, funeral directors, coroner's office, public; deals with bereaved families	3 (a)
(2) Knowledge, Training & Experience	Range of work procedures, requiring intermediate level of theoretical knowledge Knowledge of advanced autopsy, forensic, and infection procedures acquired through diploma-level training in anatomical pathology technology or equivalent knowledge plus experience	4
(3) Analytical & Judgemental Skills	Judgement: involving facts or situations, some of which require analysis Decisions on appropriate dissection techniques, when to view	2
(4) Planning & Organisational Skills	Plan and organise of straightforward activities Plan and organise autopsies and viewings requiring liaison with internal and external pathologists and other professionals and agencies, plans work of entry level technician	2
(5) Physical Skills	Highly developed physical skills requiring accuracy Dissection and reconstruction, including suturing, of bodies; evisceration of organs; scalpel use; removal of pace makers	3 (b)
(6) Responsibility for Patient/Client Care	Provide clinical technical service Obtaining samples for diagnosis	4 (b)
(7) Responsibility for Policy/Service Development	Required to comment on policies and procedures Comments on policies	1
(8) Responsibility for Financial & Physical Resources	Regularly handles cash, cheques, patients' valuables/Responsible for stock control Handles cheques from funeral directors; records and secures deceased's valuables; maintains stock control; requisitions items	2 (a) – 2 (c)
(9) Responsibility for Human Resources	Responsible for day to day supervision/Provide practical training Supervise other staff/Demonstrate mortuary procedures to visiting medical and front line service staff and porters	2 (a) - 2 (c)
(10) Responsibility for Information Resources	Records: personally generated information Process case notes; pathology request forms; death certificates, release and other forms	1
(11) Responsibility for Research & Development	Regularly undertakes clinical trials/Regularly undertakes equipment testing Collect samples for national surveys, remove body parts for use in trials; assists pathologists with trials on new instruments; undertakes equipment testing	2 (b) (c)
(12) Freedom to Act	Guided by standard operating procedures Guided by standard departmental operating procedures and trust policies; supervisor/line manager generally available for advice	2
(13) Physical Effort	Frequent requirement for moderate physical effort for several short periods/ occasional/frequent intense effort for several short periods Dress, undress, lift, manoeuvre bodies on a daily basis using a body hoist /without aids, oversize bodies	3 (c) – 4 (c) – 5 (c)
(14) Mental Effort	Frequent requirement for concentration Concentration required for carrying out autopsies, checking documentation	2 (a)
(15) Emotional Effort	Frequent exposure to highly distressing circumstances Deal with disfigured bodies, untoward deaths; participates in autopsies on babies, children; comfort relatives who may be highly emotional	4 (c)
(16) Working Conditions	Frequent exposure to highly unpleasant working conditions Frequent exposure to body fluids and contaminated equipment; exposure to decomposed bodies	4 (b)
JE Score/Band	JE Score 307-320	Band 4

JOB TITLE: ANATOMICAL PATHOLOGY TECHNICIAN HIGHER LEVEL (MORTUARY)

JOB STATEMENT:

- (1) Carry out both routine and advanced post-mortem procedures
- (2) Prepare bodies for viewing, communicate with bereaved families
- (3) Supervises other AP technicians

Factor	Relevant Job Information	JE Level
(1) Communication & Relationship Skills	Communicate sensitive information, barriers to understanding Empathetic skills for communicating with bereaved relatives regarding sensitive situations e.g. religious rites	4 (a)
(2) Knowledge, Training & Experience	Range of work procedures, requiring intermediate level knowledge Knowledge of advanced autopsy, forensic, and infection procedures; acquired through diploma in Anatomical Pathology Technology or equivalent knowledge plus experience	4
(3) Analytical & Judgemental Skills	Judgements involving a range of facts or situations, some of which require analysis Decisions on appropriate advanced dissection techniques e.g. in RTA, suicides; assess infection risks	3
(4) Planning & Organisational Skills	Plan and organise of straightforward activities Plan & organise work priorities; plan training activities	2
(5) Physical Skills	Highly developed physical skills requiring accuracy/high degree of precision Dissection and reconstruction, including suturing, of bodies; evisceration of organs; scalpel use; suturing for facial reconstruction/ corneal retrieval, enucleation	3 (b) - 4
(6) Responsibility for Patient/Client Care	Provides clinical technical service Obtaining samples for diagnosis	4 (b)
(7) Responsibility for Policy/Service Development	Implements policies for own area/ proposes policy changes beyond own area Implements departmental standard operating procedures/proposes changes to e.g. trust bereavement policy, last office procedures	2 - 3
(8) Responsibility for Financial & Physical Resources	Regularly handles patient valuables; responsible for stock control Handles cheques from funeral directors, records and secures deceased's valuables, cash; maintains stock control, requisitions items	2 (a) (c)
(9) Responsibility for Human Resources	Responsible for day to day supervision; provides training in own discipline Responsible for work allocation and checking; teaches less experienced staff on post mortem process and associated protocols	2 (a) (c)
(10) Responsibility for Information Resources	Records personally generated information Process case notes; pathology request forms; death certificates & release and other forms	1
(11) Responsibility for Research & Development	Regularly undertakes clinical trials/Regularly undertakes equipment testing Collect samples for national surveys, remove body parts for use in trials; undertakes equipment testing	2 (b) (c)
(12) Freedom to Act	Guided by precedent and clearly defined occupation policies Work is managed rather than supervised	3
(13) Physical Effort	Frequent requirement for moderate physical effort for several short periods/ occasional/frequent intense effort for several short periods Dress, undress, lift, manoeuvre bodies using a body hoist/without aids, oversize bodies	3 (c) - 4 (c) - 5 (c)
(14) Mental Effort	Frequent requirement for concentration Concentration required for carrying out autopsies, checking documentation	2 (a)
(15) Emotional Effort	Frequent exposure to highly distressing circumstances Deal with disfigured bodies, untoward deaths; participates in autopsies on babies, children; comfort relatives who may be highly emotional	4(b)
(16) Working Conditions	Frequent exposure to highly unpleasant working conditions Frequent exposure to body fluids and contaminated equipment; exposure to decomposed bodies	4 (b)
JE Score/Band	JE Score 246-383	Band 5