Diagnostic Care Group
Department of Pathology
Cellular Pathology

JOB DESCRIPTION

1. **Post Title:** Anatomical Pathology Assistant

2. **Base:** Generally based at the Princes Royal Hospital, but will be required to work at either of the two acute hospitals within the Trust

3. **Department:** Mortuary (district based)

4. **Manager responsible to:** Head BMS, Cellular Pathology/Microbiology lead, Lead APT

5. **Professionally responsible to:** Head of Department through the Head BMS, Lead APT

6. **Post purpose/summary:**
The post holder will, under supervision, assist the technical staff with the provision of a comprehensive mortuary service for the district. Tasks will usually be defined verbally by supervisory staff or by following written instructions, in the form of Standard Operating Procedures.

7. **Organisational position:** see attached

8. **Scope and range:**
   - **Work sites:** The post holder will be assigned to the Mortuary department and will be required to work at two acute hospitals within the Trust
   - **Supervision:** The post holder will be expected to work within the department under direct or indirect supervision, following verbal instruction or defined written procedures
   - **Liaise with:** The post holder will be expected to liaise with other Mortuary and Pathology staff, Consultant Histopathologists, Police, Coroners Officers and other external and internal users of the service

9. **Main duties and responsibilities of the post-holder:**
   An Anatomical Pathology Assistant is expected to perform, under supervision, a range of tasks of a similar nature and level of responsibility that contribute towards the district Mortuary service. In particular you will:
   
   - Assist the technical staff, in the provision of a comprehensive district mortuary service
   - Complete booking in and out of bodies in line with the Trusts and departments procedures, check and record appropriate release documentation
   - Participate in the moving and handling of deceased patients within the department which will include babies and extremely large bodies
   - Complete and record patient valuables and property in accordance with Trust and department protocols
- Undertake a range of various clerical duties including data entry, processing patient notes and information. Record keeping, filing, taking telephone messages and assist with the completion of legal cremation forms.
- Check and complete maintenance cleaning of the departments equipment, recording and reporting of equipment failure or faults.
- Take part in the departments cleaning procedures to ensure the upkeep of the departments high levels of cleanliness ensuring the Trusts and departments infection control and Health and Safety policies are adhered to.
- Complete and keep up dated with Trust Satisfactory training programmes, complete department on-going competency training.
- Organise and participate in family viewings and formal identifications which will require liaising with the Coroners department and Police.
- Sensitive preparation of stillborn, foetuses and foetal tissue for examination, transportation and contractual funerals.
- Preparation of bodies for post mortem and associated completion of documentation. Take part in body searches. Physical handling of bodies, organs and tissue. Reconstitution of bodies following post mortem including suturing, body and facial reconstruction in preparation for formal identification.
- Attend team briefings, staff appraisals, statutory training and other mandatory commitments defined by the Trust.
- Assist in the achievement and maintenance of standards required by UKAS and other governing organisations which will include regular inspections.

10. Systems and equipment:
- You must learn to understand and be able to use competently items of equipment used in your area of work (e.g. computer system, lifting hoist equipment).
- You will be expected to respect, main and understand how the equipment works, keeping records and reporting to senior staff if the instrument or system malfunctions.

11. Decisions, judgements and freedom to act:
- You work within a level of supervision that has clear accountability. You are expected to refer any problems you encounter in your job to the person supervising you.
- You follow defined, written operating protocols, which may also be given to you verbally. You should recognise the clinical value of your work and the need for producing work of an accurate, high standard in a timely manner.

12. Communication and relationships:
- You must observe confidentiality and disclosure of information at all times, in accordance with Trust policy.
- Whilst you liaise mainly with staff within the department, you will be required as part of your job, to deal with bereaved families and to respond to enquiries from other members of the Trust, and other organisations (e.g. Coroners, Police, Undertakers). You are required to exhibit a cordial and professional manner when doing this.

13. Physical, Mental and Emotional demands of the post:
- The post will involve moving and handling of bodies with on-going requirement to exert moderate physical effort and frequent requirements to exert intense physical effort for several short periods.
• There is frequent requirement for concentration, checking documentation and recording data
• There is frequent exposure to highly distressing circumstance including disfigured bodies and contact with relatives of the deceased in extremely emotional circumstances

14. Working conditions:
• There is frequent exposure to highly unpleasant working conditions, which may include body fluids and exposure to decomposed and infested bodies
• The post will involve daily contact with potentially infectious bodies and material, including exposure to the hazards of contaminated sharps
• You work for long periods under artificial lighting (no natural light)

16. Protecting Children and Vulnerable Adults
• To carry our responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults, promoting their welfare and raising any concerns in a timely manner in accordance with the Trusts policies relating to safeguarding children, young people and vulnerable adults

Health & Safety
As an employee of the Trust you have a responsibility to:
• take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
• co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
• not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control
The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:
• ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
• be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
• maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
• challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).
Information Governance
The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust’s Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust’s Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust’s activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust’s employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust’s recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review
As an employee of the Trust you have a responsibility to:
- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust’s appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.
Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust’s procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  o you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  o you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.

- The Trust commitment to one continuous improvement method TPCS should be reflected in individual’s continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

Job description agreement:

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