



Job Profile template

JOB TITLE:	Trainee Anatomical Pathology Technician
GRADE:	Scale 5
POST NO:	27596
JOB TIER:	TBC
DBS CHECK:	Standard
DIRECTORATE:	Adult Social Care and Health
SERVICE:	Mortuary Services

REPORTING STRUCTURE

Reports to:	Mortuary Manager / Senior Anatomical Pathology Technician
Direct Reports:	0
Indirect Reports:	0

ROLE PURPOSE:

To undertake a structured training program leading to qualification as an Anatomical Pathology Technician (APT), whilst supporting the delivery of a high-quality mortuary service. The postholder will work under supervision to assist with the admission, care, identification, storage and release of deceased persons, support and train to deliver post-mortem examinations and ensure compliance with legal, professional and health and safety requirements. The role requires the postholder to maintain the dignity and respect of deceased persons at all times and to provide a compassionate and professional service to bereaved families, partner agencies and other stakeholders.

Job Description

1. Resident & Community Contribution

- Demonstrate understanding of the Council's Customer Care Standards and ensure that these standards are met in order to deliver the Council's vision of 'putting our residents first'.
- Commitment to the highest level of service delivery
- Learn from best practice and lead by example in the development of a customer focused team empowered to continually improve levels of service delivery through innovative and creative approaches to service improvement.

2. People Management

- No direct supervisory responsibilities, however, there may be a requirement to assist in induction and supervision of professional partners and visitors to the site.

3. Operational Service Delivery

- Participate in an agreed training program leading towards professional qualification as an Anatomical Pathology Technician.
- Assist with the admission, identification, and release of deceased persons.
- Support the movement and transfer of deceased persons within the mortuary and associated facilities.
- Prepare deceased persons for viewing, post-mortem examination and release.
- Assist Pathologists and qualified Anatomical Pathology Technicians during post-mortem examinations, including high risk, traumatic and decomposed cases.
- Become competent in the evisceration and reconstruction of the deceased to the highest of standards.
- To following training and health and safety requirements for the cleaning of all areas of the mortuary site and maintenance of equipment.
- Maintain accurate mortuary records using electronic and manual recording systems.
- Ensure compliance with HTA, Coroner and Health and Safety requirements.

- Communicate professionally with professional partners and the recently bereaved.
- Participate in supervision, appraisal, training, and competency assessments.
- Assist with projects relating to mortuary compliance.

PROFESSIONAL STANDARDS

- Commitment to professional learning and development.
- Maintain professional conduct and ethical practice.
- Promote dignity, respect, and equality.

SERVICE STANDARDS

- Safe and compassionate care of deceased persons.
- Compliance with Human Tissue Authority standards.
- High standards of health and safety and infection control.

PERSONAL ATTRIBUTES

- Professional and reliable approach to work.
- High level of integrity and confidentiality.
- Good attention to detail.
- Ability to work calmly under pressure.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.

6. Service Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for users.

7. Contacts

- Internal: All levels of staff, up to and including Deputy Chief Executive, Central Services, Corporate IT, HR, Facilities Management, L&D and as required Councillors, the Chief Executive and Corporate Directors.

- External: Professional partners, including but not limited to pathologist, coroner's officers, police, funeral directors, members of the public, contractors and suppliers

8. Additional Responsibilities

- Carry out such other duties relating to the work of the Mortuary service as may be required from time to time by his/her supervising officer

9. Key Performance Indicators

- Delivery of agreed targets within appraisal
- Delivery against performance, productivity and quality targets.
- Achievement of all required examination and coursework outcomes

Person Specification

Trainee Anatomical Pathology Technician

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Grade C/4 or above in English and Mathematics and Science	✓	
There will be a requirement to undertake training to obtain the level 3 Diploma from the Royal Institute of Public Health & Hygiene in Anatomical Pathology Technology	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Must be able to assist senior staff in the preparation of bodies for routine post-mortem examinations, this will require the capacity to lift weights up to 20kg and move around the examination room.	✓	
Following appropriate training provide assistance to colleagues in the moving and handling of bodies within the mortuary environment There will be a requirement from time to time to work evenings and weekends	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Working within a related area of work	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Must show diplomacy and tact and ensure that relatives visiting the mortuary are dealt with in a sympathetic, respectful, dignified and caring manner, taking into account their cultural and religious requirements	✓	
Must show an ability to be able to prioritise workload	✓	
Capacity to deal with technical procedures		✓

Must be able to manage own learning and revision/ coursework in conjunction with onsite training	✓	
5. COMPETENCIES	ESSENTIAL ✓	DESIRABLE ✓
“Can do” positive attitude - Committed to delivering the goals and priorities of the team and Service - Seeks to improve the Council's service delivery - Positive about change and does not act as a barrier - Presents options for improvements - Celebrates the team's success	✓	
Takes responsibility and delivers results - Seeks to achieve and exceed targets, at, team and personal level - Ensures work is delivered on time and is of a good quality - Sets a positive example in the way they perform their rôle - Plans, prioritises and organises workload to meet deadlines	✓	
Team working - Builds effective relationships within and between teams, as appropriate - Shares ideas, knowledge & good practice with others - Works collaboratively with all colleagues and other agencies (where appropriate) to deliver improved services to service users and residents - Is supportive of others and appreciates their work - Capable of putting the Council's interest first - Is aware of the role members', partners' and stakeholders'	✓	
Communication - Easily expresses self and ideas. - Able to answer standard queries from the public clearly and accurately, and draft clear and concise letters and or emails. - Has the knowledge of and the ability to use technology	✓	

• Listens, questions and clarifies to ensure full understanding • Adapts style to suit the needs of the audience		
Customer Care • Raising service user and residents' satisfaction is understood and is a commitment • Acts as an ambassador for LB Hillingdon- communicating consistent positive and realistic messages about the Council • Engages with the Council's users, strives to understand and meet their needs and preferences • Takes feedback and ensures services adjust and respond • Adheres to and delivers on the customer care promise • Welcoming everyone who contacts us • Being helpful, polite and courteous • Respecting each and every customer • Taking time to listen and understand, demonstrating empathy • Giving clear information about service standards and timescales • Taking ownership and working together as one Council	✓	

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.