

Candidate Information Pack

Including Job Description & Person Specification



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| JOB TITLE | Assistant (Deputy) Mortuary Manager |
| DIRECTORATE | Estates and Facilities |
| DEPARTMENT | Mortuary |
| BAND | 6 |
| RESPONSIBLE TO | Mortuary Manager |
| ACCOUNTABLE TO | Head of Decontamination and Medical Equipment Decontamination Lead Estates & Facilities |
| RESPONSIBLE FOR | Mortuary |

JOB DESCRIPTION

JOB SUMMARY

- Responsible and Assisting Mortuary Manager with the smooth day-to day running of the mortuary service and will work under their own initiative as required.
- Deputise for the mortuary manager
- To undertake multi-site working as necessary and to be responsible for the running of the Mortuary and supervision of junior staff in the managers absence
- Responsible for the training and development of the junior mortuary staff member
- Provide an on call service for the Hospital, Organ donation teams, A-E paediatrics and Forensic services (including out of hours) and be available whenever possible for any hospital enquiries.
- To provide transport for Coroners cases to multi NHS and public mortuary sites and paediatric cases to St Georges for Post Mortem.
- Attend A-E paediatrics to help with transport and bereaved families
- Person Designated (PD) for HTA (The role of the PD as supplementary to that of the DI in the governance framework, although the DI remains responsible for supervising the activities to be authorised by the licence. The PD could act at a local level to support the DI. This could be, for example, to advise other persons to whom the licence applies about the procedures and systems agreed by the DI that ensure compliance with the HT Act)
- Responsible and assist with keeping the mortuary up to date with new HTA regulations and policies
- Responsible for Quality Management and Mortuary Audits/Risk assessments

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the supervision of junior mortuary staff member on a day-to-day basis in all mortuary work
- Undertake a full managerial role in the absence of Mortuary Manager including all duties
- Adherence to manual handling and equipment handling policies and procedures
- Ensure admission procedures are followed for the Mortuary including all documentation relating to the controlled storage of the deceased, records of belongings, giving information to bereaved relatives and other services etc. Control of external agencies such as funeral



directors with regard to collection times and ensuring safe collection procedures are followed according to Trust and departmental policy and Health and Safety Law

- Execute all post mortem evisceration and dissection techniques and all other duties associated with the preparation of the deceased for post mortem examination. Implement other professional post mortem evisceration and dissection techniques, e.g. brain and spinal cord removal, heart valve and pacemaker, ICD removal etc as required.
- Responsible for the training and supervision of junior mortuary staff in procedures such as High Risk Post Mortems, Brain and Spinal Cord removal, Heart Valve and Pacemaker, ICD removal and reconstruction of deceased as required
- Responsible for the training and supervision of junior mortuary staff in record keeping such as Mortuary Database, Cerner and mortuary documents on a day to day basis
- Have a full understanding of all disinfectants and their appropriate uses and correct concentrations. Ensure hygienic measures are implemented after post mortem examinations.
- Eviscerate, and weigh the organs as required by the attending Histopathologists, bringing any findings of pathological relevance to the attention of the attending Histopathologists. A full knowledge of anatomy and physiology and skills in observation are required to assist the Histopathologists.
- Undertake full and advanced reconstruction procedures after Post Mortem examination. Provide assistance in training and supervision of junior personnel to a high standard
- Take and identify post mortem specimens as required and if necessary and ensure their return to the body in accordance with departmental Organ Retention policies and in line with Human Tissue Act (2004) guidelines. Accurate record keeping is mandatory and is essential for this task
- Ensure that personnel observe the correct precautionary procedures and that appropriate equipment is in place and maintained when handling potentially infectious or hazardous cases.
- Responsible for dealing with the removal of radioactive cardiac implants and pacemakers or any other implantable devices
- Responsible for the disinfection and care of instruments and equipment
- Responsible for ordering of supplies with Mortuary Manager
- Dress and prepare the deceased for photography and viewings. Responsible for training and supervision of junior mortuary staff in all aspects of this procedure
- Assist the Forensic Histopathologist on forensic post mortems and execute post mortem techniques under their instruction as required. This will include full reconstruction after any examination. Liaison with Crime Scene Investigators, Senior Police and Forensic Histopathologist will be required. Responsible for training and supervision of Junior Mortuary staff personnel in all aspects of this procedure

- Ensure the security and storage of forensic materials are maintained. Ensure relevant record keeping is produced, maintained and updated accordingly
- Maintaining the Mortuary and Post Mortem room in line with guidelines and policies. Responsible in writing and assisting Mortuary Manager and regular review of procedures and protocols regarding COSHH, Infection Control, Risk Assessment and Standard Operating Procedures and ensure that personnel are aware of the documents
- Execute any preparation work required for the presentation of deceased patients in the Viewing Room. Ensure differing religious and cultural beliefs are taken into account. Arrange appointments with families and friends of deceased patients and conduct viewings and formal police identifications as required. This must be in line with Coroner's ruling and guidelines on viewing practices
- Liaise and be communicative with: Histopathologists, Coroner's Officers; Funeral Directors; Bereavement Office personnel; Chaplaincy and other ministers of religion; Police; Crime Scene Investigators; Tissue Team personnel; Organ Donation institutions; Trust personnel; bereaved relatives and visitors to the mortuary as necessary.
- Observe and obey the Health and Safety Code of Practice of the department. The post holder must be health and safety trained and aware of updates in the law and policy and ensure all staff and users of the department comply with procedure and protocol
- Responsible and assist with carrying out Health and Safety inspections of the Mortuary environment and equipment. Complete relevant risk assessments in line with Trust policy
- Ensure all procedures, regulations and documentation relating to any deceased patients are adhered to and maintained effectively
- Responsible for ensuring that day-to-day records are kept and the provision of accurate data as required. Both manual and electronic record keeping is essential
- Ensure the secure storage of personal effects, valuables etc. that are removed from the deceased and that relevant record keeping is produced and maintained correctly
- Liaise with Tissue/Eye Bank Services to allow access into the Mortuary out of hours to conduct specialist retrieval techniques on organ/tissue donors
- Participate in the on-call service for emergency and out-of-hours duties, including supporting and shadowing the junior mortuary staff when deemed necessary. These duties may include viewings incurred by deaths in hospital, Coroner's viewings, police ID's, and Forensic post mortem examinations and any other appropriate duties
- Provide training provision of Post Mortem examination procedure for personnel within the Mortuary environment

- Informative lectures/tours for internal/external visiting groups including nursing staff, midwives and Police cadets on various topics specific to the group regarding Mortuary procedures and services
- Attend training days for Health Care Assistants and Midwives to train in mortuary procedures and documents
- Undertake appraisal/PDR training and be responsible for the annual appraisal of subordinate personnel as delegated by the Mortuary Manager
- Represent the Mortuary at meetings as required
- Responsible for ensuring that the handling of all deceased persons, organs, tissues and specimens in the department follows the strict guidelines within the Human Tissue Act 2004 and that appropriate and accurate record-keeping is maintained
- Responsible for reporting incidents and take action as necessary according to Trust policy and HTA
- Responsible for keeping stock replenished on a daily basis and ordering new stock and supplies if needed or instructed by Mortuary Manager
- Responsible for monthly Mortuary Audits and Quality Management
- Responsible for Risk Assistants
- As necessary to attend and participate in Clinical Governance scheme
- Active role in income generation for the Mortuary
- Monitor Fridge capacity on trust sites
- To enable Police to access the Mortuary and assist in finger printing, undressing and movement, I.D of deceased
- Prepare babies to Leave the trust when transported to another hospital for post mortem
- Check all consent forms regarding Adult and Baby Post Mortems, Pacemaker removal are filled out correctly, if not follow up with clinicians
- Responsible for checking tissue donation consent forms are correct before procedure is performed
- Train hospital site practitioners in mortuary procedures out of hours
- Take Hospital Post Mortem consent with Doctors and family members
- Attend annual trust updates and mandatory training



- Attend courses booked as part of personal development
- To perform specialist techniques Brain and Spinal cord removal, tissue retrieval as required
- Work together with Mortuary Manager monitoring and ordering of new equipment and general stock
- Work together with Mortuary Manager with researching new consumables/equipment
- Order items from procurement as required/advised
- Work together with Mortuary Manager in reviewing and changing policies/SOP'S writing new ones if needed

Out Of Hours

- To participate in the On-Call out of Hours service for the Coroner/Hospital. To be available to the Coroner/Hospital should there be a Forensic Post Mortem.
- To be available whenever possible to answer hospital enquiries and outside family or Police enquires
- To attend the hospital for Major Incident
- To attend the mortuary out of normal working hours as required.
- Special circumstances only to facilitate official police identifications as required.
- To attend Mortuary to assist in tissue donation services

Specific Additional Responsibilities

Training

- To ensure that all Trust and Departmental Protocols are adhered to and updated and reviewed as necessary
- To maintain and develop skills appropriate to the role by attending appropriate training courses supplied by the trust, HTA, Tissue Donation, AAPT
- Use knowledge and experience to enhance post mortem procedures and techniques on all deceased to include high-risk infectious cases via Diploma standard training and other acquired knowledge
- Participation in the annual PDP process



- Training of junior personnel in the post mortem processes and all mortuary aspects

Health and Safety

- Responsible in safety supervision and to ensure that safe working practices are followed
- To ensure that staff conform to the Health & Safety Code of Practice
- Health and Safety training and awareness of current policy and changes in Health and Safety Law

GENERAL

1. To work in accordance with the Trust's Here for You standards to consistently demonstrate the behaviours required to fulfil the promises we have made to the people of Croydon. These promises, developed with our patients, carers and staff help us deliver the pledges in the NHS Constitution and our own corporate objectives.

The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.

2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.



8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the Croydon Health Services NHS Trust Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff "Hello my name is"

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it



