



# Candidate Information Pack

## Including Job Description & Person Specification



### PERSON SPECIFICATION

**JOB TITLE:** Assistant (Deputy) Mortuary Manager

**BAND:** 6

**DEPARTMENT:** Mortuary

**DATE:** 18/06/2018

| HEADINGS                     | ESSENTIAL   | DESIRABLE   | HOW TESTED   |
|------------------------------|---|---|--|
| EDUCATION AND QUALIFICATIONS | <p>Certificate and Diploma in Anatomical Pathology Technology issued by The Royal Institute for Public Health</p> <p>HTA Consent training</p> | <p>Membership of the Association of Anatomical Pathology Technicians.</p> | <p>Application form</p> <p>The Royal Institute Of Public Health Signed Cert and Diploma Certificates issued after exams passed</p> |



| HEADINGS                                  | ESSENTIAL   | DESIRABLE | HOW TESTED   |
|---|---|-----------|--|
| <p><b>KNOWLEDGE AND UNDERSTANDING</b></p> | <p>Knowledge of current Mortuary practice.</p> <p>Knowledge and experience of routine Hospital Post Mortems, High Risk Post Mortems, Coroner's Post Mortems, Forensic Post Mortems</p> <p>Knowledge of documentation required after death.</p> <p>Knowledge of legislation associated with death and organ retention.</p> <p>Knowledge and understanding of the HTA codes of practice.</p> <p>Knowledge of Best Practice set out by the AAPT.</p> <p>Knowledge of best practice as set out by the RCPATH (To monitor pathologist are adhering to HTA and RCPATH best practises when working in the Mortuary)</p> <p>Knowledge of best practice as set out by the HTA</p> <p>Knowledge of tissue and organ retrieval</p> <p>HTA License up keeping</p> |           | <p>Interview scenario</p> <p>Previous experience</p> <p>Application Form</p> |
| <p><b>EXPERIENCE</b></p>                  | <p>Minimum of 5 year's experience as an APT</p> <p>Experience and sensitivity to cultural needs.</p> <p>Experience of training junior APT's</p>   |           | <p>Interview scenario</p> <p>Previous experience</p> <p>Application Form</p> |



| HEADINGS                       | ESSENTIAL  | DESIRABLE   | HOW TESTED   |
|--------------------------------|--|---|--|
|                                | <p>Experience of training support staff, bereavement, midwives, HCA</p> <p>Experience of practical training for trainee pathologists.</p> <p>Experience of dealing with the bereaved.</p> <p>Experience of forensic work.</p> <p>Experience of police procedures relating to death.</p> <p>Experience in Managing the day to day running of Mortuary and Junior Staff Members</p> <p>Extensive and advanced knowledge all aspects of mortuary service provision</p>                                    |   |  |
| <p><b>SKILLS/ABILITIES</b></p> | <p>To cope well with responsibility.</p> <p>To work in accordance with Departmental and Trust protocols.</p> <p>Computer literate</p> <p>To develop personal skills and knowledge.</p> <p>Team leader/Supervisory skills.</p> <p>Good verbal communication skills with ability to be sensitive, tactful and diplomatic</p> <p>Ability to liase effectively with others and surpervise individuals</p> <p>Full driving licence with access to own transport and to drive mortuary transport vehicle</p> | <p>Knowledge of Cerner or other pathology data bases.</p> | <p>Interview scenario</p> <p>Previous experience</p> <p>Application Form</p> |



A= Application    T= Test    I=Interview

