

DIVISION – Path Links

JOB DESCRIPTION

POST	Trainee Anatomical Pathology Technician
PAY BAND	Band 3 (Progression to Band 4 upon completion of Level 3 Diploma in Anatomical Pathology Technology)
RESPONSIBLE TO	The Path Links General Manager through the nominated line manager and Pathology Site Manager
ACCOUNTABLE TO	The Cellular Pathology Clinical Director through the Cellular Pathologist clinically responsible for the mortuary service.
BASE	Lincoln County Hospital

ABOUT US

Northern Lincolnshire and Goole NHS Foundation Trust is part of one of the largest acute and community Group arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLAG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Group has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLAG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Group and our community.

ABOUT THE POST

Path Links is a networked Pathology Service offering a wide range of diagnostic investigations on tissue, blood, and fluid samples.

The Mortuary Service is responsible for the storage and management of bodies from deaths occurring within the hospitals and for deaths brought into Lincoln, Grimsby and Scunthorpe hospitals on behalf of HM Coroner and for the subsequent provision of post-mortem examinations.

The Trainee Anatomical Pathology Technician will attend to the receipt, storage, management and issue of bodies within the mortuary, under the direct/indirect guidance of Anatomical Pathology Technical staff (APT). They will undertake training in post mortem room duties and will work towards the Level 3 Diploma in Anatomical Pathology Technology.

Whilst primarily based on the Lincoln site, the post holder will be required to provide support and cover on other Path Links Mortuary sites.

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

- To supervise the receipt of bodies ensuring that they are accurately identified, registered, weighed, measured and labelled prior to storage.
- To keep accurate records of property/valuables/cash that may accompany the deceased, their removal when appropriate and subsequent safe keeping, in line with Trust Policy.
- Entry of deceased patient data onto the mortuary registration system (manual/computer system).
- To prepare the post mortem room and equipment for post mortem examination
- Undertake training to assist the medical staff with post mortem examinations to include
 - Checking identity of the deceased
 - Checking authorisation and extent of the post mortem examination
 - Liaison with staff likely to be present during the examination
 - Preparation of the deceased for examination
 - Assistance with external examinations
 - Evisceration as per instruction from the pathologist
 - Recording of weights, measurements and notes
 - Disinfection of all tools and surfaces in the post mortem room after each post mortem session.
 - Reconstruction to a high standard of the deceased following post mortem examination.
 - Assistance to medical staff in the removal of tissue for donor purposes.
- To attend to the disinfection, cleaning and general maintenance of the mortuary and equipment.
- Preparation of the deceased for viewing by relatives observing cultural and religious beliefs and applying courtesy and consideration at all times.
- To liaise with medical staff to examine the body prior to cremation certification, arrange fully completed cremation documentation.
- To facilitate the release of bodies to funeral directors in line with Mortuary SOP's.
- To facilitate the release of bodies to Path Links Transport or nominated funeral directors for coroner's autopsy off site.
- To arrange the conveyance of paediatric deaths, stillbirths and non-viable fetuses for examination at a Specialist or Regional Centre and to assist with the sensitive disposal of non-viable fetal remains
- To maintain equipment on a day to day basis in accordance with department policies, procedures and manufacturers guidelines.
- To inform funeral directors if a cardiac pacemaker or other hazardous implant is implanted in the deceased.
- Adhere to policies and guidelines relating to continued HTA license compliance. They should notify an Anatomical Pathology Technician (APT) of any problems found in the course of their duties.
- Record keeping, including cleaning records, body store temperature records, reagent records, maintenance logs, and records relevant to HTA compliance.

- To keep check of routine stock levels reporting any shortages to an APT.
- Dealing with telephone enquiries from all service users.
- To monitor the body store and viewing facilities daily ensuring that it is clean and free from hazards. They should comply with safety procedures at all times, be able to recognize potential hazards to themselves and others, and rectify or report these in a timely manner.
- Provide body sizes to Funeral Directors as appropriate
- In a changing organisation, demonstrate the ability to respond positively to change and show a willingness to learn new skills.
- Comply with Health & Safety legislation, and Trust and Departmental H&S Policies. It is the duty of the post holder to ensure that they attend mandatory training sessions.

This Job Description is subject to review in the light of developments within the Department and in consultation with the Post Holder. Other appropriate duties as determined by the Path Links Mortuary Manager or Pathology Site Manager in the interests of the service may be added to the above.

The Post Holder will also be subject to a system of Performance Review and Career Development. All changes to the job description must be agreed with the line manager during annual appraisal and reported back to the Pathology Site Manager.

OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

LEADERSHIP RESPONSIBILITIES

What are the specific leadership responsibilities associated to this role?

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the

elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to General Data Protection Regulation (GDPR). It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.