



Post title	Mortuary Technician
Division / Section	Environment / Scientific, Bereavement & Registration Service
Department	Place
Responsible To (Title)	Team Leader
Number of post holders	4+
Acting up/ Secondment	

Purpose of Job

Provide a compassionate and customer focussed high quality mortuary service in conformance with the relevant legislation, code of practice and guidance to Crown Office, local authorities, private organisations and individuals including bereaved relatives in an environment of continuous improvement.

MAJOR TASKS/JOB ACTIVITIES

Utilising a safe system of work deliver a range of Mortuary services including handling of decomposed deceased persons, strip deceased of clothing and lodge details in log, identify the deceased and prepare the deceased person for viewing by relatives. Assist pathologists in autopsies and medical procedures including high risk of infection cases, murder investigations and decomposed deceased persons. To take and record specimens to be forwarded to Police forensic laboratories, record the receiving and releasing of deceased persons ensuring the appropriate paperwork is completed and issued according to appropriate code of practice and guidance. To ensure compliance with all other regulations and standards to achieve a best value and a customer focussed outcome.

Ensure the mortuary and workplace is kept in a clean and hygienic condition.

Keep up to date with current legislation and guidance and contribute to continual improvement of quality and safety in mortuary service. Provide technical advice to customers and key stakeholders.

In liaison with the Team Leader provide cost quotations to other organisations for autopsies.

Maintain work processes and procedures which comply with appropriate accredited quality assurance systems in the area of Mortuary.

Ensure the security of the Mortuary both during and out with operational hours against possible break in and/or attempt to tamper with evidence.

Supervision and Management of People (Numbers and type of staff)

Assist trainees and modern apprentice staff.

Creativity and Innovation

Deploy creative solution skills to a task to achieve the agreed outcome. Contribute innovation in the work area to drive efficiency and effectiveness of the service.

Adapt to changing procedures and policies across the breadth of work and be able to contribute to the development of the service.

Customer focussed with excellent interpersonal skills and be able to communicate effectively and clearly in a positive and open way with all service customers.

Contacts and Relationships

Develop and maintain effective relationships with a diverse range of people and internal and external customers.

Day to day contact with staff within their own service and other Council staff in various departments and other partners as well as providing technical support to Team Leader & Operational Managers.

Regular contact with customers, dealing with technical enquiries and complaints in relation to the relevant service area.

Work closely with Crown Office, Funeral Directors and Police to improve the service and to resolve problems identified.

Decisions (Discretion)

Decide the best and most suitable handling and storage of deceased persons which are badly decomposed, highly infectious, mutilated or where death is suspicious.

Decide appropriateness of permitting relatives or others to view deceased persons, particularly when the body may be mutilated or disfigured.

Carry out duties with limited supervision, consulting a manager or pathologist for non-routine enquiries or specialist guidance.

Be able to resolve enquiries and complaints at first point of contact. Use initiative to take action if necessary, reprioritise as circumstances change and decide when problems or decisions should be referred to the relevant officer.

Decisions (Consequences)

Has allocated tasks which must be undertaken to ensure the efficient effective and safe operation of the service area. Respond appropriately and effectively to enquiries providing a high level of service provision to customers.

Dealing with work that may involve high profile murder or suspicious deaths in a professional and strictly confidential manner will ensure court cases are not adversely affected.

The decisions made will impact on the health, safety and welfare of building occupants and users.

Resources

Responsible for equipment and materials associated with the post and those required by the service area.

Environment – Work Demands

Main functions will normally be constant with occasional peak demands including unexpected emergency situations requiring working outside normal hours at short notice.

Take part in the Mortuary out of hour's standby service on a rota basis, liaising with the Police, Funeral Directors and Procurator Fiscal.

Environment – Physical

The Mortuary is split over two levels therefore there is a constant need to move deceased persons from one floor to another with the correct and safe use of the appropriate lifting equipment.

Frequent movement of deceased persons some bariatric (over 20 stone) from vehicles to trolleys, stripping of deceased and weighing them. Place deceased persons in the fridges for storage up to heights of six feet.

Environment – Working conditions

The post will be exposed to adverse working conditions such as wet and dry areas of working as well as refrigerated areas. There is a regular frequency to come into contact with highly infected deceased persons. Any cuts, open wounds or accidents must be reported to the Mortuary Team Leader or Manager as soon as possible.

Will be exposed to hazardous or infectious materials and appropriate PPE will be supplied and used when required.

Environment – Work Context

Requirement to take care in relation to the working environment of a mortuary.

Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines. Health and safety guidelines with risk assessments should be adhered to when conducting site visits. Operate in accordance with the Council's Lone Working policy.

Knowledge and Skills

Educated to SCQF level 8 (Diploma) in an appropriate technical qualification, or have considerable relevant experience and demonstrated competence.

Commitment to continuing professional development and a broad understanding of current issues in the area of anatomical pathology are essential.

Current driving licence is desirable.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.