

### Job Description

<b>Job Title</b>	: Trainee Anatomical Pathology Technologist
<b>Department</b>	: Mortuary and Bereavement
<b>Division</b>	: Haematology and Precision Medicine
<b>Band / Grade</b>	: 4
<b>Accountable to</b>	: Assistant Service Manager
<b>Responsible to</b>	: Service Manager
<b>Number of direct reports</b>	: 0
<b>Budgetary Responsibility</b>	: No
<b>Location</b>	: Princess Royal University Hospital

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching Trusts with a turnover of c£1 billion, 1.5 million patient contacts a year and around 14,000 staff based across 5 main sites in South East London. The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) sites at Denmark Hill in Camberwell and at the Princess Royal University Hospital (PRUH) site in Bromley.

*King's is committed to delivering Sustainable Healthcare for All via our Green Plan. In line with national Greener NHS ambitions, we have set net zero carbon targets of 2040 for our NHS Carbon Footprint and 2045 for our NHS Carbon Footprint Plus. Everyone's contribution is required in order to meet the goals set out in our Green Plan and we encourage all staff to work responsibly, minimising their contributions to the Trust's carbon emissions, waste and pollution wherever possible. The trust-wide strategy Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, Outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion at the heart of everything we do. By being person-centred, digitally-enabled, and focused on sustainability, we can take Team King's to another level*

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### Job Summary

This post is for a trainee anatomical pathology technologist who is willing to participate in the inhouse training scheme, and enrol to complete the level three diploma in anatomical pathology technology. The post holder will participate in the provision of a quality service for hospital and Coroners' post mortem examinations and the storage of deceased prior to release for burial, ensuring that all work is compliant with Mortuary standard operating procedures and performed to accredited standards. He/she will assist pathologists in carrying out post mortems. He/she will be involved in the smooth

running of the office, post mortem room and body store. The post holder will need to liaise with various grades of staff including pathologists, clinicians, funeral directors, coroner's officers, police, laboratory staff, medical staff and other healthcare professionals both internal and external to the Trust.

### **Key Working Relationships**

Pathology Development Manager, Service Manager, Assistant Service Manager, Medical Examiners, Medical Examiner Officers, Anatomical Pathology Technologists, Deputy, Consultant Histopathologists, Funeral Directors, Police, Coroners officers, Medical Examiner Office Staff, Trust Medical staff, Nursing staff, Patient Affairs, Chaplains and Bereavement officers.

### **Main Duties and Responsibilities**

#### **Key Responsibilities**

- To participate in the daily workload of the mortuary, including the post mortem room, body store and the office, adhering to departmental protocols.
- To keep accurate records of any valuables that may accompany patients.
- To ensure that all records are maintained accurately and securely within the standards.
- To be responsible for the release, receipt and transfer of deceased, including appropriate accompanying paperwork such as cremation certificates, FFI or NFFI forms.
- To arrange official identification on behalf of HM Coroner, acting as identifying officer when necessary.
- To ensure the smooth running of the mortuary office on a daily basis.
- To participate in the out of hours service (when trained).
- To assist the medical staff with routine post mortem examinations.
- To prepare patients for post mortem examination.
- To perform eviscerations as per the pathologist's instructions ( supervised until trained).
- To obtain and treat appropriately any relevant samples as directed by the pathologist
- To photograph images of patients and specimens.
- To assist the pathologist with specimen dissection following post mortem.
- To assist in specialist techniques as instructed by the pathologist.
- To act as first point of contact for all users of the Mortuary Service, dealing with telephone calls and enquiries promptly, efficiently and sensitively, following mortuary procedures.
- To liaise with internal users, including pathologists, clinicians, students, nursing and administrative staff, laboratory staff and other healthcare professionals.
- To liaise with external institutions regarding referrals, funeral directors, Coroner's Officers, Police, other healthcare professionals and occasionally enquires from relatives of deceased patients.
- To liaise with medical staff regarding completion of cremation certificates.
- To attend mortuary meetings and bring relevant issues and problems to the attention of the Assistant Service Manager.
- To liaise with all staff, students and others who are present at post mortem examination.
- To arrange and assist visits for relatives (when trained).

### Education, training and development

- To attend mandatory Trust based and other relevant courses as required.
- To participate in the departmental appraisal process.
- To be responsible for own professional development under the supervision of the line manager.
- To ensure that all relevant SOP's and risk assessments are read, understood and signed up to before carrying out any procedures.
- To keep updated on current practice and guidelines pertaining to post mortem rooms, mortuaries and retained organs.
- To be willing to enrol on the level three diploma in Anatomical Pathology Technology.
- To attend mortuary meetings and bring relevant issues and problems to the attention of the ASM and SM.
- To be willing to attend Denmark Hill mortuary to aid training.

### **General**

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of King's College Hospital NHS Trust together with all relevant statutory and professional obligations.
- To live and role model the King's Values of: - Understanding you
  - Inspiring confidence in our care
  - Working together
  - Always aiming higher
  - Making a difference in our community
- To observe and maintain strict confidentiality of personal information relating to patients and staff.
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.
- All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication.

### **Safe Guarding**

The Trust takes the issues of Safeguarding Children, Adults and addressing Domestic Abuse very seriously. All employees have a responsibility to support the organisation in our duties by;

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns

- reporting any safeguarding child or adult concerns appropriately

### Infection Control Statement

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene procedures and requirements when in clinical areas.

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These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

### PERSON SPECIFICATION Trainee Anatomical Pathology Technologist - 3

	Essential	Desirable
<b>Education and Qualifications</b>		
Maths, English and Science GCSE	X	
A Level or Degree Qualification		X
Knowledge of medical terminology		X
EDCL or equivalent MS Office	X	
Computer literacy and ability to use common software	X	
Willing to enrol and complete the level three diploma in Anatomical Pathology Technology	X	
<b>Knowledge and Experience</b>		
Previous NHS experience		X
Working knowledge of the Human Tissue Act		X
Proven experience of working in small team	X	
Experience of working in a mortuary setting		X
Experience of viewing or handling human tissue or bodies		X
<b>Skills and Competencies</b>		

Highly developed interpersonal, communication, negotiating and writing skills	X	
Ability to liaise with a wide range of levels of staff	X	
Good interpersonal and team working abilities	X	
Ability to develop good working relationships	X	
Effective at managing own time	X	
Ability to prioritise work	X	
Ability to adapt to change of planned work	X	
Ability to deal sensitively with bereaved relatives		X
Ability to ensure clear handover of information between staff and departments.	X	
Ability to handle distressing situations including anger and aggression	X	
Generally fit and active	X	