

JOB DESCRIPTION	
Job Title:	Senior Anatomical Pathology Technologist (APT)
Department:	Pathology
Division:	F&CSS
Salary Band:	Band 6
Accountable To:	Managerially responsible to Mortuary Department Manager Professionally responsible to HTA Designated Individual
JOB SUMMARY	
<p>To support the Mortuary Manager in the provision and development of a comprehensive mortuary service at Basingstoke & North Hampshire Hospital and Royal Hampshire County Hospital at Winchester mortuaries To assist in organising staff in the day to day operational rota, overseeing and training junior staff when conducting post mortem examinations, receiving / releasing and ensuring that confidentiality and dignity of the deceased are maintained at all times</p> <p>Specialist skills will be required for forensic, high risk cases [RHCH only], the reconstruction of the body and eye retrievals</p> <p>Working with the Department manager to create and implement developmental work, policies and procedures</p> <p>Auditor for the department, arranging and undertaking audits.</p>	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> • Assist the department manager with staffing and resources within the mortuary • Conversant with legal documentation required for the reception, post mortem, release and disposal of bodies, tissue retention and personal effects in accordance with trust policies • Maintain and develop the Mortuary Services within the resources available • To develop effective ways of working and creating strong partnerships with local agencies. • liaise with the Bereavements officer, coroners officer and funeral directors in the documentation and release of deceased from the mortuary • liaise with Police officers, Home Office Pathologist and Family Liaison Officer • Sympathetic handling of persons viewing the deceased and to ensure relatives are supported and treated with courtesy and consideration at all times • Overseeing the completion of mortuary documentation of corneal transplants and any other organ transplant work/requests by the Trust • Assist the department manager with the production and revision of mortuary Standard Operating Procedures (SOP's) working in co-operation with other departments to develop common protocols and working practices • To assist Consultant Pathologists with Post Mortem examinations within the department and plan workload in conjunction with the Mortuary manager • Participate and ensure by working with colleagues to provide 24 hour service, working flexibly in accordance with needs of the department • To be responsible for arranging, undertaking and creating an annual calendar for all internal and external audits to ensure the compliance of the Mortuary with Clinical Pathology Accreditation and ISO 15189 standards • To report to the Mortuary Manager any problems highlighted by the audits • To be responsible for the implementation of Trust Security Policy within the mortuary as it applies to patients, patient data, property, equipment and trust personnel 	

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS
<ul style="list-style-type: none"> • Lead regular team briefs ensuring policies ,development and info is disseminated to all staff • Support the investigation of accidents, incidents and complaints as directed by the mortuary manager • Ensure effective resolution of enquiries from clinical staff
COMMUNICATION
<ul style="list-style-type: none"> • Communicate effectively with colleagues and service users • Foster a culture of open, two-way communication at all levels within the department, • Support mortuary manager in the provision of statistical information as required for external reporting to UKAS, HTA, Annual Management review and internal reporting on audits and on the department activity • Maintain good working relationships with other Trust staff in particular other Pathology disciplines, Finance, Procurement, Human Resources, Health4Work (Occupational Health), IT, and Estates to support the operational delivery of the department's service. • Maintain good communication with clinicians and other service users regarding mortuary services • Communicate with service users, laboratories and other mortuaries providing technical information to support patient care where required
PLANNING AND ORGANISATION
<ul style="list-style-type: none"> • Support mortuary manager to plan and organise daily post mortem workload to ensure timely outcomes for coroners and other service users • In conjunction with the Mortuary Manager and the Pathology Quality, Health and Safety Manager, to be responsible for the establishment and the effective operation of the Pathology Quality Management System • In conjunction with the Mortuary Manager and the Pathology Quality, Health and Safety Manager to be responsible for ensuring compliance with UKAS ISO 15189 standards • In conjunction with the Mortuary Manager and the Pathology Quality, Health and Safety Manager to be responsible for the implementation of the Trust's Risk Management Strategy. • In conjunction with the Mortuary Manager and the Pathology Quality, Health and Safety Manager to support the operation of all forms of Audit within the Trust • In conjunction with the Mortuary Manager and the Pathology Quality, Health and Safety Manager to be responsible for ensuring compliance with Human Tissue authority (HTA) standards • To undertake document review on the Pathology Quality Management system in conjunction with the Mortuary manager • To maintain document review schedules using the Pathology Quality Management system
BUDGETARY AND RESOURCE MANAGEMENT
<ul style="list-style-type: none"> • To be aware of the Department's staffing and non-staffing costs and funding • Work with the department manager in the review of service levels/requests and identify budgetary pressures • Raise supplies requisitions as required using the Trust's on-line system • Sign goods delivery notes, checking supplies deliveries and receipting via the Trust on-line procurement system
STAFF MANAGEMENT

- Promote the continual development of junior staff through internal courses, educational meetings, update courses, in-house cases presentations and development programmes, in addition to external courses and meetings
- Attend meetings with or on behalf of the mortuary manager
- Maintain regular team briefs, ensuring policies, developments and information is disseminated to colleagues

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- Participate in training schedule for trainee APT and junior APTs to enable them to meet quality standards required for APT diploma 3
- Support research and development activities of the cellular pathology department including the testing and evaluation of new methods and equipment
- Working with the Training Officer to contribute to the training and development of colleagues and support workers
- Assist the Training officer in the production of Training Log Books
- Able to lead and deliver team seminars, educational training sessions
- To comply with the departmental and Trust Training Support policies, attending mandatory training and update courses in Manual Handling, H&S
- Working with the Training Officer to contribute to the training and development of colleagues and support workers
- To keep up to date with current legislation with regard to mortuary practice, post mortem room procedures and organ retention (HTA)
- To undertake specialist training and continuing professional development (CPD) to maintain the effectiveness and quality of the Mortuary service

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

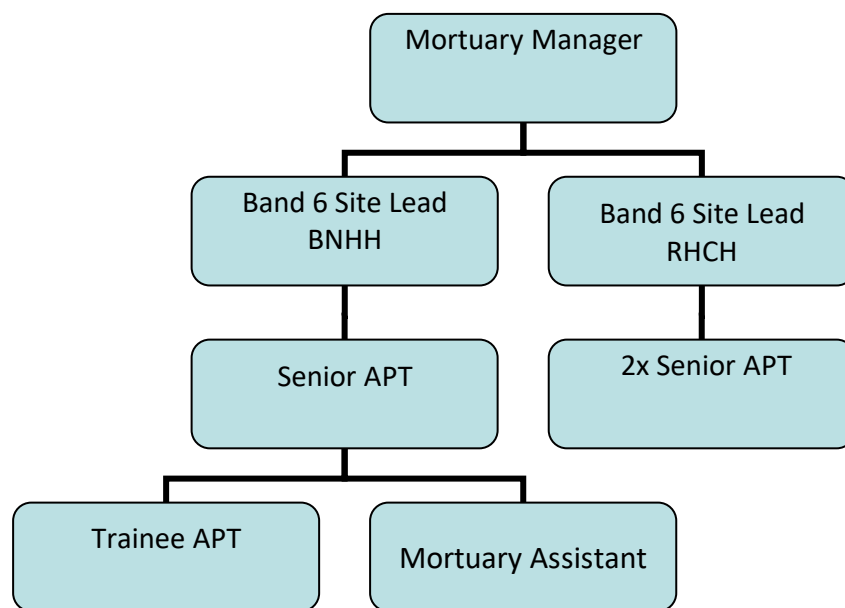
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire Hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



PERSON SPECIFICATION	
Job Title: Senior Anatomical Pathology Technologist (APT)	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Certificate and Diploma / Diploma level 3 & 4 in Anatomical Pathology Technology 	<ul style="list-style-type: none"> • Membership of the Association of Anatomical Pathology Technologists • Eye /Corneal Retrieval Training • Supervisory/Management qualification
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Minimum of 2/3 years working as a qualified APT • Experience of dealing with High Risk and Home Office Cases • Understand the principals of Data Protection and Caldicott Report • Knowledge of DOH guidelines and relative legislation relating to the Mortuary and Post-Mortems • Working with bereaved patients • Experience undertaking audits • Experience with Document review • Knowledge of HTA requirements 	<ul style="list-style-type: none"> • Keyboard and computer skills such as European Computer Driving Licence • Experience of Teaching or Training
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> • Proven Communication skills, able to communicate information clearly and professionally to other Healthcare professionals • Able to supervise a team and co-ordinate their activities to achieve planned goals and objectives • Able to formulate protocols and procedures • A high degree of manual dexterity is required Able to impart their skills and 	

<p>knowledge to colleagues</p> <ul style="list-style-type: none"> • Able to deal with emotionally distressing situations, in a sympathetic and professional manner. • Able to respond appropriately in emergency situations. 	
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Hold a current Driving Licence • Meticulous, conscientious, enthusiastic and self-motivated. • Able to work under pressure and meet deadlines. • Participate in 24/7 on-call rota • Able to meet occupational Health Standards • Physically fit – able to lift, carry and manoeuvre 	

Post holders signature: Date:

Managers' signature: Date:

APPENDIX A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.