CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

|  |  |
| --- | --- |
| **DEPARTMENT:** **Corporate Resources**  | **SERVICE GROUP:** **Legal and Democratic Services**  |
| **POST TITLE:** **Trainee Anatomical Pathology Technologist**  | **REPORTS TO:** **Public and Forensic Science Centre Manager**  |
| **GRADE: Band 6-7**  | **SAP POSITION NUMBER: 50068054** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees.

The competencies will be used at interview stage and will not be used for short listing purposes.

|  |
| --- |
| **Key Purpose of Post:**  |
| * To undertake a training programme leading to completion of the Certificate in Anatomical Pathology Technology or Level 3 health care science (Anatomical Pathology Technology).
* To assist the Public and Forensic Science Centre management in providing a comprehensive high-quality public and forensic mortuary service primarily for HM Senior Coroner West Yorkshire (West) and the City of Bradford Metropolitan District Council.
 |
| **Main Responsibilities of Post:**  |
| 1. Whilst undertaking a programme of training to follow the Facility’s Standard Operating Procedures, health and safety procedures, Human Tissue Authority (HTA) and HSE standards and guidance, Health and Safety legislation, COSHH, infection prevention and control and infectious disease safety standards at all times.
2. Maintain post-mortem instruments and equipment in good condition and working order.
3. To undertake such cleaning duties as may be specified by the Mortuary Manager. When doing so to always ensure appropriate cleaning, disinfection and sterilisation is carried out on instruments, equipment and the fabric of theFacility including the post mortem rooms*.*
4. To be trained and become competent in and able to use the Image Exchange Portal (IEP) for uploading images and documents to Bradford Radiology Department in the absence of the Radiographer.
5. To assist in organising the repatriation, disposal or onward delivery for medical research of the returned organs in accordance with next of kin instructions.
6. To be trained by the Facility’s staff on the patients’ electronic register Mortuary Information Management System (MIMS) and CIVICA.
7. To assist with booking deceased patients into the Facility and ensuring they are accurately identified, labelled, registered, weighed, and measured. To safely and securely document and store personal effects admitted with deceased patients.
8. To assist with organising and conducting viewings of the deceased in a sensitive, dignified and compassionate manner. To ensure bereaved relatives are treated with a caring and sympathetic manner at all times. To offer advice, comfort and support as necessary in a professional, compassionate and respectful manner and to take into account cultural and religious requirements wherever possible.
9. Following appropriate training to facilitate the safe and accurate release of deceased patients to funeral directors, in line with the Facility’s standard operating procedures.
10. To undertake any training required in order to maintain competency including mandatory training e.g., fire safety, Equality and Diversity, Manual handling, data protection.
11. To assist, under supervision of the senior mortuary staff, Consultant Pathologists and visiting Forensic Pathologists with those aspects of autopsy work consistent with relevant training and experience.
12. Under supervision of senior mortuary staff and after required training assist with the reconstruction of the deceased after post-mortem examination.
13. To take part in regular performance reviews and competency assessments.
14. To be aware of financial impacts on the Facility caused by wasteful practices and highlight any that are identified and suggest improvements to management.
15. Participate in any training and learning as directed by management in order to become competent in the role.
16. Following appropriate training to support the safe management of deceased patients within the Facility, monitoring patient condition and location temperatures and raising alerts with management accordingly.
17. To assist with transferring the deceased patient to the CT scanner for a minimally invasive digital autopsy
18. To assist DPROs (deceased person removal operative) with patient collections within normal working hours when needed.
 |
|  Manager x1 Deputy Manager x1Technical Support Officer x1TraineeAPT x2Deceased Removal Operatives x4CT Imaging Autopsy Radiographer x1Senior/Anatomical Pathology Technicians x 3 |
| **Special Knowledge Requirement. Will be used for shortlisting.** |
|  | **Essential** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. |  |
| Due to the Government’s Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced thresholdlevel which will be applied where the post requires a greater level of sensitive interaction with the public.During the interview the applicant will need to demonstrate that they:a) can express themselves fluently and spontaneously, almost effortlesslyb) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language  |  x |
| Some knowledge and understanding of relevant legislation and guidelines in particular Human Tissue Authority standards and guidance and health and safety requirements needed for working in a public mortuary. |  x |
| Uses a wide range of basic computer applications and willingness to learn new applications and technology as appropriate. | x |
| Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively to improve service delivery. | x |
| Knows and understands how to use, interpret, handle and communicate information. | x |
| Knowledge of data protection legislation and the need to ensure data security and confidentiality.Able to demonstrate ability to act in a professional, compassionate and respectful manner. | XX |
| Able to demonstrate knowledge and/or experience of equalities and diversity issues. | x |
| **Relevant experience requirement:**  |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.  |
| To have some knowledge and understanding of current mortuary practices including standards and guidance from the Human Tissue Authority.The employee must be over 18 years of age at the date of appointment.  |
| Some experience of working in either a health care setting, hospital, mortuary, or funeral directors.  |
| **Relevant professional qualifications requirement:**  |
| **3 GCSE grade 9- 5/4 or equivalent including English & Maths. The Council will agree to fund the cost of the Level 3 course. However, should there be an anatomical pathology technologist vacancy on qualification, the postholder agrees to move into that vacant post and stay in the post for a further 2 years post examination pass. If the postholder leaves rather than taking up the vacant post or does not stay 2 years post qualification in the vacant post the postholder will be required to repay the full cost of the course of study and any examination fees incurred.** |
|  |
| **Core Employee competencies to be used at the interview stage.**  |
| **Carries Out Performance Management** |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.  |
| **Communicates Effectively**  |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** |
| **Carries Out Effective Decision Making**  |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem-Solving** **Activity**  |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect**  |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Working Conditions:**   |
|  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.* exposure to bodily fluids
* exposure to decomposed bodies
* will be exposed to disfigured bodies, untoward deaths
* Intense physical effort required when undressing, moving and handling patients
* Comforts relatives in highly emotional circumstances.
 |
| **Special Conditions:**  |
|  |
| Requirement for the post holder to have an enhanced DBS recruitment check. Also, a requirement for post holder to have Hepatitis B vaccination.  |
| **Compiled by: KP/MCH****Date: Updated August 2025** | **Grade Assessment Date:** | **Post Grade:** |