

Candidate Information Pack

Including Job Description & Person Specification



PERSON SPECIFICATION

JOB TITLE: Assistant (Deputy) Mortuary Manager

BAND: 6

DEPARTMENT: Mortuary

DATE: 18/06/2018

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION AND QUALIFICATIONS	<p>Certificate and Diploma in Anatomical Pathology Technology issued by The Royal Institute for Public Health</p> <p>HTA Consent training</p>	<p>Membership of the Association of Anatomical Pathology Technicians.</p>	<p>Application form</p> <p>The Royal Institute Of Public Health Signed Cert and Diploma Certificates issued after exams passed</p>



HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
KNOWLEDGE AND UNDERSTANDING	<p>Knowledge of current Mortuary practice.</p> <p>Knowledge and experience of routine Hospital Post Mortems, High Risk Post Mortems, Coroner's Post Mortems, Forensic Post Mortems</p> <p>Knowledge of documentation required after death.</p> <p>Knowledge of legislation associated with death and organ retention.</p> <p>Knowledge and understanding of the HTA codes of practice.</p> <p>Knowledge of Best Practice set out by the AAPT.</p> <p>Knowledge of best practice as set out by the RCPATH (To monitor pathologist are adhering to HTA and RCPATH best practises when working in the Mortuary)</p> <p>Knowledge of best practice as set out by the HTA</p> <p>Knowledge of tissue and organ retrieval</p> <p>HTA License up keeping</p>		<p>Interview scenario</p> <p>Previous experience</p> <p>Application Form</p>
EXPERIENCE	<p>Minimum of 5 year's experience as an APT</p> <p>Experience and sensitivity to cultural needs.</p> <p>Experience of training junior APT's</p>		<p>Interview scenario</p> <p>Previous experience</p> <p>Application Form</p>

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
	<p>Experience of training support staff, bereavement, midwives, HCA</p> <p>Experience of practical training for trainee pathologists.</p> <p>Experience of dealing with the bereaved.</p> <p>Experience of forensic work.</p> <p>Experience of police procedures relating to death.</p> <p>Experience in Managing the day to day running of Mortuary and Junior Staff Members</p> <p>Extensive and advanced knowledge all aspects of mortuary service provision</p>		
SKILLS/ABILITIES	<p>To cope well with responsibility.</p> <p>To work in accordance with Departmental and Trust protocols.</p> <p>Computer literate</p> <p>To develop personal skills and knowledge.</p> <p>Team leader/Supervisory skills.</p> <p>Good verbal communication skills with ability to be sensitive, tactful and diplomatic</p> <p>Ability to liaise effectively with others and supervise individuals</p> <p>Full driving licence with access to own transport and to drive mortuary transport vehicle</p>	<p>Knowledge of Cerner or other pathology data bases.</p>	<p>Interview scenario</p> <p>Previous experience</p> <p>Application Form</p>

A= Application T= Test I=Interview

