



Mortuary Officer | Anatomical Pathology | Pathology Services | Full-time

Classification: Health Professional Level 2
Position No: P43846
Directorate: Canberra Health Services (CHS)

Approved Duty Statement Date: 29 August 2019 **Initials:** GS

Canberra Health Services

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- **The Canberra Hospital:** a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- **University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research:** a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- **Four Walk-in Centres:** which provide free treatment for minor illness and injury.
- **Six community health centres:** providing a range of general and specialist health services to people of all ages.
- A range of **community-based health services** including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

A vacancy exists in the above unit for a highly motivated Post Mortem Officer with appropriate knowledge and skills to join our friendly and supportive team. The anatomical pathology department, including the mortuary, is a busy unit within ACT Pathology at The Canberra Hospital. The department is seeking to fill a dual role position working in the mortuary and diagnostic anatomical pathology laboratory. The primary roles of this position will be performing non-coronial adult and perinatal post mortems, organ retrieval, and respectfully managing the deceased,

coordinating interactions between clinical teams and funeral directors. In addition, the successful applicant will undertake technical tasks within the anatomical pathology laboratory and provide basic mortuary education to clients. The position works closely with the department heads and plays a proactive and integral part in ensuring activities within the units are undertaken in an efficient, professional and timely manner within an accountable patient focused culture. This permanent full-time role is Monday to Friday and on call.

Duties:

1. Assist with the reception, release and viewing of bodies and maintain an accurate register of movements.
2. Prepare bodies for post mortem examination as directed by a pathologist. Dissect and remove organs, weigh and records weights, according to established protocols.
3. Reconstruct and clean bodies at the conclusion of the examination before releasing to funeral directors.
4. Assist in the cutting and staining of post-mortem tissue and assist with the storage, maintenance and register of retained organs.
5. Clean and maintain post mortem rooms and instruments and prepare reagents and apparatus for use.
6. Provide leadership and promote a commitment to high quality customer service principles, practices and attributes.
7. Assist with the preparation of museum and teaching specimens, and the transportation and presentation of anatomical and wet teaching specimens for teaching by pathologists or others.
8. Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

Personal Attributes:

To be successful in this position, it is expected that the successful candidate will have the following attributes:

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Ability to work as part of a team

Qualifications and experience:

Mandatory:

- Ability to conduct post mortem examinations.
- Hold a current driver's license.

Desirable:

- An associate diploma or equivalent qualification.

- Greater than 10 years of experience working in an anatomical mortuary that provides adult and perinatal post mortem services.
- Knowledge and experience in organ retrieval techniques and procedures

Please note prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Selection Criteria

These are the key criteria for how you will be assessed in conjunction with your resume and experience.

Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

(Please note that it is not necessary to address the capabilities and behaviours individually).

1. Proven knowledge and experience in adult and perinatal post mortem and organ retrieval techniques and procedures.
2. Knowledge of and experience in the use of laboratory equipment associated with anatomical pathology laboratories and experience in the preparation and handling of reagents and consumables.
3. Good written and oral communication skills, ability to liaise with a wide variety of clients.
4. Proven ability to work with minimal supervision.
5. Demonstrates a commitment to work, health and safety (WH&S) and the positive patient experience and displays behaviour consistent with Canberra Health Services values of being reliable, progressive, respectful and kind.

Performance Expectations: HP 2

The Performance Expectations outlines the capability needs of employees to enable them to achieve organisational outcomes in an increasingly complex and changing environment. The performance expectations guide consistent performance at each classification, regardless of the nature of an employees work. The Performance Expectations do not replace, but are aligned to the ACTPS Work Level Standards (WLS).

Creates Solutions	Demonstrates Agility	Communicates Effectively	Leads with Commitment	Collaborates with Purpose	Accountable for Quality Outcomes
<ul style="list-style-type: none"> • Understands organisational strategy as it relates to team goals. • Explores a range of solutions to problems. • Gathers and critically analyses information from diverse sources to explore ideas and complete tasks. • Identifies more efficient ways of working, sharing ideas appropriately. 	<ul style="list-style-type: none"> • Demonstrates a flexible approach to work, displaying willingness to explore opportunities as they arise. • Maintains control of emotions, behaving professionally in difficult situations. • Remains engaged and productive during challenging times. • Recognises when team priorities have shifted, and adjusts behaviour to suit the new goals. • Remains open to new challenges, applying skills flexibly in a range of situations. • Supports colleagues by remaining focused and constructive during periods of uncertainty. 	<ul style="list-style-type: none"> • Demonstrates awareness of key stakeholders and tailors communication to meet their needs. • Uses communication channels effectively and appropriately. • Clearly explains ideas to a range of audiences. • Shares ideas and listens to the views of others. • Enters discussions with a clear view of the desired outcome(s). • Produces well-structured documents that are fit for purpose. • Influences others by presenting a clear and credible rationale. • Listens carefully to the views of others, checking understanding by asking relevant questions and reflecting back key messages. 	<ul style="list-style-type: none"> • Self-evaluates own performance, benchmarking against feedback from supervisor and relevant others. • Acknowledges and recognises the contributions of others. • Understands own strengths and opportunities for personal development and addressing shortfalls appropriately. • Accountable for seeing projects and own work tasks through to completion. • Understands and acknowledges own expertise and its limits, seeking advice and assistance when required. • Upholds the ACTPS Values, Code of Conduct and Employment Principles. 	<ul style="list-style-type: none"> • Displays sound judgement in exploring solutions to stakeholder issues. • Develops internal relationships that build awareness and understanding of other parts of the department. • Understands the barriers to collaboration and produces a range of possible solutions. • Collaborates effectively within team and with other work areas as required. 	<ul style="list-style-type: none"> • Demonstrates awareness of risk and escalates issues appropriately. • Effectively prioritises own work in line with team and departmental objectives. • Adheres to relevant quality standards in the completion of own work. • Manages own time effectively to accomplish tasks, monitoring task completion against milestones.

Job Demands Checklist

For frequency, choose from: frequent, occasional or not applicable (N/A)

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	N/A
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Occasional
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Occasional
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Occasional
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Occasional
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Occasional
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Occasional
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Occasional
Hand & Arm Movements - Repetitive movements of hands and arms	Occasional
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Driving - Operating any motor powered vehicle	Occasional

Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	N/A
Touch - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Frequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	N/A
Unpredictable People - e.g. Dementia, mental illness, head injuries	N/A
Restraining - involvement in physical containment of clients/consumers	N/A
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Frequent

Environment Demands	Frequency
Gases - Working with explosive or flammable gases requiring precautionary measures	N/A
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Frequent
Hazardous substances - e.g. Dry chemicals, glues	Occasional
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	N/A
Confined Spaces - areas where only one egress (escape route) exists	N/A
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Frequent

