



**ACT**  
Government

**Canberra Health  
Services**

To: All Unions

## **Proposed Reclassification of Roles in the Mortuary - ACT Pathology**

The Mortuary at The Canberra Hospital is managed by the Anatomical Pathology (AP) Department of ACT Pathology and is located on Level 1, B10 at The Canberra Hospital.

Currently the primary role located in the Mortuary is 1.0 FTE with the job title of *Mortuary Officer* and classified as HP2 (PN43846). The main duties involve general day-to-day activities of the mortuary assisting reception, releasing, and viewing bodies and liaising with funeral directors. Duty statement is **attached A**. The role is currently vacant.

The requirement to perform more complex activities/procedures such as post-mortems (under the direction of the Anatomical Pathologist), will be undertaken by the additional 1.7 FTE HP 2 *Anatomical Scientists* that rotate between the Mortuary and level 3 Anatomical Pathology Laboratory.

A review of the general mortuary activities against the ACT Public Service Work Level Standards has identified that the work performed by the *Mortuary Officer* is equivalent to Technical Officer Level 1. Specifically, the role "*Follows well defined and detailed policies, technical and professional guidelines and accepted practice to achieve specific end results*".

### **What is the proposed change?**

Given the nature of mortuary work and the volume of activity, CHS proposes to:

- Remove the role of Mortuary Officer HP2
- Create a new Mortuary Officer position with the classification of TO1. The proposed duty statement is **attachment B**
- Day to day supervision of the Mortuary Officer TO1 role will be provided by the Anatomical Scientist HP2 rostered to the mortuary
- Overall managerial supervision will be performed by the HP5 Anatomical Pathology
- There is no reduction in FTE
- The rotation of the Anatomical Scientist HP 2's between the Anatomical Laboratory and Mortuary will continue.

In addition, CHS proposes that all the officers (TO1 and HP2) performing mortuary tasks will participate in a rotational roster through the Mortuary and Anatomical Pathology Laboratory, to ensure the maintenance of their skills across both areas and improve the availability of backfill support where required.

### **What are the benefits?**

The change provides a more appropriate realignment of skills and qualifications required for the tasks performed in the Mortuary.

Participation in a rotating roster will enable the officers to maintain their classification skillset as well as allow for adequate cover of planned and unplanned absences.

The change also creates a career path option for technical officers in the Mortuary.

**Next steps?**

To allow staff and unions an opportunity to contribute to and influence the decision-making process prior to any changes being formalised, the consultation period for the proposed organisational structure will be one week, closing on Friday 18<sup>th</sup> March 2022.

Comments on the proposal can also be submitted to [CHSWR@act.gov.au](mailto:CHSWR@act.gov.au) with the words 'Mortuary Attendant Reclassification' in the subject line.

If you have any questions regarding the proposed reclassification or the consultation process, please contact Mary Brun, Acting Operations Manager, ACT Pathology by email [mary.brun@act.gov.au](mailto:mary.brun@act.gov.au) or Maree Jones, HR Business Partner [maree.jones@act.gov.au](mailto:maree.jones@act.gov.au)

Yours sincerely,

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