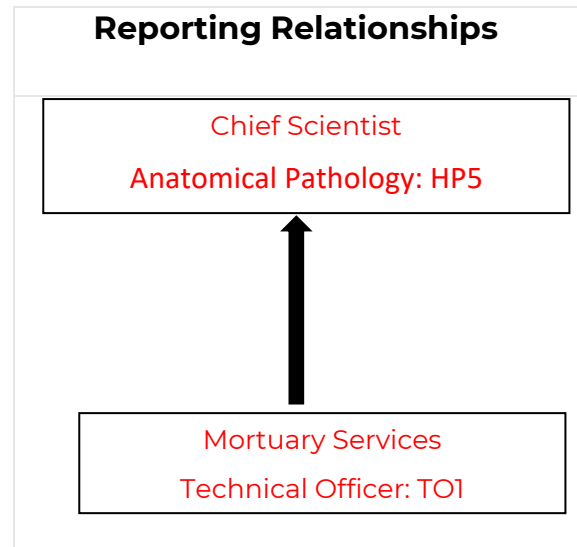


POSITION DESCRIPTION

Directorate	Canberra Health Services
Division	Medical Services
Branch	ACT Pathology
Position Number	P56923
Position Title	Mortuary Assistant
Classification	Technical Officer Level 1
Location	CHS
Last Reviewed	New



Our **Vision**: creating exceptional health care together
 Our **Role**: to be a health service that is trusted by our community
 Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

The successful applicant under the supervision of the Senior Scientist and Mortuary Scientists will be required to assist in provision of operational coordination of the mortuary in accordance with Canberra Health Service policies and procedures to achieve efficient and effective service delivery. Assist in duties in relation to mortuary processes and mortuary related issues, maintain laboratory instrumentation, temperature monitoring, stock control and maintain clean work

areas within the Mortuary and the Anatomical Pathology laboratory at Canberra Hospital.

There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays, and an on-call component.

This recruitment process is for a permanent position, selection process will be via a desk top audit of your response to the selection criteria and CV or a formal interview if required. A merit list from this recruitment process will be used for any vacancies in the following 12-month period.

DUTIES

Under limited direction of the Senior Scientist of Anatomical Pathology you will assist in procedures in the Mortuary and other duties within various sections of Anatomical Pathology as required.

You will:

1. Assist in the routine work of the mortuary including admission and release of deceased persons.
2. Assist in the setup, operation and maintenance of equipment used in the mortuary.
3. Prepare and maintain adequate stocks of reagents and consumables for use within the section.
4. Prepare material for identification purposes and post-mortem procedures including progress notes, permission for autopsy documentation and death certificates.
5. Ensure the maintenance of a clean and safe working environment in accordance with Workplace Health and Safety regulations.
6. Commitment to participate in out of hours rosters.
7. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

1. Ability to work autonomously and in a team environment with a high-level of attention to detail.
2. Self-motivated.
3. Good written and oral communication skills and the ability to liaise with a diverse range of clients with sensitivity and discretion.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Qualifications:

Certificate IV in Laboratory Practices or equivalent, or a minimum of 5 years relevant years' experience working professionally in Anatomical Pathology is preferred.

Highly Desirable – Knowledge of legislation relevant to Mortuary procedures.

Position Requirements

- Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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

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

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven experience in and knowledge of laboratory and/or mortuary procedures.
2. Demonstrated understanding of laboratory safety and quality systems.
3. Demonstrated effective communication and interpersonal skills.
4. Demonstrated ability to work effectively and productively within a team environment.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need

to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Occasionally
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Frequently
Lifting 10 – 15kg	Frequently
Lifting 16kg+	Frequently
Climbing	Never
Running	Never
Reaching	Frequently
Kneeling	Occasionally
Foot and leg movement	Occasionally
Hand, arm and grasping movements	Occasionally
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally

Frequent travel – driving	Never
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SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Frequently
Slippery or uneven surfaces	Never