

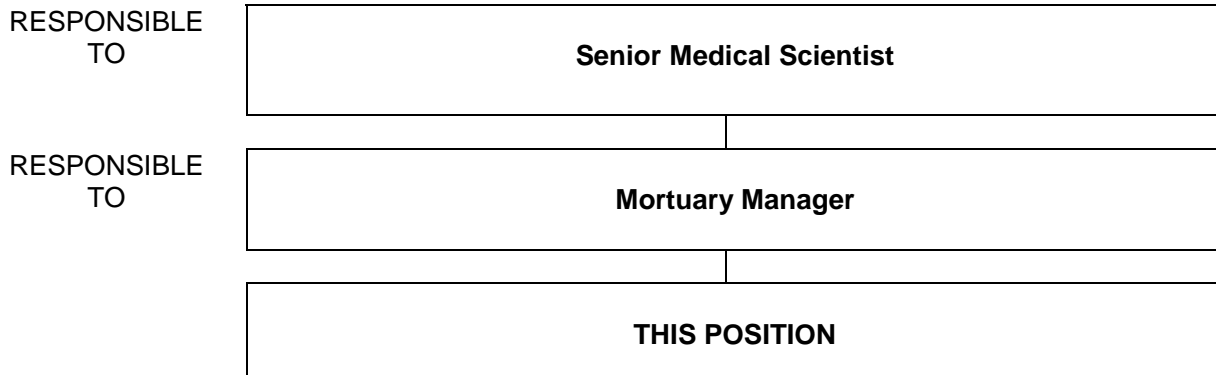


**SECTION 1 - POSITION IDENTIFICATION**

<b>NETWORK</b>	QEII
<b>SITE</b>	QEII
<b>DEPARTMENT</b>	Forensic Pathology
<b>SECTION</b>	Forensic Pathology & Mortuary

<b>POSITION TITLE</b>	Mortuary Assistant
<b>LEVEL</b>	G3
<b>POSITION NO</b>	00015116
<b>AWARD</b>	Health Salaried Officers Agreement

**SECTION 2 - POSITION RELATIONSHIPS**



Positions under direct Supervision:

<u>Position No.</u>	<u>Title</u>	<u>Classification</u>	<u>FTE</u>

**SECTION 3 - KEY RESPONSIBILITIES**

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

As directed and under limited supervision, assists with the performance of post-mortem procedures as provided by coronial and legislative requirements.

**MORTUARY ASSISTANT, LEVEL G3, POSITION NO 00015116**

**SECTION 4 – BRIEF STATEMENT OF DUTIES**

Duty No.	Details
<p><b>1.</b></p>	<p><b>TECHNICAL (under supervision and direction)</b></p> <p>1.1 Assists in the routine work of the mortuary including cadaver admission and discharge and preparation of cadavers for visual identification and bereavement viewing.</p> <p>1.2 Assists with post-mortem procedures including evisceration, dissection, labelling of tissues and reconstitution of bodies.</p> <p><i>(Note: Manual handling and assisted lifting and placement of bodies on trolleys and theatre tables is required).</i></p> <p>1.3 Assists in the development, evaluation and review of testing methods and procedures.</p> <p>1.4 Assists in the set up, operation and maintenance of equipment used in the section.</p> <p>1.5 Separates, aliquots and distributes samples for testing, including packaging of samples to other laboratories.</p> <p>1.6 Prepares and maintains adequate stocks of reagents and consumables for use within the section.</p> <p>1.7 Prepares material for identification purposes (radiology, angiography and dental).</p> <p>1.8 Assists with necropsies for teaching.</p> <p>1.9 Performs quality control tests and procedures in the section.</p> <p>1.10 Assists in the supervision and training of others.</p>
<p><b>2.</b></p>	<p><b>GENERAL</b></p> <p>2.1 Enters and accesses data using the computer system, including registration and telephone enquiries.</p> <p>2.2 Registers test requests in the computer system.</p> <p>2.3 Undertakes relevant clerical work as required.</p>
<p><b>3.</b></p>	<p><b>OTHER</b></p> <p>3.1 Performs duties in accordance with organisational Policies and Procedures.</p> <p>3.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.</p> <p>3.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA.</p> <p>3.4 Participates in Performance Planning and Review.</p> <p>3.5 Performs other duties as directed.</p>

**MORTUARY ASSISTANT, LEVEL G3, POSITION NO 00015113**

**SECTION 5 - SELECTION CRITERIA**

**ESSENTIAL CRITERIA**

1. Certificate IV in Laboratory Practices or equivalent, or extensive (normally 5 years) relevant experience.
2. Ability to perform tasks that involve manual dexterity and experience with manoeuvring heavy weights.
3. Sound numeracy skills.
4. Demonstrated experience in and knowledge of laboratory and/or mortuary procedures, as applied to pathology.
5. Demonstrated understanding of laboratory safety and quality systems.
6. Demonstrated effective communication and interpersonal skills.
7. Demonstrated ability to work effectively and productively within a team environment.
8. Good keyboard and computer skills.
9. Possession of motor vehicle Driver's licence.
10. A commitment to good customer service.
11. Ability to maintain confidentiality in regard to the workplace.

**DESIRABLE CRITERIA**

1. Possession of, or progress towards, a higher science based qualification.
2. Knowledge of legislation relevant to Mortuary procedures.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**SECTION 6 – APPOINTMENT FACTORS**

1. Available for rostered after hours on-call service and overtime.

<b>LOCATION</b>	<b>ACCOMMODATION</b>
<b>ALLOWANCES/SPECIAL CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>- Mortuary Staff Allowance</li> <li>- <b>Successful criminal record clearance</b> as per Department of Health's Criminal Record Screening Policy.</li> <li>- <b>Completion of identification check.</b></li> <li>- <b>Successful Pre-Employment Health Assessment required.</b></li> <li>- <b>Successful Pre-Employment Integrity checks required.</b></li> <li>• <b>DNA sample:</b> The occupant(s) of this position must provide a reference sample for the duration of their employment so that their DNA profile can be stored on an electronic database and compared to other profiles generated to exclude the possibility of contamination.</li> </ul>	

**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**HEAD OF DEPARTMENT/ PRINCIPAL SCIENTIST**

**EXECUTIVE DIRECTOR**

**SIGNATURE**

**SIGNATURE**

**DATE**

**DATE**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE