

**Job Description**

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| Job Title: | Medical School Anatomy Technician (Hull campus) |
| Faculty/Professional Directorate: | Faculty of Health |
| Subject Group/Team: | Hull York Medical School |
| Reporting to: | Mortuary Manager |
| Duration: | Continuing |
| Job Family:  | Specialist (Lab)  |
| Pay Band: | 5 |
| Benchmark Profile: | Specialist (Lab) Band 5 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

Hull York Medical School is a collaboration between the Universities of Hull and York and the NHS. The school operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. Since 2003, the School has been inspiring doctors and academic leaders of the future with the research, skills and knowledge they need to look at things differently and advance improvements in healthcare around the world.

The Anatomy Unit supports the delivery of undergraduate and postgraduate anatomical teaching at HYMS. The main centre is on the University of Hull campus, with another suite at the University of York. The facilities are used to both deliver the teaching and to ensure the safe preparation and storage of donated anatomy material. The postholder will be part of the professional and technical services support team who manage the facilities, donor material and preparation for teaching delivery by the academic staff. The team will support and co-ordinate practical teaching and use of facilities across anatomy and physiology, supporting all users of the school’s teaching facilities on campus in Hull and York.

The Medical School Technician (Hull) will work with the Anatomy Manager, Prosection Technician and Teaching Coordinator, and Medical School Technician (York) to maintain the anatomy teaching resources and associated facilities at the Hull and York campuses. They will be responsible for the technical aspects of maintaining the teaching and storage areas, organising equipment requirements and ensuring donor material is managed in accordance with regulatory requirements. The role holder will assist with the body donation process and ensure compliance with the requirements of the Human Tissue Act 2004 and support the Manager in the sensitive handling of body donation.

The postholder will be based at the University of Hull campus, with the expectation of travel and work at the University of York campus as required.

**For informal enquiries**: please contact Sam Bell, Hull Mortuary Manager, Hull York Medical School, samantha.bell@hyms.ac.uk

### Specific Duties and Responsibilities of the post

**The Medical School Technician will:**

1. Support, maintain, prepare, monitor all aspects of the use and access to the anatomy teaching facilities on our campuses, including cleaning and setting up of teaching sessions.
2. Assist in handling, supporting and regulating the use of human tissue and the maintenance of licensed facilities as an HTA Designated Person in accordance with current and future human tissue legislation and codes of practice, working with the Mortuary Manager to ensure that there is a complete audit trail.
3. Assisting in specialist preparation techniques, including embalming, for the safe storage and usage of human tissue in anatomical instruction.
4. Responsibility for the monitoring of the facility in terms of health and safety processes and requirements, including monitoring of chemicals.
5. Provide technical support for staff and students for undergraduate, postgraduate, and short course teaching delivered at Hull and York.
6. Supervise students and staff working in the anatomy facilities to ensure compliance with Medical School Health and Safety requirements and relevant legislation such as the Human Tissue Act 2004 and the Health and Safety at Work etc Act 1974.
7. Support students through their experience of working with donor material dealing with any concerns and issues in a sensitive, professional and supportive manner.
8. Assist in maintaining the donor material by performing regular condition checks to ensure both the dignity of the deceased, and that material is kept in the best condition for teaching, learning and assessment.
9. Follow established SOPs to carry out laboratory processes.
10. Monitor records of consent and actual body donation accurately and in line with standard operating procedures and HTA legislation. Including ensuring databases are up to date and audit processes are followed.
11. Oversee the management of the laboratory, following cleaning schedules to ensure good hygiene and maintaining equipment in good condition. Ordering of stock and supplies when required.
12. Work as a team with the other members of the Centre for Anatomical and Human Sciences to support the continuous improvement of the learning and teaching experience in the School, ensuring consistency of experience between Hull and York.
13. Be responsible for the safe disposal of hazardous waste including clinical and chemical waste, act as security officer and key holder for the anatomy facilities and be a named out of hours contact in case of emergency.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

The role holder:

* Will provide Laboratory support to staff, students and more senior colleagues.
* Will have practical working knowledge of the system/process/operating environment gained through formal instruction and/or experience.
* May have specific responsibility for a clearly defined section or sub-section of work and will use initiative within the boundaries of the role in line with University policies and procedures.
* Will include the discretion to deal with non routine queries and/or issues but more complex situations will be referred to senior colleagues.
* Will plan and prioritise own work and may be required to delegate work to others within agreed objectives.

**Main Work Activities**

### Communication

* Explains laboratory procedures, technical processes, equipment operation to students and staff
* Gives advice and guidance to staff and students on various laboratory related topics
* Presents information to staff and colleagues through practical demonstration
* Writes technical instructions, standard operating procedures and user guides.

**Teamwork**

* Provides day-to-day support to other members of staff and members of staff new to the work area.

**Liaising and Networking**

* Works in collaboration with staff and colleagues to maintain and implement existing services and new initiatives/procedures/processes.
* Liaises with staff and colleagues to ensure that projects are developed and completed satisfactorily.
* Works in collaboration with external organisations.

### Service Delivery

* Maintain day-to-day running of a teaching laboratory.
* Supports with undergraduate and postgraduate student assessments

### Planning and Organisation

* Plans and prioritises own work in order to meet deadlines.
* Checks and monitors equipment is in good working order and produce schedules to manage this.

### Analysis/Data Inputting

* Fault diagnosis, test and maintain equipment.
* Keep up to date with latest developments/equipment.
* Data analysis.

 **Teaching and Learning Support**

* May be required to instruct students and staff.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

**Competency Identified by**

**Knowledge and Experience**

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| Evidence of experience in this area of work covering a broad range of Laboratory activities.  | **Application/Interview** |
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| Has an active approach in continuing professional development/undertaking training as appropriate for personal and professional development. | **Application/Interview** |

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| **Communication (Oral and Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. |  |
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| **Teamwork and Motivation**Can demonstrate the ability to work effectively as part of a team. Is willing to provide cover for colleagues and acts in a supportive manner. | **Application/Interview** |
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| **Liaison and Networking**Can demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices. | **Application/Interview** |
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| **Service Delivery**Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
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| **Planning and Organisation**Can demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources. | **Application/Interview** |
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| **Initiative and Problem Solving**Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to use appropriate sources of data to answer questions, gather data systematically and carry out basic analysis accurately and methodically. | **Application/Interview** |
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| **Work Environment**Can demonstrate the ability to work with others to improve safe working practice and the environment. Ensures that follow up action is taken to remove identified hazards or risks. | **Application/Interview** |