POSITION DESCRIPTION

Technical Assistant - Mortuary

<table>
<thead>
<tr>
<th>Position Level</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Division</td>
<td>Medicine</td>
</tr>
<tr>
<td>Position Number</td>
<td>00059432</td>
</tr>
<tr>
<td>Original document creation</td>
<td>02/08/2022</td>
</tr>
</tbody>
</table>

Position Summary

The Technical Assistant - Mortuary is responsible for assisting the Technical Officer - Mortuary and Team Leader of Operations, GASU to ensure that the Unit meets the needs of the Department of Anatomy’s teaching and research requirements, these include maintaining the mortuary as well as specialised tasks such as assisting in embalming and producing cadaveric prosections.

The role of Technical Assistant – Mortuary reports to the Team Leader of Operations, GASU and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist in the preparation of chemical preservation solutions for specimen tanks and cadavers, including preparation of embalming fluids and dispose of chemicals and waste, including chemical and biological waste in accordance with UNSW and NSW safe work practices and procedures.

- Preserve materials and removal of waste for all fresh and embalmed cadaveric material in accordance with UNSW and NSW safe work practices and procedures.

- Collect blood samples for pathology screening and assist with the preparation (embalming) of cadavers using the approved procedures and protocols, where appropriate.

- Undertake advanced dissections, such as removal of large organs, harvest dissection blocks, and prepare specialised prosections in response to the varied teaching activities of the GASU.

- Assist in the maintenance of databases associated with specimen bar-coding and tracking
systems including micro-chipping, to ensure records in relation to human materials are accurate in accordance with relevant legislation Anatomy Act (1977), subsequent amendments and UNSW policies and procedures.

- Maintain the mortuary, laboratory equipment and teaching aids, ensuring regular and systematic maintenance is carried out where required and rooms are clean, functional and adhere to WHS procedures.
- Assist the GASU Manager with the day-to-day running of the Donor Program and Teaching laboratories, including maintaining a register of donors received and the mortuary body book as well as teaching requirements.
- Assist the Technical Officer (Mortuary) in overseeing the technical resources of the Mortuary and complete other tasks as requested.
- Ensure that all activities are conducted in accordance with the Anatomy Act (1977), the Human Tissue Act (1983), the Public Health Act (1991) and subsequent amendments, and the conditions of the University Anatomy Licence.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A Certificate IV (Embalming) through an institute approved by the NSW Department of Health, are close to completion or are willing to be trained in anatomical embalming.
- Proven experience in a laboratory research role involving applications of embalming, dissecting and harvesting techniques and handling of anatomy samples.
- Proven understanding of the principles of anatomy with an understanding of the NSW Anatomy Act 1977 and the NSW Human Tissue and Anatomy Legislation Amendment Act 2003 and demonstrated experience in applying this legislation in the workplace.
- Demonstrated experience in the handling of chemicals in the stages of preservation and conservation of tissue.
- Excellent interpersonal, verbal and written communication skills with ability to exercise discretion and confidentiality.
- Demonstrated ability to take initiative, apply sound judgement and exercise problem solving skills and work both independently and as part of a team.
- Demonstrated high level time management and organisational skills, with ability to prioritise workload and meet deadlines.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.