

Statement of Duties

Position Title: Forensic Mortuary Technician	Position Number: 512655, 516979	Effective Date: May 2021
Group: Hospitals South – Statewide Forensic Medical Services		
Section: Southern Hospitals	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 4	Classification: General Stream	
Reports To: Director - Statewide Forensic Medical Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Under general technical direction and general supervision, perform specialised procedures assisting the Forensic Pathologist in post mortem examination and other examinations as instructed.

Maintain forensic mortuary equipment.

Participate in continuing education and contribute to quality improvement activities within Statewide Forensic Medical Services.

Duties:

1. Receive and discharge deceased persons to and from the Mortuary according to standard protocols, recording and maintaining accurate records to ensure data integrity within the mortuary and the highest level of confidentiality.
2. Prepare bodies for coronial autopsy examinations as required by the Forensic Pathologist. Attend with the Forensic Pathologist at scenes of suspicious deaths and homicides as instructed.
3. Assist the Forensic Pathologist with homicide post mortem examinations, ensuring established guidelines and procedures are followed to preserve evidence.
4. Liaise with a range of external agencies including Office of the Coroner, funeral industry representatives, Tasmania Police and other related agencies affected by mortuary procedures and operations with a high degree of tact and discretion.
5. Collect samples for toxicological analysis and complete relevant documentation relating to the autopsy.
6. Maintain equipment, quality control and supplies of consumables to ensure an uninterrupted service.

7. Participate in continuing education and contribute to quality improvement activities working towards accreditation as a Forensic Mortuary.
8. Ensure effective procedures are maintained and reviewed for Mortuary security, with particular attention given to the security and safety of valuables, clothing and property of deceased persons admitted to the Mortuary.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- Reports to Director - Statewide Forensic Medical Services.
- Complex technical work is performed under general technical direction and general technical supervision by the Forensic Pathologist.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- An Associate Diploma from a recognised tertiary institution, or an equivalent qualification appropriate to the nature of the work.
- Current Driver's Licence.

Selection Criteria:

1. Demonstrated technical experience and/or training in complex forensic post mortem examinations, together with the ability to function in an environment requiring a high level of tolerance for the potentially disturbing nature of a mortuary setting.
2. Sound knowledge and understanding of mortuary procedures, health and safety aspects of mortuary work particularly the ability to assist in lifting and moving heavy loads and the principles of quality improvement.
3. Excellent organisational and time management skills.
4. Sound interpersonal and communication skills, flexibility and conflict resolution skills with the ability to work either individually or as a member of a team in an area subject to unpredictable work pressure and change.
5. Commitment to continuing education with particular attention to currency of technical skills.
6. Demonstrate an understanding of confidentiality requirements and ethical behaviour within a mortuary environment.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.