

Post Details		Last Updated: 12/01/2024	
Faculty/Administrative/Service Department	Faculty of Health & Medical Sciences		
Job Title	Senior Laboratory Technician (Anatomy)		
Job Family	Technical & Experimental	Job Level	3
Responsible to	Faculty Operations Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>The Senior Laboratory Technician plays a crucial role in the School of Medicine by managing and maintaining the anatomy facilities, to ensure its safe and efficient operation. The position involves active participation in teaching and research activities collaborating with both staff and students while demonstrating exemplary laboratory and technical practices.</p> <p>They will assume responsibility for the dissecting room and related facilities, ensuring compliance with the Human Tissue Act 2004. This entails the preparation of diverse materials, including prosected parts, to support Anatomy teaching, as well as preparing the facility for all scheduled teaching sessions.</p>			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. To be a 'Person Designated' on the HTA Anatomy license. 2. Build key relationships internally and externally to provide technical services to the anatomy facility, sourcing of materials, consumables and equipment as required and directed by the, Head of Anatomy and wider team colleagues. 3. Lead the organisation and set up of the anatomy facility for scheduled teaching sessions and external course providers using the facility, e.g. set up/clear down, laying out specimens (including cadavers, skeletons, bones, models, radiographs and other resources) and related administration. 4. Oversee the delivery, preparation and embalming of donors within the anatomy facilities, prepare and process fresh frozen cadavers and assist academic staff and clinical anatomy demonstrators in the creation of prosections for teaching purposes. 5. Demonstrate specialist knowledge of Health and Safety legislation and procedures, ensuring compliance and use of safe working practices and best practice is adhered to, inclusive of ensuring human material is stored safely, with dignity and ensure the respect of donors is maintained at all times. 6. Organise the disposal of the remains of cadavers according to the requirements of the HT Act 2004. 7. Assist with the writing of SOP's, risk assessments, audits and compliance documentation for all aspects of the Anatomy Laboratory activities and facilities maintaining HTA standards applicable to all licensable activities carried out within the facility. 8. Undertake other technical duties as required including maintaining clean and hygienic conditions, conducting regular maintenance checks, reporting faults and arranging repairs, monitoring and organising resource requirements. <p>N.B. The above list is not exhaustive.</p>			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder determines their own day-to-day task list within the confines of the requirements of the job description. On occasions the post holder will be faced with a variety of conflicting demands and will be required to re-assess and re-prioritise their work accordingly.
- A consistent and organised approach to tasks within the Anatomy Laboratory is essential given the sensitive nature of the work and also the legal requirements of the Human Tissue Act for which the post holder is a 'Person Designated'.
- As lead member of the technical side of the Anatomy facility, the post holder must be able to deliver the service elements of all undergraduate and postgraduate courses including preparation of sessions, on the day support, clearing up facilities and reporting post-course analysis to Head of Anatomy. A combination of reactive and proactive elements is therefore required.

Problem Solving and Decision Making

- It is essential that the post holder be able to problem solve and act on their own initiative. The legal requirements of the Human Tissue Act mean that the post holder must be proficient in the complexities of the Act and therefore must be able to direct all activities within the Anatomy Department and adapt immediately when necessary.
- The post holder must be able to make decisions on day-to-day matters including provision and ordering of consumable resources, reporting of adverse technical issues, recommendation of courses and teaching provision to Faculty Operations Manager and where required to the Head of Anatomy, ensuring health and safety issues are addressed (including accident reports) and advising the Head of Anatomy on all matters relating to the Human Tissue Act including security.

Continuous Improvement

- The post holder is expected to maintain knowledge of new developments in the field and advise key staff on the need to update/change the facilities, implementing them under the approval of the Faculty Operations Manager and consulting the Head of Anatomy.
- In order to maintain the necessary level of expert knowledge of the instrumentation, the post holder will be expected to ensure their training is kept current.
- The post holder is expected to undertake any training required by the role, e.g. HTA, IT/website training, ED&I etc.

Accountability

- They will be responsible for the health and safety, and security of the facility under the Human Tissue Act and relevant health and safety regulations.
- The post holder will also be responsible for maintaining the dignity and respect of all donors held within the premises.

<p><u>Dimensions of the role</u></p> <ul style="list-style-type: none"> The post holder in conjunction with the academic staff will be responsible for the day-to-day support and operation of the anatomy teaching facility. This post is very specialised and the post holder must be able to undertake a number of practical tasks (as outlined in the full job description, including the maneuvering of heavy weights) some of which are reasonably physical. The post holder must undertake highly skilled work including embalming and assist with the preparation of prosected material. They must be able to master a variety of both technical and manual tasks to ensure that the anatomy facilities run smoothly and that all necessary preparations are made for teaching sessions. The post holder will also need to be aware both visually and aurally of health and safety, and security issues. The post holder is responsible for all day-to-day health and safety issues within the Anatomy Laboratory and is expected to be proactive in addressing any issues affecting the safety of the facility and those individuals present and working in the facility, including students and course participants. There will be times when the post holder is the sole worker within the Anatomy Laboratory and must follow all necessary guidelines and regulations. The post holder must be able to communicate orally with a wide variety of individuals on a daily basis including anatomy and medical school colleagues, clinicians, students, and representatives from companies. The post holder must be able to communicate in written form in various guises including technical reports (SOPS, RAs and COSHH forms) and email correspondence to a variety of stakeholders. The post holder must liaise with a wide variety of individuals on a daily basis including anatomy, medical school, clinical and university colleagues, and representatives from numerous companies and external stakeholders. The post holder would be expected to network with fellow technical staff at other UK and European institutions to ensure the sharing of good practice. 		
<p><u>Supplementary Information</u></p> <ul style="list-style-type: none"> The post holder may occasionally be required to work outside normal hours to support provision of external courses and outreach activities within Anatomy and the wider faculty. 		
<p>Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.</p>		
<p>Qualifications and Professional Memberships</p>		
Degree, HNC, A level, NVQ3 or equivalent standard in the relevant specialist area; Or Broad practical experience in a relevant technical or scientific role.		E
Membership of The Institute for Anatomical Science (IAS)		D
<p>Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).</p>	Essential/Desirable	Level 1-3
Ability and experience of handling human cadaveric material and of embalming and producing prosections, or be willing to learn	E	3
Knowledge of HTA compliance, protocols and procedures	E	2
Comprehensive understanding of Health and Safety Legislation and best practice	E	2
Confident user of Microsoft Office packages (Word, Excel, Outlook, PowerPoint)	E	2
Experience of using Q-pulse	D	n/a
Special Requirements:		Essential/Desirable
Experience in a HTA licensed anatomy lab, mortuary, funeral home, laboratory or similar environment		E
Experience of being a Persons Designate on a HTA Anatomy license		D

Be on call when required to provide advice to Security staff at the University in the event of activation of the intruder alarm(s) within the Anatomy teaching facility.	E
Able to undertake frequent manual handling as this is a physically demanding role.	E
Flexibility to work outside normal hours when required.	E
Full Driving Licence that is valid for use in the UK	E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3
Communication	3
Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	3
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	2
Creative and Analytical Thinking Influencing,	2
Persuasion and Negotiation Skills Strategic	2
Thinking & Leadership	n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	

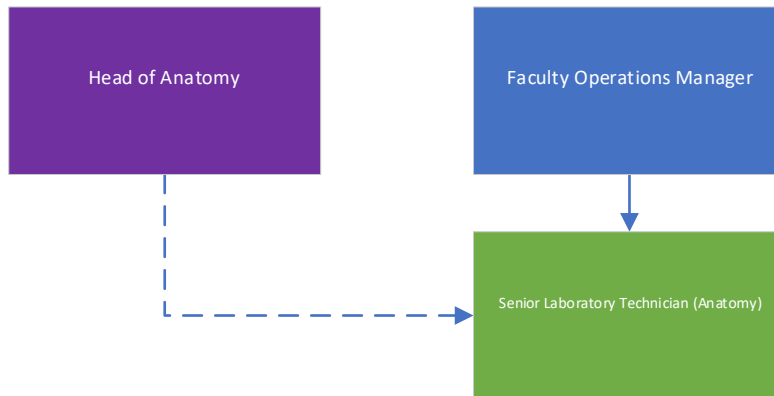
Organisational/Departmental Information & Key Relationships

Background Information

The University is currently developing a new School of Medicine to train doctors of the future. One area of focus for the schools is Human Anatomy. To support this area the University is currently custom-converting a space in the Leggett Building for a HTA licensed Anatomy teaching facility. This facility will provide exemplary anatomy teaching and research.

The post holder will work in the HTA licensed Anatomy teaching facility but will liaise with scientific staff across the faculty. The facility provides a teaching service to medical students in the School of Medicine and other healthcare programmes across the faculty. Materials are prepared for undergraduate and post graduate teaching, research and commercial interests.

Departmental Structure Chart



Relationships

Internal

- The post holder can expect to work closely with the Head of Anatomy, academic and other medical school staff.
- Regarding the provision of space within the laboratory, liaison with the Faculty Facilities Manager is expected.
- The post holder will work with other members of academic staff to ensure that the technical facilities within the School are properly established, and in due course with students.
- Close liaison with the University Health and Safety Department is essential to ensure adherence to best practice and current legislation.
- Estates and Facilities – to report faults and overseeing their work within restricted areas. To discuss waste disposal (hazardous chemicals and surplus equipment).
- Health & Safety Office.

External

- The post holder will be required to liaise with external bodies and organisations in connection with acceptance of donors and disposal of cadaveric material and in connection with health & safety matters and the disposal of hazardous waste and equipment.
- The post holder will be required to interact with the manufacturers for routine servicing and new updates to equipment and in terms of the hardware and software and negotiation of service contracts.