University of Nottingham
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ROLE PROFILE

Job Title: Dissection Room Manager

School/Department: School of Life Sciences

Job Family and Level: Technical Services Level 4

Contract Status: Permanent

Hours of Work: Full-time (36.25 hours per week)

Location: University of Nottingham Medical School

Reporting to: Dr Margaret Pratten

Purpose of the New Role:
The individual is responsible for managing and maintaining the Dissecting Room (DR) and all associated facilities, complying with the requirements of the Human Tissue Act 2004 (replacing Anatomy Act 1984), preparing all forms of materials (including prosected parts) for the teaching of Anatomy, and participating in teaching activities and External courses (booking, approval and costing)

	Main Responsibilities	**% time per year**
1.	Responsible for the supervision of and undertaking embalming and storage of cadavers until they are required within the DR, to prepare the DR for timetabled classes and be available in the DR from 15 minutes before a class begins and throughout the duration of the class. To maintain and distribute any instruments needed for specific classes, e.g. saws, knives.	20%
2.	To prepare and set out the appropriate prosected material and teaching aids for each class as requested by the course coordinator in accordance with the class handout for the day. To help distribute class handouts and give assistance, when necessary, in lecture theatre teaching. To distribute appropriate bones at the beginning of each class and collect them at the end, keeping a record of, and following-up, any missing bones. To keep articulated skeletons and any other bones in good repair. To set up requested material and assist in the administration and execution of examinations.	20%
3.	To organise and run surgical courses for University medical students and external organisations	5%
4.	To follow School booking and invoicing procedures for approved external courses. This involves liaising with the Finance Team over the costing of external courses and notifying same when a course has been completed.	5%
5.	Responsible for maintaining all records required under the Human Tissue Act 2004 (replacing the Anatomy Act 1984) and processing the documentation in conjunction with the administrative staff.	10%
6.	To maintain and catalogue (and, where necessary, prepare) all teaching aids, including permanent museum preparations of body parts, models, bones, articulated skeletons, prosected parts and X-rays, and to maintain and update the local computerised database. To maintain a list of prosections most in need of replacement and to discuss priorities with course coordinators. To work on new prosections whenever other duties allow. Ensure that appropriate prosection work is undertaken by approved individuals and provide advice when necessary. To maintain and catalogue all cadaveric material for	10%

	dissection, prosection or museum preparation. To take part in an annual audit of retained parts and maintain and update a register of such parts.	
7.	Responsible for cleanliness, organisation and good order of the DR and associated areas, especially those not covered by the cleaning staff. To ensure the provision of paper towels, soap and barrier creams in general and particularly during progress of the classes.	5%
8.	To undertake teaching duties which have been approved by Anatomy Teaching Group and line manage the work, safety and welfare of any DR technicians, trainee technicians or laboratory aides in conjunction with Head of Technical Support Teaching Laboratories. Responsible for supporting School Safety Policy, dealing with safety issues, providing documented risk assessment procedures, implementing COSHH regulations as they apply to the DR. Provide and maintaining appropriate first aid requisites (boxes) and keep records of all accidents to students and staff.	5%
9.	To organise the disposal of the remains of cadavers according to the requirements of the Human Tissue Act 2004 (and the Anatomy Act 1984). To be 'on call' when decisions regarding bequests fall out of hours or any other urgent matter relating to the Dissecting Room occurs.	5%
10.	To organise the reception of bequests and supervise appropriate liaison with relatives, medical staff, undertakers and others in conjunction with the secretarial staff, provide a telephone number and be "on call" when decisions regarding bequests fall out of normal working hours. Also to be on call regarding maintenance of temperature of the cadaver freezers.	5%
11.	Any other duties appropriate to the grade and role	10%

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	• Minimum HNC or equivalent in a relevant subject, plus substantial work experience in a relevant role OR • Proven track record with extensive work experience in a relevant technical or scientific role	• Advanced qualifications in Anatomical or Mortuary Sciences
Skills/Training	• A proven ability to manage and develop a Dissection Room with advanced skills in, and knowledge of mortuary science and practical experience of embalming human cadavers • Able to demonstrate a high level of interpersonal skills and the ability to communicate complex scientific and technical information to all levels of staff and students, external collaborators and users • Proven ability to work accurately in order to provide quality technical support with the ability to work effectively under pressure • Ability to maintain accurate records and catalogues of teaching materials • Ability to adopt a methodical approach to prioritising work in order to achieve deadlines • Ability to build effective working relationships and collaborate with others both internally and externally	• Prosection of Cadaveric material • Preparation of all forms of materials for teaching Anatomy • Ability to run a computerised database
Experience	• Proven technical expertise of working in a dissecting room • Sound understanding of Health and Safety regulations and the implications of non-compliance	• Prosection of Human cadaveric material • Teaching of Anatomy to Medical Students and Allied Health professionals

		• Supervision of trainee staff
Statutory/Legal	• Understanding of the Human Tissue Act 2004 and Anatomy Act 1984 and any new legislation that may be confirmed • Record keeping under Human Tissue Act 2004 and Anatomy Act 1984 • Satisfactory basic disclosure is obtained	• Membership of the Institute of Anatomical Sciences

Informal enquiries may be addressed to Dr M.K. Pratten, Head of Anatomy Teaching Section, School of Life Sciences, The Medical School, Nottingham NG7 2UH Tel 0115 8230174
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The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.