



<b>Job title</b>	Anatomy Teaching Technician	<b>Job family and level</b>	Technical Services Level 2
<b>School/ Department</b>	Life Sciences	<b>Location</b>	Medical School, QMC

### Purpose of role

The role holder will provide efficient, high-quality technical and administrative support within the Anatomy Suite of the School of Life Sciences, ensuring all activities conducted within the licensed premises comply with the Human Tissue Act (2004) and relevant Health and Safety regulations. They will be responsible for providing technical support for practical anatomy classes and for the general upkeep of the facility as well as maintenance of anatomy resources and equipment.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Maintenance of cadaveric material</b></p> <ul style="list-style-type: none"> <li>▪ Providing high-quality care for donors in the facility and always maintaining dignity and traceability. This includes preparation of donors, support of the embalming process under supervision, and to support/develop novel preservation techniques. This also includes updating relevant databases/records.</li> <li>▪ Facilitate the transport of donors and cadaveric material as directed by senior technical staff. This may include communications with colleagues within the school and external service providers (e.g., local funeral directors).</li> <li>▪ Perform regular maintenance and storage checks of cadaveric material to ensure they are fit for purpose in teaching, resolving unique issues independently, and referring to senior colleagues for guidance where appropriate.</li> <li>▪ Increase and expand anatomical knowledge to help develop a deeper understanding of preservation techniques, support basic dissection skills, and provide greater support for practical class set-ups.</li> <li>▪ Perform supervised activities related to extraction and preparation of specimens. This may involve the use of a band saw and other specialist dissection tools.</li> </ul>	15%
2	<p><b>Maintenance of equipment &amp; housekeeping</b></p> <ul style="list-style-type: none"> <li>▪ Maintain a clean environment and high standard of housekeeping within the Anatomy Suite. This is to include the timely removal of waste, disinfected and sterilisation of equipment (e.g., embalming and specialist surgical equipment as appropriate), alongside general laboratory cleaning activities.</li> <li>▪ Operation and routine maintenance of general laboratory equipment including washing machines, dishwashers, steam cleaners, autoclave,</li> </ul>	20%

	<p>assisted lifting devices, and any other equipment appropriate to the role. Maintenance of essential embalming equipment and construction/development of novel equipment alongside the Anatomy Prosector Manager.</p> <ul style="list-style-type: none"> <li>Monitor and maintain stock levels/stores of basic equipment, ensuring that equipment, consumables and work areas are ready to use when required. Collecting materials from university stores and chemical stores as necessary.</li> </ul>	
3	<p><b>Legislative Requirements and Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Plan work and prioritise routinely, escalating problems or conflicts to more senior colleagues where it cannot be resolved independently.</li> <li>Consider Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing the tasks having considered, and acted to secure, the safety of yourself and others.</li> <li>Maintain a safe work environment through routine testing to time and quality requirements, checking status of equipment. Resolve routine work problems independently, notifying and escalating more complex issues to senior colleagues.</li> <li>Personally comply with HTA requirements in relation to the Human Tissue Act in accordance with training provided.</li> <li>Ensure all users of the Anatomy Suite are compliant with local rules and HTA regulations, through monitoring completion of correct paperwork, relevant code of conducts, and laboratory inductions before granting access. Regularly monitor access records for the facility.</li> <li>Generates reports regarding cadavers and cadaveric material as required by the Quality Manager and Designated Individual for internal purposes.</li> <li>Ensuring retained parts are referenced correctly before transfer to satellite sites. Filing of paperwork related to transfer of retained parts between satellite sites.</li> </ul>	10%
4	<p><b>Teaching and surgical course guidance &amp; support</b></p> <ul style="list-style-type: none"> <li>To assist technical and academic staff in setting up practical classes and surgical courses, ensuring the most relevant, high-quality resources are provided. This may involve moving heavy trolleys and specimens, receipt of delivery of specialist surgical equipment as required, meeting deadlines as directed by senior technical staff. Following the practical class/course, having an oversight of all resources (including equipment) to ensure they are returned to the correct storage locations.</li> <li>Assist and support staff (internal and external) and students when they are in the Anatomy Suite. This may be through the development and demonstration of correct equipment usage (e.g., oscillating saws, band saw), basic dissection techniques, or guidance on specialist items required for specific surgical courses.</li> <li>Gathering records such as attendance registers and other items related to teaching and distributing to colleagues as appropriate.</li> </ul>	40%
5	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Effectively communicate information/instructions to teaching staff, other technical staff, laboratory management, academics, commercial staff, suppliers and maintenance staff both internally and externally.</li> </ul>	5%

	<ul style="list-style-type: none"> <li>▪ Analyse quality and condition of cadaveric specimens and create relevant reports to refer to Persons' Designate and the Designated Individual.</li> <li>▪ Maintain accurate data records and inform senior colleagues of issues as appropriate.</li> </ul>	
9	<p><b>Team and Development</b></p> <ul style="list-style-type: none"> <li>▪ Contribute towards technical team meetings, as required and have involvement in the development of new equipment and/or techniques.</li> <li>▪ Contributes to the development of novel methods in anatomy education and associated projects.</li> </ul>	5%
10	<b>Any other duties appropriate to the grade and role</b>	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Strong oral and written communication skills, including the ability to communicate sensitive information with clarity.</li> <li>▪ Analytical ability to be able to interpret testing requests.</li> <li>▪ Good IT literacy skills.</li> <li>▪ Problem solving skills.</li> <li>▪ Strong customer relation skills.</li> <li>▪ Ability to work accurately in order to maintain high standards, with the ability to work effectively under pressure.</li> <li>▪ Ability to work independently to resolve basic issues and escalate to senior colleagues where appropriate.</li> <li>▪ Expected to be competent in undertaking a range of technical support activities without constant guidance.</li> <li>▪ Ability to use initiative to plan work and meet deadlines.</li> <li>▪ Ability to adopt a methodical approach to work in order to achieve work deadlines.</li> <li>▪ Ability to lift and move objects as this role will involve storing and moving consumables, equipment, cadavers and cadaverous material.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of embalming techniques.</li> <li>▪ Knowledge of dissection techniques.</li> <li>▪ Knowledge of Human Tissue Authority.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience and knowledge of working to quality standards</li> <li>▪ A good understanding of health and safety regulations and procedures and importance of compliance</li> <li>▪ Willingness to work with fresh and embalmed cadaveric material</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience working with cadavers and/or dissecting</li> <li>▪ Experience of embalming equipment/machinery</li> <li>▪ Previous relevant laboratory experience or experience in a funeral home or working in a role caring for the deceased.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ A minimum of two A Levels in relevant subjects or equivalent vocational qualifications (NVQ, City &amp; Guild), plus some experience in a relevant technical/scientific role. Or Considerable work experience in a relevant technical/scientific role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mortuary sciences qualification</li> <li>▪ Registration with a relevant Professional Body or the willingness to work towards registration</li> <li>▪ Experience working in a laboratory setting using cadaveric material.</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others



