



Provincial Job Description

TITLE:
(125) Histopathology Attendant

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists in the laboratory and in the performance of autopsies, processes surgical specimens and other related autopsy duties.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Biology 30 class
- ◆ Post-secondary Anatomy and Physiology 1
- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in a health care or mortuary environment.

KEY ACTIVITIES:

A. Autopsies

- ◆ Prepares the body for autopsy and release.
- ◆ Assists with autopsies.
- ◆ Procures, prepares, packages, distributes specimens.
- ◆ Cleans autopsy room and instruments.
- ◆ Transports bodies from nursing units to morgue.

B. Laboratory Duties

- ◆ Prepares solutions/media.
- ◆ Performs general wash-up duties, autoclaves instruments.
- ◆ Maintains equipment.
- ◆ Disposes of autopsy and surgical specimens and laboratory waste.
- ◆ Maintains inventory (e.g., linens, supplies, bleach).
- ◆ Procures, prepares and submits surgical specimens for processing.

C. Related Key Work Activities

- ◆ Performs data entry.
- ◆ Performs clerical duties (e.g., answers phones, scans, faxes).
- ◆ Takes photographs, downloads, files and distributes pictures.
- ◆ Files slides and blocks.
- ◆ Prepares body for viewing.
- ◆ Liaises with Social Workers, Pastoral Care, police, funeral homes and coroners.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 15, 2020