

UW HEALTH JOB DESCRIPTION

AUTOPSY TECHNICIAN

Job Code: 510020	FLSA Status: Non-Exempt	Mgt. Approval: M Marggi	Date: 7-18
Department : Laboratory Services		HR Approval: K Sawyer	Date: 7-18

JOB SUMMARY

Under the general supervision of the Director of Lab Services, the position provides basic and complex technical services to the Department of Pathology and Laboratory Medicine Autopsy service. Primary responsibilities include assistance in autopsy; organizing and cataloguing forensic and medical autopsy tissue; and preparing and checking for completeness of all required documentation. This position assists in budget preparation and provides oversight of QA monitoring and case accessioning.

MAJOR RESPONSIBILITIES

A. Autopsy Service Skills

1. Arrange for autopsy and disposition of body with the hospital, hospice care and referring hospitals. Assist with forensic and pediatric autopsies, collection of evidence, collection and delivery of laboratory specimens. Complete restoration of remains for release to receiving facility. Maintain the autopsy suite during service hours.
2. Provide input into current procedure manual(s) and autopsy policies in area(s) of expertise using an approved format.
3. File post-mortem materials (tissue, slides, and blood specimens) and information. Retrieves information when requested by residents or staff physicians. Discard autopsy material no longer needed according to retention guidelines.
4. Manage the storage and retrieval of archived materials.
5. Maintain electronic autopsy log.
6. Assist with setting up and displaying tissue to be discussed at gross conferences.
7. Maintain equipment and instruments by cleaning, disinfecting, sharpening, repairing, placing work orders for Biomedical engineering.
8. Be on call for Body Handling as assigned.

B. Autopsy Service Administration

1. Obtain autopsy permits and review completeness of death packets. Following written procedures or guidelines, verify all state reporting requirements are fulfilled and submitted. Communicate as directed with state regulatory personnel.
2. Maintain department autopsy log and various autopsy-related records.
3. Assist physicians with autopsy permit completion. Within scope of expertise, provide information to various other hospital staff with any questions or problems in relation to the case administration.
4. Work with various transplant harvesting groups and nursing personnel on as needed basis.
5. May provide operational leadership in the absence of the mortician or a pathologist.
6. Assume other responsibilities as directed by the manager.
7. Order supplies needed for daily operations.
8. Participate in inspection readiness and tracer activities for appropriate regulatory and accreditation agencies.
9. Attend appropriate meetings as assigned.
10. Perform troubleshooting and problem solving. Serve as a resource to all staff that use Autopsy services, referring questions outside of expertise or written procedures/policies to the mortician or a pathologist.
11. Provide data to assist manager with the development of the budget. Monitor expenses as requested.
12. Participate in transport of bodies to the morgue.
13. Oversee and perform quality assurance monitoring of morgue equipment (temperature monitors, scales, etc)
14. Oversee and perform accurate case accessioning compliance into the Laboratory Information System.

C. Communication

1. Coordinate all agencies involved with a case including multiple referring hospitals, coroners and medical examiners, funeral homes, law enforcement, physician, and families. Communicate necessary information, questions and/or problems to the proper agency for resolution, following written procedures or guidelines.

D. Other duties as assigned

1. Transport gross specimens from the University Hospital or Veterans Affairs hospitals to Surgical Pathology.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	Associates degree in applied science or mortuary science
Work Experience	Minimum	

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	Preferred	<ul style="list-style-type: none"> One year serving as Licensed Funeral Director. One year of relevant laboratory experience. 		
Licenses & Certifications	Minimum			
	Preferred			
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of general laboratory safety requirements, handling of infectious waste & universal precautions Knowledge of medical terminology Ability to interact with the public and other agency and institutional representatives in a positive, helpful manner via telephone, email, correspondence or in person. Knowledge of basic computer functionality Ability to organize and prioritize daily work Ability to work independently. Competence in problem identification and resolution 		
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.