

UW HEALTH JOB DESCRIPTION

MORTICIAN

Job Code: 530009	FLSA Status: Exempt	Mgt. Approval: M Marggi	Date: 9-18
Department : Laboratory Services		HR Approval: K Sawyer	Date: 9-18

JOB SUMMARY

Under the general supervision of the Clinical Laboratory Manager, the position provides a full range of professional and technical services to the Department of Pathology and Laboratory Medicine Autopsy service. Primary responsibilities includes assistance and demonstration in autopsy; providing counsel and advice to families and physicians regarding legal, ethical and moral considerations in each case; organizing and cataloguing forensic autopsy tissue; and preparing and managing all required documentation.

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. Demonstrate evisceration techniques, sample collection and autopsy procedures to resident training staff.
3. Write and maintain current procedure manual(s) in area(s) of expertise using an approved accreditation format. Assist with development, maintenance and control of autopsy policies and procedures.
4. Manage the storage and retrieval of archived materials.
5. Maintain physical requirements electronic autopsy log.
6. Maintain specimen collections and archive materials

B. Autopsy Service Administration

1. Obtain autopsy permits and review completeness of death packets. Verify all state reporting requirements are fulfilled and submitted. Communicate regularly with state regulatory personnel.
2. Maintain department autopsy log, various autopsy-related records, and update autopsy procedures/protocols.
3. Assist physicians with autopsy permit completion. 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. Sign and file all fetal death records for disposals.
6. Assist manager with coordinating and maintaining employee competency and compliance with policies and procedures.
7. Assist with leadership of the department to maintain operations.
8. Assume other responsibilities as directed by the manager.
9. Provide guidance and instruction to morgue assistants as needed.
10. Order supplies needed for daily operations.
11. Participate in inspection readiness and tracer activities for appropriate regulatory and accreditation agencies.
12. Responsible for staying current with new technologies and methodologies. Make recommendations to management.
13. Attend appropriate meetings as assigned.
14. Perform advanced troubleshooting and problem solving. Serve as a resource to all house staff, external clients, and law enforcement officials that use Autopsy services.
15. Provide data to assist manager with the development of the budget. Monitor expenses as requested.

C. Communication

1. Counsel and advise families, physician and funeral directors of legal requirements and ethical and moral guidelines involved with each case. Serves as the contact person for problems or questions.
2. 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.
3. Work with hospital patient relations and risk management in resolution of family disputes or autopsy service issues.
4. Provide education to outreach hospital and community constituents, as needed.

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

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JOB REQUIREMENTS			
Education	Minimum	Associate's Degree in Mortuary Science.	
	Preferred	Bachelor's Degree in Mortuary Science.	
Work Experience	Minimum	One year experience as Licensed Funeral Director	
	Preferred	One year mortician experience.	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of Wisconsin Chapter 157 Disposition of Human Remains Knowledge of human anatomy, chemistry, pathology, and blood borne diseases Knowledge of the safe handling and disposal of hazardous compounds and infection waste Knowledge of general laboratory safety requirements Exceptional ability to deal with family members in a sensitive, courteous and helpful manner 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 modern records management techniques Knowledge of basic computerized record keeping and database management Knowledge of evisceration and dissection techniques Knowledge of evidence collection and preservation Knowledge of all state laws, rules and regulation pertaining to death, transportation of remains, coroner's cases and policies and procedure of hospitals. 	
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
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
	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#	Negligible or constant push/pull of items of negligible weight

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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.