

Job Class Profile: Autopsy Assistant

Pay Level: CG-21 **Point Band:** 340-363

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	2	5	5	2	1	2	1	6	
Points	47	33	32	24	60	22	41	21	64	344

JOB SUMMARY

The Autopsy Assistant assists in performing an external exam or full autopsy so Pathologists can determine cause of death allowing the body to be released for funeral preparations.

Key and Periodic Activities

- Ensures all charts, consent forms and supplies (formalin, gowns, gloves, masks, boots, head wear, shields, etc.) are ready so the Pathologists can conduct an autopsy.
- Upon delivery of the body, ensures body is tagged, removes clothing and valuables.
- Assists with external exams by looking for abnormalities, bruises, cuts, checks eye color, etc., and advises Pathologist of findings for analysis and assessment.
- Draws specimen samples (blood, urine, vituris from the eye), performs x-rays, makes chest cut to expose organs, ties off arteries, cuts ribs and removes breast bone, removes organs, weighs and cleans and looks for any abnormalities.
- Makes appropriate cuts using knives and saws to remove brain.
- Performs other procedures when requested such as opening pericardium and bowel, incise lower posterior legs, inflate lungs, remove spinal cord, flush carotid artery, remove samples of thoracic vertebrae, and remove pituitary glands.
- Closes torso after pathologist has completed autopsy.
- Labels samples and delivers to the laboratory, cleans entire autopsy room, instruments and equipment, and delivers death certificate to the Admitting Department.
- Cleans up tissue samples that have been examined, disposes of formalin and tissue samples in appropriate bio hazard containers and places outside for collection, and disinfects storage area.

SKILL

Knowledge

General and Specific Knowledge:

- Specialized techniques to draw samples and remove organs.
- Operational procedures to properly identify body and specimen samples.
- Equipment operations such as skull saw.

Formal Education and/or Certification(s):

- Minimum: Completion of High School.

Years of Experience:

- Minimum: Less than one year of experience is required and typically involves observing an autopsy and then participating in an autopsy for competency assessment purposes.

Competencies:

- Follow guidelines and processes.
- Operation of autopsy equipment.

Interpersonal Skills

- Interpersonal skills utilized are listening and asking questions to get information, and providing routine information and direction to others. The primary interpersonal skills are listening to instructions from the pathologist, communicating anything abnormal to the pathologist, and calling funeral home when the body is ready for release.
- Communications occur with employees within the immediate work area (pathologist), within the department and within the organization (laboratory personnel when delivering samples and providing pathologist's directions on the test to be performed) and with supervisors and students/trainees (coaching/mentoring).

EFFORT**Physical Effort**

- Work occasionally results in fatigue, requiring periods of rest.
- There is constant physical handling of bodies and objects which can be well in excess of 50lbs., requiring strength and endurance. There is a constant requirement to exhibit fine finger/precision work and use hand tools that require accurate control and precision when removing organs, etc., gross motor skills to move and position bodies, and constantly stands, walks and climbs to assist in performing an autopsy. There is a regular requirement to work in awkward or cramped positions.

Concentration

- **Visual** concentration, **repetition requiring alertness, and higher than normal levels of attentiveness** is required when cutting to remove organs so as to ensure no damage to the organs, pathologist or self.
- **Auditory** concentration is required when receiving instructions from the pathologist.
- Other sensory demands such as **smell** are required during autopsy to detect scents such as alcohol and other substances and to advise pathologist of same.
- **Hand/eye coordination** is required when removing the brain to ensure it does not get dropped or damaged, as well as removing other organs.
- Regularly experiences **time pressures** as all samples must be delivered to the laboratory or storage coolers by the end of the work day.

Complexity

- Performs a series of tasks and activities that are quite different, but allow the use of similar skills and knowledge to complete. Most tasks revolve around preparing a body for autopsy,

- conducting certain procedures and then preparing the body for transport to a funeral home.
- Constantly tasks are repetitive and well defined such as making chest incisions, etc., or are different, but related such as organ removal, and specimen and sample collection. Guidelines are available to assist if any challenges arise.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Does not have independence of action when performing tasks. All activities performed will have a pathologist present or will be subject to verbal approval before proceeding.

Impact

- Can have a moderate impact on certain resources such as equipment (incorrect use of skull saw causing equipment damage).
- Work impacts the immediate work area, within the department (laboratory personnel) and parties outside the organization (police and funeral home staff).
- The most significant impact resulting from errors or mistakes would be using the incorrect case number when labelling specimens, sending bodies to incorrect funeral homes, etc. These errors could have an impact on processes and systems, information, corporate image, etc.
- Internal procedures such as multiple parties (self, police, pathologist) checking case numbers will minimize the likelihood of such a situation occurring but should it occur will likely be detected and corrected within hours.

Development and Leadership of Others

- Not responsible for the supervision of staff or providing development and leadership activities.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear certain protective equipment as circumstances warrant.
- There is a significant likelihood of minor cuts, bruises, abrasions or minor illnesses as the job involves a lot of cutting and using other sharp objects, and there may be air borne infections or illnesses; however, if protection is used the likelihood of any illness or injury beyond this level of severity is limited.
- Constantly exposed to dirt, dust (bone dust from skull saw), filth or garbage, fumes (formalin), limited ventilation, hazardous chemicals, toxic or poisonous substances, bodily fluids and waste, odours, and sharp objects.
- There is regular exposure to distracting noise and vibration from the skull saw, infectious diseases, wet or slippery surfaces (bodily fluids on the floor), and awkward or confining workspaces, and occasional exposure to dangerous heights (standing on stools), temperature extremes, and radiation.