

Position Description

Position Title	Mortuary Attendant
Position Number	30027261
Division	Clinical Governance
Department	Clinical Governance
Enterprise Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification Description	Pathology Technician Grade 2
Classification Code	IC2
Reports to	Chief Medical Officer
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Governance Division

The Clinical Governance Division has a focus on promoting and supporting patient safety and quality of service. It recognises the importance of leadership, culture, patient safety, clinical performance, professionalism and patient care. The Clinical Governance team works collaboratively with other staff to provide high quality clinical governance support and advice, both internally and when supporting our Regional Partner Health Services. The Clinical Governance team, in conjunction with the Office of the Chief Medical Officer, oversees incident reporting, investigation of adverse patient events and concerns/complaints regarding clinicians. Bendigo Health has a leadership role to play in the Loddon Mallee region and this division is committed to ensuring processes are in place to deliver on our vision.

In addition, the Executive Director Medical Services, Clinical Governance has professional responsibilities as the Chief Medical Officer. As such the Chief Medical Officer is focused on leading and supporting the medical workforce to feel valued and empowered to provide exceptional, quality care.

The Clinical Governance Department

Mortuary

The Mortuary team provides support and assistance to the Victorian Institute of Forensic Medicine, and other designated staff working within Bendigo Health. The team performs deceased body admission and release procedures in accordance with appropriate policy and protocol requirements. The team assists with the preparation of bodies for both formal identification procedures and viewings and may undertake autopsies under the direction of Victorian Institute of Forensic Medicine or local Pathologists.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Mortuary Attendant will work as part of Clinical Governance reporting directly to the Chief Medical Officer. There will be regular meetings with the Chief Medical Officer or delegate. The objective of this position is to provide support and assistance to the Victorian Institute of forensic Medicine, and other designated staff working within Bendigo Health. The role is supervised by the Chief Medical Officer and is accountable on a daily basis to Clinical Governance.

Responsibilities and Accountabilities

Key Responsibilities

- Performs deceased body admission and release procedures including identification tagging, searching body for property according to protocol and policy requirements.
- Supports the daily admission documentation, and assists with the preparation of bodies for both formal identification procedures and viewings as required.
- Attending telephone inquiries as required.
- Assisting Medical Officers and Forensic Pathologists as requested.
- Overseeing mortuary stock levels, including bagging soiled linens.
- Any other technical duties as directed by Clinical Governance.
- Lifting, positioning and transporting of deceased patients.
- Working for short periods of time in refrigerated conditions.
- Primary cleaning of any spills that occur including those involving body fluids.

- Ensure pathology samples, histology and toxicology samples are collected by the appropriate couriers.
- Be aware of the appropriate Policies, Procedures and relevant legislation as set by the Department of Health.
- Accept responsibility and accountability for acceptable standards of clinical support practice conducive with your role.
- Demonstrate commitment to participating as a member of the health care team.
- Aim to foster harmonious and effective communication and relationships with all health care personnel and other persons as appropriate and ensure formal lines of communication are followed and maintained.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this Position Description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to co-operate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this Position Description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Interpersonal skills that facilitate interaction, co-operation and trust with a wide range of stakeholders and organisations.
2. Good computer skills.

Desirable

3. Demonstrated evidence of professional maturity in managing multifaceted situations.
4. Proven ability to work independently under limited supervision, determine priorities and organise work to meet deadlines often in an environment of competing demands; as well as work cohesively as part of a team.
5. Proven communication skills and experience working with various stakeholders including written and oral communication.
6. Previous Mortuary experience.
7. The work to be performed is set out in this Position Description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Mandatory Requirements

National Police Record Check – A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation – As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health.

Drivers Licence – A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This Position Description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.