



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Prosector/Senior Technician in Anatomy				
<b>DEPARTMENT</b>	Lincoln Medical School				
<b>LOCATION</b>	University of Lincoln, Brayford Pool Campus and (initially) University of Nottingham Medical School				
<b>JOB NUMBER</b>	COS593	<b>GRADE</b>	6	<b>DATE</b>	October 2018
<b>REPORTS TO</b>	Head of Anatomy				

**CONTEXT**

The University of Nottingham Lincoln Medical School will admit its first cohort of 80 students in September 2019. The syllabus they will follow mirrors that of medical students at Nottingham and the Lincoln students will be awarded Nottingham degrees. The syllabus includes lectures, seminars and practical activities in Anatomy organised alongside other subject disciplines in a case-led, integrated curriculum.

Anatomy practical sessions will take place (from September 2019) in custom-converted space within the Isaac Newton Building and will then move to the new medical school building some time in academic year 2021-22. The teaching of Anatomy using human cadaveric material is a licenced activity under the Human Tissue Act 2004, and teaching on the University of Lincoln site will be undertaken under a satellite licence from the University of Nottingham.

**JOB PURPOSE**

The Prosector/Technician in Anatomy will be responsible for managing and maintaining the Anatomy Suite and all associated facilities, complying with the requirements of the Human Tissue Act 2004, preparing all forms of materials (including prosected parts) for the teaching of Anatomy, and preparing the Anatomy Suite for all student practical activities taking place therein.

**KEY RESPONSIBILITIES**

**General**

- Provide specialist advice and support to staff and students.
- Responsible for the forward planning and management of an area / unit.
- Thorough understanding of the techniques and procedures of complex processes or specialised systems.
- Writing of complex and detailed instruction sheets and guidance material involving original thought and design.
- Point of reference for other team members for guidance and advice as an experienced and specialist team member.

- Internal and external liaison to maintain and build relationships and contacts essential to the effectiveness of the role.
- Involvement in determining the delivery of service within the area due to their specialist expertise.
- Decision making on routine matters and influencing of longer term, high impact decisions.
- Provide regular demonstration and guidance to others in the team which may include supervision and development of other technical team members.
- Train or instruct students on standard tasks or activities that require them to assess competency and provide feedback.

### **Preparation of teaching materials and demonstration**

- Responsible for the preparation and storage of cadaveric materials until they are required within the Anatomy Suite, to prepare the Anatomy Suite for timetabled classes and be available in the Anatomy Suite from 15 minutes before a class begins and throughout the duration of the class. To maintain and distribute any instruments needed for specific classes.
- Prepare and set out the appropriate prosected material and teaching aids for each class as requested by the course coordinator in accordance with the class handout for the day. To help distribute class handouts and give assistance to the Anatomy team, when necessary, in other forms of teaching. To distribute appropriate bones at the beginning of each class and collect them at the end, keeping a record of, and following-up, any missing bones. To keep articulated skeletons and any other bones in good repair. To set up requested material and assist in the administration and execution of examinations.
- Demonstrate to undergraduate and postgraduate students as part of a module or course for both teaching and research.
- Assist with the development, updating or modifying the material or delivery method, in order to make it appropriate for the learning outcomes required, as agreed with academic staff, and to fit the learning style appropriate to the participants.
- Create written documents to communicate effective use of equipment or how to carry out regular procedures. Support academics by writing protocols for undergraduate practical schedules when requested.
- Develop detailed handouts and other documents requiring a high level of original thought, interpretation, wording and design.

### **Provision of Technical Advice**

- Responsible for making recommendations to influence decisions that are far reaching, complex and long lasting for the School. E.g. for major equipment purchase where the complexity of the changing technology means that the specialist advice from the role holder is critical and which, once implemented, will not be easily undone.
- Train members of staff in technical skills with the aim of transferring knowledge and experience.

### **Liaison and Networking**

- Contribute as an active and knowledgeable participant in internal or external working groups, committees or networks such as professional bodies, user groups.

### **Maintenance and Repair of Equipment/Apparatus**

- Responsible for maintaining and repairing equipment and liaison with external companies to oversee repair or replacement.

### **Compliance with Human Tissue Act**

- Responsible for maintaining all records required under the Human Tissue Act 2004 and processing the documentation in conjunction with administrative staff, the Head of Anatomy (Lincoln) and the Designated Individual (Nottingham). Be on call to provide advice to Security staff at the University in the event of activation of the intruder alarm(s) within the Anatomy Suite.
- Organise the disposal of the remains of cadavers according to the requirements of the Human Tissue Act 2004.

### **Health and Safety**

- Responsible for supporting School Safety Policy, dealing with safety issues, providing documented risk assessment procedures, implementing COSHH regulations as they apply to the Anatomy Suite. Provide and maintaining appropriate first aid requisites (boxes) and keep records of all accidents (and near misses) to students and staff.
- Monitor and ensure student compliance with all rules and regulations appropriate to activities within the Anatomy Suite, including the use of laboratory coats, wearing of appropriate footwear, and other aspects of health and safety policy.
- Responsible for cleanliness, organisation and good order of the Anatomy Suite and associated areas, especially those not covered by the cleaning staff. To ensure the provision of paper towels, soap and barrier creams in general and particularly during progress of the classes.

### **Stock Control and Ordering**

- Monitoring of laboratory resources, placing orders when required and monitoring of expenditure within a set budget.
- Source new suppliers in line with requirements to purchase new equipment.
- Advise on recommended purchases for new capital purchases. Management of a small budget, including processing invoices and delivery notes.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

### **ADDITIONAL INFORMATION**

#### **Scope and dimensions of the role**

The Prosector/Technician will be managed by the Head of Anatomy. Until the Anatomy Suite in Lincoln is licenced (anticipated September 2019), the Prosector/Technician in Anatomy and the Head of Anatomy will be required to spend a proportion of their time preparing prosected human cadaveric specimens in the Dissection Room at the University of Nottingham. Reasonable travelling expenses will be offered if necessary.

It is anticipated that when the new medical school building opens in 2021-22, the Prosector/Technician in Anatomy will be required to work closely with and provide reciprocal support to the Clinical Skills Technician, as the Anatomy Suite and Clinical Skills Suite will be co-located on the same floor of the building with shared office accommodation.

**Key working relationships/networks**

<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"><li>• Head of Anatomy and other members of the Anatomy team</li><li>• Associate Dean of Medicine</li><li>• Clinical Skills Technician</li><li>• Other technical staff in the College of Science</li><li>• Professional Services staff in the Medical School office</li><li>• Medical School Health and Safety Officer</li><li>• University Security staff</li></ul>	<ul style="list-style-type: none"><li>• Designated Individual (UoN)</li><li>• Dissection Room staff in Nottingham</li><li>• Human Tissue Authority</li></ul>



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Graduate or equivalent in Biological Sciences or relevant subject	<b>E</b>	<b>A</b>
Graduate in Anatomical Sciences	<b>D</b>	<b>A</b>
Member of the Institute of Anatomical Sciences	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Dissecting room work, Record keeping under Human Tissue Act 2004, Risk assessment, COSHH and Safety Regulations	<b>E</b>	<b>A/I</b>
Prosection of Human cadaveric material	<b>E</b>	<b>A/I</b>
Preparation of other forms of materials for teaching Anatomy	<b>E</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Knowledge of embalming and requirements of Human Tissue Act 2004	<b>E</b>	<b>A/I</b>
Computer literate with the ability to run a computerised database	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to communicate effectively with academic staff, students and support staff	<b>E</b>	<b>I/R</b>
Accurate maintenance of records and catalogues of teaching materials	<b>E</b>	<b>A/I</b>
Good time management	<b>E</b>	<b>I/R</b>
Well organised and self-motivated	<b>E</b>	<b>I/R</b>
<b>Business Requirements:</b>		
Regular travel to perform proportion of duties from the University of Nottingham site	<b>E</b>	<b>A/I</b>

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Authors</b>	DM/SK	<b>HRBP</b>	SP
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