



# *Provincial Job Description*

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***TITLE:***  
**(125) Histopathology Attendant**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Assists in the laboratory and in the performance of autopsies, processes surgical specimens and other related autopsy duties.**

***QUALIFICATIONS:***

- ◆ **Grade 12 including Biology 30 plus**
  - ◆ **Post-secondary anatomy and physiology class**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer knowledge**
- ◆ **Basic medical terminology**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience in a health care or mortuary environment.**

## ***KEY ACTIVITIES:***

### **A. Autopsies**

- ◆ Prepares the body for autopsy and release.
- ◆ Assists with autopsies.
- ◆ Procures, prepares, packages, distributes specimens.
- ◆ Cleans autopsy room and instruments.
- ◆ Transports bodies from nursing units to morgue.

### **B. Laboratory Duties**

- ◆ Prepares solutions/media.
- ◆ Performs general wash-up duties, autoclaves instruments.
- ◆ Maintains equipment.
- ◆ Disposes of autopsy and surgical specimens and laboratory waste.
- ◆ Maintains inventory (e.g., linens, supplies, bleach).
- ◆ Procures, prepares and submits surgical specimens for processing.

### **C. Related Key Work Activities**

- ◆ Performs data entry.
- ◆ Performs clerical duties (e.g., answers phones, faxes).
- ◆ Takes photographs as required, sends film out for developing, files and distributes developed pictures.
- ◆ Files slides and blocks.
- ◆ Prepares body for viewing.
- ◆ Liaises with Social Workers, Pastoral Care, police, funeral homes and coroners.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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