



Job title	Anatomy Teaching Prosector Manager	Job family and level	Technical Services Level 5
School/ Department	Life Sciences	Location	Queens Medical centre

Purpose of role

The purpose of the role is to lead, manage and maintain the Anatomy Suite and all activities that take place within, the technical team that support it, all associated facilities including satellite sites and for all work complying with the requirements of the Human Tissue Act (2004). The role is also required to prepare all forms for materials housed within the suite (including cadavers and prosected parts), for the teaching of anatomy modules and the participation in any teaching and surgical activities. To promote and deliver all aspects of external courses including approval, booking, overseeing, costing and managing finances for generated income and spent funds.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Technical expert <ul style="list-style-type: none">To be responsible for the oversight of adequate embalming and storage of cadavers until they are required within the Anatomy SuiteTo maintain and catalogue (and, where necessary, prepare) all teaching aids, including permanent museum preparations of body parts, models, bones, articulated skeletons, prosected parts and X-rays, and to maintain and update the local computerised databaseTo maintain a list of prosecutions most in need of replacement and to discuss priorities with course coordinators.To work on new prosecutions whenever other duties allow. Ensure that appropriate prosection work is undertaken by approved individuals and provide advice when necessaryTo maintain and catalogue all cadaveric material for dissection, prosection or museum preparationTo take part in an annual audit of retained parts and maintain and update a register of such partsTo lead and train others as a recognised technical expert in specialist dissection techniques, to have a complete knowledge in the process of how to create precise prosecutions via techniques such as: Raising and exposure of vessels and nerves; Transection of muscles; Plastination; Evisceration (Organ Removal)To operate as technical advisor for dissection activities across teaching activities	20%

	<ul style="list-style-type: none"> ▪ To lead and train others in the long and complex process of embalming cadavers, ensuring the correct method of embalming is used so that structures are preserved in a way most useful for the dissection that will take place ▪ To have experience in reading full medical history reports of cadavers in order to decide if a bequest is to be accepted, and an understanding from the medical history if suitable for whole body dissection, for specific surgical training courses or if parts would be suitable as prosections ▪ To have a precise and up to date knowledge of all cadavers in storage and the requirements of upcoming activities, to utilise all this information to make high level decisions on accepting or declining new cadaver donations for future teaching activities ▪ To ensure all paperwork is in place for each cadaver, dissection and prosection, including permissions paperwork and details of each dissection 	
2	<p>Policies, audits and records</p> <ul style="list-style-type: none"> ▪ To undertake teaching duties which have been approved by the Head of Anatomy and/or DI and supervise the work, safety and welfare of any Anatomy Suite technicians or trainee technicians in conjunction with Head of Technical Support Teaching Laboratories ▪ Responsible for developing policies, dealing with safety issues, providing documented risk assessment procedures, implementing COSHH regulations as they apply to the Anatomy Suite ▪ Responsible for maintaining all records required under the Human Tissue Act 2004 (replacing the Anatomy Act 1984) and processing the documentation in conjunction with the administrative staff ▪ Ensure maintenance and provision of appropriate first aid requisites (boxes) and keep records of all accidents to students and staff in line with policy and the University's online incident reporting ▪ To be responsible for developing new policies and procedures to ensure all legislative and university requirements are met and are consistent between Nottingham as the license holder, and the satellite sites at Derby and Lincoln Medical Schools ▪ To be responsible for internal audits of samples and body parts for compliance with the HTA, for now and in the future ▪ To manage all incoming finances from surgical courses. To have control of decision making to ensure efficient use of income to purchase new technologies or consumables, for both teaching and care of anatomical specimens ▪ To ensure budgets support kit contracts, maintenance and repairs for all requirements of the Anatomy Suite ▪ To ensure accurate financial records are maintained for all income generated from surgical courses. ▪ To advise on future requirements for specific equipment and space requirements following all legislations 	20%
3	<p>Teaching requirements</p> <ul style="list-style-type: none"> ▪ To have oversight of preparation of the Anatomy Suite for timetabled classes and be available in the Anatomy Suite before a class begins and throughout the duration of the class. To maintain and distribute any instruments needed for specific classes 	15%

	<ul style="list-style-type: none"> ▪ To have oversight of Anatomy Suite staff setting up requested material and assisting in the administration and execution of examinations. ▪ To 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, including relevant models, imaging and osteology ▪ 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 be responsible 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 	
4	<p>Leading and line management</p> <ul style="list-style-type: none"> ▪ To lead and manage the Anatomy Suite technical team, ensuring staffing levels are correct and delegating responsibilities to ensure effective operation of the Anatomy Suite, including set up of classes, provision of instruments, consumables and stock ▪ To manage all aspects of the technical support services in the Anatomy Suite, either personally or through delegation to team members ▪ To recruit, train, appraise and develop the technical team. To monitor performance and where appropriate, take corrective action to ensure performance standards and legal requirements are met ▪ To liaise with and guide teaching demonstrators on all specific requirements of activities, for both teaching requirements and surgical class training ▪ To lead as the HTA Person Designate for Anatomy teams in Nottingham, Derby and Lincoln ensuring all regulations are adhered to ▪ To lead as the HTA Person Designate for ensuring legislative and university requirements are met and consistent between Nottingham as the licence holder, and the satellite sites at Derby and Lincoln Medical Schools. This includes safety procedures, auditing and traceability to ensure regulatory compliance with the Human Tissue Authority both now and in the future ▪ To guide, support and advise teams in Derby and Lincoln in the organisation of body parts, management of prosections and accurate labelling of all items stored including osteology and museum specimens ▪ To lead and line manage the Anatomy Suite teaching team, to provide precise and specialised training in complex techniques to ensure all activities are timely 	10%
5	<p>Technical Specialist</p> <ul style="list-style-type: none"> ▪ To lead through knowledge and specialist skills as the technical advisor for dissection in supporting teaching and specialist training activities ▪ To work with other specialists in the development of dissection and preservation techniques in teaching and in designing apparatus to support dissection in teaching or training activities. ▪ To further develop the specialist skill of prosecting, initiating and developing novel techniques and approaches to dissection and preservation, in particular to investigate processes used to maximise the reuse of embalmed and frozen material 	10%

	<ul style="list-style-type: none"> ▪ To use knowledge of anatomy and surgical techniques to initiate new ideas to enable the maximum use of each cadaver ▪ To liaise with surgeons when planning surgical courses to ensure the full use of bodies where possible for each, considering multiple courses for each donor ▪ To deliver innovative solutions to challenges across all specialist areas 	
6	<p>Operational management</p> <ul style="list-style-type: none"> ▪ To oversee all activities within the Anatomy Suite ▪ To liaise with academic and surgical course leads, planning and discussing surgical training sessions that can be operational for the upcoming degree courses and projects for UoN students ▪ To take the lead in booking, organising and facilitating all external courses. This includes networking with NHS staff and external companies, managing allocation of resources and cadavers appropriately ▪ Through oversight and knowledge of the Anatomy Suite facilities, take the lead on purchasing new technology and specialist instruments required for ongoing and future activities. To advise on future requirements for specific equipment and space requirements following all legislation ▪ To form and uphold effective and collaborative relationships with external surgical course leads within the NHS and across private and medical companies. To lead on promoting the Anatomy Suite as a regional/national surgical training centre, generating promotional material and generating leads. To make a significant contribution to future medically trained staff in providing space and material for surgical training ▪ To build on and increase the reputation of the specialist facilities within the Anatomy Suite through collaborations and sharing practices with other UK facilities and promoting ongoing activities ▪ To learn and develop skills in specialist and scarce techniques ▪ To strategically review the quality and quantity of the training for all users 	10%
7	<p>Financial management</p> <ul style="list-style-type: none"> ▪ To work with the Head of Anatomy and DI to manage budgets and ensure a balance of priorities between teaching excellence and the expansion of specialist surgical courses being offered ▪ To have control over decision making and budget allocation for income from teaching and from external surgical training courses, to ensure a balance of priorities between maintaining and replacing equipment and seeking and implementing new technologies, for both teaching activities and the maintenance and care of precious anatomical specimens ▪ To ensure accurate financial records are maintained and purchasing is in line with University procedures, negotiating internally and externally as appropriate ▪ To advise on the future needs for specific equipment and space requirements. For example, overseeing any refurbishment work, and meeting specific requirements for air quality monitoring and safe storage of human material, ensuring compliance with legislation for all Anatomy Suite activities ▪ To follow School booking and invoicing procedures for approved external courses. This involves liaising with the Finance Team over the 	5%

	<p>costing of external courses and notifying them when a course has been completed</p> <ul style="list-style-type: none"> ▪ To ensure budgets support kit contracts, maintenance and repairs for all requirements of the Anatomy Suite ▪ To ensure accurate financial records are maintained for all income generated from surgical courses ▪ To advise on future requirements for specific equipment and space requirements following all legislation 	
8	<p>Cadaver disposal</p> <ul style="list-style-type: none"> ▪ To organise the disposal of the remains of cadavers according to the requirements of the Human Tissue Act 2004 (and the Anatomy Act 1984). To liaise with the bequest coordinator to organise and complete legal paperwork for cremations ▪ To be responsible for keeping an up-to-date schedule of cadavers for cremation or disposal. To be responsible for the allocation of cadavers, prioritising the needs of the users of the Anatomy Suite and allocating bodies according to resource needs (teaching, surgical training, student projects etc.) Keeping accurate records of levels of dissection to ensure optimal use of each cadaver 	5%
9	<p>Donations</p> <ul style="list-style-type: none"> ▪ To liaise with administrative staff and undertakers for the reception of bequests ▪ To be responsible for all decisions on acceptance and decline of bequests and transport of donors ▪ To be on call regarding maintenance of temperature of the cadaver freezers 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent analytical and technical problem solving skills. ▪ Knowledge of embalming and requirements of Human Tissue Act 2004 and Anatomy Act 1984. ▪ Ability to use Microsoft Office Suite. ▪ Excellent oral and written communication skills, to enable the identification and understanding of staff/student requirements. ▪ Ability to communicate clearly to non-specialist and senior level audiences. ▪ Ability to assess and organise resource effectively recognised from previous project management experience. ▪ Ability to adopt a methodical approach to prioritising work in order to achieve deadlines. ▪ Excellent customer relation skills. ▪ Ability to build effective working relationships and collaborate with others both internally and externally. ▪ Ability to persuade, motivate and lead. ▪ Proven skills in the effective management of people. ▪ Advanced understanding of funding and financial management procedures. ▪ Proven high level of planning and organising skills and resource management, including delivery of complex projects. 	<ul style="list-style-type: none"> ▪ Bullet list
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of Anatomy Suite (Dissection Room) work, record keeping under Human Tissue Act 2004 and Anatomy Act 1984, Risk Assessment, COSHH and Safety Regulations. ▪ A sound understanding of health and safety regulations and the implications of non-compliance. ▪ Proven ability to work accurately in order to provide quality technical support with the ability to work effectively under pressure. 	<ul style="list-style-type: none"> ▪ Bullet list

	<ul style="list-style-type: none"> Proven technical and/or experimental expertise in Anatomy Prosecution and preservation techniques. 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> Minimum University degree, HNC or equivalent, plus substantial work experience in Biological Sciences, anatomy or relevant subject Or Proven track record with extensive work experience in a relevant technical, scientific or management role Satisfactory Enhanced Disclosure and Barring 	<ul style="list-style-type: none"> Bullet list
Statutory, legal or special requirements	(Delete row if not required)	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder's job title, line manager's job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

****Please remove this paragraph of instructions before submitting the role profile****



