



Technician	
Job Title:	Anatomy Technician
Reference No:	
Reports to:	Technical Anatomy Manager
Responsible For:	Supporting the teaching of anatomy and clinical skills in the Faculty of Health, Sciences and Wellbeing.
Grade:	C
Working Hours:	37 hours per week
Service:	Technical Services
Location:	Sciences Complex, Anatomy Center
Main Purpose of Role:	<ul style="list-style-type: none">• Provide technical support to enable the Faculty and Technical Services to meet its objectives in a range of technical activities, supporting all practical aspects of laboratory/studio/workshop operations to students, staff and external agencies. Working mainly in the area of the Medical School and the Anatomy Centre within the Faculty of Health, Sciences and Wellbeing. This role will also support the work of the Healthcare Sciences Team in the Faculty.• Provide resources (materials, solutions and equipment) for student classes, student projects, research and external activity work.• To show, assist and advise students and staff in the safe use and operation of equipment/apparatus and to carry out procedures and operate equipment as required by the Senior Technician/Technical Anatomy Manager.• To show, assist and advise students and staff to carry out a range of processes and techniques as required by the Senior Technician/Technical Support Team Manager.• Commission and operation of new equipment and show the safe use of such equipment to students and staff after suitable training.• To monitor equipment inventory and maintain and order adequate stock levels of materials, and to operate approved Technical Services procedures for the use and loan of equipment.• Participate in relevant and appropriate staff development and training.• Produce appropriate S.O.P's and risk assessments for lab/studio/workshop and equipment operation.• First line maintenance of equipment and experimental apparatus.• Ensure compliance with Health and Safety legislation, regulations and University policies• Ensure the transportation and operation of equipment as directed by the Senior Technician/ Technical Support Team Manager.• Ensure tidiness and cleanliness of laboratories / teaching rooms, studios and workshops in area of responsibility with ready access to equipment and materials.

Key Responsibilities and Accountabilities:

- Maintain and apply skills and knowledge of relevant techniques, processes and equipment supporting academic delivery.
- Ensure preparation of practical teaching environments for student teaching, assessments and local, national and international events.
- Maintain the standards required for working with human anatomical specimens and donated bodies by the Human Tissue Authority and the Human Tissue Authority, Designated Individual for the University of Sunderland Anatomy Licence.
- The role holder will carry out activities involving human tissue under the direction of the Senior Technician/Technical Anatomy Manager (H.T.A. D.I.). This activity is strictly controlled, and any decision making will be escalated appropriately.

Special Circumstances:

This role involves the care and maintenance (including the lifting and handling) of human anatomical specimens and whole bodies donated for Anatomical Examination.
Occasional flexibility of work patterns may be required to work evenings and weekends.
Have the ability to lift and move objects, as this role will involve storing and moving consumables and heavy equipment.



Part 2A: Essential and Desirable Criteria

	Essential
	Qualifications and Professional Memberships: <ul style="list-style-type: none">• A levels in a related subject or relevant experience
	Knowledge and Experience: <ul style="list-style-type: none">• Basic understanding of physiology equipment used within a teaching environment e.g. blood pressure monitors, ultrasound etc.• Demonstrable record of Customer Service skills• Knowledge of relevant Health and Safety legislation, with the ability to carry out risk assessments• Background in anatomy or health sciences• Demonstrable experience of IT AV support, preferably within a medical setting
	Desirable
	Qualifications and Professional Memberships: <ul style="list-style-type: none">• Health and Safety qualification(s)
	Knowledge and Experience: <ul style="list-style-type: none">• Experience of using Medical software• Demonstrable experience of IT AV support, preferably within a medical setting• Clearly evidenced computing skills including Windows OS, IT Hardware, Software and troubleshooting.• Experience of medical simulation using high fidelity mannikins.• Knowledge of the Human Tissue Act and the Approved Codes of Practice applicable to the sector• Experience of working in a technical environment or similar work in an educational establishment

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	COMMUNICATION
	Oral communication <p>The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others</p>
	Written or electronic communication and visual media

The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.

TEAMWORK AND MOTIVATION

The role holder is required to participate in and deliver their contribution to a team.

LIAISON AND NETWORKING

The role holder is required to carry out standard day-to-day liaison using existing procedures in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information. Not a requirement of the role to participate in networks within the organisation or externally. Not a requirement of the role to initiate, develop or lead internal networks. Not a requirement of the role to initiate, develop or lead networks which are external to the institution.

SERVICE DELIVERY

The role holder is required to deal with internal or external contacts who ask for service or require information; create a positive image of the organisation by being responsive and prompt in responding to requests and referring the user to the right person if necessary; deliver service that is usually initiated by the customer, and typically involves routine tasks with set standards or procedures.

PLANNING AND ORGANISING RESOURCES

The role holder is required to complete tasks to a given plan, with allocated resources

DECISION-MAKING PROCESSES AND OUTCOMES

The role holder is required to take independent decisions that have a moderate impact. Be party to some collaborative decisions; work with others to reach an optimal conclusion is a requirement and has a minor impact. Provide advice or input to contribute to the decision-making of others is a requirement and has a minor impact.

Date Completed:

July 2022