AUTOPSY ASSISTANT

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under general supervision, an incumbent of this class assists a pathologist in the conduct of autopsies by performing body dissections on cadavers of cases legally approved for autopsies by utilizing appropriate techniques, equipment and universal precautions, for the purpose of obtaining a pathological diagnosis. Incumbents perform all the functions and duties of a diener or morgue attendant for the purpose of obtaining a pathological diagnosis. Responsibility also involves the cleaning and maintenance of morgue and autopsy equipment and areas. Work may be subject to shift assignment, call-back and weekend/holiday rotation. Supervision may be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all basic duties of a morgue attendant such as body identification, lifting and transferring the body to the autopsy table, taking out the organs (en bloc), the brain and the spinal cord (if necessary), eviscerating, inflating the lungs, sewing up the body, transferring the body to the stretcher and wheeling it back to the cold room;

Disinfects autopsy tables and dissecting instruments and maintains a clean, neat and organized environment both in the morgue, dressing room and grossing-in areas;

Prepares chemical solutions, such as 10% neutral buffered formalin, B5 fixatives, decalcifying solutions, hematoxylin and eosin staining solutions;

Logs, codes and assigns accession numbers on all cases and specimens received for identification and recording purposes;

Changes tissue processor solutions once a week or when needed and checks whether the tissue processor is cleaned or purged for the day;

Performs other minor duties such as pick-up and drop-off of films and laboratory supplies;

Assists in procedures by embedding tissues, laying out and handing surgical instruments, coverslipping and labeling slides, filing slides and paraffin blocks when the need arises;

Bags and discards specimens appropriately for incineration, except for cases that are saved for museum or teaching purposes, after all procedures and tests are finalized;

Prepares and releases bodies to authorized persons;

Picks up and transports bodies, hospital charts, and other items as required;

May photograph cadavers, anatomical specimens, physical evidence and crime scenes;

May supervise and train in the absence of the Senior Autopsy Assistant;

Assists medical investigators as required.;

EXAMPLES OF WORK: (Illustrative Only) (con't)

May use computer applications or other automated systems such as spreadsheets, word processing, e-mail and database software;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of biology, anatomy and the methods used in the preservation and the preparation for autopsy examinations, including universal safety precautions; skill and dexterity to manipulate small instruments and equipment; tolerance for unpleasant work; ability to maintain accurate records; ability to follow oral instructions; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; resourcefulness; neatness; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) satisfactory completion of a one year traineeship as an Autopsy Assistant; or (b) two years of autopsy experience, including experience in prosecting in a hospital, pathology laboratory or medical school.

<u>SPECIAL REQUIREMENT</u>: If assigned to the Department of Labs & Research: possession of a valid license to operate a motor vehicle in New York State.

<u>NOTE</u>: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co. J. C.: Labor DBB7