



WAYNE STATE UNIVERSITY

		ISSUED: 8/18/2022
TITLE: Autopsy Attendant, Lead	SALARY TABLE: SA	CLASS CODE: SA300
UNION: Staff Association - Local 2071, U.A.W.	SALARY GRADE: 12	EEO CODE: 5
JOB GROUPING:	FLSA: NonExempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Performs technical work in support of the Pathologist during autopsies and other postmortem examinations. Assistance to the pathologist involves opening the body, evisceration, reconstruction of the body after the autopsy, collecting toxicological and other body fluid samples during autopsies; arranging x-rays and photographs of human remains; transporting bodies from cooler to table; storage of samples; clean up and maintenance of the morgue, supplies and evidence and maintaining a catalogue of the morgue inventory. Provides functional supervision including training to lower level technical and part-time temporary personnel. Reports to Lab Manager.

Essential Job Functions	% Time
Provides assistance to Pathologist by opening the body, eviscerating, and reconstructing the body after the autopsy, collecting toxicological and other body fluid samples during autopsies; arranging x-rays and photographs of human remains; transporting bodies from cooler to table; storage of samples; clean up and maintenance of the morgue, supplies and evidence and maintaining a catalogue of the morgue inventory.	20
Releases bodies to funeral homes and maintains the proper chain of custody with regard to the human remains and any clothing, personal effects, jewelry, etc. that may accompany it. Ensures proper handling of any paperwork associated with receiving or releasing bodies.	20
Provides functional supervision including training to lower level technical and part-time temporary personnel. Assigns, monitors and reviews work activities. Trains in appropriate methods and procedures. Advises workers on work procedures. Acts as an information resource to faculty and other staff within the unit.	20
Prepares morgue for autopsies by laying out supplies and instruments, transferring body to autopsy table, undressing and assisting the residents with recording description of the body. Prepares body for autopsy; weighs and measures human remains. May remove organs or tissue; sutures and cleans body upon completion of autopsy. Ensures proper handling, transfers, labeling and storage of specimens. Assists with training new hires.	15

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Cleans and maintains work area and equipment using sanitation/decontamination, safety and biohazard control measures. Cleans and disinfects the cooler, carts, floor space, surface areas, etc., as needed. Ensures the environs of the space are maintained, including slings, linens, cadaver covers, and frames. Ensures the temperature of the cooler is maintained and within normal limits. Addresses repair issues with engineering or vendors as needed. Monitors level of supplies, conducting inventories and ordering supplies and materials as needed. Monitors level of supplies, conducting inventories and ordering supplies and materials as needed.	15
Prepares human remains for identification photographs by shrouding body with a white cloth, exposing just the face and placing decedent case number under the chin. Utilizes camera to take and upload overhead photo into computer. Coordinates additional autopsy photographs as well as storage of photos with Biomedical Photographer.	5
Performs other related duties as assigned.	5

MINIMUM QUALIFICATIONS

Education

High school diploma or equivalent or an equivalent combination of education and experience demonstrating the ability to perform the work. An Associate's degree in Biology, Health Sciences or a related field from an accredited college or university is preferred.

Experience

- A minimum of 1 year of experience handling bodies in a morgue, mortuary or similar setting.
- Some knowledge of human anatomy required.
- Some knowledge of and/or experience working in a morgue, hospital or laboratory setting is required.
- Ability and willingness to work with human cadavers and anatomical specimens.
- Ability to use electronic power saw and various other medical equipment.
- Ability to transport and place human cadavers in appropriate locations.
- Typically, incumbents possess knowledge and experience related to morgue operations and laboratory procedures.
- Experience in medical-legal death investigation or forensic science is preferred.
- Incumbents in this position have typically held lower level Autopsy Attendant (or similar) positions.

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Knowledge, Skills and Abilities

- Requires the ability regularly to lift 50 lbs. or more.
- Knowledge of physiology/anatomy; or any combination of education or experience which would demonstrate the ability to perform the work.
- Knowledge of safety and biohazard control measures; use and operation of photographic equipment; cleaning and sanitizing practices.
- The ability to follow oral and written directions and protocols; deal with death and human remains in various stages of decomposition, disease and trauma; handle the psychological effects of death; maintain the confidentiality and integrity of information; adhere to stringent sanitation and biohazard control measures and communicate effectively both orally and in writing.

WORKING CONDITIONS

The Medical Examiner's Office is a 24 hour per day, 7 day per week operation.

Working weekends and holidays is required.

Overtime may also be required.

Autopsy Attendants may be exposed to biological hazards (tuberculosis, hepatitis, HIV, other infectious diseases), chemical hazards (formaldehyde, xylene(s), aromatic amines, methacrylates, glutaraldehyde, latex) and physical hazards (cut injuries, accidental fires, radiation).

ADDITIONAL COMMENTS

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