

TITLE: <u>Morgue Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA535</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Assist in the preparation of cadavers and anatomical specimens for the purpose of instruction, research and storage by the School of Medicine. Perform moderately complex work routines according to specific instruction utilizing specialized methods and equipment.

ESSENTIAL JOB FUNCTIONS

- Receive and maintain records of donated human cadavers. Verify death certificate as well as the dissect and cremate release form issued by Medical Examiner. File death certificates with Health Department.
- Embalm, wrap and store cadavers adhering to established methods and procedures and utilizing appropriate chemical agents. Prepare laboratory specimens and prosections and deliver to teaching laboratory, e.g. Gross Anatomy laboratories.
- Set-up and maintain Gross Anatomy laboratories and oversee student utilization. Order and maintain inventory of equipment, supplies, teaching aides, etc.; distribute models, specimens and hand-outs for student use. Maintain Gross Anatomy Museum and prepare rooms for meetings and seminars.
- Operate and maintain crematory. Remove remains and prepare ashes for burial and record disposition. Provide information to the general public, students and faculty regarding the body bequest program.
- Perform routine maintenance of motor vehicles and mechanical equipment, e.g. power tools. Provide custodial maintenance for all gross anatomy laboratories and mortuary areas (i.e. one crematorium and one sectional room).
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides technical assistance in the preparation of human cadavers and anatomical specimens for instruction and research for Year I medical students in the Gross Anatomy Program in the School of Medicine. Work activities necessitate some knowledge of laboratory procedures, the human anatomy as well as specialized equipment and materials. Work activities are performed given the following working condition factors, i.e. moderate physical effort (transport and placement of human cadavers), unfavorable environmental factors (exposure to varied temperatures, fumes, etc), moderate controllable hazards (chemicals) and normal sensory attention. This classification is generally located in the Department of Anatomy (Body Request Program) in the School of Medicine. This classification reports to and receives work direction from an academic administrative professional.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge of human anatomy preferred.
- Some knowledge of and/or experience working in a morgue, hospital or laboratory setting.
- 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.
- Possession and maintenance of a valid Michigan vehicle operator's license.
- Typically, incumbents possess knowledge and experience related to mortuary science and laboratory procedures.