



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Pathologist Assistant
DEPARTMENT: Ministry of Health and Human Services
MINISTRY: Ministry of Health and Human Services
LOCATION: Providenciales

JOB SUMMARY:

The job holder is responsible for managing the daily operations of the Government morgue and assisting the Pathologist when conducting investigations into the circumstances of death. The job holder oversees the processes involved in dealing with deceased persons who would have to undergo an autopsy.

KEY DUTIES AND RESPONSIBILITIES:

1. Processes death cases sent by the police or persons who have died in less than 24 hrs.
2. Responds to death scenes at any hour whether on land, sea or air in any part of the Turks and Caicos Islands.
3. Assumes legal custody and arranges transportation of bodies/remains; preserves personal effects of the deceased and collects relevant data at Death scenes.
4. Identifies and registers deceased person's effects according to existing legal requirements.
5. Searches for and locates next of kin of deceased persons.
6. Takes the Certificate of Death to the Registrar upon completion of the autopsy.
7. Admits deceased patients sent by the police to the morgue by completing the required forms and entering patient data into the morgue logbook or on to the Morgue computer system.
8. Schedules autopsies after approval from the Coroner and informs the Pathologist, the police and relatives of the deceased.
9. Prepares deceased patients for autopsy.
10. Stores the deceased according to his/her condition e.g. infectious state, drowning, decomposition, etc. in accordance with department protocols.
11. Facilitates the confirmation of the patient identification by liaising with all relevant parties (Police, Administrative Officer etc.).
12. Ensures that all security procedures are adhered to;
 - a) Tagging of bodies
 - b) Temper proof sealing of body bags for coroner's cases
 - c) Securing bodies in locked refrigerator
 - d) Recording of exact location of bodies in the morgue (refrigerator and shelf number)
 - e) Securing all morgue internal and external doors and windows
 - f) Registration of all persons entering the morgue
 - g) Maintains a daily log of the temperature of the morgue refrigerators.





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13. Checks for structural, mechanical and electrical defects in the morgue and reports to administration, maintenance and engineering department.
14. Assists the Pathologist during the autopsy process. This will include dissection, the removal of viscera, collection of fluids and tissue samples, weighing of organs, closure of skin etc.
15. Restores the remains of the deceased after post-mortem in keeping with religious and cultural guidelines.
16. Liaises with relatives, the Clergy, medical staff, police and the Bereavement Care Coordinators and funeral directors.
17. Liaises with administration and the relatives as it relates to the settling of bills prior to the release of the deceased.
18. Liaises with the Administrative Officer to order materials and co-ordinate other administrative matters.
19. Arranges for the carrying out of X-rays as required.
20. Maintains high standards of hygiene within the morgue, the post-mortem suite and associated areas.
21. Services, maintains and disinfects instruments and equipment according to international standards.
22. Coaches and monitors ambulance drivers with respect to the protocols for removal of bodies.
23. Welcomes visitors to the department and conduct tours to both in-house and external professional groups as required
24. Contributes to the development of policies and procedures for the provision of an efficient and safe mortuary service.
25. Testifies in court when called upon.
26. Adheres to all Public Service codes, rules and regulations.
27. Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- Associate Degree in Funeral Science/ Forensic Science or any related field.
- Certificate in Crime Death Scene Investigation.
- A degree in Forensic Science or related field would be an asset.
- Training and credentials in health management desirable.

Experience:

At least two years experience working in a morgue or funeral home environment.
In addition to the experience detailed in the section on qualifications, this position requires

SALARY: Grade 7.1 \$57,438.00 per annum (Health Sector Scale) plus allowances





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For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

