



NOTES

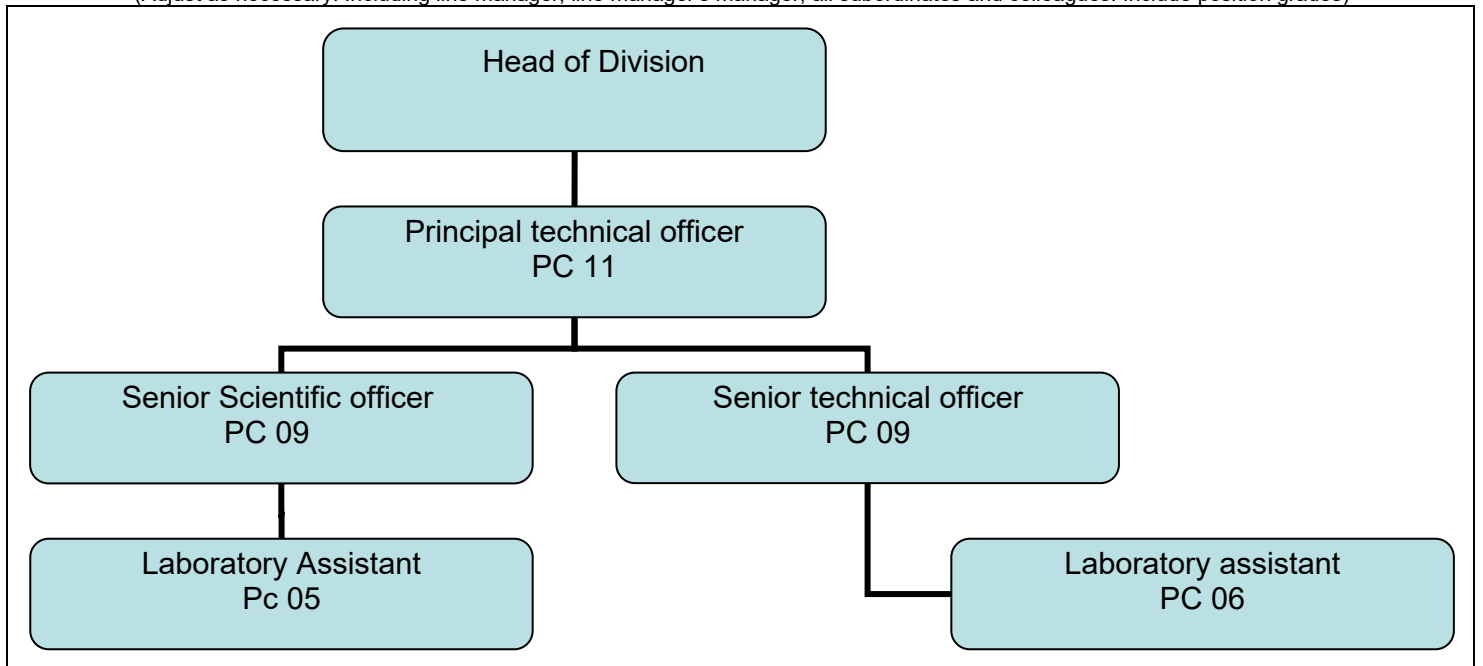
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Laboratory Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)	05	Date last graded (if known)	
Academic faculty / PASS department	Faculty of health sciences		
Academic department / PASS unit	Department of Human Biology		
Division / section	Div. of Clin Anatomy & Bio Anthropology		
Date of compilation	11.03.2024		

ORGANOGRAM

(Adjust as necessary. Including line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to assist with all aspects in the levels 4&5 dissection labs and mortuary, including anything pertaining to cadavers or parts thereof from maintenance, movement, and disposal.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>

1	Mortuary and Surgical Workshops	50%	<ul style="list-style-type: none"> • A physical daily task requiring the cleaning and disinfecting of the floor and all surfaces in the mortuary, this includes the weekly cleaning and or wiping off all freezers that contain cadavers. • Assisting with the moving of whole cadavers or parts to dissection halls and various laboratories within the department from mortuary and wet specimen area. This could include both fresh and embalmed material. • Preparation of cadavers for embalming E.G assisting with removal of plastic that cadavers are covered in when they arrive from undertakers. This includes but is not limited to shaving, washing and overall preparation of deceased donors. • Making sure that specimens that are used for teaching are kept wet and well wrapped when not in use. • Assisting with putting whole and or parts of cadavers into storage, this includes both fresh and embalmed material. • Assisting with coffining whole and or parts of cadavers as required. (This could include both fresh and embalmed material.) Included in this process would be to assist with taking coffins with cadavers ready to be cremated to the crematorium. • Assisting with the preparation of fresh cadaveric material for specific surgical workshops that are managed by the department, • Independently collect ethanol and other chemicals with the departmental vehicle from the flammable store. • Collection of cadaveric material with the departmental vehicle from various local facilities upon completion of specialized surgical workshops. (E.g. Red Cross children's hospital, Groote Schuur hospital etc.) 	<p>Care must be taken when working with human teaching specimens. They are fragile and must be treated with dignity towards the deceased. Proper care ensures a high-quality specimen for students.</p>
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2	Assisting with the skeletonization, and replenishment of cadavers	10%	<ul style="list-style-type: none"> Assisting with the annual task involving the skeletonization of suitable cadavers by all the relevant staff. After initial skeletonization and maceration these bones must be cleared by hand in the process, a time-consuming task that must be done carefully. This can involve the bones of 40+ cadavers. Assisting with emptying of maceration pots on completion of the maceration process. Assisting with the replenishment of cadaveric specimens 	If this task is done properly, the final step (defatting) is made easier to result in skeletal material of a high quality.
3	Cleaning of the dissection halls (levels 4+5), and Level 1 Basement Area	30%	<ul style="list-style-type: none"> Daily cleaning and washing down of the levels 4+5 laboratories. Keeping the hand wash area clean and supplied with paper towel and soap. Daily collection of dissected anatomical tissue from the dissection laboratories, after each dissection practical session and placing them in the appropriately labelled containers in the basement area. Daily care of cadavers within the levels 4+5 laboratories keeping them wrapped up and well hydrated. Assisting with the setting up of various practical and teaching sessions for the following courses. <i>HUB1014S, HUB1019F, HUB1020S, HUB2015W, HUB1006F, IBS1007S, HUB2017H, PTY2000S, (PTY3009H, HUB 2019F, HUB2021S, HUB3006F, HUB 3007S, HUB4077W & HUB4081W, HUB4095F</i> Responsible for cleaning all areas pertaining to cadavers and cadaver storage on level 1 in accordance with the OHS act 85 of 1993. This includes but is not limited to the Plastination Unit and Loading Bay. 	Clean, tidy, and disinfected dissection halls are part of the daily program to deliver a high-quality service to staff and students.

4	General duties	10%	<ul style="list-style-type: none"> • Assist with messenger duties as required. E.g. taking documents to finance or Human Resources, collection of exam scripts off campus, both on and off campus if there is no admin staff available. • Assisting with the collating of examination papers, mark checking and helping with invigilation. • Collection of liquid Nitrogen with departmental vehicle when needed. • Any reasonable duty as requested by line manager. 	Flexibility and teamwork with different tasks help ensure the uninterrupted running of different programs and activities within the department.
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MINIMUM REQUIREMENTS

Minimum qualifications	NQF 4			
Minimum experience (type and years)	Minimum 6 months mortuary-related working experience			
Skills	<ul style="list-style-type: none"> • Basic computer literacy • Good communication skills, both written and verbal • Work and time management. • Ability to work in a team. 			
Knowledge	Basic anatomical knowledge			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships/ teamwork	1	Work management.	1
	Client/ student service & support	1		
	Communication	1		
	Teamwork/ collaboration & University awareness	1		

SCOPE OF RESPONSIBILITY

Functions responsible for	Cleanliness in the mortuary, Cleaning skeletal material, dissection hall cleanliness
Amount and kind of supervision received	Supervision received from Line manager.
Amount and kind of supervision exercised	None
Decisions which can be made	Decisions related to implementation of day-to-day tasks required for the achievements of key performance objectives.
Decisions which must be referred	Any decisions related to cadaveric material.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line manager, teaching and academic staff, technical officers, departmental assistants, students, Finance officers, PASS staff, HR
External to UCT	Visiting lecturers, external students, Funeral undertakers.