

## Position Description

Position Title	Mortuary Attendant
Position Number	30027261
Division	Clinical Governance
Department	Clinical Governance
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Pathology Technician Grade 2
Classification Code	IC2
Reports to	Chief Medical Officer
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## **The Position**

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page. The Mortuary Attendant will work as part of Clinical Governance reporting directly to the Chief Medical Officer. There will be regular meetings with the Chief Medical Officer or delegate. The objective of this position is to provide support and assistance to the Victorian Institute of forensic Medicine, and other designated staff working within Bendigo Health. The role is supervised by the Chief Medical Officer and is accountable on a daily basis to Clinical Governance.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Performs deceased body admission and release procedures including identification tagging, searching body for property according to protocol and policy requirements.
- Supports the daily admission documentation, and assists with the preparation of bodies for both formal identification procedures and viewings as required.
- Attending telephone inquiries as required.
- Assisting Medical Officers and Forensic Pathologists as requested.
- Overseeing mortuary stock levels, including bagging soiled linens.
- Any other technical duties as directed by Clinical Governance.
- Lifting, positioning and transporting of deceased patients.
- Working for short periods of time in refrigerated conditions.
- Primary cleaning of any spills that occur including those involving body fluids.
- Ensure pathology samples, histology and toxicology samples are collected by the appropriate couriers.
- Be aware of the appropriate Policies, Procedures and relevant legislation as set by the Department of Health.
- Accept responsibility and accountability for acceptable standards of clinical support practice conducive with your role.
- Demonstrate commitment to participating as a member of the health care team.
- Aim to foster harmonious and effective communication and relationships with all health care personnel and other persons as appropriate and ensure formal lines of communication are followed and maintained.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this Position Description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Interpersonal skills that facilitate interaction, co-operation and trust with a wide range of stakeholders and organisations.
2. Good computer skills.

### Desirable

3. Demonstrated evidence of professional maturity in managing multifaceted situations.
4. Proven ability to work independently under limited supervision, determine priorities and organise work to meet deadlines often in an environment of competing demands; as well as work cohesively as part of a team.
5. Proven communication skills and experience working with various stakeholders including written and oral communication.
6. Previous Mortuary experience.
7. The work to be performed is set out in this Position Description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical

and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*