



University System of Maryland Job Class Specification

TITLE: ANATOMICAL SERVICES TECHNICIAN
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: Q-394011

JOB CODE: N06AEU
JOB TYPE: INST SPECIFIC UMAB
JOB FAMILY/SERIES: MED

APPROVED BY:
07/01/1996

Chancellor Donald N. Langenberg

EFFECTIVE DATE:

JOB SUMMARY

Under direct supervision, receives, prepares, and assists in embalming human cadavers for medical research and instruction.

PRIMARY DUTIES

1. Prepares embalming and preparation solutions.
2. Assists in preparation and embalming of human cadavers and anatomical materials.
3. Ascertains anatomical value of materials received.
4. Records vital statistics information for Certificate of Death.
5. Maintains logs and files of cadavers and specimens received and distributed.
6. Answers routine questions regarding policies and procedures of donor programs.
7. Performs routine blood pathogen screening.
8. Assists in the operation of the anatomical surgical study laboratory.
9. Collects, maintains, stores, and distributes museum and demonstration specimens.
10. Prepares, classifies, and catalogs normal and abnormal osteological materials.
11. Maintains use of bio-hazardous laboratory areas.

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Associate of Arts degree in Mortuary Science

EXPERIENCE: One year of directly related experience

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of the principles, practices, and techniques of mortuary science and embalming. Working knowledge of applicable medical terminology, gross anatomy, biology, pathology, and pharmacology. Working knowledge of the policies and procedures regarding the disposition of human remains. Ability to prepare embalming and preparation solutions. Ability to communicate effectively orally and in writing and to establish and maintain effective working relationships with students, faculty, staff, and the public. Ability to function in an environment of human suffering and death. Ability to wear and work in personal protective equipment. Ability to walk and stand for extended periods of time, to lift, position, and move cadavers weighing over 50 pounds.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine the ability to perform job. Employees in this job class may be required to work with bio-hazardous or radiolabeled materials and to successfully complete applicable safety training.