



University System of Maryland Job Class Specification

TITLE: ANATOMY LABORATORY SPECIALIST
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 19-4021

JOB CODE: N13ALS
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: MED

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 6/5/1997

JOB SUMMARY

Under general supervision, coordinates the operation of a multi-disciplinary anatomical services facility to provide optimal usage and services to students, faculty and visiting physicians from a variety of medical disciplines engaged in diverse teaching and research projects.

PRIMARY DUTIES

1. Schedules and controls the daily and long-range schedule of the multi-disciplinary laboratories (MDL) and other related teaching areas. Schedules rotations and daily laboratory usage by students, faculty, researchers and visiting physicians.
2. Maintains an environmentally safe and healthy work space for students, faculty, researchers and physicians.
3. Conducts routine surveys to evaluate detrimental environmental factors arising in or from the workplace such as indoor air quality involving formaldehyde and phenol levels and biohazard concerns involving blood borne pathogens.
4. Monitors compliance with chemical hygiene and biological safety standards.
5. Interprets and provides information on MDL policies, procedures and special issues as established by the Department Chairman and Course masters of Anatomical subjects.
6. Serves as intermediary for the course masters, interacting with officials, faculty, students, staff, physicians and the public.
7. Orients faculty staff, physicians and students to the MDL. Interprets and explains policies, rules, regulations and procedures as to the sensitive issues relating to use of a laboratory involved with human cadavers.
8. Performs assignments requiring special skills involving anatomical preparation including plastination, perfusion of dyes

N13ALS - INST SPECIFIC UMB - ANATOMY LABORATORY SPECIALIST

Page 2

and radio-opaque injections, preparation of anatomical, osteological or embryological specimens for study and photography.

9. Prepares photographs of various radiological media for identification and teaching purposes. Meets with faculty, physicians, technical staff of laboratories and students, analyzes needs, and recommends or effects solutions to photographic problems.
10. Performs photography and photomicrography of anatomical specimens using appropriate combinations of lenses, filters, and lighting techniques. Processes black and white photographs.
11. Prepares from standard and computer graphic equipment a variety of photographic materials such as charts, graphs, prints and transparencies for publications and instruction.
12. Prepares and embalms human cadavers and anatomical materials including the most complex cases.
13. Maintains the capital assets for the department, including the maintenance, acquisition and disposal of capital assets.

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: Four years of directly related experience including medical photography and administrative work.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the principles, practices and techniques of mortuary science and embalming. Thorough knowledge of applicable medical terminology, gross anatomy, biology, pathology and pharmacology. Thorough knowledge of the policies and procedures regarding the disposition of human remains. Skill in and 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 lead and train in the functions of embalming. Ability to function in an environment of human suffering and death. Ability to wear and work in personal protective equipment. Ability to lift, position and move cadavers weighing over fifty pounds; to work in, on, around, over, and under fixed equipment.

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

N13ALS - INST SPECIFIC UMB - ANATOMY LABORATORY SPECIALIST

Page 3

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 examinations to determine the ability to perform job. Employees in this job class may be required to work with bio-hazardous or radio-labeled materials and to successfully complete applicable safety training.