

## **Job Description and Person Specification**

### **Anatomical Pathology Technician (Trainee)**

#### **Permanent Vacancy**

**Reference: HR26E033**

**Closing Date for Applications; Wednesday, 18<sup>th</sup> February 2026**

**Date for In Person Interviews; To Be Confirmed**

HR Business Services,  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: +353 (1) 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

## **Accountability and Working Relationships**

**Title:** Anatomical Pathology Technician

**Reports to:** Senior Anatomical Pathology Technician

### **Role Summary:**

The role of Trainee Anatomical Pathology Technician (APT) is varied and involves interacting with a wide range of people including family members, medical professionals, members of An Garda Síochána, funeral directors and other relevant parties. The role of Trainee APT also involves the provision of a dignified, efficient and professional compassionate service from the mortuary, to attend the needs of relatives and ensure the respectful care of the deceased.

It is also expected that the Trainee APT will be enrolled onto the Anatomical Pathology Training Course at the appropriate time, completing in house training with the Senior APT in autopsy procedures, online study, lectures, module exams, and portfolios.

## **Key Duties and Responsibilities**

### **Liaison**

- To cover the mortuary reception area as required.
- To liaise as required, with medical teams clarifying whether a deceased patient's death is reportable to the coroner or whether the deceased may be released to the undertakers. Also to organise cremation papers as required.
- To liaise as required, with families regarding arrangements for viewing remains/identification of remains in the mortuary.
- To liaise as required, with funeral directors regarding arrangements for removals/funerals and cremation papers.
- To liaise as necessary, with chaplaincy to ensure appropriate spiritual support is available to families as required.
- To liaise with the senior APT regarding postmortems and organ retention as required.
- To liaise as required, with Gardaí regarding identification of a deceased where necessary.
- To liaise as required, with APT's regarding timing of postmortem examinations to facilitate families and funeral directors.
- To liaise as required, with the coroner's office.
- To liaise with out of hours ADON/CNM3 as required, regarding out of hours or weekend mortuary requirements.

### **Administration**

- To ensure documentation and relevant forms are complete when a deceased patient is transferred to the mortuary.
- To ensure identification of the deceased is in keeping with hospital policy.

- To ensure the procedures for the release of the deceased to undertakers (including the release of deceased for cremation) is in keeping with hospital policy.
- To ensure all records, paper and electronic, including mortuary database are updated as required.

### **Main Duties**

- To ensure all areas are maintained to a high standard.
- To ensure families are facilitated in a dignified manner.
- To communicate with funeral directors and families as required regarding facilities available.
- To put structures in place to ensure removals occur in a timely and dignified manner.
- To receive relatives and friends of the deceased at the mortuary and facilitate them to be with the deceased in the most appropriate area at an appropriate time.
- To ensure the deceased is presented in an appropriate manner, with the assistance of the APT's and / or funeral directors.
- To create and maintain a dignified, respectful and spiritual atmosphere at all times.
- To communicate with chaplaincy in a timely manner as required.
- To accommodate the requirements of different religious denominations to the greatest extent possible.
- Assist with the stock and conveyance of goods and materials throughout the mortuary areas as required.
- Partake in autopsy examinations as part of training.
- Assist in the autopsy theatre as required.
- Attend mortuary meetings as required.
- Partake in Saturday cover rota as required.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**The Hospital Structure is currently under review and therefore, reporting relationships may change.**

**Informal Enquiries or Role Specific Enquiries:** Mr Colin Howe, Senior Anatomical Pathology Technician, **Tel:** 01 221 4261 or **Email:** [chowe@svhg.ie](mailto:chowe@svhg.ie)

## Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<p>Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Possess the Certificate in Mortuary Hygiene and Technology awarded by the Royal Society for Public Health, London (formerly the Royal Institute of Public Health &amp; Hygiene, London) (<a href="http://www.rsph.org.uk">www.rsph.org.uk</a>) or an equivalent qualification or be willing to undertake the above as part of their training programme.</p> <p><b>Or</b></p> <p>(ii) Possess the Level 3 Diploma in Anatomical Pathology Technology (APT) awarded by the Royal Society for Public Health, London (formerly the Royal Institute of Public Health &amp; Hygiene, London) (<a href="http://www.rsph.org.uk">www.rsph.org.uk</a>) or an equivalent qualification.</p> <p><b>Or</b></p> <p>(iii) Are currently working in the Irish Health System as a Pathology Technician</p>	Have a good awareness of Health and Safety legislation and Regulations
<b>Experience (length and type)</b>	Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the duties of the office	<p>Have experience working in a recognised mortuary facility</p> <p>Experience using information technology</p>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Teamworking / Building effective relationships</li> <li>• Health &amp; Safety</li> <li>• Personal Development</li> <li>• Procedures / Legislation &amp; Quality</li> <li>• Person Centred Focus</li> <li>• Flexibility &amp; Adaptability</li> <li>• Technical Skills</li> <li>• Hygiene</li> </ul>	ICT Skills
<b>Health</b>	Candidates for and any person holding the office must be fully	

	competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.	
<b>Character</b>	Candidates for and any person holding the office must be of good character.	

#### **Particulars of Office:**

**The appointment is:** Wholetime, Permanent and Pensionable

**Panel:** A panel may be formed to fill upcoming permanent, temporary, whole and part-time vacancies over the next 6 months.

#### **Annual Salary: (01/08/2025) (Pathology Technician)**

37,611	39,461	40,619	41,221	42,185	43,134	44,083	45,034	45,985	46,939	47,892	48,842	49,701
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These particulars are subject to change in line with overall public pay policy.

**Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 39 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

**Annual leave entitlement:** 24 working days per annum pro. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

#### **Additional Information**

**Confidentiality:**

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

**Hygiene:**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

**Policies / Legislation:**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

**Protected Disclosure Policy:**

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://www.stvincents.ie/ProtectedDisclosures)

**Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Persons in receipt of a pension from specified Superannuation Schemes:** Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012):** Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. All interviews are held in person unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

*\* If you lived in any country for 6 months or more from the date of your 16<sup>th</sup> birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

**This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**St Vincent's University Hospital buildings and grounds are **smoke-free**.**

**Date: February 2026**