

ANATOMY CURATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
0981	Anatomy Curator	12	060	6 mo.	03/15/15	Rev.
0990	Anatomy Curator Coordinator	12	060	6 mo.	03/15/15	New

Promotional Line: 195

Series Narrative

Employees in this series are responsible for all aspects of an anatomical materials program for teaching and instruction purposes. Employees manage anatomical materials, maintain facilities and equipment, and work with instructors, staff, and students on technical matters related to materials, equipment, and resources.

DESCRIPTION OF LEVELS OF WORK

Level I: Anatomy Curator **0981**

Employees at this level, under general supervision from a designated supervisor, receive, care for, and properly dispose of anatomical material for teaching purposes and assist technically in other matters related to the teaching of medical, dental and allied health science students.

An Anatomy Curator typically

1. orders and maintains anatomical specimens.
2. is responsible for care of gross specimens.
3. prepares cadaver material (fixed, frozen and fresh gross) for class work; prepares laboratory specimens and prosections and delivers to teaching lab.
4. cuts sections of body tissues for examinations.
5. receives, wraps and charts specimens.
6. handles burial certificates.
7. embalms specimens.
8. sections anatomical material for display.
9. maintains records of cadaver receipts and of cremated remains; cremates anatomical material; convey all other ashes to be buried.
10. cares for laboratory.
11. keeps human waste containers clean.

12. maintains and provides to faculty and students various hand and power tools (Stryker saws, bone cutters, etc.) for use in dissection in the gross anatomy labs.
13. prepares or uses prepared tissue specimens for teaching; handles anatomical material available for student use.
14. cleans and performs maintenance of cadaver tables.
15. performs related duties as assigned.

Level II: Anatomy Curator Coordinator**0990**

Employees at this level maintain the gross anatomy laboratories as an effective teaching facility. They procure and prepare cadavers for instruction, cremate human material and maintain the crematorium. Employees construct, restore and maintain anatomical materials, models and displays for classroom instruction.

An Anatomy Curator Coordinator typically

1. restores and maintains anatomical models for display use in the gross anatomy facilities.
2. produces various plastinated specimens.
3. makes solutions for perfusion of specimens.
4. maintains bone boxes and skull boxes and checks in and out all bone boxes and skull boxes to medical, dental and physical therapy students.
5. inspects teaching laboratories for adequate functioning of electrical lights, air conditioning and heat facilities, and reports inadequacies to appropriate staff.
6. maintains gross anatomy museum and prepares rooms for meetings and seminars.
7. coordinates use of gross anatomy facility for other users.
8. coaches, mentors, trains and advises staff; this may include:
 - may assign, direct, schedule, and evaluate the work of staff
 - trains staff in established procedures or new procedures being implemented
 - may participate in personnel actions such as hiring, transfers, promotions, etc.
9. performs administrative duties including developing and updating department policy, procedures and protocols; maintains and updates protocol manuals.
10. coordinates with instructors concerning course content in order to prepare, set-up and tear down labs.
11. assist in setting up and execution of laboratory exams.

12. assist faculty as required during lab periods (non-instructional duties).
13. performs duties at the lower level in the series, as required.
14. performs other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Anatomy Curator

0981

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Graduation from an accredited school of mortuary science.

**Note: Each Employer will make the final determination regarding accreditation of mortuary science programs.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of gross anatomy and experience with the handling of human material.
2. Knowledge of proper storage techniques for chemicals necessary for the preservation of human tissue.
3. Knowledge of human anatomy and pathology.
4. Knowledge of work in a morgue, hospital or laboratory setting.
5. Skill with power and hand tools needed in the gross anatomy facilities (e.g. Stryker saws, hand saws, drills, bone cutters and band saw).
6. Skill in specimen dissection.
7. Ability and willingness to work with human cadavers and anatomical specimens.
8. Ability to embalm and make embalming solutions.
9. Ability to move heavy objects.
10. Ability to operate a crematorium.
11. Ability to manage a caseload while creating exceptional customer relations.
12. Ability to communicate effectively both orally and in writing.

Level II: Anatomy Curator Coordinator**0990**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Graduation from an accredited school of mortuary science.
3. Two (2) years (24 months) of experience in the field of mortuary science.

**Note: Each Employer will make the final determination regarding accreditation of mortuary science programs.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of gross anatomy and experience with the handling of human materials.
2. Knowledge of proper storage techniques for chemicals necessary for the preservation of human tissue.
3. Ability to embalm and make embalming solutions.
4. Knowledge of human anatomy and pathology.
5. Knowledge of work in a morgue, hospital or laboratory setting.
6. Skill with power and hand tools needed in the gross anatomy facilities (e.g. Stryker saws, hand saws, drills, bone cutters and band saw).
7. Skill in specimen dissection.
8. Skill working with human cadavers and anatomical specimens.
9. Ability to move heavy objects.
10. Ability to manage a crematorium.
11. Ability to communicate effectively both orally and in writing.
12. Ability to organize, direct, supervise, and evaluate others
13. Ability to manage an overall program and track results.
14. Knowledge of university policies and procedures.