



Anatomy Laboratory Technician II – California Northstate University College of Medicine, Elk Grove, California, USA

Description: Anatomy Laboratory Technician, Department of Basic Science, California Northstate University College of Medicine, Elk Grove, CA.

Effort: 1.0 FTE, full time, non-exempt, with benefits. \$28-32.00/hr.

Responsibilities:

- Oversee development and daily operation of the gross anatomy laboratory
- Maintain the anatomy laboratory, including donated biological materials and equipment
- Order and update lab supplies
- Prepare reagents and materials required for cadaveric specimen
- Review, schedule, and maintain laboratory safety guidelines and procedures
- Support faculty in performing anatomy teaching and prosections and assist in dissection of cadavers material
- Training medical students in laboratory skills needed to finish their course work
- Assist in the removal of biohazardous waste from the laboratory and university
- Other duties as assigned.

Qualifications:

- This position requires a range of skills in areas of operations and workflow in addition to experience working in a medical dissection-based gross anatomy laboratory, willed-body program, computing, independent decision-making, and problem solving.
- Experience working with cadaveric material and a general knowledge of human anatomy
- BS in Biology with a concentration on Biomedical Sciences, Anatomy, or related field

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Ability to work flexible hours when needed
- Ability to teach dissection procedures to students with the focus on identifying relevant anatomical material
- Ability to handle difficult situations for students and work as an advocate for them, connecting them with relevant personnel to address their needs

Key Responsibilities:

- 55% - Assisting in laboratory management and administration



- 20% - Teaching medical student dissection procedures, relevant anatomy, and clinical correlations
- 25% - Oversight of technical equipment, preparation of lab reagents and materials, and assisting in the removal of biohazardous materials from the cadavers, Anatomy lab, COM research lab, COP research lab, and University

Examples of duties include but not limited to the following:

- Assist the Director in budgeting for all anatomy equipment and supplies.
- Assist in creating POs and purchasing lab supplies and equipment for the gross anatomy laboratory.
- Receive all supply and equipment purchases and review invoices for accuracy.
- Move equipment and supplies into and out of storage rooms.
- Maintain an inventory of all equipment and supplies to monitor the need and supply levels.
- Responsible for the operation, routine maintenance, repair, monitoring and cleaning of all laboratory equipment and supplies to ensure smooth operation of gross anatomy program.
- Check daily laboratory ventilation, cold storage and lab room temperature, electrical, plumbing, computers and plasma screens in the anatomy laboratory to minimize down time.
- Schedule the use of the gross anatomy laboratory space and equipment according to the program priorities as defined by the Anatomy Laboratory Director.
- Ensure the cleanliness of the laboratory by overseeing custodial services, including floor cleaning and replenishment of dissection tools, paper towels and soap supplies.
- Schedule and facilitate formaldehyde and phenol air testing and fit testing for individuals requiring respirator masks.
- Work with vendors and College of Medicine Risk Management team to schedule liquid and solid hazardous waste pick-up for the gross anatomy laboratory.
- Ensure that the donors (cadavers) are placed securely in body bags, moistened and appropriately covered or in the cold room as needed.
- Ensure that excess fluids are aspirated from the donors on a daily basis during anatomy programs, and any mold formation is prevented.
- Act as liaison with California Northstate University Facilities Management to distribute access badges and to address access issues and concerns.
- Participate and assist anatomy Faculty regularly in gross anatomy prosections, laboratory preparation, proctoring lab exams and exam reviews.
- Provide office support for the Anatomy Faculty and Director (e.g., scanning, printing, faxing documents, scheduling meetings).
- Ensure all anatomy lab users follow ethical code and conduct and respect the donors in the lab.
- Assist in the safety training for new students following OSHA guidelines
- Assist in preparing outreach and engagement activities for visitors to the university and Anatomy lab



Knowledge, Skills and Abilities:

Knowledge of State and Federal Laws and regulations in ethical procurement, ethical use of cadavers and disposal after use.

- Ability to move cadavers and dissected body parts is required.
- Ability to lift/carry over 50 lbs for long periods of time.
- Ability to stand/walk for long periods of time.
- High level of professionalism, ethical standards, discretion, and respect for confidentiality of the donors.
- Proper and safe use of audiovisual equipment, smart board, microphones, a variety of dissection tools, saws, drills, forklift etc.
- Well-developed interpersonal, oral and written communication skills; excellent time management and organizational skills.
- Ability to prioritize and accurately complete tasks, work independently and diligently and meet deadlines.

Education and Experience

- Preferred: Bachelor or Master's degree with human/veterinary anatomy as a major or minor subject.
- Preferred: Previous work experience in a human or veterinary gross anatomy laboratory.
- Applicants with anatomy prosection experience are strongly encouraged to apply.
- Current US Driver's license.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae with three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.