



<b>Job Title</b>	Director, Anatomical Facilities	<b>Job Code</b>	COM26
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	20
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	College of Medicine	<b>Union Code</b>	0
		<b>Subfamily</b>	

**Job Family & Subfamily Summary**

**College of Medicine Professionals** are specialized and unique to the UCF College of Medicine.

**Job Summary**

Responsible for the daily operations of the anatomy lab and functions of the UCF-COM willed body program. Maintains the central receiving facility for the Florida State Anatomical Board. Maintains a Florida Embalmers & Funeral Director’s license. Embalms and prepares cadavers for the willed body program. Take incoming calls from interested persons, deaths, hospital staff, and funeral homes. Including providing/managing 24-hour on-call status. Works with Faculty, physicians, students in the lab. Develops, organizes and sets up surgical courses for the Bioskills Lab. Oversees delegations of cadavers to Board-approved programs to receive cadavers.

**Representative Duties**

**1.**

- Oversees and responsible for the willed body program at UCF under the Anatomical Board
- Proficient and competent licensed Florida Embalmer
- Maintains oversight of the legal consents for donation to the willed body program
- Answers incoming calls from the community of persons interested in program
- Helps people with their end of life decision on willing their body
- Works with funeral homes and hospital staff on the deceased logistics, screening calls for various rule-outs
- Manages all mailings to persons whom donated and finalizes paperwork of deceased as the final place of disposition
- Answers calls in a 24/7 operation which includes being on-call and responsible for constant availability to the willed body program

**2.**

- Embalms the cadavers and prepares them for use in the UCF medical school and delegates to other approved program
- Monitors the inventory of cadavers, their placement in programs and ensures they are returned to program, cremated and returned to the appropriate person
- Oversees the scattering of ashes at sea

**3.**

- Oversees daily operations of the lab during
- Assists students and faculty in their lab needs during their course
- Schedules lab sessions, cares for all equipment, computers, models, books
- Orders supplies and keeps inventory of equipment
- Oversees lab technicians
- Coordinates and oversees the CT scanning of cadavers for UCF HB2 class

**4.**

- Coordinates and run the bioskills/surgical courses
- Properly handles fresh human specimen and has knowledge of setting up a full surgical lab
- Maintains knowledge of shipping/handling specimens, blood borne pathogens and surgical instruments and other equipment needed

- Follows all ethic and guidelines
- Work well with diverse physicians and staff of companies from around the world
- Provides support to faculty & staff

### Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)	Florida Embalmer's License	
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

### Physical/Environmental Demands

- Outside of a standard office environment with specific physical demands
- Ability to work in outdoor weather conditions
- No difficulties with:
  - Grasping
  - Hearing
  - Listening
  - Kneeling
  - Squatting
  - Lifting over 50 pounds
  - Pulling
  - Pushing
  - Reaching overhead
  - Balancing
  - Repetitive hand motion
  - Sitting Standing
  - Stooping
  - Talking
  - Visual acuity to operate machinery, motor vehicles or heavy equipment
  - Walking
  - Writing
  - Bending
  - Climbing stairs
  - Close visual acuity (visual inspection of small defects, small parts, and/or operation of machines; using measuring devices; assembling parts at distances close to the eyes)
  - Color distinction vision
  - Crawling
  - Crouching
  - Feeling (perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin)

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**