

4 September 1987

His Excellency Sir David Wilson, K.C.M.G.,
Governor of Hong Kong.

Your Excellency,

Creation of a New Grade of Mortuary Technician

We were recently invited by the Administration to advise, under Item I(a) of our Terms of Reference, whether a proposed new grade of Mortuary Technical Assistant should be created for the Medical and Health Department.

2. We are advised that post-mortem examinations are carried out by Clinical and Forensic Pathologists (belonging to the Medical and Health Officer grade) in six hospital/public mortuaries under the control of the Medical and Health Department. Supporting services are provided to these Pathologists by Mortuary Supervisors and Mortuary Attendants. Mortuary Supervisors are responsible for the clerical work involved in receiving and releasing dead bodies, preparing burial orders, compiling daily returns and assisting the Pathologists by taking notes on post-mortems. Mortuary Attendants, on the other hand, deal mainly with the menial aspects of the work involved. They receive, store and release dead bodies and maintain the general cleanliness of the autopsy rooms, and are directly responsible to the Pathologists for certain post-mortem duties, viz. preparing equipment for autopsy; moving a dead body from the cold chamber to the autopsy table; unwrapping or undressing and showering the body; opening up the thorax, abdomen and skull and removing organs from the body; weighing organs; assisting the Pathologists in dissecting organs of the dead body for subsequent analysis; putting organs back into and suturing the body; cleaning and transporting the examined body back to the cold chamber after autopsy; washing the autopsy room; and cleaning up the used equipment after autopsy.

3. The Mortuary Attendant grade is a one-rank grade remunerated on the top segment of Model Scale 1. Its present structure, establishment and pay scale are as follows :

<u>Rank</u>	<u>No. of Posts</u>	<u>Pay Scale</u>
Mortuary Attendant	34	MOD 18 - 22 (\$4,355 - \$4,830 as at 1.9.1987)

4. With an increasing demand for more detailed post-mortems by the courts, the development of more refined pathological techniques and a growing trend for more ancillary and complicated post-mortem studies to be conducted for clinical purposes, some of the more experienced Mortuary Attendants have been undertaking voluntarily a number of additional duties which fall outside the scope of their normal duties, viz. assisting the Pathologists in performing complex and difficult autopsies including the dissection and display of organs, removal of the spinal cord and special organs etc., making imprints, obtaining specimens for culture and undertaking other investigative procedures; preserving specimens for museums and demonstrations for trainee Pathologists; and maintaining regular and proper disinfection of the mortuaries and the equipment.

5. In order to strengthen the necessary support to the Pathologists and to provide adequate supervision and training for junior Mortuary Attendants, the Director of Medical and Health Services submitted a proposal to the Administration for the creation of a new grade of Mortuary Technical Assistant.

6. Initially, the Director of Medical and Health Services proposed that 7 posts in the new grade, offset by the deletion of 7 Mortuary Attendant posts, should be created, as follows :

<u>Existing Approved Establishment</u>	<u>Proposed Establishment</u>
34 Mortuary Attendants	7 Mortuary Technical Assistants
	27 Mortuary Attendants

7. The Administration supported the Director of Medical and Health Services' proposal in view of the fact that the additional duties listed in paragraph 4 above are outside the normal scope of duties of Mortuary Attendants, and in performing them, a very high level of skill is required; that it would be impracticable, for operational reasons, to assign formally the additional duties to the Pathologists without affecting their normal efficiency; and that the new grade would relieve the Pathologists of the need to train and supervise the daily routine of Mortuary Attendants, and enable them to concentrate on their professional duties and to devote more time to the training of trainee Pathologists.

8. The Administration also recommended that the proposed new grade of Mortuary Technical Assistant should be classified under Group II of the Technical Inspectorate and Related Grades and that its pay scale should be set at MPS 14 - 18. The reasons are :

- (a) the Mortuary Attendant grade, which the proposed new grade will supervise, is already on the top segment of Model Scale 1. It is not possible to create a further rank for Mortuary Attendant on Model Scale 1 unless the scale is extended;
- (b) it is intended that posts in the proposed new grade of Mortuary Technical Assistant be filled by the in-service appointment of experienced and capable Mortuary Attendants who have at least a minimum of five years' service in their grade. This being the case, Mortuary Attendants who are qualified to apply already receive a remuneration, excluding allowances, roughly equivalent to that of MPS 12. It would only be appropriate to set the pay scale for the proposed new grade higher than that of the first tier rank (MPS 9 - 13) in Group II of the Technical Inspectorate and Related Grades; and
- (c) the proposed pay scale of MPS 14 - 18 also takes into account the need to supervise and train other staff.

9. We endorse the Administration's proposal since the creation of the new grade of Mortuary Technical Assistant will strengthen the technical support given to the Pathologists in post-mortem duties and provide better career prospects for Mortuary Attendants. We also agree with the reasons given by the Administration for setting the pay scale for the new grade at MPS 14 - 18 so that the Mortuary Technical Assistant grade will have the following structure and pay scale :

<u>Rank</u>	<u>Pay Scale</u>
Mortuary Technical Assistant	MPS 14 - 18 (\$5,200 - \$6,530 as at 1.9.1987)

10. However, we have reservations about the title of Mortuary Technical Assistant for the proposed new grade, and we consider that it would be more appropriate to change it to "Mortuary Technician".

11. If our proposal is accepted, we recommend that it should be implemented from a current date.

We have the honour to be
Your Excellency's obedient servants,

(S.Y. Chung)
Chairman

Kim Y.S. Cham

Therese H.C. Chan

Stanley G. Elliott

Vincent H.C. Ko

Alice Lam

Gordon M. Macwhinnie

David A. Morris

Poon Chi-fai

Andrew K.W. So

F.L. Walker

11 November 1987

His Excellency Sir David Wilson, K.C.M.G.,
Governor of Hong Kong.

Your Excellency,

Creation of a New Rank of Assistant Protocol Officer

We were recently invited by the Administration to advise, under Item I(b) of our Terms of Reference, whether a new rank of Assistant Protocol Officer should be created in place of an existing rank of Reception Officer.

2. Reception Officers are a one-rank grade and are employed in the Protocol Division of the Administrative Services and Information Branch. In addition to one Reception Officer (MPS 20 - 31), the Division is staffed by a Protocol Officer (MPS 38 - 47), and headed by the Director of Protocol (D1).

3. The Protocol Division is responsible for receiving and entertaining distinguished visitors, administering the Consular Corps, advising on precedence and etiquette, organising royal visits, and advising on all matters concerning protocol.

4. We have been informed that following a review of the existing staff structure of the Protocol Division in 1986, the Administration has found that whilst the present ranking of Director of Protocol (D1) and Protocol Officer (MPS 38 - 47) are appropriate, there are grounds for regrading the Reception Officer rank.

5. This review by the Administration has established that the nature, scope, and complexity of the duties of the Reception Officer have increased considerably since the post

was last reviewed in 1979 and that the incumbent of the post is now required to do more important work such as processing Consular appointments and applications for Consular privileges, and acting as Protocol representative at ceremonial functions. The increase in duties and level of responsibility is due to greater delegation from the Protocol Officer who is required to devote an increasing amount of time to state occasions and Consular Corps activities.

6. The Administration considers that the present range of responsibilities of the Reception Officer requires the incumbent to be mature, experienced, capable of working independently, and able to represent the Director of Protocol when necessary. The Administration has therefore proposed that the post be upgraded to Executive Officer I equivalent, and that the pay scale be revised to MPS 32- 37 accordingly. The Administration has also proposed that, since the duties of the Reception Officer compare with those of a Protocol Officer, but at a lower level of responsibility, the title of the post should be changed to 'Assistant Protocol Officer' which would become the basic rank of the Protocol Officer grade.

7. If endorsed, the structure and pay scale of the grade would be as follows :

	<u>Existing</u>	<u>Proposed</u>
Assistant Protocol Officer	-	MPS 32 - 37 (\$12,610 - \$15,855)
Protocol Officer	MPS 38 - 47 (\$16,735 - \$25,165)	MPS 38 - 47 (\$16,735 - \$25,165) No change

8. We have examined the Administration's proposals and we endorse them. We are satisfied that there has been an increase in the level of responsibility of this post, and that its pay scale should be revised to the level of an Executive Officer I. Whilst we are aware that the entry point of MPS 32 is higher than those for the vast majority of entry ranks in the civil service, we consider this is warranted by the level of responsibilities and the degree of maturity and experience required of the post.

9. We also agree that the regraded post should become the recruitment rank of the Protocol Officer grade and that its title be changed to 'Assistant Protocol Officer'.

10. If our recommendations are accepted we propose that they should be implemented from a current date.

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