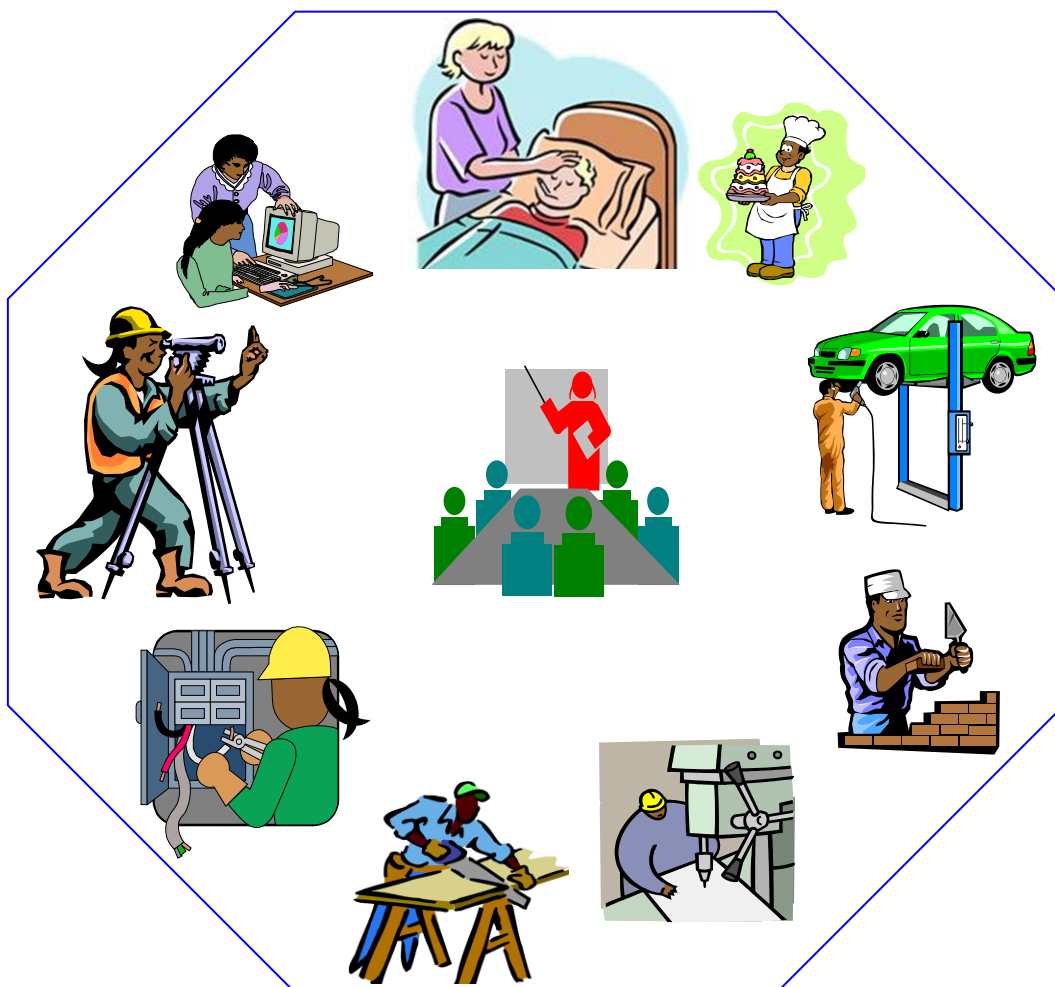


Federal Democratic Republic of Ethiopia

Occupational Standard

Autopsy Technique

NTQF Level III-IV



Introduction

Ethiopia has embarked on a process of reforming its Technical and Vocational Education and Training (TVET) System. Within the policies and strategies of the Ethiopian Government, technology transformation by using current international standards and international best practices as the basis, and, adopting, adapting and verifying them in the Ethiopian context – is a pivotal element. TVET is given an important role with regard to technology transfer. The new paradigm in the outcome-based TVET system is the orientation at the current and anticipated future demand of the economy and the labor market.

The Ethiopian Occupational Standard (EOS) is the core element of the Ethiopian National TVET Strategy and an important factor within the context of the National TVET Qualification Framework (NTQF). They are national Ethiopian standards, which define the current and future occupational requirements and expected outcome related to a specific occupation using distinct Unit of Competences without taking TVET delivery into account.

The whole package EOS document for an occupation is an integrated set of nationally endorsed core generic Unit of Competences organized in to different qualification levels built one upon the other below or side wise to make full occupational profile.

This document details the mandatory format, sequencing, wording and layout for the Ethiopia Occupational Standard which comprised of Units of Competence.

A Unit of Competence describes a distinct work activity. It is documented in a standard format that comprises:

- Occupational title and NTQF level
- Unit title
- Unit code
- Unit descriptor
- Element and Performance criteria
- Range and Variables
- Evidence guide

Together all the parts of a Unit of Competence guide the assessor/curriculum developer in determining the candidate training and assessment.

The ensuing sections of this EOS document comprise a description of the occupation with all the key components of a Unit of Competence:

- Chart with an overview of all Units of Competence with their Unit Codes and Titles
- Detail contents of each Unit of Competence
- Occupational map providing the TVET providers with information and important requirements to consider when designing training programs using this standards and show a career path

Page 1 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021
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UNIT OF COMPETENCE CHART

Occupational Standard: Autopsy Technique

Occupational Code:

NTQF Level III

HLT AUT3 01 1121

Apply Structure and Function of Basic Human Healthy Body Systems

HLT AUT3 02 1121

Apply Infection Prevention Techniques and Workplace OHS

HLT AUT3 03 1121

Provide First Aid and Emergency Response

HLT AUT3 04 1121

Provide Motivated Competent and Compassionate service

HLT AUT3 05 1121

Assist with Autopsy

HLT AUT3 06 1121

Maintain, Clean and Store Autopsy Equipment

HLT AUT3 07 1121

Maintain a Mortuary Service

HLT AUT3 08 1121

Collect, Preserve and Store Post Mortem Samples

HLT AUT3 09 1121

Perform Community Mobilization and Provide Health Education

HLT AUT3 10 1121

Apply Computer and Mobile Health Technology

HLT AUT3 11 1121

Apply Basic Health Statistics and survey

HLT AUT3 12 1121

Apply 5S Procedures

UNIT OF COMPETENCE CHART

Occupational Standard : Autopsy Technique		
Occupational Code:		
NTQF Level IV		
<p><u>HLT AUT4 01 1121</u> Implement and Monitor Compliance with Legal and Ethical Requirements</p>	<p><u>HLT AUT4 02 1121</u> Manage Compliance with Mortuary Standards and Regulations</p>	<p><u>HLT AUT4 03 1121</u> Prevent and Control Common Communicable Diseases</p>
<p><u>HLT AUT4 04 1121</u> Receive, Store and Track Evidence</p>	<p><u>HLT AUT4 05 1121</u> Cleanse, Disinfect and Reconstruct Deceased Persons</p>	<p><u>HLT AUT4 06 1121</u> Assist with Special Autopsy Techniques</p>
<p><u>HLT AUT4 07 1121</u> Facilitate Embalming</p>	<p><u>HLT AUT4 08 1121</u> Facilitate Exhumations and disaster victim identification</p>	<p><u>HLT AUT4 09 1121</u> Manage Community Health Service</p>
<p><u>HLT AUT4 10 1121</u> Prevent and Eliminate MUDA</p>		

NTQF Level III

Page 4 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021
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Occupational Standard: Autopsy Technique Level III	
Unit Title	Apply Structure and Function of Basic Human Healthy Body Systems
Unit Code	HLT AUT3 01 1121
Unit Descriptor	This unit applies to the basic knowledge, skills and attitude required in anatomy, physiology, microbiology and toxicology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work. It also describes common disease causing microorganisms, common laboratory screening techniques and features of common toxic substances.

Elements	Performance Criteria
1. Apply knowledge of the basic structure of the healthy human body	<p>1.1. Accepted health terminology is used to describe the normal structure, function and location of the major body systems</p> <p>1.2. A basic understanding of the fundamental principles of maintaining a healthy body is applied</p> <p>1.3. Knowledge of the major components of each body system and their location in relation to other structures is applied</p>
2. Apply basic knowledge of factors that support healthy functioning of the body	<p>2.1. Basic understanding of how to maintain the whole body in an overall state of health is applied</p> <p>2.2. A basic understanding of the relationships between body systems required to support healthy functioning is applied</p>
3. Apply basic knowledge of disease causing micro organisms	<p>3.1. Basic understanding of common microbial infection is applied.</p> <p>3.2. Basic understanding of features of pathology caused by various infectious organisms is applied</p>
4. Apply basic knowledge of toxicology	<p>4.1. Basic understanding of common poison substances is applied</p> <p>4.2. Basic understanding of signs and symptoms of common poison substances is applied</p> <p>4.3. Basic understanding of commonly used laboratory techniques is applied to identify toxicological substances.</p> <p>4.4. Standard precaution during analysis of post-mortem samples is applied</p>

Variable	Range		
Page 5 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

Major body systems	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Cardiovascular system • Respiratory system • Musculo-skeletal system • Endocrine system • Nervous system • Digestive system • Urinary system • Reproductive system • Integumentary system • Lymphatic system • The special senses - smell, taste, vision, equilibrium and hearing
Supporting healthy functioning	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Body regulation including: <ul style="list-style-type: none"> ➢ maintenance of body temperature ➢ body fluids (including e.g. absorption of water from digestive system, loss of water through skin, distribution of water by cardiovascular system) ➢ elimination of wastes from the body ➢ maintenance of blood pressure • Protection from infection • Physical activity - active and passive
Microbial infections	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Bacterial • Viral • Fungal etc.
Common poison substances	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Agricultural poisons such as organophosphates, • Animal poisons such as snake venoms • Drugs such as Phenobarbital, Paracetamol
Common laboratory Techniques	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Mass Spectrometry, • Flow cytometer • Chromatography, etc.

Evidence Guide

Critical Aspects of Competency	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Apply basic structure and function of the human body on post mortem examination • Apply knowledge of common disease causing microorganisms for establishing cause of death • Identify common poison substances during autopsy of suspected poisoning cases
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	<ul style="list-style-type: none"> Isolate poison substances using common laboratory techniques.
Required Knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> The body systems and associated components, including: <ul style="list-style-type: none"> Cardiovascular system Respiratory system Musculo-skeletal system Endocrine system Nervous system Digestive system Urinary system Reproductive system Integumentary system Lymphatic system The special senses - smell, taste, vision, equilibrium and hearing Cells, tissues and organs Disease causing microorganisms Basic knowledge of common poison substance and laboratory techniques
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> Use and articulate accurately common health terminology related to human anatomy and physiology Apply knowledge of human anatomy during body incision, evisceration and organ dissection Apply essential knowledge of toxicology during collection, preservation and analysis of sample for different poison substances Apply basic knowledge of microbiology for isolation of microbiological organisms from infected dead body
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> Interview/Written Test Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational standard: Autopsy Technique level III	
Unit title	Apply Infection Prevention Techniques and Workplace OHS
Unit code	<u>HLT AUT3 02 1121</u>
Unit descriptor	This unit covers knowledge, skills and attitude required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines to ensure the workplace is safe and without risks to the health of employees, clients and/or visitors.

Elements	Performance criteria
1. Apply infection prevention techniques	<p>1.1. Basic components of disease transmission are Identified</p> <p>1.2. Essential elements of <i>infection prevention</i> are Implemented</p> <p>1.3. Universal precaution and standard precaution are applied</p> <p>1.4. The application of <i>additional precautions</i> is demonstrated when <i>standard precautions</i> alone may not be sufficient to prevent transmission of infection</p> <p>1.5. <i>Contamination</i> of materials, equipment and instruments is <i>minimized</i> by aerosols and splatter</p> <p>1.6. Instrument processing is performed</p> <p>1.7. Infectious/hazardous waste materials are safely disposed according to waste management policies and procedures (3s's i.e sort, shine and set in order)</p> <p>1.8. Personal protective barriers are prepared and used</p> <p>1.9. Proper hand washing techniques are applied</p>
2. Establish and maintain participative arrangements	<p>2.1 Appropriate <i>participative processes</i> are established and maintained in accordance with OHS legislation, regulations and industry standards</p> <p>2.2 Issues raised through participation and consultation are dealt with promptly and effectively</p> <p>2.3 Information to employees about the outcomes of participation and consultation is provided in a manner accessible to employees.</p> <p>2.1. Systems are established and monitored for keeping <i>OHS records</i> to meet regulatory requirements, allow identification of</p>

Page 8 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021
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	patterns of hazardous incidents, occupational injuries and diseases within the area of managerial responsibility.
3. assess and control risks and hazards	<p>3.1. Organizational procedures for hazard identification, assessment and control of risks are developed.</p> <p>3.2. Identification of all hazards is made at the planning, design and evaluation stages of any changes in the workplace</p> <p>3.3. Procedures for selection and implementation of risk control measures are developed and maintained in accordance with the hierarchy of control.</p> <p>3.4. Inadequacies in existing risk control measures are identified in accordance with the hierarchy of control and provide promptly resources enabling implementation of new measures.</p> <p>3.5. Protocols are followed for care following exposure to blood or other body fluids as required</p>
4. Limit contamination	<p>4.1 Clean and contaminated zones are demarcated and maintained in all aspects of health care work</p> <p>4.2 Records, materials and medicaments are confined to a well-designated clean zone</p> <p>4.3. Contaminated instruments and equipment are confined to a well-designated contaminated zone</p>
5. Clean environmental surfaces	<p>5.1. Clean and contaminated zones are demarcated and personal protective clothing and equipment are worn During cleaning procedures</p> <p>5.2. All dust, dirt and physical debris are removed from Work surfaces</p> <p>5.3. All work surfaces are cleaned with a neutral detergent And warm water solution before and after each Session or when visibly soiled</p> <p>5.4. All work surfaces are dried before and after use</p> <p>5.5. Surface covers are replaced where applicable</p> <p>5.6. Cleaning equipment are maintained and stored</p>

Variable		Range	
Infection prevention		May include, but not limited to:	
Page 9 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<ul style="list-style-type: none"> • Hand washing • Personal protective barriers • Proper handling of sharp items • Proper processing of instruments and materials • Environmental cleanliness • Proper infectious-waste disposal • Aseptic technique
Additional precautions	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Special ventilation requirements • Additional use of PPE • Dedicated equipment (e.g. To each client or as appropriate to work function) • Use of a special facility
Standard precautions	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Aseptic technique • Personal hygiene practices especially washing and drying hands (e.g. Before and after client contact) • Use of ppe • Techniques to limit contamination • Surface cleaning and management of blood and body fluid spills • Safe handling of sharps • Safe disposal of sharps and other clinical waste • Appropriate reprocessing and storage
Minimizing contamination	<p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Protecting materials, equipment and instruments from contamination until required for use • Ensuring instruments used for invasive procedures are sterile at time of use • Cleaning all environmental surfaces

Participative Processes	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Regular information sessions (using clear and understandable language) on existing or new OHS issues • Formal and informal OHS meetings • Meetings called by OHS representatives • Health and safety committees • Other committees such as consultative planning and purchasing • Other means and processes for raising requests and concerns as well as contributing suggestions and reports to management • Documented issue resolution processes • Easy access to relevant written workplace information
OHS records	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Audit and inspection reports • Agendas and minutes of meetings of OHS committees, work group and management meetings • Training records • Manufacturer's or supplier's information • Hazardous substances registers • Plant and equipment maintenance and testing reports • Workers compensation and rehabilitation records • First aid/medical records • Workplace environmental monitoring records
Organizational Procedures	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Hazard management policies and procedures (these may be integrated with quality, care or other documents or be separated as OHS policies and procedures). • Communication, consultation and issue resolution procedures • Human resources management procedures such as grievance procedures, induction programs, team meetings, management of

	<p>performance levels</p> <ul style="list-style-type: none"> • Job procedures and work instructions • Post incident/injury management such as first aid, critical incident debriefing, compensation and return to work • Other related procedures including waste management, security
Hazard	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Something with the potential to: <ul style="list-style-type: none"> ➤ Cause injury or disease to people, ➤ Damage property ➤ Disrupt productivity.

Evidence guide	
Critical aspects of competence	<p>Must demonstrate knowledge and skill to:</p> <ul style="list-style-type: none"> • Communication and persuasion knowledge and skill on infection prevention • Developing, implementing and maintaining organizational ohs policies and procedures • Managing and controlling risks and hazards • Listening and responding quickly • Techniques of infection prevention
Required knowledge and attitude	<p>Must demonstrate knowledge to:</p> <ul style="list-style-type: none"> • Techniques of infection prevention • Chain of disease transmission • Universal precaution and standard precaution • Understanding and interpreting relevant laws and guidelines that affect the operation • Working with risk assessment and/or other technical specialists in a team environment • Risk control strategies • Collecting and analyzing data from the workplace • Problem solving
Required skills	<p>Must demonstrate skills to:</p> <ul style="list-style-type: none"> • Apply techniques of infection prevention • Apply proper hand washing techniques

	<ul style="list-style-type: none"> • Apply proper instrument processing techniques • identify potential risks and hazards and manage timely • Communicate and persuade employees, officials and stakeholders • Listen and take appropriate prompt measure • Plan, organize, implement and monitor work place ohs activities • Manage, analyze and interpret data
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and ohs practices.
Methods of assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/written test • Observation/demonstration with oral questioning
Context of assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Provide First Aid and Emergency Response
Unit Code	HLT AUT3 03 1121
Unit Descriptor	This unit covers the knowledge, skills and attitude required to recognize and respond to life threatening emergencies using basic life support, provide first aid response, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

Element	Performance Criteria
1. Assess and identify client's condition.	<p>1.1. Basic principles of first aid are addressed</p> <p>1.2. Hazards in the situation that may pose a risk of injury or illness to self and others are identified, assessed and minimized</p> <p>1.3. Immediate risk to self and casualty's health and safety is minimized by controlling any hazard in accordance with work health and safety requirements</p> <p>1.4. Emergency situation is recognized and <i>hazards</i> to health and safety of self and others are identified</p> <p>1.5. Vital signs and state of consciousness are checked and monitored in accordance with guidelines.</p> <p>1.6. History of the event is obtained.</p> <p>1.7. Safety equipment and aids required for emergencies are selected, used, maintained and stored in good order</p> <p>1.8. Options for action in cases of emergency are identified and evaluated</p> <p>1.9. Organizational emergency procedures and policies are correctly implemented</p> <p>1.10. Occupational health and safety procedures and safe working practices are applied</p>
2. Provide first aid service	<p>2.1. Communication style to match the casualty's level of consciousness is adopted</p> <p>2.2. Available resources and equipment are used to make the casualty as comfortable as possible</p> <p>2.3. Basic ABCDE rules of life are applied.</p> <p>2.4. The casualty is responded to in a culturally aware, sensitive and respectful manner</p> <p>2.5. Relevant first aid procedures are determined and explained to provide comfort</p> <p>2.6. Consent is sought from casualty prior to applying first aid</p>

	<p>management</p> <p>2.7. <i>First aid management is provided in accordance with established first aid principles and procedures</i></p> <p>2.8. Clinical first aid equipment are correctly operated as required for client management according to manufacturer/supplier's instructions and procedures</p> <p>2.9. Client care techniques are implemented in accordance with procedures and techniques applicable to standards.</p> <p>2.10. Safe manual handling techniques are used consistently</p> <p>2.11. Casualty's condition is monitored and responded in accordance with established first aid principles and procedures</p> <p>2.12. Casualty management is finalized according to casualty's needs and first aid principles</p>
3. Prepare, evaluate and act in an emergency	<p>3.1. Options for action in cases of emergency and group control strategies for evacuation are identified</p> <p>3.2. Occupational health and safety procedures and policies are correctly implemented</p> <p>3.3. Clients and other individuals are removed from danger.</p> <p>3.4. Assessed and evaluated potential hazards are reported and documented.</p>
4. Communicate details of the incident	<p>4.1. First aid assistance from others is sought in a timely manner and as appropriate</p> <p>4.2. Ambulance support and/or appropriate medical assistance are/is requested according to circumstances</p> <p>4.3. Observation of casualty's condition and management activities accurately is conveyed to ambulance services/relieving personnel</p> <p>4.4. A communication style is adopted to match the casualty's level of consciousness</p> <p>4.5. Details of casualty's physical condition, changes in condition, management and responses are accurately assessed and reported to management in line with established procedures</p> <p>4.6. Confidentiality of records and information is maintained in line with privacy principles and statutory and/or organization policies</p>
5. Refer client requiring further care	<p>5.1. Relevant client history is documented according to standard guidelines.</p> <p>5.2. Documentation for referral procedures is ensured.</p> <p>5.3. Appropriate information to individuals involved in referral is conveyed to facilitate understanding and optimal care.</p> <p>5.4. Maintain client care until responsibility is taken over by staff of the</p>

	receiving health institutions during referral. 5.5. Client confidentiality is maintained at all times and levels.
6. Evaluate own performance	6.1. Feedback is sought from <i>appropriate clinical expert</i> 6.2. The possible psychological impacts on rescuers involved in critical incidents is recognized 6.3. Participation is done in debriefing/evaluation to improve future response and address individual needs

Variable	Range
Hazards	May include, but not limited to: <ul style="list-style-type: none"> • Source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these. • Relevant hazards may be classified under the headings: <ul style="list-style-type: none"> ➤ biological hazards ➤ chemical hazards ➤ physical hazards
Risk	May include, but not limited to: <ul style="list-style-type: none"> • Environmental risks • Exposure to blood and other body substances • Risks associated with the proximity of other workers and bystanders • Risks from body position • Risks from equipment, machinery and substances • Risks from vehicles • Risks from first aid equipment • Risk of further injury to the casualty
Vital signs	May include, but not limited to: <ul style="list-style-type: none"> • Blood pressure , pulse rate, respiratory rate and temperature, RBS
History of the event	Includes present history and may be elicited from: <ul style="list-style-type: none"> • Client • Bystander • Primary care givers • Medical (health) personnel • Evidence at the sight

Resources and equipment	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • AED (if available) • Bronchodilator and spacer • First aid kit • Resuscitation bag and mask
Basic ABCDE rules	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Air way, breathing, circulation, Disability and Exposure
Establishing first aid principles and procedures	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Airway management • Cardiopulmonary Resuscitation (CPR) • Control severe bleeding • Provide assistance with self-administered medications, such as insulin, bronchodilator • Care of the unconscious person such as: hypoglycemia • Prevent hypothermia
Client management	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Location and nature of incident • Environmental conditions

Casualty's condition	<p>Must include, but is not limited to:</p> <ul style="list-style-type: none"> • Severe bleeding • Unresponsive • Unstable vital sign • Airway obstruction <ul style="list-style-type: none"> • Severe allergic reaction • Choking • Abdominal injuries • Burns – thermal, chemical, inhalational, electrical • Cardiac arrest • Chest pain • Drowning • Envenomation – snake, spider, insect and marine bites and stings • Environmental impact such as hypothermia, hyperthermia, dehydration, heat stroke • Injuries: cold and crush injuries; eye and ear injuries; head, neck and spinal injuries; chest injuries, minor skin injuries; needle stick injuries; soft tissue injuries including sprains, strains, dislocations, fractures • Medical conditions, including <ul style="list-style-type: none"> ➤ cardiac emergencies, ➤ epilepsy, ➤ diabetes, ➤ asthma, ➤ shock, ➤ stroke and ➤ other respiratory conditions • Poisoning and toxic substances (including chemical contamination) • Substance misuse – common drugs and alcohol, including illicit drugs
Relevant client history	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Pre-existing conditions • Allergies • Current medication or treatment etc...
Documentation	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Incident reports • Referral reports and Case management records

Appropriate clinical expert	May include, but not limited to: <ul style="list-style-type: none"> • Ambulance officer/paramedic • Appropriately qualified health care professional
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Evidence Guide	
Critical Aspects of Competence	Demonstrate knowledge and skills to: <ul style="list-style-type: none"> • Explain essential knowledge across the range outlined to confirm physical health status • Perform initial check up, provide basic care and meet referral decision • Apply OHS standard requirements and codes of practice. • Demonstrate first aid knowledge and skills in line with guidelines • Perform first aid procedures • practice first aid skills using prepared and improvised materials • Implement hazard identification, assessment and control. • Deal with contingencies • Communicate with others
Required Knowledge and Attitude	Demonstrate knowledge of: <ul style="list-style-type: none"> • Awareness of stress management techniques and available support • Basic anatomy and physiology related to first aid and emergency response • Absence of: <ul style="list-style-type: none"> ➤ normal breathing ➤ response/consciousness: <ul style="list-style-type: none"> ✓ choking/airway obstruction ✓ severe bleeding ✓ shock ✓ chain of survival ✓ duty of care requirements • Procedures and equipment used for basic life support, as specified within authorized limits • First aid techniques • Evaluation of client psychology • Use of safe working practices. • Emergency network

	<ul style="list-style-type: none"> • Evacuation procedures. • OHS standard requirements and codes of practice • Organizational and legal policies and procedures in the event of an accident/incident. • Local call out procedures to access emergency services personnel. • Practical first aid skills using prepared and improvised materials. • Hazard identification, assessment and control of emergencies • First aid procedures for: <ul style="list-style-type: none"> ➤ airway management ➤ bleeding control ➤ casualty that is unresponsive/unconscious and not breathing normally ➤ chest pain ➤ infection control as it relates to standard precautions ➤ respiratory distress, including asthma ➤ severe allergic reaction ➤ shock • How to access emergency response support services/personnel • Need to be culturally aware, sensitive and respectful • Own skills and limitations • Privacy and confidentiality requirements • Relevant workplace hazards • Understanding of the use of an Automated External Defibrillator (AED), including when to use and when not to First aid management, based on a risk assessment relevant to the workplace or community setting of: <p>Social / legal issues including:</p> <ul style="list-style-type: none"> ➤ duty of care ➤ confidentiality ➤ importance of debriefing ➤ need to be culturally aware, sensitive and respectful ➤ own skills and limitations <p>Understanding of:</p> <ul style="list-style-type: none"> ➤ basic work health and safety requirements in the provision of first aid ➤ basic principles and concepts underlying the practice of first
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	<ul style="list-style-type: none"> aid ➤ chain of survival ➤ infection control principles and procedures, including use of standard precautions ➤ priorities of management in first aid when dealing with life threatening conditions ➤ procedures for dealing with major and minor injury and illness • The use of an Automated External Defibrillator (AED), including when to use and when not to use • The causes of asphyxia due to body position
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Communicate effectively and assertively in an incident • Assess vital signs and response of casualty • Make initial client check up and use of safe working practices • Apply first aid principles • Provide first aid service • Implement basic client care procedures • Refer client requiring further care • Perform emergency network. • Handle evacuation procedures. • Ensure legal responsibilities and Duty of Care. • Use communication skills and equipments • Apply local call out procedures to access emergency services personnel. • Practice first aid skills using prepared and improvised materials. • Undertake hazard identification, assessment and control. • Call an ambulance and/or medical assistance according to relevant circumstances and report casualty(s) condition • Demonstrate management of: <ul style="list-style-type: none"> ➤ Anaphylaxis using adrenalin ➤ Airway opening techniques ➤ Choking management ➤ Avoiding asphyxia due to body position ➤ Bronchospasm using bronchodilator and spacer device ➤ Cardiac arrest using single or two rescuer procedure, including the demonstration of a seamless changeover between operators

	<ul style="list-style-type: none"> ➤ External hemorrhage ➤ Fractures, sprains and strains using arm slings, roller bandages and other appropriate immobilization techniques ➤ Unconscious casualty including using a recovery position • Demonstrate: <ul style="list-style-type: none"> ➤ ability to call an ambulance ➤ consideration of the welfare of the casualty ➤ safe manual handling ➤ site management to prevent further injury ➤ understanding of causes contributing to asphyxia due to body position • Demonstrate correct procedures for airway opening • Demonstrate proper management of choking • Demonstrate correct procedures for performing CPR using a manikin, including standard precautions • Demonstrate infection control, including use of standard precautions • Evaluate own response and identify appropriate improvements where required • Make prompt and appropriate decisions relating to managing an incident in the workplace • Plan an appropriate first aid response in line with established first aid principles, • Report details of emergency incident and first aid provided • Provide assistance with self-medication as per subject's own • Call an ambulance and/or medical assistance, according to circumstances and report casualty's condition • Demonstrate first aid for mass casualty management principles: <ul style="list-style-type: none"> ➤ assess and minimize danger ➤ check for response ➤ maintain casualty's airway, breathing and circulation • Demonstrate: <ul style="list-style-type: none"> ➤ consideration of the welfare of the casualty ➤ control of external bleeding ➤ correct procedures for CPR on a resuscitation manikin ➤ implementation of standard precautions ➤ safe manual handling of casualty • Identify and minimize hazards to health and safety of self and
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	others in the immediate workplace or community environment
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Provide Motivated Competent and Compassionate service
Unit Code	<u>HLT AUT3 04 1121</u>
Unit Descriptor	This unit covers the knowledge, skills and attitude required to effectively perform professional duties and responsibilities with motivated, competent, compassionate, respectful and caring manner by applying basic principles of professional, ethical and legal aspects of the profession
Element	Performance Criteria
1. Apply professionalism and ethical practice principles	1.1. Ethical principles and issues of the profession are identified and executed 1.2. Professional code of conducts are identifies and executed 1.3. Professional values are recognized and demonstrated 1.4. Adherence to ethical principles of the profession is maintained and evaluated 1.5. Professional practice are maintained according to applicable standards
2. Apply humanistic care to clients	2.1. Patients concern are understood and implemented 2.2. Patient and clients feelings and emotions are considered 2.3. Patients innate needs are addressed and communicated
3. Demonstrate effective health care communication	3.1. Positive, respectful and collaborative working relationship (rapport) is established 3.2. Compassion concern for the patient should be recognized, anticipated and expressed. 3.3. Proper information is gathered and effectively elicited in order to facilitate accurate diagnosis and management 3.4. Appropriate non-verbal communication is used 3.5. Patient concern is actively listened and responded to in respectful manner 3.6. Clients are effectively informed, educated and counseled 3.7. Effective interaction with other people working within the health system is established 3.8. Therapeutic instructions are provided compassionately 3.9. Non-violent communication techniques are used and implemented
4. Provide respectful care for clients	4.1. Health care practitioners are listened to and patient and family perspectives and choices honored 4.2. Patient and family knowledge, values, beliefs and cultural backgrounds are incorporated into the planning and delivery of care

	<p>4.3. Complete and unbiased information are communicated and shared with patients and families by the practitioner in an affirming and useful manner</p> <p>4.4. Patients and families are made to receive timely, complete, and accurate information in order to effectively participate in care and decision-making.</p> <p>4.5. Patients and families are encouraged and supported in participating in care and decision-making at the level of their choice</p> <p>4.6. Patients, families, health care practitioners, and hospital leaders have been collaborated in policy and program development, implementation, and evaluation; in health care facility design; and professional education and the delivery of care.</p> <p>4.7. Patient's rights to access care, transfer and continuity of care are respected.</p>
5. Perform with legal and ethical framework through responsibility and accountability	<p>5.1. Legislation and common laws relevant to work role are understood</p> <p>5.2. Policies and procedures are respected and practiced</p> <p>5.3. Confidentiality of individual's record is ensured.</p> <p>5.4. Disclosure of patient's information to another person is prevented without patient's consent.</p> <p>5.5. Ethical issues and ethical dilemma in the workplace is recognized</p> <p>5.6. Patients who are not able to communicate in case of emergency or other conditions are handled.</p> <p>5.7. Patient-specific data are released to only authorized users.</p> <p>5.8. Ethical standards related to patient privacy rights are publicized.</p> <p>5.9. Assessments are conducted and solutions on privacy issues/problems recommended.</p> <p>5.10. Training programs for health care providers and other staff on privacy and confidentiality of patient information are conducted</p> <p>5.11. Unethical conduct is recognized and reported</p>

Variable	Range
Professional values	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Responsiveness, • Compassion, • Trustworthiness, • Integrity, • Honesty etc.
Clients	<ul style="list-style-type: none"> • Child and families • Children and young people

	<ul style="list-style-type: none">• Individuals living in the community• People seeking advice and assistance• Patients• Patient families• Women childbearing age groups		
Innate needs	May include, but not limited to: <ul style="list-style-type: none">• Need to be respected• Need to be treated• Affection• Care		
Effective interaction	May include, but not limited to: <ul style="list-style-type: none">• Teamwork,• Respect,• Politeness		
Therapeutic instructions	May include, but not limited to: <ul style="list-style-type: none">• Instructions respecting patients dignity• Instructions consulting patients feelings and demands• Cooperative instructions		
Non-violent communication	May include, but not limited to: <ul style="list-style-type: none">• Communication that empowers individuals to achieve greater empathy for others by developing their own sense of their feelings and needs• Communication used to heal:<ul style="list-style-type: none">➤ emotional wounds,➤ develop emotional intelligence,➤ resolve conflicts, and➤ create win-win solutions		
Patient privacy rights	May include, but not limited to: <ul style="list-style-type: none">• Respect and Dignity, confidentiality, access to own medical record, care, transfer, and continuity of care, information, consent,• Sanctity, dignity, culture, values, beliefs and rights of patients .• Access to services• Confidentiality• Dignity• Informed choice• Privacy• Right to express ideas and opinions		
Page 26 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<ul style="list-style-type: none"> • To lodge a compliant
Confidentiality of client information	<p>May be ensured by:</p> <ul style="list-style-type: none"> • Adherence to Privacy Act /or law • Information disclosed to an appropriate person consistent with the responsibility of this position • Legal and ethical requirements • Secure location for written records • Privacy of work area
Tools	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Patient's Right Regulations • Ethiopian health law regarding patient rights • Information release policies and guidelines • Proclamations on health issues • Regional/local rules and regulations • Medico- legal issues

Evidence Guide	
Critical Aspects of Competence	<p>Must demonstrate knowledge and skills of:</p> <ul style="list-style-type: none"> • Understand patients concern and serve humanistic care to clients • Application of effective health care communication • Respecting for and facilitation of patients' and families' participation in decision and care protection of individual medical records from unauthorized access and disclosure • Maintaining integrity with professionalism
Required Knowledge and Attitude	<p>Must demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Compassionate , respectful and caring health workforce approached and implementation strategies • Organization's policy and procedures for ethical and professional practice • Difference between ethical and legal problems • Importance of ethics in practice • OHS requirements • Relevant standards and codes of practice in the profession • Adherence of ethical principles

	<ul style="list-style-type: none"> • Relevant legislation and jurisdictions • Patient dignity and respect • Patient involvement Decision making • Professional roles and responsibility • What schedules and policies exist for routine authorization • How to deal appropriately with individual users • Legislative and regulatory processes • Legal terminology • Confidentiality, privacy, , procedures, and monitoring. • Release of information policies and procedures • Professional and practice-related ethical issues
Required Skills	<p>Must demonstrates skills to :</p> <ul style="list-style-type: none"> • Demonstrate and adherence to Compassionate, caring and respectful patient care and treatments • Effective health care communication • Team work • Follow organization policies, protocols and procedures • Ethical requirements (professional ethics)
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Assist with Autopsy
Unit Code	HLT AUT3 05 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required for a forensic/mortuary worker to prepare for and assist in an autopsy.

Element	Performance Criteria
1. Prepare body for autopsy	<p>1.1. Deaths are confirmed.</p> <p>1.2. Medico-legal cases are identified</p> <p>1.3. Post-mortem changes are identified</p> <p>1.4. Body is obtained and identification checked</p>
2. Prepare Equipments for Autopsy	<p>2.1. Relevant Autopsy Equipments are identified</p> <p>2.2. Relevant equipment are obtained and prepared</p> <p>2.3. Specimen containers are correctly prepared, fixed and labelled</p>
3. Assist during autopsy	<p>3.1. Imaging and photography are arranged and prepared for as required</p> <p>3.2. Routine photography is performed and photographic documentation completed</p> <p>3.3. Routine examination of articles including clothes following medical officer's instructions</p> <p>3.4 Body is eviscerated following medical officer's instructions</p> <p>3.5 Weighing and volume measurements are undertaken and recorded</p> <p>3.6 Collection of specimens are assisted with autopsy</p> <p>3.7 Procedures are followed for preservation of organs and other collected specimens</p> <p>3.8 Organ retention and specimen documentation are completed in line with relevant legislation and organisation policy and procedure</p> <p>3.9 Body is reconstructed, cleaned and restored to acceptable condition for viewing, and facilitate the post-release need for Funeral Directors to acceptably present the body to families</p>

	3.10 Body is prepared for storage and returned for refrigeration storage
4 Develop team commitment and cooperation	<p>4.1. Open communication processes are used by team to obtain and share information.</p> <p>4.2. Decisions are reached by the team in accordance with its agreed roles and responsibilities.</p> <p>4.3. Mutual concern and camaraderie are developed in the team.</p>
5 Facilitate accomplishment of organizational goals	<p>5.1. Team members are made actively participatory in team activities and communication processes.</p> <p>5.2. Individual and joint responsibility has been developed teams members for their actions.</p> <p>5.3. Collaborative efforts are sustained to attain organizational goals.</p>

Variable	Range
Medico-legal cases	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Violent deaths • Suspicious deaths • Custodial deaths
Post-mortem changes	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Algor-mortis • Rigor-mortis • Livor-mortis • Decomposition • Mummification • Adipocere • Skeletonization
Equipment	<ul style="list-style-type: none"> • May include, but not limited to: • Autopsy table • Trolleys • Surgical instruments • Scales • Specimen containers • Necropsy saw • Suction • Knives • Needles

	<ul style="list-style-type: none"> • Body bags • Packaging materials • Sutures • Cleaning equipment • Camera • Tape recorder
Body	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Foetus • Neonates • Infant • Child • Adults • Skeletal remains • Body parts
Photographic documentation	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Details of film roll and sequence number • Name of body • Name of photographer • Case number • Measuring scale • Date • Labelling of photographic object • Records of digital photography
Specimens	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Tissue samples • Organs • Blood • Urine • Bile • Body fluids • Cerebrospinal fluid • Stomach contents • Liver • Vitreous humor • Ascites • Other fluids (e.g. from cysts) • Other pathological specimens

	<ul style="list-style-type: none"> • Toxicological specimens
Assisting with autopsy	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Collection of specimens (e.g. blood, urine, bile, vitreous humor, cerebrospinal fluid, stomach and small bowel contents, liver, bone or other samples) • Removal and handling of organs or other body structures • Assisting with medical imaging • Taking, or assisting with taking, finger prints • Ensuring autopsy tools are sharp and safe to use
Procedures	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Refrigeration • Cold or frozen storage • Chemical preservation • Use of formalin and glutaraldehyde solutions • Use of bacterial and viral media • Use of blood preservatives • Use of appropriate containers • Use of cytology fixatives
Relevant legislation	Is Relevant State and Territory Legislation concerning organ retention
Reconstruction and restoration of bodies	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Cleaning cavities • Packing of absorbent material • Blocking orifices • Replacement of organs • Suturing incisions • Insertion of prostheses • Washing and drying body

Evidence Guide	
Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Prepare body for autopsy as appropriate • Identify autopsy equipments • Assist during autopsy as appropriate
Required Knowledge and Attitudes	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Basic anatomy and physiology • Basic pathology • Body reconstruction and restoration techniques following autopsy

	<ul style="list-style-type: none"> • Correct and safe use of autopsy equipment • Correct labelling, identification and transport of specimens • Dissection techniques • Infection control procedures • Organisation role boundaries for Mortuary Technicians during assistance with autopsies • Relevant basic medical terminology • Relevant organisation policies and procedures • Safe working procedures during autopsies • Work Health and Safety (WHS) in a mortuary
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Apply problem solving skills, including an ability to use available resources • Communicate with Medical Officer performing autopsy • Demonstrate: <ul style="list-style-type: none"> ➢ basic photography ➢ correct and safe disposal of clinical and other wastes ➢ removal and accurate measurement and weighing of fluids and organs ➢ correct use of PPE • Follow correct documentation procedures for organ retention, specimen recording and for photography • Operate photographic equipment for routine photography • Use numeracy skills including the ability to complete basic arithmetic calculations, and undertake measurements of volumes and weight • Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in: <ul style="list-style-type: none"> ➢ asking questions ➢ providing clear information ➢ listening to and understanding workplace instructions ➢ clarifying workplace instructions when necessary ➢ using effective verbal and nonverbal communication skills with a range of internal and external persons • Use reading and writing skills required to fulfil job role in a safe manner and as specified by the organisation at a level of skill that includes reading workplace policy and procedure manuals and documenting administrative and clinical information • Use special techniques as per organisation policy and procedures (e.g. enucleation, long bone)
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.

Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Maintain, Clean and Store Autopsy Equipment
Unit Code	HLT AUT3 06 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required for a mortuary worker to register, maintain, clean and store autopsy equipment.

Elements	Performance Criteria
1.Register and maintain equipment	1.1. New equipment are registered and labelled , where appropriate 1.2. Equipment are maintained in accordance with manufacturers' specifications 1.3. Faults are promptly reported in equipment to relevant personnel 1.4. Servicing of equipment is promptly arranged in accordance with organisation policy and procedures 1.5. Ensure required maintenance records are made legible and accurate
2.Clean autopsy equipment	2.1.Appropriate PPE are used during cleaning of equipment 2.2.Equipment is cleaned, disinfected or sterilised in accordance with infection control guidelines 2.3.Cleanliness of sterilisation and cleaning equipment is maintained in accordance with manufacturers' specifications
3. Store autopsy equipment	3.1. Cleaned equipment ready for use are stored in accordance with manufacturers' specifications and organisation policy and procedures 3.2. Maintain stock record and supply chain

Variable	Range
Equipment	May include, but not limited to: <ul style="list-style-type: none"> • Autopsy saw • Hammer • Chisels and probes • Forceps • Scissors • Rib shears and knives • Scalpels, blades and handles • Needles

	<ul style="list-style-type: none"> • Needle holders • Scales • Rulers • Drain strainer • Exhaust cabinets • Steriliser • Radiography equipment • Cotton wool • Cups • Measuring jugs • Camera • Body weighing scales • Body trolleys • Refrigerators • Permanent markers • Syringes • Specimen containers • Blood sampling tubes • Biohazard waste containers • Plastic bags • Magnifying glass
Registering and labelling	May include, but not limited to: <ul style="list-style-type: none"> • Manual recording • Electronic recording
Relevant personnel	May refer to: <ul style="list-style-type: none"> • Supervisor • Pathologist
PPE	May include, but not limited to: <ul style="list-style-type: none"> • Face protection • Eye protection • Gown • Apron • Gloves • Protective footwear • Respirators
Storage	May include, but not limited to: <ul style="list-style-type: none"> • Locked facility

	<ul style="list-style-type: none"> • Refrigeration Freezer • Drawers • Cabinets and cupboards
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Evidence Guide	
Critical Aspects of Competency	<p>Demonstrate knowledge ,skill and attitude to:</p> <ul style="list-style-type: none"> • Register and maintain equipment • Clean and store autopsy equipment • Manufacturers' specifications for the maintenance and storage of equipment • Apply problem solving skills, including an ability to use available resources and manage a daily routine • Correctly maintain equipment in accordance with manufacturers' specifications • Follow infection control and prevention guide line • Address waste minimisation, environmental responsibility and sustainable practice issues • Follow safe working procedures during cleaning of equipment
Required Knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Correct disinfection and sterilisation techniques • Manufacturers' specifications for the maintenance and storage of equipment • Relevant infection prevention and control guideline • Correctly clean and store equipment in accordance with manufacturers' specifications and organisation policy and procedures • Address waste minimisation, environmental responsibility and sustainable practice issues
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Apply problem solving skills, including an ability to use available resources and manage a daily routine • Correctly clean and store equipment in accordance with manufacturers' specifications and organisation policy and procedures • Correctly maintain equipment in accordance with manufacturers' specifications • Correctly use PPE

	<ul style="list-style-type: none"> • Follow infection control and prevention guide line • Follow organisation waste management practices • Follow safe working procedures during cleaning of equipment • Select and use appropriate sharpening equipment • Address waste minimisation, environmental responsibility and sustainable practice issues • Use numeracy skills including the ability to complete basic arithmetic calculations, and undertake measurements of volumes • Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in: <ul style="list-style-type: none"> ➤ asking questions ➤ listening to and understanding workplace instructions ➤ clarifying workplace instructions when necessary ➤ using effective verbal and non-verbal communication skills with a range of internal and external persons • Use reading and writing skills required to fulfill job role in a safe manner and as specified by the organization at a level of skill that includes reading workplace policy and procedure manuals and interpreting manufacturers' specifications
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Maintain a Mortuary Service
Unit Code	HLT AUT3 07 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required for a mortuary worker to maintain the day-to-day operation of a hospital or forensic mortuary involving the receipt and release of deceased persons, preparing deceased persons for viewing and maintaining the mortuary environment.

Element	Performance Criteria
1. Receive bodies at mortuary	<p>1.1. Checking processes are undertaken thorough and completed to ensure identification and confirmation with records</p> <p>1.2. Trolley is transferred from according to organisation policy and procedures</p> <p>1.3. Documentation and registration are processed in accordance with legal requirements and established procedures</p> <p>1.4. Body is stored in accordance with organisation policy and procedures</p> <p>1.5. Infection control policy and procedures are followed strictly</p>
2. Prepare bodies for viewing	<p>2.1. Equipment and materials are selected and prepared</p> <p>2.2. Body is prepared and presented in accordance with organisational policy and procedures</p> <p>2.3. Body is treated with respect and, where practicable, in accordance with cultural requirements</p> <p>2.4. Correct lines of communication are maintained with key personnel</p> <p>2.5. Empathy is shown to bereaved family and friends</p> <p>2.6. Body is stored in refrigeration cabinets in accordance with organisation policy and procedures</p>
3. Maintain the mortuary environment	<p>3.1. The mortuary environment is cleaned according to organisation policy and procedures</p> <p>3.2. Waste is disposed of according to organisation policy and procedures and taken into account opportunities to address waste minimisation, environmental responsibility and</p>

	<p>sustainable practice issues</p> <p>3.3. Inventory of linen, consumables and stock are maintained and replenished in accordance with organisation policy and procedures</p>
4. Encoffin the deceased person	<p>4.1. Identity of the deceased person is checked against nameplate and en coffining instructions.</p> <p>4.2. Correct coffin or casket is identified and serviceability and correct preparation are checked.</p> <p>4.3. Manual handling procedures are applied to lift the deceased person into coffin or casket.</p> <p>4.4. The deceased person in coffin or casket is arranged</p> <p>4.5. Final check of presentation and arrangement of the deceased person are undertaken and adjustments made as required.</p> <p>4.6. Coffin or casket is sealed or closed and customize with mementos, special handles or accessories as required.</p> <p>4.7. Nameplate and trimming accessories are secured and final check undertaken for presentation and accuracy.</p>
5. Release bodies to Funeral Director/Conveyor	<p>5.1. Key internal and external personnel are liaised with</p> <p>5.2. Checking processes are undertaken thorough and completed to ensure identification and confirmation with records.</p> <p>5.3. Documentation is processed in accordance with established procedures</p>
6. Implement quality standards	<p>6.1 Agreed quality standard and procedures are acquired and confirmed.</p> <p>6.2 Standard procedures are introduced to organizational staff/personnel.</p> <p>6.3 Quality standard and procedures documents are provided to employees in accordance with the organization policy.</p> <p>6.4 Standard procedures are revised/ updated when necessary.</p>
7. Complete documentation	<p>7.1 Information on quality and other indicators of service performance is recorded.</p> <p>7.2 All service processes and outcomes are recorded and documented</p>

Variable		Range	
Checking processes		Must include, but not limited to: <ul style="list-style-type: none"> • Identification of body • Search of body and clothing procedures • Recording of valuables, identification documents and other items found with and on the body • Identification and recording of scars, tattoos and distinctive features 	
Documentation		May include but not limited to: <ul style="list-style-type: none"> • Completion of Mortuary Register (computer or manual) • Legal documents (e.g. death certificates, cremation forms, Coroner's approval) • Record of Release • Overseas burials • Donation to Science documents • Medical Records • Receipts for Medical Records • Organisation documents (e.g. request for hospital autopsy form) • Records of valuables and items found with and on the body 	
Legal requirements		Must include, but not limited to: <ul style="list-style-type: none"> • State/territory laws concerning coroner's matters • Receipt, handling and storage of bodies in a mortuary 	
Organisation policy and procedures		May include but not limited to : <ul style="list-style-type: none"> • Identification procedures • Safe keeping of valuables • Work Health and Safety (WHS) • Waste handling and disposal • Manual handling • Cleaning and use of cleaning chemicals • Infection control • Preparation of bodies for viewing • Viewing of bodies by relatives and others • Documentation • Security • Training • Confidentiality • Admission and release of bodies 	
Page 41 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<ul style="list-style-type: none"> • Storage of deceased persons • Stock requisitions • Stock control • Stocktaking • Authority to incur expenditure
Infection control policy and procedures	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Standard and additional precautions • Cleaning procedures • Cleaning of surfaces and equipment • Use of cleaning chemicals • PPE • Standards of hygiene • Disposal of clinical and other wastes
Equipment	<p>Must include, but not limited to:</p> <ul style="list-style-type: none"> • Head rests • Drapes • Sheets • Pillows • Shrouds • Cleaning materials • Face protection • Eye protection • Gown • Apron • Surgical suits • Gloves • Protective footwear
Cultural requirements	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Religious beliefs and practices in relation to death • Ethnic beliefs/practices in relation to death • Beliefs and practices of Aboriginal and Torres Strait Islander persons in relation to death
Key personnel	<p>Must include, but not limited to:</p> <ul style="list-style-type: none"> • Hospital Medical staff • Relatives • Management • Pathologist

	<ul style="list-style-type: none"> • Government medical officer • Other relevant medical practitioners • Coroner/coroner's officers • Nursing staff • Police • Social worker • Medical students • Funeral director/conveyor
Mortuary environment	<p>Must include, but not limited to:</p> <ul style="list-style-type: none"> • Autopsy room • Viewing room • Admission Room • Refrigeration • Waiting room • Changes areas and staff room • Wet areas • Autopsy bench and drains • Tables • Floors • Walls • Storage areas • Vehicle delivery/collection bay
Waste	<p>Must include, but not limited to:</p> <ul style="list-style-type: none"> • Human tissue • Clinical wastes • General waste • Toxic waste

Evidence Guide	
Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Receive bodies at mortuary in accordance with organisation policy and procedures • Prepare bodies for viewing in accordance with organisational policy and procedures • Legislative requirements relating to safe completion of encoffining procedures • Maintain the mortuary environment according to organisation

	<p>policy and procedures</p> <ul style="list-style-type: none"> • Release bodies to Funeral Director/Conveyor • Follow security requirements
Required Knowledge and Attitudes	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Appreciation of cultural and religious considerations in relation to bodies • Confidentiality policy and procedure • Documentation requirements • Environmental standards for the operation of a mortuary • Legislative requirements which directly affect the role and practice of the Mortuary Worker • Organisation policy and procedures in relation to the operation of the mortuary • Policy and procedures for the handling and storage of bodies • Stock requirements and procedures
Required Skills	<p>Demonstrate skills of:</p> <ul style="list-style-type: none"> • Apply problem solving skills, including an ability to use available resources • Deal with conflict • Demonstrate: <ul style="list-style-type: none"> ➤ cleaning and appropriate use of cleaning chemicals ➤ communication skills for dealing with medical staff, funeral directors, police, coroner's court officers and families ➤ effective liaison with health professionals and other key personnel ➤ effective telephone techniques ➤ inventory control in the mortuary environment ➤ procedures for maintenance of equipment ➤ safe handling of clinical and other wastes ➤ safe manual handling ➤ time management ➤ use of personal and protective equipment • Follow correct checking procedures and complete relevant document in relation to the receipt and release of bodies • Follow procedures for checking identification • Handle decomposing and dismembered bodies • Identify and use effective stress management strategies in response to workplace issues

	<ul style="list-style-type: none"> • Maintain a professional approach with key personnel and bereaved families and friends • Maintain cleaning and infection control standards • Maintain security • Prepare bodies for viewing • Use numeracy skills including the ability to complete basic arithmetic calculations and recording stock levels • Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in: <ul style="list-style-type: none"> ➤ asking questions ➤ providing clear information ➤ listening to and understanding workplace instructions ➤ clarifying workplace instructions when necessary ➤ using effective verbal and non-verbal communication skills with a range of internal and external persons • Use reading and writing skills required to fulfil job role in a safe manner and as specified by the organisation at a level of skill that includes reading workplace policy and procedure manuals and documenting administrative and clinical information • Use the organisation's computer and other business technology • Work independently
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Collect, Preserve and Store Post Mortem Samples
Unit Code	<u>HLT AUT3 08 1121</u>
Unit Descriptor	This unit describes the knowledge, skills and attitude required to collect, preserve, and store toxicological, biochemical, microbiological and pathological specimens collected during the post mortem examination for further testing.

Elements	Performance Criteria
1. Prepare for collection of specimen/s	<p>1.1. Types of <i>specimens</i> to be collected are ascertained for further <i>testing</i> by <i>forensic Scientist</i></p> <p>1.2. Appropriate <i>equipment and materials</i> are selected and prepared</p>
2. Collect specimen/s	<p>2.1. Specimen/s is/are collected using appropriate <i>autopsy equipment and materials</i></p> <p>2.2. Collected specimens are placed in appropriate containers with appropriate <i>solutions and media</i> as required</p> <p>2.3. Specimens are clearly labelled in accordance with <i>organisational policy and procedures</i></p>
3. Prepare specimens for transfer to laboratory	<p>3.1. Relevant request forms are obtained from <i>forensic personnel</i> for each specimen.</p> <p>3.2. Specimens for transfer to testing laboratory are packaged according to local organisation procedure by maintaining chain of custody.</p> <p>3.3. <i>Inventory</i> of specimens transferred is maintained</p> <p>3.4. <i>Retained specimens</i> are disposed of according to local organisation policies and procedures</p>

Variable	Range
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Specimens	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Whole organs or portions of organs and tissues • Body fluids • Skin samples • Nail clippings • Hair • Swabs
Testing	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Histology • Cytogenetic • Neuropathology • Microbiology • DNA • Toxicology • Drugs and alcohol estimation • Clinical chemistry • Haematology • Electron microscopy
Forensic scientist	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Forensic Pathologist • Authorised medical practitioner performing autopsy examination
Autopsy equipment and materials	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Scalpel blades and handles • Scissors • Labelling materials • Blood tubes • Sterile and non-sterile containers • Blood culture tubes • Various sizes of containers with or without fixing solutions • Swabs • Glass slides
Solutions and media	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Formalin • Alcohol • Glycerine • Iodine • Sodium chloride solution

	<ul style="list-style-type: none"> • Potassium fluoride • Viral transport media
Organisational policy and procedures	May include but not limited to: <ul style="list-style-type: none"> • Work Health and Safety (WHS) • Cleaning • Handling and disposal of retained samples • Packaging/transfer of samples for testing • Documentation
Inventory	May include, but not limited to: <ul style="list-style-type: none"> • Hand written records • Electronic records
Retained specimens	May include, but not limited to: <ul style="list-style-type: none"> • Specimens surplus to requirements for testing • Specimens collected but subsequently not needed for testing

Evidence Guide			
Critical Aspects of Competency	Demonstrate knowledge and skills to: <ul style="list-style-type: none"> • Properly prepare and collect specimen/s • Prepare specimens for transfer to laboratory • Dispose retained specimens 		
Required Knowledge	Demonstrate knowledge of: <ul style="list-style-type: none"> • Basic anatomy, physiology, microbiology, biochemistry and toxicology • Cleaning and disposal techniques for retained human tissue • Relevant basic medical terminologies • Relevant organisation policies and procedures Work health and safety in a mortuary		
Required Skills	Demonstrate skills to: <ul style="list-style-type: none"> • Apply problem solving skills, including an ability to use available resources • Demonstrate: <ul style="list-style-type: none"> ➤ correct and safe use of equipment ➤ correct collection techniques ➤ correct completion of documentation ➤ correct packaging for transfer ➤ correct preservation, labelling and storage of specimens ➤ correct use of PPE ➤ relevant and accurate labelling of specimens 		
Page 48 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<ul style="list-style-type: none"> ➤ effective communication with medical officer performing autopsy • Follow correct practices for disposal of human tissue • Follow infection control policy and procedures • Follow Forensic expert's instructions • Follow organisation waste management practices, including correctly and safely dispose of mortuary and other wastes • Preserve specimens • Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues • Use numeracy skills including the ability to complete basic arithmetic calculations, and undertake measurements of volumes and weight, record stock levels and statistical information • Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in: <ul style="list-style-type: none"> ➤ asking questions ➤ providing clear information ➤ listening to and understanding workplace instructions ➤ clarifying workplace instructions when necessary ➤ using effective verbal and nonverbal communication skills with a range of internal and external persons • Use reading and writing skills required to fulfil job role in a safe manner and as specified by the organisation at a level of skill that includes reading workplace policy and procedure manuals and documenting administrative and post mortem activities information • Use literacy support available in the workplace that may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available • Use safe working procedures during autopsies
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning

Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.
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Occupational Standard: Autopsy Technique Level III	
Unit Title	Perform Community Mobilization and Provide Health Education
Unit Code	HLT AUT3 09 1121
Unit Descriptor	This unit covers the knowledge, skills and attitude required to undertake health education, advocacy and community mobilization on identified health issues.

Element	Performance Criteria
1. Conduct health education and communication	1.1. Concept of health and health education are described 1.2. Assessment and gap identification activities are performed according to organizational manual 1.3. Community and all available resources are organized as per content requirement 1.4. Target group identification is done according to organizational guideline 1.5. Health education plan is prepared as per the requirements of target group organizational guideline. 1.6. Methods and approaches of health communication are designed according to organizational manual 1.7. Health education service is provided as per the requirements of target group 1.8. Monitoring of service utilization and evaluation of behavioral change are noted in accordance with organizational manual 1.9. Strategies for internal and external dissemination of information are developed, promoted, implemented and reviewed as required in accordance with workplace guideline 1.10. Work related network and relationship are maintained as necessary. 1.11. Different approaches are used to meet communication needs of clients and community.
2. Train model families	2.1. Better performing in mom to mom groups in their day today activity is identified

	<p>2.2. Space and time for training are established with consultation of appropriate personnel and community representatives</p> <p>2.3. Necessary resources are identified and collected as per the training plan</p> <p>2.4. Training is provided according to MOH guideline</p> <p>2.5. Correct and faulty posture in <i>different activities</i> is explained.</p> <p>2.6. Follow up and monitoring are carried out in accordance with workplace guideline</p> <p>2.7. Well performing model household is evaluated and certified in accordance with workplace guideline</p>
3. Plan and Undertake advocacy on identified health issues	<p>3.1. Advocacy plan is prepared to address an identified health issues as per organizational work guideline</p> <p>3.2. Community representatives are consulted to determine current health needs and priorities.</p> <p>3.3. Influential community representatives and health development armies are identified and consulted to disseminate IEC-BCC activities</p> <p>3.4. Continuous advocacy services are organized and provided in partnership with the <i>stakeholders</i></p> <p>3.5. Feedback from community consultation and advocacy is used as a basis for planning</p>

Variable	Range
Stakeholders	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Bodies taking part in the activities, like: <ul style="list-style-type: none"> ➤ Schools ➤ Agriculture sector ➤ Women's association ➤ Youth association ➤ Development partners

	<ul style="list-style-type: none"> ➤ Local NGO ➤ Religion organizations
Community mobilization	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Sensitization/awareness • Discussion • Steering group • Community representative • Campaign • Community conversation • Community involvement in planning and implementation

Evidence Guide	
Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Communicate and convince the community and decision makers • Work with decision makers, community health development armies and volunteers • Mobilize and solve an identified community health issues including spinal health and posture. • Disseminate relevant health information to address community needs • Adopt relevant communication techniques and strategies • Demonstrate effective communication skill
Required Knowledge and Attitude	<p>Must demonstrate knowledge on:</p> <ul style="list-style-type: none"> • Behavioural change models • Advocacy and community mobilization • Local community traditions, values, cultural beliefs and expectations • Relevant policies, laws and regulations, workplace norms, procedures, programs, guidelines and professional ethics for advocacy and community mobilization

	<ul style="list-style-type: none"> • Major health problems in the community • Different activities that can affect spinal health. • Corrective methods for spinal problems • Decision and community perceptions on health issues • Planning, implementation and evaluation of advocacy and community mobilization • Adopting relevant communication techniques and strategies
Required Skills	<p>Must demonstrate skills to:</p> <ul style="list-style-type: none"> • Plan and manage Environmental health services • Communicate, advocate and persuade community on identified health issues • develop supportive social networks and forming strong coalitions and joint ventures • Mobilize community on the identified health issues • Demonstrate effective communication skill • Demonstrate of listening skills, negotiation skills • Conduct meetings, writing and reporting results • Adopt relevant communication techniques and strategies • Demonstrate correct and faulty posture in the community.
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Apply Computer and Mobile Health Technology
Unit Code	HLT AUT3 10 1121
Unit Descriptor	This unit covers the knowledge, skills and attitude required to use new or upgraded technology. The rationale behind this unit emphasizes the importance of constantly reviewing work processes, skills and techniques in order to ensure that the quality of the entire business process is maintained at the highest possible level through the appropriate application of new technology

Element	Performance Criteria
1. Start computer, system information and features	<p>1.1.Workspace, furniture and equipment are adjusted to suit user <i>ergonomic requirements</i>.</p> <p>1.2.Work organization is ensured to meet organizational and Occupational Health and Safety (OHS) requirements for computer operation.</p> <p>1.3.Computer is started or logged on according to user procedures.</p> <p>1.4.Basic functions and features are identified using system information.</p> <p>1.5.Desktop configuration is customized, if necessary, with assistance from appropriate persons.</p> <p>1.6.Help functions are used as required.</p>
2. Navigate and manipulate desktop environment problems	<p>2.1.Features are opened, closed and accessed by selecting correct <i>desktop icons</i>.</p> <p>2.2.Desktop windows are opened, re-sized and closed by using correct window functions and roles.</p> <p>2.3.Shortcuts are created from the desktop, if necessary, with assistance from appropriate persons</p>
3. Identify the existing Health technologies	<p>3.1.The existing knowledge and techniques to technology are applied</p> <p>3.2.Computer operating systems are utilized.</p> <p>3.3.Internet browsers are opened and manipulated to search for, send and receive information</p> <p>3.4.Situations are identified where existing knowledge can be used as the basis for developing new skills.</p> <p>3.5.<i>Mobile technology</i> skills are acquired and used to enhance learning and provision of standard health care</p> <p>3.6.<i>Mhealth</i> techniques are used to enhance efficient utilization of resources and avoid duplication of efforts</p> <p>3.7.New and/or upgraded equipments are identified, classified and used where appropriate, for the benefit of customers as well as the health care system.</p>

4. Apply the functions of technology	<p>4.1.Mobile/Smart phones and tablets are used for solving organizational problems</p> <p>4.2.The functions of technology are applied to assist in solving the health and related data collection, organization, analysis and interpretation.</p> <p>4.3.Testing of new or upgraded equipment is conducted according to the specification manual.</p> <p>4.4.Features of new or upgraded equipment are applied within the organization</p> <p>4.5.Sources of information is accessed, used and interpreted relating to new or upgraded equipment</p>
5. Evaluate new or upgraded technology performance	<p>5.1.New or upgraded technology performance is evaluated and determined by introduced technology (mobile/Mhealth, tablets)</p> <p>5.2.Mobiles/Smart phones and tablets are evaluated for the performance, usability and against the OHS standards</p> <p>5.3.<i>Environmental considerations</i> from new or upgraded equipment are determined. .</p> <p>5.4.Feedback is used from appropriate performance evaluation offered</p>

Variable	Range
Ergonomic requirements	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Avoiding radiation from computer screens • Chair height, seat and back adjustment • Document holder • Footrest • Keyboard and mouse position • Lighting • Noise minimization • Posture • Screen position • Workstation height and layout
Desktop icons	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Directories/folders • Files • Network devices • Recycle bin and waste basket
Mobile technologies	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Mobile phone set, tablet computers and accessories s
Page 56 of 153	<p>Ministry of Labour and Skill Copyright</p> <p>Autopsy Technique Ethiopian Occupational Standard</p> <p>Version II December 2021</p>

MHealth basics	May include, but not limited to: <ul style="list-style-type: none"> • HMIS, DHIS report, technical updates, online trainings, referral linkage
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Evidence Guide	
Critical Aspects of Competence	Demonstrate knowledge and skills on: <ul style="list-style-type: none"> • Basic computer skills • Mobile devices • Smart phones • Mobile devices • E Health
Required Knowledge and Attitude	Demonstrate knowledge on: <ul style="list-style-type: none"> • HMIS • DHIS • The existing mobile and tablets technology • Computer operating systems • M health techniques • New and/or upgraded equipments • New or upgraded technology performance • Environmental considerations • Appropriate performance evaluation.
Required Skills	Demonstrate skills in: <ul style="list-style-type: none"> • Use Computer Applications • Use soft wares • Internet use
Resources Implication	The following resources MUST be provided. <ul style="list-style-type: none"> • Access to real or appropriately simulated situations, including work areas, materials and equipment, • Documentation and information on workplace practices and OHS practices. • Computer • Mobile • HIS manual • Approved assessment tools • Certified assessor /Assessor's panel
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Apply basic health statistics and health survey
Unit Code	HLT AUT3 11 1121
Unit Descriptor	This unit covers the knowledge, skills and attitude required to apply basic health statistics and health survey methods to improve community health related activities

Element	Performance Criteria
1. Prepare for the application of health survey	1.1. Characteristics of <i>health statistics</i> are identified 1.2. Scales of measurement are explained 1.3. Basic principles of health statistics are applied 1.4. <i>Rates and ratios</i> are calculated 1.5. Basic principles of <i>health survey</i> are applied
2. Undertake data collection	2.1. Types of questionnaire are identified 2.2. Questionnaire is prepared and made available 2.3. Questionnaire is pre-tested, modified and amended 2.4. Necessary personnel are trained on data collection procedures 2.5. The necessary equipment/materials are identified to execute data collection 2.6. Members of community are informed about data collection dates and time 2.7. Community leaders are invited to support data collection process.
3. Compile, interpret and utilize health data	1.1 Necessary health <i>data</i> are collected as per organizational guideline 1.2 Information collected is classified or sorted out on the basis of a clear understanding of the purpose for maintaining the <i>database system</i> . 1.3 Diagrammatic presentation of data are prepared 1.4 Steps to maintain confidentiality are followed according to <i>prescribed procedures</i> are taken. 1.5 <i>Vital events</i> are continuously and consistently collected and updated timely in accordance with organization procedures and guidelines 1.6 Data are prepared and utilized according to prescribed procedures and guidelines.
4. Prepare and submit reports	4.1. Reports are prepared using <i>standard reporting formats</i> 4.2. Reports are disseminated responsible bodies

	4.3. <i>Updates and reportable diseases</i> are communicated to concerned bodies according to prescribe procedures and guidelines.
5. Take intervention measures accordingly	<p>5.1. Discussions are made with <i>key stakeholders</i> regarding the <i>health problems</i></p> <p>5.2. Briefing materials throughout the <i>consultation process</i> are provided to identify and clarify issues of interest/concern to stakeholders and own organization</p> <p>5.3. <i>Feedback</i> is provided to the team leader or work team on the results of the consultation process</p> <p>5.4. Positive contributions are made to activities that develop an understanding of the factors contributing to the health problem of the community</p> <p>5.5. Further information and data are collected when needed for better interventions</p>

Variable	Range
Health statistics	<p>May include , but not limited to:</p> <ul style="list-style-type: none"> • Measure of morbidity and mortality • Measure of fertility • Measure of central tendency
Health survey	<p>May include , but not limited to:</p> <ul style="list-style-type: none"> • health behaviors, and non-health determinants or correlates of health such as socioeconomic status.
Rates and ratios	<p>May include , but not limited to:</p> <ul style="list-style-type: none"> • Prevalence rate • Incidence rate • Morbidity rates • Mortality rates • Proportion
Data	<p>May include , but not limited to:</p> <ul style="list-style-type: none"> • Prevalence rate • Incidence rate • Morbidity rates • Mortality rates • Proportion • Vital events • Surveillance data and may be: <ul style="list-style-type: none"> ➤ Qualitative ➤ Quantitative

	<ul style="list-style-type: none"> • Demographic characteristics (e.g. Age, sex, ethnic composition, residence, education level achieved) • Patterns of behaviour • Lifestyle
Database system	May include , but not limited to: <ul style="list-style-type: none"> • Disease surveillance reporting formats • Health registries created for different health issues (Tb, Malaria, HIV/AIDS, and Trachoma etc.) • System of activity reported in the region.
Prescribed procedures	May include , but not limited to: <ul style="list-style-type: none"> • May be organizational procedures manual
Vital events	May include, but not limited to: <ul style="list-style-type: none"> • Birth • Marriage • Divorce and Death
Standard reporting formats	May include, but not limited to: <ul style="list-style-type: none"> • HMIS reporting formats • Immediately reportable disease formats • Weekly reportable reporting formats and others
Updates	May include, but not limited to: <ul style="list-style-type: none"> • Briefing major activities accomplished as needed
Reportable diseases	May include, but not limited to: <ul style="list-style-type: none"> • Rabies • Cholera • Neonatal tetanus • Anthrax • Yellow fever • Measles • Dysentery • Typhoid fever, etc.
Key stakeholders	May include, but not limited to: <ul style="list-style-type: none"> • Representatives of relevant health agencies operating in the local community • Community advocates or change agents • Representatives/leaders of the target population • Population health professionals/supervisors • Zonal, woreda and health center health service planners • State or local health service providers

	<ul style="list-style-type: none"> • Other health and/or non-government organizations
Health problems	<p>May include , but not limited to:</p> <ul style="list-style-type: none"> • Consultation with supervising population health professional • Position/job description • Policy documents/legislation detailing national, state or local health goals
Consultation process	<p>May include , but not limited to:</p> <ul style="list-style-type: none"> • Interviews (personal, phone, formal or informal) • Nominal group process • Questionnaires • Delphi method • Focus groups and Forums
Feedback	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Written reports • Brief commentary or summary presentations
Relevant resources	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Human resource or data collectors • Questionnaires • Registration books • Survey formats • Annual public health reports • Existing epidemiological/socio-demographic data • National population health and health promotion agencies and organizations • General practitioners/primary care service • Local health authorities • Target group representatives
Ethical considerations that guide data collection and consultation processes	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Privacy and confidentiality • Responsibility to help a community respond to needs they identify which might not necessarily coincide with stated priority health needs

Evidence Guide

Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Collect vital events and disease surveillance. • Collect and utilize population health data
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	<ul style="list-style-type: none"> • Maintain health profile of the community • Compile and report health data • Conduct consultation and communication to identify community health needs
Required Knowledge and Attitude	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Basic statistical concepts and procedures • Causes and appropriate interventions or solutions • Population health data collection, compilation, interpretation and utilization • National and local health goals, targets and priorities • Evidence-based practice • Equity issues in population health • Basic statistical concepts and procedures. • Survey methodology • Report writing • Consultation and communication to identify community health needs
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Collect data that needs to be entered into the health database system • Collect vital events and surveillance data • Compile, interpret and utilize data • Prepare and submit reports • Communicate with clients and colleagues
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices..
Methods of Assessment	<p>Competence may be assessed through:</p> <p>Interview/Written Test</p> <ul style="list-style-type: none"> • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level III	
Unit Title	Apply 5S Procedures
Unit Code	HLT AUT3 12 1121
Unit Descriptor	This unit covers the skills, attitudes and knowledge required by an employee or worker to apply 5S procedures (structured approach to housekeeping) to their own job and work area and maintains the housekeeping and other standards set by 5S. The unit assumes the employee or worker has a particular job and an allocated work area and that processes in the work area are known by the individual.

Elements	Performance Criteria
1. Develop understanding of quality system	1.1 Discuss quality assurance procedures of the enterprise or organization 1.2 Understand the relationship of quality system and continuous improvement in the workplace 1.3 Identify and relate to workplace requirements the purpose and <i>elements</i> of quality assurance (QA) system 1.4 Explain the <i>5S system</i> as part of the quality assurance of the work organization
2. Sort needed items from unneeded	2.1 Identify all <i>items</i> in the work area 2.2 Distinguish between essential and non-essential items 2.3 Sort items to achieve deliverables and value expected by downstream and final customers 2.4 Sort items required for regulatory or other required purposes 2.5 Place any non-essential item in a appropriate place other than the workplace 2.6 Regularly check that only essential items are in the work area
3. Set workplace in order	3.1 Identify the best location for each essential item 3.2 Place each essential item in its assigned location 3.3 After use immediately return each essential item to its assigned location 3.4 Regularly check that each essential item is in its assigned location
4. Shine work area	4.1 Keep the work area clean and tidy at all times 4.2 Conduct regular housekeeping activities during shift 4.3 Ensure the work area is neat, clean and tidy at both beginning and end of shift
5. Standardize	5.1 Follow <i>procedures</i>

activities	5.2 Follow checklists for activities, where available 5.3 Keep the work area to specified standard
6. Sustain 5S system	6.1 Clean up after completion of job and before commencing next job or end of shift 6.2 Identify situations where compliance to standards is unlikely and take actions specified in procedures 6.3 Inspect work area regularly for compliance to specified standard 6.4 Recommend improvements to lift the level of compliance in the workplace

Variable	Range
Elements of QA system	May include but not limited to: <ul style="list-style-type: none"> • Corrective action • Mission statements • Monitoring procedures • Sops • Work instructions • Pdca concept
5S	May include but not limited to: <ul style="list-style-type: none"> • Sort • Set in order • Shine • Standardize • Sustain Japanese terms: <ul style="list-style-type: none"> • Seiri - eliminating everything not required for the work being performed (sort) • Seiton - efficient placement and arrangement of equipment and material (set in order) • Seison - tidiness and cleanliness (shine) • Seiketsu - ongoing, standardized, continually improving seiri, • Seiton, seison • Shitsuke - discipline with leadership
Items in the work area	May include but not limited to: <ul style="list-style-type: none"> • Tools • Jigs/fixtures • Materials/components • Plant and equipment • Manuals

	<ul style="list-style-type: none"> • Personal items (e.g. Bags, lunch boxes and posters) • Safety equipment and personal protective equipment • Other items which happen to be in the work area
Sort	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Sort involves keeping only what is absolutely necessary for the processes in the work area. Sort includes: • Clearing the work area of all non-essential equipment and
Set in order	<p>May include but not limited to:</p> <p>After removing unnecessary materials, the remaining materials must be those that are required immediately for either the machine or the job at hand. All of these materials/change/parts etc must have an assigned location on the production floor.</p> <p>Locations should be clearly marked and labeled to show what belongs where. assigning required equipment and materials appropriate locations in the work area</p>
Shine	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Keeping the work area clean at all times • This should be carried out to a regular daily schedule against allowed time and, on most occasions, at the end of a job
Standardize	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Once 5S is established, standardizing activities help maintain the order and the housekeeping standards. Standardizing may use procedures and checklists developed from a procedure. <p>Standardizing includes:</p> <ul style="list-style-type: none"> • Activities that help maintain the order and the housekeeping standards • Using procedures and checklists developed from a procedure • OHS measures such as signage, symbols / coding and labeling of work area and equipment
Procedures	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • work instructions • standard operating procedures • formulas/recipes • batch sheets • temporary instructions and similar instructions provided for the operation of the plant • good operating practice as may be defined by industry codes of

	<p>practice (e.g. good manufacturing practice (GMP) and responsible care) and government regulations procedures may be:</p> <ul style="list-style-type: none"> written, verbal, computer based or in some other format
Sustain	<p>May include but not limited to:</p> <ul style="list-style-type: none"> Making sure that daily activities are completed every day regardless of circumstance Cleaning up after a job Undertaking inspections, including: <ul style="list-style-type: none"> Informal inspections carried out often, at least weekly Formal inspections carried out at least monthly Generating continuous improvement actions from daily activities Following up specific actions to generate continuous improvement

Evidence Guide	
Critical Aspects of Competence	<p>Demonstrate knowledge, skill and attitude to :</p> <ul style="list-style-type: none"> Identify own tasks and responsibilities and relate them to organization and customer requirements Identify and explain the stages of 5s Implement 5s in own work area Identify waste (MUDA) in the work area Routine practice of 5S as part of their job
Required Knowledge and Attitudes	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> Operations and processes relevant to own job Basic principle of quality assurance system and its elements Quality procedures and continuous improvement (kaizen) Meaning and application of 5s steps to own job and work area Principles of efficient workplace organization Purposes of 5s Methods of making/recommending improvements
Required Skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> Communicate with others to clarify issues during 5S implementation, communicate results and contribute suggestions for improvement Visualize operations in terms of flow and contribution to customer outcomes Plan own tasks in implementation of 5S Implement 5S in own work area according to instructions

	<ul style="list-style-type: none"> • Identify waste (MUDA) • Organize, prioritizing activities and items • Read and interpret documents describing procedures • Record activities and results against templates and other prescribed formats • Working with others • Solving problems
Resources Implication	<p>Access may be required to:</p> <ul style="list-style-type: none"> • Workplace procedures and plans relevant to work area • Specifications and documentation relating to planned, currently being implemented, or implemented changes to work processes and procedures relevant to the candidate • Documentation and information in relation to production, waste, overheads and hazard control/management • Reports from supervisors/managers • Case studies and scenarios to assess responses to contingencies
Methods of Assessment	<p>A holistic approach should be taken to the assessment.</p> <p>Competence in this unit may be assessed by using a combination of the following to generate evidence:</p> <ul style="list-style-type: none"> • Demonstration in the workplace • Workplace projects • Suitable simulation • Case studies/scenarios (particularly for assessment of contingencies, improvement scenarios, and so on) • Targeted questioning <p>In all cases it is expected that practical assessment will be combined with targeted questioning to assess underpinning knowledge.</p>
Context of Assessment	<p>Competence may be assessed in the work place or in a simulated work place setting. Assessment of performance must be undertaken in a workplace using or implementing 5S as competitive systems and practices.</p>

NTQF Level IV

Page 68 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021
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Occupational Standard: Autopsy Technique Level IV	
Unit Title	Implement and Monitor Compliance with Legal and Ethical Requirement
Unit Code	HLT AUT4 01 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required to implement and monitor compliance with legal and ethical requirements relevant in the work area.

Elements	Performance Criteria
1. Maintain ethical work practices	<p>1.1. Duty of confidentiality is fulfilled to the client, both at law and under professional code of ethics</p> <p>1.2. Ensure the collection, use, recognition of clients' right and disclosure of client information are made consistent with information privacy principles</p> <p>1.3. Ethical issues or breaches of <i>ethical practice</i> are referred to management or ethics committees in accordance with organisation policies and procedures</p> <p>1.4. Duty of care is exercised in all aspects of work to ensure client safety</p> <p>1.5. All works are performed within the boundaries of responsibility and problems referred to supervisor and/or other appropriate health professional</p>
2. Maintain appropriate documentation	<p>2.1. When referral or request is received, ensure nature and requirements referral and/or request are correctly identified</p> <p>2.2. Documentation is completed within clients' medical records in accordance with state/territory legislation, and organisation policies and procedures</p>
3. Maintain compliance with legal requirements	<p>3.1. Ensure statutory obligations and requirements are fulfilled</p> <p>3.2. Ensure consent of client is obtained for each test/procedure, as required</p>

Variable	Range
Confidentiality of client information	<p>Must include, but not limited to:</p> <ul style="list-style-type: none"> Verbal

Page 69 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021
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	<ul style="list-style-type: none"> • Written i.e. medical records, referral/request • Video/audio tapes • Radiographic films and images • Computer files
Disclosure of client information	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • When a client consents to disclosure • When other health care workers need to know information to complete appropriate treatment and care • When disclosure of information is required by law eg some infectious diseases, suspected or known child abuse
Client's rights	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Treatment with reasonable care and skill • Right to refuse medical treatment • Confidentiality of information • Access to information held about them including medical records, registers • Right not to be discriminated against • Right to make a complaint • Right to be involved in decisions regarding treatment and care
Consent of client	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Written • Verbal • Implied

Evidence Guide			
Critical Aspects of Competency	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Maintain ethical work practices in accordance with organisation policies and procedures • Maintain appropriate documentation in accordance with state/territory legislation, and organisation policies and procedures • Maintain compliance with legal requirements in accordance with legislation or other statutory provisions 		
Required Knowledge and Attitude	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Client rights and responsibilities • Industry code(s) of practice where applicable • Law of consent to medical treatment • Legal and ethical requirements and responsibilities as they relate 		
Page 70 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<p>to specified work role(s)</p> <ul style="list-style-type: none"> • Organisation policy and procedures for complaints handling • Relevant federal, state, territory and local government legislation affecting role and duties
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Apply reading and writing skills (literacy competence) required to fulfil job roles in a safe manner and as specified by the organisation, at a level of skill that may include, but not limited to: <ul style="list-style-type: none"> ➢ literacy in English or a community language depending on the language used in pamphlets or workplace manuals ➢ reading and interpreting organisation policy and procedure manuals and industry codes of practice • Apply oral communication skills-language competence required to fulfil job roles in a safe manner and as specified by the organisation: <ul style="list-style-type: none"> ➢ asking questions ➢ clarifying workplace instructions when necessary ➢ listening to and understanding workplace instructions ➢ providing clear information • Conduct compliance monitoring activities • Demonstrate, model and monitor work activities in compliance with legal and ethical requirements and organisation policies and procedures, including: <ul style="list-style-type: none"> ➢ demonstrating respect for clients' rights ➢ meeting requirements for provision of duty of care ➢ working in accordance with legislation relevant to the workplace and specific work functions • Take into account requirements and imperatives relating to waste minimisation, environmental responsibility and sustainable practice • Use effective verbal and non-verbal communication skills with a range of internal and external persons, which may involve competence in English or a community language, depending on client group • Use problem solving skills as required to interpret and apply policy in the workplace, develop procedures and monitor practices

Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Manage Compliance with Mortuary Standards and Regulations
Unit Code	<u>HLT AUT4 02 1121</u>
Unit Descriptor	This unit describes the knowledge, skills and attitude required to manage compliance with standards and regulations within a mortuary environment.

Elements	Performance Criteria
1. Monitor legal and regulatory requirements and implementation of standards, policies and procedures	<p>1.1. Legislation, regulation and standards relevant to the mortuary environment are identified</p> <p>1.2. Evidence of compliance is sought with relevant legislation, regulation and standards regularly</p> <p>1.3. Compliance with relevant legislation, regulation and standards is reported in accordance with organizational policies and procedures</p>
2. Develop effective policies and procedures to meet legal and regulatory requirements	<p>2.1. Policies and procedures that adequately reflect legal obligations and requirements are developed in consultation with relevant medical officer/health professionals</p> <p>2.2. Ensure that policies and procedures are distributed to relevant mortuary staff</p> <p>2.3. Policies and procedures are updated regularly or as required to ensure the relevance of advice and information</p> <p>2.4. Compliance with policies and procedures have monitored in consultation with relevant mortuary staff on a regular basis</p> <p>2.5. Corrective action is taken in accordance with level of responsibility</p>
3. Ensure ongoing development of self and team regarding compliance with mortuary standard and regulations	<p>3.1. Own performance is monitored against relevant legislation, regulation and standards</p> <p>3.2. Opportunities for formal and informal development of skills and knowledge are sought out and accessed to optimize performance</p> <p>3.3. Individual performances are monitored and performance developed to enhance team performance</p> <p>3.4. Ensure coaching and mentoring have contributed effectively to development of workplace knowledge, skills and attitudes</p>
4. Meet common and specific communication needs of clients and colleagues	<p>4.1 Specific communication needs of clients and colleagues are identified and met.</p> <p>4.2 Different approaches are used to meet communication needs of</p>

	<p>clients and colleagues.</p> <p>4.3 Conflict is addressed promptly and in a timely way and in a manner which does not compromise the standing of the organization.</p>
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Variable	Range
Relevant legislation, regulation and standards	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Good Manufacturing Practice codes • Other relevant legislation (listed under Essential Knowledge) • Legislation covering environmental management. Anti-discrimination and equal opportunity • Relevant quality systems
Reporting	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Electronic data recording • Manual recording • Storage and filing systems
Policies and procedures	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Mortuary standards • Hospital standards
Medical officer/health professionals	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Intern • Consultants
Opportunities for formal and informal development of skills and knowledge	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Articles, public presentations, interviews and other communications • Attendance at lectures or other education activities • Participation in research projects • Attendance of association meetings • Subscription to professional journals • Clinic supervision • Provision of, or attendance in, training • Study, distance-based learning
Regular basis	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Timeframes determined within • Quality systems • Births, Deaths and Marriages Act • Ongoing for release of bodies

Evidence Guide			
Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Monitor legal and regulatory requirements and standards in accordance with organization policies and procedures • Develop effective policies and procedures to meet legal and regulatory requirements • Ensure ongoing development of self and team regarding compliance with mortuary standard and regulations • Monitor the implementation of policies and procedures in consultation with relevant mortuary staff on a <i>regular basis</i> 		
Required Knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Management issues and responsibilities including own level of responsibility • Quality systems applicable to the mortuary environment • Regulations and standards relevant to mortuary practice including: <ul style="list-style-type: none"> ➤ Births, Deaths and Marriages Act ➤ Transplantation and Anatomy Act/Human Tissues Act ➤ Team development issues 		
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Apply standard and additional precautions • Apply team development skills • Communicate information about regulations and standards to others in the work area. This requires demonstration of two-way communicate including active listening and constructive response to feedback • Comply with policies and procedures including infection control, etc. • Demonstrate communication skills in a one-to-one and group setting • Demonstrate documentation skills • Demonstrate management skills • Effectively communicate with medical officer and other health professionals • Explain mortuary guidelines and legislation • Explain relevant products and services • Follow infection control guide line 		
Page 75 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<ul style="list-style-type: none"> • Identify relevant regulations and standards • Model personal conduct and work activities to meet requirements mortuary standards and regulations • Provide access to relevant documentation • Provide leadership, coaching and/or mentorship • Seek out and implement new industry findings and practices • Use oral communication skills and language competence required to fulfill job roles in a safe manner and as specified by the organization, including skills in: <ul style="list-style-type: none"> ➤ asking questions ➤ providing clear information ➤ listening to and understanding workplace instructions ➤ clarifying workplace instructions when necessary • Use problem solving skills required including ability to use available resources • Use reading and writing skills required to fulfill job roles including the ability to write policies and procedures • Use relevant technology • Use time management strategies to set priorities • Work cooperatively in a team environment and unsupervised • Work in accordance with relevant regulations and standards
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Prevent and Control Common Communicable Diseases
Unit Code	HLT AUT4 03 1121
Unit Descriptor	This unit describes knowledge, skills and attitude to prevent and control common communicable diseases.

Element	Performance Criteria
1 Identify major communicable diseases	1.1. Common communicable diseases are identified 1.2. Major causes of communicable disease are understood 1.3. Methods of communicable disease transmission are identified 1.4. Major prevention and control mechanisms of communicable diseases are identified
2 Educate the community on early detection and prevention of communicable diseases	2.1. Community diagnosis is conducted based on the standard procedure. 2.2. Plan is developed based on the identified gaps. 2.3. Teaching strategies are selected and designed as per the identified gaps. 2.4. Teaching materials are collected as per the designed teaching methodology. 2.5. Prevention and control methods of communicable disease are explained according to the existing health education guideline. 2.6. Activities are documented, reported and followed up based on the standard format.
3 Perform disease Surveillance	3.1. Preparations are made for surveillance 3.2. Logistics are prepared based on the standard procedure. 3.3. Data are collected through active and passive surveillance procedures. 3.4. Case is determined (possible, probable) based on the standard case definition. 3.5. Timely and complete reports (public burden, epidemic prone, under elimination/eradication) are submitted using the existing guidelines. 3.6. Appropriate action is carried out in collaboration with different

	<p>stake holders.</p> <p>3.7. Feed back is collected and disseminated to the concerned bodies as per the existing formats.</p>
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Variable	Range
Prevention	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Promotion of health • Prevention of exposure • Limiting the occurrence of disease
Control	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Prevention of further transmission. • Prevention of further complication
Community diagnosis	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • The process of assessing the community health problem through collection of data, compilation, interpretation, • Analyzing and developing action plan for the prioritized problems.
Surveillance	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Is the process of detecting the incidence of disease, trend in incidence, or geographical spread of infection
Logistics	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Are required resources
Epidemic	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Is presence of health related condition in excess of the usual occurrence at a specified time and place.
Feed back	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Is exchange of information between the health post and other health institutions

Evidence Guide			
Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Identify and describe communicable diseases • Educate the community on infectious disease. • Apply principles of common communicable disease prevention and control. • Undertake effective surveillance for early management of epidemics. 		
Required Knowledge and Attitudes	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Methods of disease transmission • Principles and method of infectious disease prevention • Common Infectious Diseases (CDC) • Basic concept on documentation and reporting • Principles of surveillance 		
Page 78 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

Required Skill	<p>Demonstrate skills on:</p> <ul style="list-style-type: none"> • Apply community assessment skill • Communication skill • Data collection • Data compilation
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Receive, Store and Track Evidence
Unit Code	HLT AUT4 04 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required in receiving, storing and tracking evidence.

Elements	Performance Criteria
1. Collect evidence	<p>1.1. Physical evidence is collected using <i>appropriate methods</i></p> <p>1.2. Ensure sufficient samples are collected that are free of contamination or loss of evidence</p>
2. Store evidence	<p>2.1. Evidence is packaged and stored to prevent degradation and/or contamination in accordance.</p> <p>2.2. Details in relation to storage are documented</p> <p>2.3. Evidence is referred to relevant authority</p>
3. Retrieve/track evidence	<p>3.1. Stored evidence is located</p> <p>3.2. Track and record when evidence is used, stored or transported</p> <p>3.3. Documentation is established and maintained.</p>

Variable	Range
Physical evidence	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Clothing • Tissue samples including: <ul style="list-style-type: none"> ➤ blood ➤ small pieces of tissue ➤ whole organs • Photographs • X rays
Appropriate methods	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Collection and storage as directed by the pathologist
Storage of evidence	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Blood and tissue samples • Documentary evidence including <ul style="list-style-type: none"> ➤ deceased medical records ➤ photographs • X rays
Evidence	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Whole organs

	<ul style="list-style-type: none"> • Body fluids • Clothing, including: <ul style="list-style-type: none"> ➤ personal items
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Evidence Guide	
Critical Aspects of Competency	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Apply knowledge of human anatomy, physiology, histopathology, forensic biology, microbiology, haematology and forensic chemistry.
Required Knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Anatomy and physiology of the human body • Appropriate methods for collection and storage of evidence • Chain of custody including: <ul style="list-style-type: none"> ➤ Documentation requirements ➤ Tracing evidence • Histopathology, microbiology and haematology • International Travel and Health Vaccination Requirements and health Advice, World Health Organisation, Geneva, Current edition • MIMS Index of Therapeutic Agents (Drugs) • Organisation procedures and policies • Regulations, standards and guidelines
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Remove and store tissue in accordance with organisation policies and procedures and good manufacturing practice guidelines • Document accurately
Resource Implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	<p>Competence may be assessed in the work place or in a simulated work place setting.</p>

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Cleanse, Disinfect, Reconstruct and Restore Deceased Body
Unit Code	<u>HLT AUT4 05 1121</u>
Unit Descriptor	This unit describes the knowledge, skills and attitude required to perform basic body preparation requirement for all deceased persons which includes removing the wrapping and clothing from the deceased person, cleansing and disinfecting the body and relieving rigor mortis. It applies to funeral home staff working autonomously with a reasonable level of responsibility, and according to work health and safety, relevant legislation and workplace policies and procedures.

Elements	Performance Criteria
1. Prepare the body for post mortem examination.	1.1. Mortuary area and appropriate <i>instruments and equipment</i> are identified and prepared. 1.2. Remove wrapping on deceased persons 1.3. All Clothing and jewelries are noted, documented and remove if required. 1.4. All body surfaces are washed rinsed and dried using appropriate washing materials. 1.5. Relieve rigor mortis in body.
2. Reconstruction and restoration of bodies	2.1 Body surfaces orifices and cavities are identified and prepared to reconstruct bodies. 2.2 Bodies are <i>reconstructed and restored</i> to acceptable condition for viewing
3. Cleanse and disinfect the body.	3.1. Appropriate instruments and cleaning materials are identified and prepared. 3.2. All body surfaces, orifices and cavities are washed rinsed and dried using appropriate washing materials. 3.3. All areas of body are sprayed with <i>appropriate disinfectant and</i> allowed to remain on body surface for five minutes. 3.4. Rectal and vaginal orifices are accessed and disinfectant cotton placed deep inside using large forceps, if required. 3.5. Identity of deceased person is rechecked against

	documentation, clothing, labeling and wrist tags.
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Variable	Range
Instruments and equipment	May include, but not limited to: <ul style="list-style-type: none"> • Alcohol • Iodine • Gown • Glove • Cotton • Water • Gauze
Appropriate disinfectant	May include, but not limited to: <ul style="list-style-type: none"> • Formaldehyde. ... • Glutaraldehyde. ... • Ortho-phthalaldehyde. ... • Hydrogen peroxide. ... • Peracetic acid. ... • Hydrogen peroxide/peracetic acid combination.
Reconstruction and restoration of bodies	May include, but not limited to: <ul style="list-style-type: none"> • Reconstruction • Cleaning cavities • Packing of absorbent material • Blocking orifices • Replacement of organs • Suturing incisions • Insertion of prostheses • Washing and drying body • Bagging of body to appropriate standard and labelling

Evidence guide	
Critical aspects of competency	Demonstrate knowledge and skills to: <ul style="list-style-type: none"> • Remove the wrapping and clothing from the deceased person, cleanse and disinfect the body and relieve rigor mortis • Prepare mortuary area and select and use the required instruments and equipment • Clean, disinfect and sterilise the mortuary area, instruments and equipment at conclusion of the treatment.
Required knowledge	Demonstrate knowledge of: <ul style="list-style-type: none"> • Mortuary instruments and equipment used for cleansing and disinfecting bodies and associated uses

	<ul style="list-style-type: none">• Preparation requirements for the mortuary area• Body cleansing and disinfecting techniques• Properties and uses of germicidal sprays and disinfectants• Workplace policies and procedures for cleansing and disinfecting deceased bodies and, sterilisation procedures for mortuary instruments and equipment• Correct and environmentally sound disposal methods for all types of waste and in particular for hazardous substances• Structure and functions of the system of the body, including the musculo-skeletal in relation to cleansing and disinfecting deceased bodies• Effect of rigor mortis and techniques use to relieve it in the body• Funeral services industry parameters and protocols for dealing with the deceased, including social cultural and religious requirements considerations• Federal, state or territory, and local government legislation and regulations relating to work health and safety/occupational health and safety, infection control and handling human remains.
Required skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none">• Apply problem solving skills, including an ability to use available resources and manage a daily routine• Correctly clean and disinfect accordance with manufacturers' specifications and organisation policy and procedures• Correctly maintain equipment in accordance with manufacturers' specifications• Correctly use PPE• Follow infection control and work health and safety (WHS) policy and procedures• Follow organisation waste management practices• Follow safe working procedures during cleaning and disinfecting bodies.• Select and use appropriate equipment and disinfectant• Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues• Use numeracy skills including the ability to complete basic arithmetic calculations, and undertake measurements of volumes• Use oral communication skills required to fulfil job roles in a

Page 84 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021
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	<p>safe manner and as specified by the organisation, including skills in:</p> <ul style="list-style-type: none"> ➤ Asking questions ➤ Listening to and understanding workplace instructions ➤ Clarifying workplace instructions when necessary ➤ Using effective verbal and non-verbal communication skills with a range of internal and external persons <ul style="list-style-type: none"> • Fulfill job role in a safe manner and as specified by the organization at a level of skill that includes reading workplace policy and procedure manuals and interpreting manufacturers' specifications
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview/written test • Observation/demonstration with oral questioning
Context of assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Assist with Special Autopsy Techniques
Unit Code	HLT AUT4 06 1121
Unit Descriptor	This unit describes the knowledge and skills required for a mortuary technician to prepare for and assist with special autopsy techniques. It includes the removal, handling and storage of organs or other body structures, the collection of special specimens and assisting with medical imaging.

Elements	Performance Criteria
1. Assist during suspected/ known high risk autopsy	1.1. Procedures and medical officer's instructions are followed for <i>suspected/known high risk autopsy</i> 1.2. Bodies are eviscerated following medical officer's instructions 1.3. <i>Measurements</i> are recorded 1.4. <i>Special pathological specimens and samples collection is assisted</i> 1.5. Organ retention and specimen documentation <i>are undertaken</i> 1.6. Bodies are prepared for refrigeration storage and return
2. Assist in special autopsy techniques	2.1. <i>Special autopsies</i> are assisted 2.2. Organ dissection including spinal cord dissection are performed
3. Operate photographic imaging equipment	3.1. Medical imaging equipment are identified 3.2. Labels are included in the image 3.3. Complete <i>documentations</i> are done 3.4. Images are framed appropriately 3.5. Accurate and clear images are produced 3.6. Images are retrieved in a timely manner

Variable	Range
Checking processes	May include, but not limited to: <ul style="list-style-type: none"> • Ensuring consent or coroner's order to autopsy has been received • Identification of deceased • Infectious status of deceased • Potential hazards (e.g. chemical, radiation, etc.) which may be encountered during the autopsy

	<ul style="list-style-type: none"> • Removal of implants and prostheses • Identification of known or suspected high risk cases • Confirmation of documentation with medical officer • Identification and recording of scars, tattoos and distinctive features
Equipment	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Autopsy table • Trolleys • Surgical instruments • Scales • Specimen containers • Necropsy saw • Knives • Packing materials • Needles • Suture materials • Body bags • Electric scrubbers • Cleaning equipment • Camera • Tape recorder
Suspected/known high risk autopsy	<p>May involve potential exposure to:</p> <ul style="list-style-type: none"> • Tuberculosis (TB) • HIV • Hepatitis B • Hepatitis C • Anthrax • Ebola • Small Pox • Chemical hazards (e.g. cyanide, phosphine) • Radioactive hazards
Measurements	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Length • Breadth • Weight • Volume
Special pathological	May include, but not limited to:

specimens and samples	<ul style="list-style-type: none"> • Cervical spine • Spinal cord • Brain with spinal cord • Spinal column • Bone marrow • Femur • Inner ear • Eye removal • Nerves • Specimens and samples for evidence • Or as defined by organisation policy and procedures
Special autopsies	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Foetus • Neonate • Paediatric • Adult • Skeletal remains • Body parts • clinical autopsy

Evidence Guide			
Critical Aspects of Competency	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Apply knowledge of forensic pathology, forensic microbiology, forensic biochemistry, forensic biology, forensic toxicology and forensic photography 		
Required Knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Anatomy, physiology and pathology relevant to the role of the Mortuary Technician undertaking special autopsy techniques • Common infection and other risks associated with autopsy procedures • Mode of infectious disease transmission • Principles of photography • Relevant basic medical terminology 		
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Apply problem solving skills, including an ability to use available resources and manage a daily routine • Communicate effectively with medical officer performing autopsy 		
Page 88 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<ul style="list-style-type: none"> • Correctly and safely use autopsy equipment • Correctly label, identify and transport specimens • Demonstrate body reconstruction and restoration techniques following autopsy • Follow correct documentation procedures for organ retention, specimen recording and for photography • Follow infection control and WHS policy and procedures • Follow organisation waste management practices, including correctly and safely dispose of clinical and other wastes, taking into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues • Follow safe working procedures during autopsies • Operate medical imaging equipment effectively • Perform special autopsy techniques • Remove and accurately measure and weigh fluids and organs • Remove spine and bone marrow • Use accurate special dissection techniques • Use correct knife sharpening techniques • Use numeracy skills including the ability to complete basic arithmetic calculations, and undertake measurements of volumes and weight • Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in: <ul style="list-style-type: none"> ➤ asking questions ➤ providing clear information ➤ listening to and understanding workplace instructions ➤ clarifying workplace instructions when necessary ➤ using effective verbal and non-verbal communication skills with a range of internal and external persons • Use reading and writing skills competence required to fulfil job role in a safe manner and as specified by the organization at a level of skill that includes reading workplace policy and procedure manuals and documenting administrative and clinical information
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through:

	<ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Facilitate Embalming
Unit Code	HLT AUT4 07 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required to identify and assist the most appropriate embalming procedures and techniques on autopsied and non-autopsied cases based on body condition, including infants.

Element	Performance Criteria
1. Prepare to perform embalming.	1.1. All materials and tools are identified to embalming 1.2. Appropriate <i>mortuary instruments</i> for embalming are prepared. 1.3. Embalming chemicals are prepared
2. Assist embalming procedures.	2.1. Embalming requirements are analyzed 2.2. Embalming fitness are analyzed 2.3. Postmortem changes of the body are identified. 2.4. Embalming is performed using appropriate technique following the medical officers decision 2.5. Viscera are returned to body cavity using appropriate techniques. 2.6. Appropriate suturing techniques are applied to re-suture all autopsy incisions. 2.7. The body is re-cleansed and disinfected. 2.8. Hazards, complications and problems are identified and managed.

Variable	Range
Mortuary instruments	May include, but not limited to: <ul style="list-style-type: none"> • Injection instruments, including: <ul style="list-style-type: none"> ➤ Gravity and bulb syringe ➤ Arterial tube ➤ Hand pump ➤ Parietal needle ➤ Centrifugal pump ➤ Stopcock ➤ Embalming machine

	<ul style="list-style-type: none"> • Drainage instruments, including: <ul style="list-style-type: none"> ➤ Drain tube ➤ Iliac drain tube ➤ Grooved director ➤ Angular spring forceps • Electric or motorized aspirating instruments, including: <ul style="list-style-type: none"> ➤ Autopsy aspirator ➤ Hydro aspirator ➤ Nasal tube aspirator ➤ Trocar and hydro valve trocar • PPE • Positioning devices • Sterilization equipment • Sterilization chemicals and solutions • Instruments and instrument tray • Dressing table • Disinfectant hand solution, paper towels and soap • Pedestal lamps • First aid kit • Aneurysm needle • Bistoury knife • Scalpels • Scissors • Separators • Suture needles • Needle holder • Forceps • Cavity fluid injectors • Trocar buttons and applicator.
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Evidence Guide			
Critical Aspects of Competence	Demonstrate to knowledge, skill and attitude to: <ul style="list-style-type: none"> • Perform embalming on multiple occasions ensuring consistency of performance and ability to respond to and evaluate different situations ability to determine the appropriate embalming techniques and communicate these to mortuary staff advising of potential emotional issues • Interpret work health and safety and infection control 		
Page 92 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	legislation.
Required Knowledge and Attitudes	<p>Demonstrated knowledge of:</p> <ul style="list-style-type: none"> • Requirements for preparing the mortuary facility mortuary equipment, instruments and materials and associated uses physical and chemical changes and their possible impact on the embalming process • Effects of embalming on various causes of death, medical treatments and procedures • Anatomical references for locating arteries to be injected alternative treatments for areas not reached by fluid that may include hypodermic injection, internal packs, preservative gels and external gels • Venous sites used for draining venous fluids and various suture techniques that may be used • Health and safety, infection control and handling human remains • Environmental impacts regarding embalming procedures and minimal impact practices to reduce these • Environmentally sound disposal methods for all types of waste and in particular for hazardous substances • Workplace policies and procedures in relation to performing embalming.
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • literacy and numeracy skills to identify and calculate appropriate embalming solution requirements according to different body conditions and treatments • problem-solving skills to identify effects of body conditions and appropriate treatments • communication skills, including clear and direct communication and active listening and questioning techniques, to advise team members of embalming procedures and precautions and identify potential emotional issues
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Facilitate Exhumation and Disaster Victim Identification
Unit Code	HLT AUT4 08 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required to exhumate human remains and management of mass disasters.

Element	Performance Criteria
1. Perform exhumation	<p>1.1. Liaise with <i>appropriate personnel</i> is performed to identify <i>work requirements</i> and own areas of responsibility in performing exhumation.</p> <p>1.2. <i>Tools, equipment</i> and <i>machinery</i> are identified and prepared according to work requirements and workplace policies and procedures.</p> <p>1.3. <i>Protective restraints</i> are placed to restrict site access to <i>authorized personnel</i> according to supervisor instructions and <i>relevant legislation</i>.</p> <p>1.4. Nameplate is inspected and confirmed as required.</p> <p>1.5. Exhumation is performed according to <i>workplace policies and procedures</i>, relevant legislation and Medical officer's instructions.</p> <p>1.6. Remains of deceased person and coffin or casket in <i>appropriate casing</i> are enclosed according to workplace policies and procedures and supervisor instructions.</p>
2. Assist disaster Victim identification	<p>2.1 <i>Protective restraints</i> are placed to restrict site access to <i>authorized personnel</i> according to supervisor instructions and <i>relevant legislation</i>.</p> <p>2.2 Crime scene investigation performed according to supervisor instructions and relevant legislation.</p> <p>2.3 Mutilated bodies and body parts are collected, labeled and stored according to the standard operating procedure</p> <p>2.4 Assist in identification and post mortem examination of <i>mass disaster</i> victims.</p>

Variable	Range
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Page 94 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021
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Appropriate personnel	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Manager • Supervisor • Leading hand
Work requirements	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Removing remains • Lifting and repositioning or deepening remains • Storing or transferring remains • Scheduling work • Burial site, such as: <ul style="list-style-type: none"> ➤ Crypt ➤ Mausoleum ➤ Tomb ➤ Vault ➤ Lined grave ➤ Unlined grave
Tools	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Spade • Shovel • Pick • Crowbar • Auger • Sledgehammer • Timber mallet
Equipment	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • PPE, including: <ul style="list-style-type: none"> ➤ Overalls ➤ Steel-capped boots ➤ Jacket ➤ Long sleeves ➤ Gloves ➤ Respirator with communication device attached ➤ Safety glasses or goggles ➤ Hard hat ➤ Hat or cap ➤ Gumboots ➤ Ear plugs or muffs ➤ Sun protection

	<ul style="list-style-type: none"> ➤ Two-way radio • Mechanical or hydraulic bracing equipment • Trolley • Ladder that complies with requirements of current Ethiopian standard • Lowering and lifting device • Restraints
Machinery	May include, but not limited to: <ul style="list-style-type: none"> • Front-end loader • Backhoe • Skid steer loader • Crane • Excavator • Gator • Tractor • Truck
Protective restraints	May include, but not limited to: <ul style="list-style-type: none"> • Sheeting • Barricades • Temporary fencing • Reinforced covers
Authorized personnel	May include, but not limited to: <ul style="list-style-type: none"> • Manager • Supervisor • Funeral director • Court personnel • Police • Coroner • Department of health • Family
Relevant legislation	May include, but not limited to: <ul style="list-style-type: none"> • Cemetery acts and by-laws • City administration regulations • Lands act • Environment protection act • Ethiopian standards • Work safe Ethiopian standards

Universal precautions	<p>Must include, but not limited to:</p> <ul style="list-style-type: none"> • Use of PPE • Presumption that all blood and body fluids are infectious • Covering exposed cuts and abrasions, particularly on workers' hands, with waterproof coverings prior to commencing work • Immediate treatment of puncture wounds or abrasions • Use of protective clothing when cleaning spillage of body fluids
Workplace policies and Procedures	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Staff authorities and responsibilities • Storage or transfer of remains • Care of equipment • Reporting maintenance requirements of tools, machinery and equipment • Waste removal
Appropriate casing	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Ossuary box • Body bag
Mass disaster	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Tornados and severe storms • Hurricane and storm • Flood • Wild fires • Earth quake • Drought • Industrial accident • Shootings • Acts of terrorism • Incidence of massive violence • Air crash

Evidence guide			
Critical aspects of competence	<p>Demonstrate knowledge, skill and attitude to:</p> <ul style="list-style-type: none"> • Ability to select, prepare, use, maintain and clean the required tools, equipment and machinery according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions • Ability to identify burial location and to assess safe exhumation 		
Page 97 of 153	Ministry of Labour and Skill Copyright	Autopsy Technique Ethiopian Occupational Standard	Version II December 2021

	<p>methods</p> <ul style="list-style-type: none"> • The safe and efficient exhumation of remains using infection control procedures, the reinstatement and good presentation of burial sites at conclusion of exhumation • Exhuming burial sites on multiple occasions to ensure consistency of perform • Ability to collect, label and store samples and evidence. • Dignified and appropriate management of human remain remains. • Identification methods used in disaster victim identification
Required knowledge and attitudes	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Broad working knowledge of relevant federal, regional, and city administration legislation and regulations relating to conduct of exhumations, and storage and handling of human remains • Workplace policies and procedures relating to performing exhumations • Care, use and maintenance of relevant tools, equipment and machinery
Required skills	<p>Demonstrate skills in:</p> <ul style="list-style-type: none"> • Communication skills, including active listening and questioning techniques and clear and direct communication to identify and confirm work requirements and consult with appropriate personnel • Problem-solving skills to recognize unsafe situations and take corrective action • Teamwork skills to contribute to decision making to ensure safe operations • Literacy and numeracy skills to access and interpret workplace policies and procedures and manufacturer instructions for tool and equipment use and machinery operation
Resource implications	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and ohs practices.</p>
Methods of assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview/written test • Observation/demonstration with oral questioning
Context of assessment	<p>Competence may be assessed in the work place or in a simulated work place setting.</p>

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Manage Community Health Service
Unit Code	HLT AUT4 09 1121
Unit Descriptor	This unit describes the knowledge, skills and attitude required to manage health service of the area to improve quality of service

Elements	Performance Criteria
1. Follow organizational guidelines, understand health policy and service delivery system	1.1. The policy and organization of the health care system of Ethiopia is comprehended 1.2. Primary healthcare in Ethiopia is understood 1.3. Elements of primary health care are identified 1.4. Health service extension program is understood 1.5. Workplace instructions and policies are followed. 1.6. Organizational programs and procedures are supported within the job role. 1.7. Organizational resources are used for the purpose intended.
2. Plan, manage, monitor and evaluate health system	2.1. Management skills required to bring about efficient health care system are dealt with 2.2. Health programs are planned 2.3. Resources for health care are managed 2.4. Individual and team capacity is developed 2.5. Issues raised through participation and consultation are resolved promptly and effectively 2.6. Health service monitoring and evaluation mechanisms are developed
3. Lead and build individual's and team's capacity	3.1. Self improvement areas are identified based on individual's self performance evaluation. 3.2. Learning and development needs are systematically identified and implemented in line with organizational requirements 3.3. Learning and development program goals and objectives are identified to match the specific knowledge and skills requirements of competence standards

	<p>3.4. Workplace learning opportunities and coaching/ mentoring are provided to facilitate individual and team achievement of competencies</p> <p>3.5. Joint action plans are developed by team and individuals.</p> <p>3.6. Duties and responsibilities are allocated based on the skills, knowledge and aptitude required to properly undertake the assigned task as well as considering individual's preference,</p> <p>3.7. Collaborative efforts are made to attain organizational goals</p> <p>3.8. Feedback from individuals or teams is used to identify challenges, develop interventional strategies, and implement them to bring about improvement</p>
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Variable	Range
Health service	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Promote health and prevent disease • Cure illness

Evidence Guide	
Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Describe national health care policy • Describe primary Health Care • Plan and manage health extension service • Plan and manage individuals and teams • Apply principles of health care ethics
Required Knowledge and Attitudes	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • National and local health goals, targets and priorities • Evidence-based practice • Equity issues in population health • Basic principles of leadership • Principles of health care ethics
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Plan and manage health extension service • Manage resources • Build capacity of teams and individuals
Resources Implication	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>

Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Autopsy Technique Level IV	
Unit Title	Prevent and Eliminate MUDA
Unit Code	HLT AUT4 10 1021
Unit Descriptor	This unit covers the knowledge, skills and attitude required by a worker to prevent and eliminate MUDA/wastes in his/her workplace by applying scientific problem-solving techniques and tools to enhance quality, productivity and other kaizen elements on continual basis. It covers responsibility for the day-to-day operation of the work and ensures Kaizen Elements are continuously improved and institutionalized.

Element	Performance Criteria
2. Prepare for work.	<p>1.1. Work instructions are used to determine job requirements, including method, material and equipment.</p> <p>1.2. Job specifications are read and interpreted following working manual.</p> <p>1.3. OHS requirements, including dust and fume collection, breathing apparatus and eye and ear personal protection needs are observed throughout the work.</p> <p>1.4. Appropriate material is selected for work.</p> <p>1.5. Safety equipment and tools are identified and checked for safe and effective operation.</p>
2. Identify MUDA and problem	<p>2.1 Plan of MUDA and problem identification is prepared and implemented.</p> <p>2.2 Causes and effects of MUDA are discussed.</p> <p>2.3 All possible problems related to the process /Kaizen elements are listed using statistical tools and techniques.</p> <p>2.4 All possible problems related to kaizen elements are identified</p> <p>2.5 are used to draw and analyze current and listed on Visual Management Board/Kaizen Board.</p> <p>2.6 Tools and techniques situation of the work place.</p> <p>2.7 Wastes/MUDA are identified and measured based on relevant procedures.</p> <p>2.8 Identified and measured wastes are reported to relevant personnel.</p>
3. Analyze causes of a problem.	<p>3.1 All possible causes of a problem are listed.</p> <p>3.2 Cause relationships are analyzed using 4MIE.</p> <p>3.3 Causes of the problems are identified.</p> <p>3.4 The root cause which is most directly related to the problem is</p>

	<p>selected.</p> <p>3.5 All possible ways are listed using <i>creative idea generation</i> to eliminate the most critical root cause.</p> <p>3.6 The suggested solutions are carefully tested and evaluated for potential complications.</p> <p>3.7 Detailed summaries of the action plan are prepared to implement the suggested solution.</p>
4. Eliminate MUDA and Assess effectiveness of the solution.	<p>4.1. Plan of MUDA elimination is prepared and implemented by <i>medium KPT</i> members.</p> <p>4.2. Necessary attitude and the <i>ten basic principles</i> for improvement are adopted to eliminate waste/MUDA.</p> <p>4.3. Tools and techniques are used to eliminate wastes/MUDA based on the procedures and OHS.</p> <p>4.4. Wastes/MUDA are reduced and eliminated in accordance with OHS and organizational requirements.</p> <p>4.5. <i>Tangible and intangible results</i> are identified.</p> <p>4.6. Tangible results are compared with targets using <i>various types of diagrams</i>.</p> <p>4.7. Improvements gained by elimination of waste/MUDA are reported to relevant bodies.</p>
5. Prevent occurrence of wastes and sustain operation.	<p>5.1. Plan of MUDA prevention is prepared and implemented.</p> <p>5.2. Standards required for machines, operations, defining normal and abnormal conditions, clerical procedures and procurement are discussed and prepared.</p> <p>5.3. Occurrences of wastes/MUDA are prevented by using <i>visual and auditory control methods</i>.</p> <p>5.4. Waste-free workplace is created using <i>5W and 1H</i> sheet.</p> <p>5.5. The completion of required operation is done in accordance with standard procedures and practices.</p> <p>5.6. The updating of standard procedures and practices is facilitated.</p> <p>5.7. The capability of the work team that aligns with the requirements of the procedure is ensured and trained on the new <i>Standard Operating Procedures (SOPs)</i>.</p>

Variable	Range
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OHS requirements	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Are to be in accordance with legislation/ regulations/codes of practice and enterprise safety policies and procedures. This may include protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of material, use of firefighting equipment, enterprise first aid, hazard control and hazardous materials and substances. • PPE are to include that prescribed under legislation/regulations/codes of practice and workplace policies and practices. • Safe operating procedures are to include, but are not limited to the conduct of operational risk assessment and treatments associated with workplace organization. • Emergency procedures related to this unit are to include but may not be limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation.
Safety equipment and tools	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Dust masks/goggles • Glove • Working cloth • First aid and • Safety shoes
Statistical tools and techniques	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • 7 QC tools May include, but not limited to: <ul style="list-style-type: none"> ➤ Stratification ➤ Pareto Diagram ➤ Cause and Effect Diagram ➤ Check Sheet ➤ Control Chart/Graph ➤ Histogram and Scatter Diagram • QC techniques May include, but not limited to: <ul style="list-style-type: none"> ➤ Brain storming ➤ Why analysis ➤ What if analysis ➤ 5W1H
Tools and techniques	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Plant Layout

	<ul style="list-style-type: none"> • Process flow • Other Analysis tools • Do time study by work element • Measure Travel distance • Take a photo of workplace • Measure Total steps • Make list of items/products, who produces them and who uses them & those in warehouses, storages etc. • Focal points to Check and find out existing problems • 5S • Layout improvement • Brainstorming • And on • U-line • In-lining • Unification • Multi-process handling & Multi-skilled operators • A.B. control (Two point control) • Cell production line • TPM (Total Productive Maintenance)
Relevant procedures	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Make waste visible • Be conscious of the waste • Be accountable for the waste and measure the waste.
4M1E	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Man • Machine • Method <p>Material and Environment</p>
Creative idea generation	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Brainstorming • Exploring and examining ideas in varied ways • Elaborating and extrapolating • Conceptualizing
Medium KPT	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • 5S • 4M (Machine, Method, Material and Man)

	<ul style="list-style-type: none"> • 4p (Policy, Procedures, People and Plant) • PDCA cycle <p>Basics of IE tools and techniques</p>
The ten basic principles for improvement	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Throw out all of your fixed ideas about how to do things. • Think of how the new method will work- not how it won. • Don't accept excuses. Totally deny the status quo. • Don't seek perfection. A 50 percent implementation rate is fine as long as it's done on the spot. • Correct mistakes the moment they are found. • Don't spend a lot of money on improvements. • Problems give you a chance to use your brain. • Ask "why?" At least five times until you find the ultimate cause. • Ten people's ideas are better than one person's. • Improvement knows no limits.
Tangible and intangible results	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Tangible result may include quantifiable data • Intangible result may include qualitative data
various types of diagrams.	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Line graph • Bar graph • Pie-chart • Scatter diagrams • Affinity diagrams
Visual and auditory control methods	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Red Tagging • Sign boards • Outlining • And ones • Kanban, etc.
5W and 1H	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • Who • What • Where • When • Why and • How

Standard Operating Procedures (SOPs).	<p>May include, but not limited to:</p> <ul style="list-style-type: none"> • The customer demands • The most efficient work routine (steps) • The cycle times required to complete work elements • All process quality checks required to minimize defects/errors • The exact amount of work in process required
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Evidence Guide	
Critical Aspects of Competence	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> • Discuss why wastes occur in the workplace • Discuss causes and effects of wastes/MUDA in the workplace • Analyze the current situation of the workplace by using appropriate tools and techniques • Identify, measure, eliminate and prevent occurrence of wastes by using appropriate tools and techniques • Use 5W and 1H sheet to prevent • Detect non-conforming products/services in the work area • Apply effective problem-solving approaches/strategies. • Implement and monitor improved practices and procedures • Apply statistical quality control tools and techniques.
Required Knowledge and Attitude	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Targets of customers and manufacturer/service provider • Traditional and kaizen thinking of price setting • Kaizen thinking in relation to targets of manufacturer/service provider and customer • value • The three categories of operations • the 3“MU” • wastes occur in the workplace • The 7 types of MUDA • QC story/PDCA cycle/ • QC story/ Problem solving steps • QCC techniques • 7 QC tools • The Benefits of identifying and eliminating waste • Causes and effects of 7 MUDA • Procedures to identify MUDA

	<ul style="list-style-type: none"> • Necessary attitude and the ten basic principles for improvement • Procedures to eliminate MUDA • Prevention of wastes • Methods of waste prevention • Definition and purpose of standardization • Standards required for machines, operations, defining normal and abnormal conditions, clerical procedures and procurement • Methods of visual and auditory control • TPM concept and its pillars. • Relevant OHS and environment requirements • Method and Lines of communication • Methods of making/recommending improvements. • Reporting procedures • Workplace procedures associated with the candidate's regular technical duties • organizational structure of the enterprise
Required Skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Draw & analyze current situation of the work place • Use measurement apparatus (stop watch, tape, etc.) • Calculate volume and area • Apply statistical analysis tools • Use and follow checklists to identify, measure and eliminate wastes/MUDA • Identify and measure wastes/MUDA in accordance with OHS and procedures • Use tools and techniques to eliminate wastes/MUDA in accordance with OHS procedure. • Apply 5W and 1H sheet • Update and use standard procedures for completion of required operation • Apply Visual Management Board/Kaizen Board. • Detect non-conforming products or services in the work area • Work with others • Read and interpret documents • Observe situations • Solve problems • Communicate information

	<ul style="list-style-type: none"> • Gather evidence by using different means • Report activities and results using report formats • Implement and monitor improved practices and procedures
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview/Written Test • Observation/Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Map Autopsy Technique

Level IV

Autopsy Technique
OS

Level III

Autopsy Technique
OS

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