



Nursing level III NTQF III

Learning Guide-43

**Unit of Competence: Provide Palliative Care and
Maintain Mortuary Service**

**Module Title: Providing Palliative Care and
Maintain Mortuary Service**

LG Code: HLT NUR3 M08 LO1-LG-01

Code: HLT NUR3 M08 TTLM0919V2

LO 5: Follow security requirements

**Instruction Sheet 1****Learning Guide #1**

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- Handling and safeguarding
- Security procedures
- Maintenance and checking of visitors

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Handling and safeguarding
- Security procedures
- Maintenance and checking of visitors

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, and Sheet 3”.
4. Accomplish the “Self-check 1, Self-check 2, and Self-check 3.” in **page -5, 7 and 9** respectively.

**5.1. Handling and safeguarding**

The Autopsy Assistant is responsible for ensuring that he or she complies with the agencies policies regarding personal safety, handling of bodies and bodily fluids as well as the safe operation of mortuary equipment.

Personal Protective Equipment (PPE)

1. Anyone who enters the autopsy suite during autopsy procedures should dawn an N-95 particulate respirator and shoecovers.
2. All personnel participating in autopsy procedures or handling bodies or bodily fluids, in addition to the above, should dawn a gown with full sleeves or some form of full arm protection, cut- resistant gloves, a hairnet and eye protection.

Operation and Care of Equipment**Autopsy Saws**

- Autopsy saws are intended to cut boneonly.
- When used properly, the undulating blade does not require force to cut bone.
- Do not use a saw with a defective motor or a dullblade.
- After use the saw should be thoroughly cleaned, disinfectedand dried.
- Do not allow water to enter the motor area of thesaw.
- Report any malfunction of autopsy saws to the Mortuary Supervisor as soon aspossible.

Autopsy Instruments

- All instruments are to be cleaned and disinfected between examinations
- To deter rusting, instruments should be dried and laid out on a non- metalsurface

Autopsy Tables and Garbage Disposals

- Autopsy tables should be cleaned and disinfected between autopsies or at the end of theday
- Following the autopsy, the disposals and drains on each autopsy table should be cleaned and free of tissue, blood and other bodily fluids or contents



- Do not allow instruments, suture string, rubber gaskets or any other objects to fall into the disposal.
- Do not run water into the sinks in such a way that you cannot monitor the contents of the disposal.

Scalpel Blades

- Scalpel blades will be removed by the use of a container designed for safe blade removal.
- Scalpel blades will not be removed with fingers.

Body Lifts

- Do not operate body lift until you have read and fully understand the operation and training manual.
- Body lifts consisting of a forklift with a roller attachment are used in the cold storage rooms at OCME to transfer bodies from carts to a compartment in the rack system.
- Bodies are transferred onto racks and stored head first into the compartment.
- There should be equal portions of the tray projecting from either end of the rolling platform leaving approximately a foot of space between the roller attachment and the rack system.
- To keep the rack from rolling while in motion the tray should be kept on a flat surface closest to the body of the lift.
- At no time should an autopsy assistant place his or her body or body parts in the way of any of the body lifts moving parts.
- Body lifts should be plugged in after use in order to keep the batteries fully charged.

Lifting bodies

Transfer and lifting of bodies is a routing task for the autopsy assistant. Back braces are provided for all mortuary staff and should be used routinely. The autopsy assistant should employ proper lifting techniques when moving or positioning decedent remains, they include but are not limited to:

- Pre-planning your lift
- Keeping your feet apart (shoulder width)
- Bending at the knees and hips
- Tighten stomach muscles
- Lifting with your legs
- Lift smoothly
- Keeping the load close to your body
- Keeping your back upright, your nose and your toes should be facing up when lifting
- Turning with your feet



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define handling and safeguarding.(3 points)
2. List out importance of inventory.(3 points)

Note: Satisfactory rating - 3 and 5 points Unsatisfactory - below 3 and 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Answer sheet

1 _____

2 _____

3 _____

**Information Sheet-2****Security procedures**

Security procedures

The following items relate to Mortuary security as it pertains to the responsibility of the autopsy assistant.

- All mortuary staff must enter and leave through the front door located on the 1st floor and sign the book at the security guard desk at the beginning and the end of their tour of duty.
- All visitors, including funeral directors, conducting OCME business must do the same.
- The communications unit will contact the mortuary unit prior to sending funeral home representatives downstairs for releases.
- The autopsy assistant should respond and meet the party in a timely manner.
- If a technician is unable to respond immediately, they should inform the communications unit. The communications unit should not allow the funeral home personnel to come to the mortuary unit until an autopsy assistant is available.
- The back door and the garage door should be closed and locked when not in use.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define handling and safeguarding.(3 points)
2. List out importance of inventory.(3 points)

Note: Satisfactory rating - 3 and 5 points Unsatisfactory - below 3 and 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Answer sheet

1 _____

2 _____

3 _____



Information Sheet-3	Maintenance and checking of visitors
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3.1. Maintenance and checking of visitors

It is important that the deceased is presented in the best possible way. Mortuary services should have in place a policy on this issue. However, one person's idea of good presentation may be very different from another's and it is good practice to work in partnership with bereaved families, making no assumptions and asking them about their preferences and needs. Mortuary and bereavement services will need to have in place clear and robust mechanisms for communicating information about the deceased patient, or family care; this will ensure that any relevant information from the family is passed to mortuary staff. Mortuary staff could consult with nursing staff that cared for the patient about specific details, such as how the patient wore a scarf or a brooch.

In developing a policy on preparing and presenting a deceased person for viewing, mortuary services will be aware that. While most families will wish their relative's body to be cleaned, some may not. Some relatives may wish to see the body in the state it arrived in the mortuary, some may wish to clean at least some parts of the body themselves, or their religion may dictate that the washing is done as part of a religious ritual. Some may want the deceased person to be dressed or wrapped in something of their choosing. If a death has been referred to the Coroner, opportunities for the family to care for the deceased person's body in these ways may be restricted. This should be discussed with the Coroner's officer.

Mortuary staff will do all they can to meet individual families' needs in preparing and presenting their relative's body, working with others if necessary. If there are needs which cannot be met in the hospital setting, a funeral director is likely to be able to help and this should be discussed with the family.

If a family is viewing a relative following a post-mortem examination, it is vital that the deceased person's body has been well restored. The family should be told, sensitively but clearly, about the condition of the body and should have the chance to ask questions. Some families will want a minimal amount of information, others much more, but none should have to discover for themselves where, for example, incisions have been made. Mortuary services should have in place a policy on line removal and wounds on a deceased person's body.



Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Discuss maintenance and checking of visitors.(8 points)

Note: Satisfactory rating - 3 and 5 points Unsatisfactory - below 3 and 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Answer sheet

1 _____

2 _____

3 _____



List of Reference Materials

1. http://www.who.int/medical_devices/en/.
2. <mailto:medicaldevices@who.int>.
3. http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/document.
4. http://www.endoflifecareforadults.nhs.uk/assets/downloads/Care_After_Death_fina.
5. <http://www.legislation.gov.uk/ukpga/2004/30/contents>.

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