Australian Government

Department of Education, Employment and Workplace Relations

HLTMT304D Assist with autopsy

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

HLTMT304D Assist with autopsy

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTMT304C Assist with autopsy	HLTMT304D Assist with autopsy	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor	This unit describes the knowledge and skills required for a mortuary worker to prepare for and assist in an autopsy

Application of the Unit

Application	Work performed requires a broad knowledge base and the ability to apply solutions to a defined range of unpredictable problems
	Individuals will take responsibility for their own outputs and limited responsibility for the quantity and quality of output of others
	All tasks are conducted in accordance with organisation policies and procedures including WHS and infection control guidelines

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills   This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare body for autopsy	1.1 Confirm details of autopsy
	1.2 Liaise with *medical officer* as appropriate
	1.3 Obtain and prepare relevant *equipment*
	1.4 Correctly prepare, fix and label specimen containers
	1.5 Obtain *body* and check identification
	1.6 Use *personal protective equipment*
	1.7 Correctly follow *checking processes*

ELEMENT	PERFORMANCE CRITERIA
2. Assist during autopsy	2.1 Follow *medical officer's* instructions
	2.2 Arrange and prepare for medical imaging and photography as required
	2.3 Perform routine photography and complete *photographic documentation*
	2.4 Eviscerate *body* following *medical officer's* instructions
	2.5 Remove implants and pacemakers as required
	2.6 Undertake and record weighing and volume measurements
	2.7 Assist with collection of *specimens*
	2.8 Follow *procedures for preservation of organs and other collected specimens*
	2.9 Complete organ retention and specimen documentation in line with *relevant legislation* and *organisation policy and procedure*
	2.10 *Reconstruct*, clean *and restore* body to acceptable condition for viewing, and to facilitate the post-release need for Funeral Directors to acceptably present the body to families
	2.11 Prepare body for storage and return for refrigeration storage
3. Clean autopsy room	3.1 Clean *equipment* and store safely
	3.2 Sterilise *equipment* as required
	3.3 Clean work area according to *infection control policy and procedures*
	3.4 Safely dispose of *waste* in accordance with organisation policy and procedure

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Basic anatomy and physiology
- Basic pathology
- Body reconstruction and restoration techniques following autopsy
- Cleaning techniques
- 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
- Sterilising techniques, including operation of sterilisers if appropriate
- Work health and safety (WHS)   in a mortuary

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply problem solving skills, including an ability to use available resources
- Communicate with Medical Officer performing autopsy
- Demonstrate:
    - basic photography
    - correct and safe disposal of clinical and other wastes
    - removal and accurate measurement and weighing of fluids and organs
    - correct use of personal protective equipment
- Follow correct documentation procedures for organ retention, specimen recording and for photography
- Follow infection control policy and procedures
- Follow organisation waste management practices
- Operate photographic equipment for routine photography
- 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

- Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in:
  - 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 special techniques as per organisation policy and procedures (e.g. enucleation, long bone)

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:	- The individual being assessed must provide evidence of specified essential knowledge as well as skills - This unit will be most appropriately assessed in the workplace under the normal range of workplace conditions - Consistency of performance should be demonstrated over the required range of situations relevant to the workplace - Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

EVIDENCE GUIDE

Method of assessment	• Observation of work activities • Written tasks • Relevant formal and informal education/training courses • Interviews/questioning • Feedback from medical officer
Resource implications:	• Access to an autopsy room where assessment can take place • Autopsy equipment • Relevant organisation policy, guidelines, procedures and protocols • Relevant legislative requirements
Access and equity considerations:	• All workers in the health industry should be aware of access and equity issues in relation to their own area of work • All workers should develop their ability to work in a culturally diverse environment • In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people • Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities
Related units:	• This unit can be assessed independently, however holistic assessment practice with other mortuary units of competency is encouraged

Range Statement

The Range Statement relates to the unit of competency as a whole.   It allows for different work environments and situations that may affect performance.   Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Assisting with autopsy may include:	• Collection of specimens (e.g. blood, urine, bile, vitrious 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
Medical Officer may refer to:	• Pathologist • Government Medical Officer • Other Medical Practitioner
Equipment may include:	• Autopsy table • Trolleys • Surgical instruments • Scales • Specimen containers • Necropsy saw • Suction • Knives • Needles • Body bags • Packaging materials • Sutures • Cleaning equipment • Camera • Tape recorder

Body may include:	• Foetus • Neonates • Paediatrics • Adults • Skeletal remains • Body parts
Personal protective equipment may include:	• Face protection • Eye protection • Gown • Apron • Surgical suits • Appropriate Gloves • Protective footwear • Protective headwear • Respirators
Checking processes may include:	• Ensuring consent or Coroner's Order to autopsy has been received • Check of identification of body • Check of infectious status of body • Check for potential hazards (e.g. chemical, radiation, etc) which may be encountered during the autopsy • Check for 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
Photographic documentation may include:	• 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 may include:	• 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
	• Toxicological specimens

Procedures for preservation of organs and other collected specimens may include:	• 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 may include*: | • Relevant State and Territory Legislation concerning organ retention |

Organisation policy and procedure may relate to:	- Checking processes - Identification - Documentation and record keeping - Organ retention - Boundaries of the scope of the role of the Mortuary Technician - Specimen collection and preparation - Medical Imaging - Photography - Photographic documentation - Reconstruction and restoration of bodies - Evisceration procedures - Cleaning of autopsy room and equipment - Sterilisation of equipment - Waste management
Reconstruction and restoration of bodies may include:	- Cleaning cavities - Packing of absorbent material - Blocking orifices - Replacement of organs - Suturing incisions - Insertion of prostheses - Washing and drying body
Infection Control policy and procedures may include:	- Personal hygiene - Cleaning procedures - Cleaning of surfaces and equipment - Use of cleaning chemicals - Use of personal protective equipment - Standard and additional precautions - Disposal of clinical and other wastes
Waste may include:	- Clinical wastes - Human tissue - General waste - Toxic waste

Community Services and Health Industry Skills Council

Work health and safety policy may include:	• Manual handling
	• Use of equipment
	• Storage of equipment
	• Use of personal protective equipment
	• Handling of chemicals
	• Needlestick injuries
	• Maintenance of a clean working environment
	• Workplace injuries

Unit Sector(s)

Not Applicable