



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SIFFNL001A Transfer deceased persons**

**Revision Number: 1**

## **SIFFNL001A Transfer deceased persons**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to lift, move and transfer a deceased person to a funeral vehicle for transporting to a mortuary. It involves the completion of documentation requirements regarding transfer movements.

### **Application of the Unit**

#### **Application of the unit**

This unit applies to funeral home staff and involves working as part of a team and may involve directing or supervising others.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

#### **Prerequisite units**

Nil

### **Employability Skills Information**

#### **Employability skills**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |  |   |
|--|---|
| 1 Prepare to collect deceased person.  | 1.1 Identify <i>transfer requirements</i> according to <i>workplace policies and procedures</i> , and <i>relevant legislation</i> .   |
|  | 1.2 Identify, locate and prepare appropriate transfer vehicle.  |
|  | 1.3 Identify, locate and prepare <i>transfer equipment</i> and place in transfer vehicle.   |
|  | 1.4 Identify and use <i>personal protective equipment</i> according to workplace policies and procedures, and relevant legislation.   |
| 2 Complete documentation and legal requirements to transfer deceased person. | 2.1 Obtain positive identification of deceased person and label according to workplace policies and procedures.   |
|  | 2.2 Consult with <i>clients</i> to obtain information to complete documentation according to workplace policies and procedures.   |
|  | 2.3 Complete and check legal <i>documentation</i> according to workplace policies and procedures, and relevant legislation.   |
|  | 2.4 Obtain Death Certificate from appropriate sources where available and check prior to transferring deceased person according to workplace policies and procedures, and relevant legislation. |
|  | 2.5 Check Death Certificate where applicable to identify presence of infectious disease and take appropriate precautions as required.   |

ELEMENT	PERFORMANCE CRITERIA
	2.6 Report and document <i>personal effects</i> according to workplace policies and procedures.
	2.7 Provide completed documentation to <i>appropriate personnel</i> .
	2.8 Notify appropriate personnel of discrepancies in legal documentation.
	2.9 Report suspicious deaths according to relevant legislation.
3 Transfer deceased person to funeral vehicle.	3.1 Identify safest and most appropriate method of moving deceased person.
	3.2 Identify <i>wrapping considerations</i> and wrap deceased person according to workplace policies and procedures, and relevant legislation.
	3.3 Apply <i>manual handling techniques</i> to transfer deceased person to funeral vehicle according to workplace policies and procedures.
	3.4 Return premises to original state according to workplace policies and procedures.
4 Transport and transfer deceased person to mortuary.	4.1 Transport deceased person to mortuary according to workplace policies and procedures, and relevant legislation.
	4.2 Transfer deceased person from trolley or other apparatus to vacant mortuary tray according to workplace policies and procedures.
	4.3 Conduct immediate cleaning or purging of deceased body as required during transfer.
	4.4 Position deceased person according to workplace policies and procedures.
	4.5 Store deceased person according to workplace policies and procedures, and relevant legislation.
	4.6 Notify funeral arranger of coffin or casket requirements.
5 Reinstate transfer vehicle and equipment.	5.1 Return transfer vehicle to correct location.
	5.2 Clean transfer vehicle according to workplace policies and procedures.
	5.3 Clean transfer equipment according to workplace policies

**ELEMENT****PERFORMANCE CRITERIA**

and procedures.

5.4 Return transfer equipment to correct location.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- safe manual handling techniques
- communication skills, including clear and direct communication and active listening and questioning techniques to identify and confirm transfer requirements
- literacy and numeracy skills to understand written documentation, complete and check documentation, obtain information, and read maps and signage
- interpersonal skills to relate to people from a range of social, cultural, religious and ethnic backgrounds and with a range of physical and mental abilities
- problem-solving skills to identify most appropriate method to move deceased persons
- teamwork skills to work with other staff and personnel
- planning and organisational skills to plan and prepare to transfer deceased persons.

#### Required knowledge

- workplace policies and procedures
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and the transfer of deceased persons and associated documentation
- infection control practices.

## 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, range statement and the Assessment Guidelines for the Training Package.

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to identify transfer vehicle, equipment and documentary requirements to meet the needs of the specific transfer
- the correct identification of the deceased person, accurate completion of documentation and transfer to the correct destination

## EVIDENCE GUIDE

- use of sensitive and empathetic verbal and non-verbal communication with the deceased family
- safe manual handling techniques
- knowledge of local regulations for death certificates and other documentation for the transfer of deceased persons
- transferring deceased persons on multiple occasions to ensure consistency of performance and ability to respond to different situations.

### Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills within and between funeral service facilities, such as funeral homes, cemeteries and crematoria
- access to relevant documentation, such as Death Certificates
- access to transfer equipment and funeral transfer vehicle.

### Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate identifying and applying procedures for collection of deceased persons, including lifting, transferring and transporting deceased persons and reinstating transfer vehicles and equipment
- written or verbal questioning to assess knowledge and understanding of relevant procedures with regard to performing transfer of deceased persons
- review of workplace documents completed by candidate
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFNL002A Assist with the conduct of a funeral.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up

## EVIDENCE GUIDE

the skill set or qualification and in the context of the job role.

## Range Statement

### 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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

*Transfer requirements* may include:

- speed and timing of transfer
- pick-up point, such as:
  - private homes
  - hospitals
  - nursing homes
  - police or coroner's premises
- social, cultural and religious requirements, such as:
  - funeral and mourning dress standards
  - cultural rituals to assist grieving
  - taboos regarding death
- OHS issues, such as:
  - size and weight of deceased person
  - infectious waste
  - toxic gases
  - cancer producing agents
  - blood borne viruses
  - droplet infections
  - bacterial infections
  - sharps
  - aerosol exposure from lungs of body.



## RANGE STATEMENT

*Workplace policies and procedures* may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures, such as:
  - workplace environment and safety
  - use of personal protective equipment
  - manual handling procedures
  - use of tools and equipment
  - material handling procedures, including hazardous or infectious materials
  - checking for infectious and transmittable disease
  - sterilising apparatus and instruments
  - providing sterile storage areas for instruments
  - using disinfectants
  - safe removal and disposal of soiled and contaminated garments
  - safe ventilation
  - avoiding invasive procedures on bodies
  - immunisation
  - periodic X-rays
  - seeking medical advice
  - recording injury and incidence
  - reporting injury and incidence
  - providing first aid kit
  - performing first aid as necessary
  - labelling clothing
- emergency procedures, including fire and accident procedures
- security procedures
- dress standards, such as uniform or business suit
- completion of documentation, including:
  - correct recording of name, age and sex
  - correct recording of Aboriginal or Torres Strait Islander status
  - correct completion of any other questions
  - Death Certificate or Certificate of Life Extinct signed by doctor
- staff conduct.

## RANGE STATEMENT

***Relevant legislation*** and regulations may include:

- OHS
- Coroner's Act
- federal transportation regulations
- Airlines Act
- Public Health Act
- Environment Protection Act
- Births, Deaths and Marriages Registration
- Dangerous Goods Act
- local government regulations
- cemetery Acts and by-laws
- Crematorium Acts
- Worksafe Australia certification and standards.

***Transfer equipment*** may include:

- lifting aids
- trolley
- stretcher
- body bags
- linen
- disinfectant hand solution, paper towel and soap
- ordinary laundry bags
- plastic laundry bags
- plastic ordinary waste bags
- plastic infectious waste bags
- paper towels for cleaning
- hydrochloride disinfectant solution
- small first aid kit
- packs of padding suitable for dressing wounds on bodies
- plastic for preventing leakage
- plastic sheeting for wrapping bodies
- waterproof tape for sealing wrapped bodies
- capsules for transporting babies.

## RANGE STATEMENT

***Personal protective equipment*** may include:

- disposable gloves
- heavy duty gloves
- protective overgarments
- overshoes
- waterproof aprons
- masks and goggles.

***Clients*** may include:

- family of deceased
- friends of deceased
- other relevant persons.

***Documentation*** may include:

- Death Certificate or Certificate of Life Extinct
- notification of life extinct
- death registration form
- coroner's warrant
- medical report
- transfer instructions
- waterproof identification tag fixed securely to body
- list of personal property, including clothing and shoes for preparation of the deceased
- receipts for jewellery and other valuables
- mortuary occupancy register
- embalming form.

***Personal effects*** may include:

- jewellery
- valuables.

***Appropriate personnel*** may include:

- legal personnel
- supervisor
- manager.

## RANGE STATEMENT

*Wrapping considerations* may include:

- leak proof bags
- storage
- handling
- sharp jewellery
- sharp body parts, such as bones, teeth, dentures and nails
- faecal contamination
- aerosol exposure from lungs of body
- labelling
- protocol for injury.

*Manual handling techniques* may include:

- single person lift
- multiple person lift
- assisted with manual lifting device
- assisted with mechanical lifting device.

## Unit Sector(s)

**Sector** Funeral Services

## Competency field

**Competency field** Funeral Operations