



Australian Government

SIFEMWK004 Coordinate mortuary operations

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate a range of mortuary operations including receiving and releasing deceased persons and maintaining the mortuary environment and equipment. It applies to funeral home staff working with a level of autonomy and according to work health and safety, relevant legislation and workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Mortuary Work and Embalming

Unit Sector

Embalming

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Receive deceased persons at a mortuary.	1.1 Check transfer documentation is correct and complete and process. 1.2 Transfer the deceased person from vehicle to mortuary. 1.3 Check identification tag of deceased person. 1.4 Position the deceased person in mortuary using a headblock. 1.5 Complete personal effects register against the deceased's personal property.
2. Maintain mortuary environment.	2.1 Update mortuary occupancy register. 2.2 Observe and maintain required temperature of mortuary. 2.3 Monitor and maintain cleanliness, tidiness and security of the mortuary.

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| 3. Maintain mortuary equipment. | 3.1 Maintain inventory of specialist and non-specialist mortuary equipment. |
| | 3.2 Conduct regular inspections of equipment and determine serviceability according to manufacturer guidelines. |
| | 3.3 Monitor equipment servicing schedules and arrange routine service and repairs as required. |
| | 3.4 Maintain equipment service or repair. |
| 4. Release deceased persons to other relevant agencies. | 4.1 Liaise with transfer and mortuary workers and other agency staff as required to determine arrangements for release of the deceased person to relevant agency. |
| | 4.2 Complete required release documentation and processes. |
| | 4.3 Remove the deceased person from mortuary at appointed time, checking identification tag. |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFEMWK004B Coordinate mortuary operations.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>