



Australian Government

Department of Education, Employment and Workplace Relations

SIFMWK003A Clean and sterilise mortuary items and equipment

Revision Number: 1

SIFMWK003A Clean and sterilise mortuary items and equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to safely prepare for, follow and complete cleaning and sterilisation processes for standard mortuary items and equipment.

Application of the Unit

Application of the unit

This unit applies to funeral home staff and involves working autonomously or under direction with a low level of responsibility. It requires the application of safe operating procedures when handling potentially hazardous items and equipment.

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 Collect and sort reusable mortuary items and equipment.	<p>1.1 Identify, prepare and use <i>personal protective equipment</i> according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>.</p> <p>1.2 Check, segregate and prepare <i>mortuary items and equipment</i> for appropriate cleaning or sterilisation requirements according to workplace policies and procedures, and relevant legislation.</p> <p>1.3 Identify and transport reusable mortuary items and equipment to appropriate areas according to workplace policies and procedures.</p> <p>1.4 Identify and report faulty or damaged items and equipment according to workplace policies and procedures.</p> <p>1.5 Segregate and dispose of sharps and waste according to workplace policies and procedures, and relevant legislation.</p>

ELEMENT	PERFORMANCE CRITERIA
2 Prepare load for sterilisation.	<p>2.1 Select appropriate <i>sterilisation method</i> for mortuary items and equipment according to workplace policies and procedures.</p> <p>2.2 Identify appropriate packaging requirements according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p> <p>2.3 Wrap, label and secure instrument trays and items according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p> <p>2.4 Close and secure containers according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p> <p>2.5 Load sterilising equipment according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p>
3 Maintain, operate and monitor sterilisers.	<p>3.1 Conduct and document sterilising equipment test cycles according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p> <p>3.2 Operate and monitor sterilising cycle and document according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p> <p>3.3 Clean and maintain sterilising equipment according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p> <p>3.4 Record maintenance program according to workplace policies and procedures, and relevant legislation.</p> <p>3.5 Identify and report equipment faults according to workplace policies and procedures.</p>
4 Complete sterilisation procedures.	<p>4.1 Check monitoring devices and record results on completion of cycle according to manufacturer instructions, workplace policies and procedures, and relevant legislation.</p> <p>4.2 Remove sterilised items immediately on completion of cycle and check to ensure specified sterilisation criteria have been met.</p> <p>4.3 Remove and record damaged items or packaging and take <i>corrective action</i> according to workplace policies and</p>

ELEMENT	PERFORMANCE CRITERIA
	procedures.
	4.4 Conduct cooling down procedures according to manufacturer instructions, workplace policies and procedures, and relevant legislation.
5 Store sterile stock.	5.1 Identify storage areas for sterile items and equipment.
	5.2 Cover and label sterile items and equipment according to workplace policies and procedures, and relevant legislation.
	5.3 Check and complete relevant <i>documentation</i> .
6 Clean reusable items and equipment.	6.1 Select and prepare <i>cleaning equipment</i> according to manufacturer instructions and workplace policies and procedures.
	6.2 Conduct water quality and temperature checks according to manufacturer instructions and workplace policies and procedures.
	6.3 Perform equipment test cycles as required according to current Australian standard.
	6.4 Select instrument cleaning <i>chemicals</i> as required according to current Australian standard.
	6.5 Clean reusable items and equipment according to workplace policies and procedures, and manufacturer instructions.
	6.6 Identify and report faulty or damaged appliances according to workplace policies and procedures, and reprocess items as necessary.
	6.7 Clean equipment and work area according to workplace policies and procedures.
7 Process cleaned items.	7.1 Transfer items to appropriate area according to workplace policies and procedures.
	7.2 Check items for functionality according to manufacturer specifications and take corrective action according to workplace policies and procedures.
	7.3 Assemble and pack cleaned reusable items and transfer to appropriate areas according to workplace policies and procedures.
	7.4 Complete required documentation according to workplace

ELEMENT

PERFORMANCE CRITERIA
policies and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- literacy and numeracy skills to interpret manufacturer instructions for operation of cleaning and sterilising equipment and complete recording requirements
- problem-solving skills to identify damaged items and take corrective action
- planning and organisational skills to maintain procedures for separating items and equipment requiring cleaning or sterilising
- communication skills, including clear and direct communication, to report unsafe or faulty items and equipment
- self-management skills to maintain own safety when dealing with hazardous items and chemicals.

Required knowledge

- workplace range of reusable mortuary items and equipment requiring cleaning or sterilising
- universal precautions
- workplace requirements for cleaning, sterilising and disposing of mortuary items and associated recording procedures
- workplace policies and procedures for safe operation and maintenance of cleaning and sterilising equipment
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and infection control
- Australian standards for testing, operation and maintenance of equipment, and use and storage of chemicals
- use, care and maintenance of personal protective equipment.

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.

EVIDENCE GUIDE

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

Evidence of the following is essential:

- ability to identify, sort, handle and store reusable mortuary items and equipment safely
- the loading, unloading, testing, operation and maintenance of cleaning and sterilising equipment to ensure integrity of process using appropriate cleaning chemicals safely
- use of OHS procedures, including universal precautions and the use and maintenance of personal protective equipment
- accurate completion of relevant cleaning and sterilisation documentation
- cleaning and sterilising mortuary items and equipment 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 in a facility where mortuary items and equipment can be sorted and cleaned, and sharps and hazardous waste can be disposed of appropriately
- access to a range of mortuary items and equipment requiring cleaning and sterilisation
- access to cleaning and sterilising equipment and chemicals.

EVIDENCE GUIDE

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 sorting, cleaning and storing reusable mortuary items and equipment
- observation of candidate operating sterilising equipment, including wrapping, labelling, loading, unloading and cooling down
- observation of candidate testing and maintaining sterilising equipment
- review of workplace documents completed by candidate
- written or verbal questioning to assess knowledge and understanding of safe operating procedures for handling, cleaning, sterilising and storing reusable mortuary items and equipment
- 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.

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

Personal protective equipment may include:

- disposable gloves
- heavy duty gloves
- barrier gown or suit
- waterproof overshoes
- waterproof aprons
- splash proof masks
- eye goggles
- face visor
- hair cover.

RANGE STATEMENT

Workplace policies and procedures may include:

- OHS, including material handling procedures for hazardous or infectious materials
- emergency procedures, including fire and accident procedures
- quality assurance
- standards and certification requirements
- equipment operation
- fault reporting
- cleaning schedules and recording requirements
- handling hazardous chemicals
- universal precautions, including:
 - use of personal protective equipment
 - 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.

Relevant legislation, regulations and codes of practice may include:

- OHS
- Anatomy Act
- Human Tissue Act
- Skin Penetration Act
- Coroner's Act
- federal transportation regulations
- Airlines Act
- Public Health Act
- Environment Protection Act
- approved code of practice for embalmers
- local government regulations
- funeral services industry code of practice
- Worksafe Australia certification and standards.

RANGE STATEMENT

Mortuary items and equipment may include:

- personal protective equipment
- positioning devices
- portiboy
- feature setting devices
- instruments and instrument tray
- dressing table
- aspirating instruments and tubing for aspirating or injecting
- electric drill or grinder
- body grooming equipment
- biomedical waste containers for infectious or radioactive human tissue
- pedestal lamps
- linen
- flow meter
- first aid kit
- capsules for transporting babies
- aneurysm needle
- bistoury knife
- scalpels
- scissors
- separators
- suture needles
- needle holder
- forceps
- injection instruments, including:
 - gravity and bulb syringe
 - arterial tube
 - hand pump
 - centrifugal pump
 - parietal needle
 - stopcock
 - Y tube
 - embalming machine
- drainage instruments, including:
 - drain tube
 - iliac drain tube
 - grooved director
 - angular spring forceps
- electric or motorised aspirating instruments, including:

RANGE STATEMENT

- autopsy aspirator
- hydroaspirator
- nasal tube aspirator
- trocar
- hydrovalve trocar
- cavity fluid injectors
- trocar buttons and applicator.

Sterilisation method may include:

- steam under pressure
- low temperature ethylene oxide gas
- low temperature hydrogen peroxide vapour or plasma
- chemical
- dry heat.

Corrective action may include:

- repeating cycle
- reporting faults
- disposing of items.

Documentation may include:

- time, pressure and temperature record of each sterilisation cycle
- sterilising equipment maintenance records
- test cycle records
- material safety data sheets (MSDS)
- cleaning records
- fault reports.

Cleaning equipment may include:

- washers and disinfectors
- ultrasonic washers
- cabinet washers
- tunnel washers
- drying cabinets
- compressed air guns
- high pressure water equipment
- sinks, hot and cold water and brushes.

RANGE STATEMENT

Chemicals may include:

- detergents
- enzymatic cleaners
- rinse aids
- stain remover.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Mortuary Work and Embalming