



Australian Government

Assessment Requirements for SIFEMWK004 Coordinate mortuary operations

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- receive, position and release deceased persons
- review and accurately complete documentation for receiving and releasing deceased persons
- monitor and maintain mortuary equipment availability and serviceability and the cleanliness and security of mortuary.

Evidence of performance of coordinating mortuary operations on the receiving and releasing of two or more deceased persons is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- documentation required for receiving and releasing deceased persons, including:
 - Medical Certificate or Certificate of Life Extinct
 - coroner's warrant
 - medical report
 - transfer instructions
 - waterproof identification tag fixed securely to body
 - list of personal property, including clothing and shoes for dressing the deceased
 - receipts for jewellery and other valuables
 - mortuary occupancy register
 - embalming form
- agencies in relation to receiving and releasing deceased persons, including but not restricted to:
 - Coroner's Office
 - other funeral homes
 - hospitals
- features and uses of specialist and non-specialist mortuary items
- workplace policies and procedures for monitoring mortuary operations, including security procedures, climate control, maintaining equipment

- federal, state or territory, and local government legislation and regulations relating to transfer documentation, work health and safety/occupational health and safety, infection control and handling human remains
- environmental impacts regarding mortuary operations and minimal impact practices to reduce these
- funeral services industry parameters and protocols for dealing with the deceased.

Assessment Conditions

Skills must be demonstrated in a mortuary workplace:

- using suitable equipment and resources, including:
 - mortuary equipment
 - documentation, including mortuary occupancy register
- under industry operating conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - speed and timing requirements that reflect commercial operating conditions
 - interaction with mortuary workers and agencies

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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