



Australian Government

SIFEMWK004 Coordinate mortuary operations

Release: 1

SIFEMWK004 Coordinate mortuary operations

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

Elements describe the essential outcomes.

1. Receive deceased persons at a mortuary.

2. Maintain mortuary environment.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 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.
- 2.1 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>

Assessment Requirements for SIFEMWK004 Coordinate mortuary operations

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.

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