



**Australian Government**

# **SIFFFNL002 Transfer deceased persons**

**Release: 2**

# SIFFNL002 Transfer deceased persons

## Modification History

Not applicable.

## Application

This unit describes performance outcomes, skills and knowledge required to lift, move and transfer a deceased person to a funeral vehicle for transporting to a mortuary. This unit applies to funeral home staff who work as part of a team and may direct or supervise others 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

Funeral Operations

## Unit Sector

Funeral Directing

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

1. Prepare to collect deceased person.
2. Complete documentation and legal requirements to transfer deceased person.

### PERFORMANCE CRITERIA

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

- 1.1 Identify transfer requirements.
- 1.2 Locate and prepare appropriate transfer vehicle.
- 1.3 Locate and prepare transfer equipment and place in transfer vehicle.
- 1.4 Identify and use personal protective equipment.
- 2.1 Obtain positive identification of deceased person and label.
- 2.2 Consult with clients to obtain information to complete documentation.
- 2.3 Complete and check legal documentation.
- 2.4 Obtain Death Certificate from appropriate sources where available and check prior to transferring deceased person.

- 2.5 Check Death Certificate where applicable to identify presence of infectious disease and take appropriate precautions as required.
  - 2.6 Report and document jewellery and valuables.
  - 2.7 Provide completed documentation to manager or legal personnel as required.
  - 2.8 Notify appropriate personnel of discrepancies in legal documentation.
  - 2.9 Report suspicious deaths according to relevant legislation.
- 3. Conduct transfer to funeral vehicle.
  - 3.1 Determine safest and most appropriate method of moving deceased person.
  - 3.2 Identify wrapping considerations and wrap deceased person.
  - 3.3 Apply manual handling techniques to transfer deceased person to funeral vehicle.
  - 3.4 Return premises to original state.
- 4. Transport and conduct transfer to mortuary.
  - 4.1 Prepare for transfer to mortuary.
  - 4.2 Transfer deceased person from trolley or other apparatus to vacant mortuary tray.
  - 4.3 Conduct immediate cleaning or purging of deceased body as required during transfer.
  - 4.4 Position and store deceased person according to mortuary requirements.
  - 4.5 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 and transfer equipment and return to correct location.

## 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

SIFFFNL001A Transfer deceased persons.

## 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 SIFFNL002 Transfer deceased persons

### Modification History

The details of this endorsed unit are in the table below. The latest information is at the top.

| Release | Comments                                           |
|---------|----------------------------------------------------|
| Two     | Editorial correction to the Assessment Conditions. |
| One     | Reflects the Standards for Training Packages.      |

### Performance Evidence

Evidence of the ability to:

- identify transfer vehicle, equipment and documentary requirements to meet the needs of the specific transfer
- correctly identify the deceased person
- interact with the deceased's family to obtain accurate information
- accurately complete documentation and transfer to the correct destination
- use safe manual handling techniques.

Evidence of performance on five or more occasions is required to demonstrate consistency of performance and ability to respond to different situations.

### Knowledge Evidence

Demonstrated knowledge of:

- considerations when transferring deceased persons, including but not restricted to:
  - speed and timing of transfer
  - pick-up point
  - social, cultural and religious requirements:
    - funeral and mourning dress standards
    - cultural rituals to assist grieving
    - taboos regarding death
  - work health and safety/occupational health and safety issues:
    - 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
- transfer equipment including lifting devices and personal protective equipment
- documentation in relation to transferring the deceased, including but not restricted to:
  - Death Certificate or Certificate 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
- wrapping requirements and considerations in relation to transferring deceased persons
- workplace policies and procedures relating to transferring deceased persons
- federal, state or territory, and local government legislation and regulations relating to work health and safety/occupational health and safety, infection control practices and the transfer of deceased persons and associated documentation.

## Assessment Conditions

Skills must be demonstrated in a funeral home, cemetery or crematoria workplace:

- using suitable equipment and resources, including:
  - transfer equipment and personal protective equipment
  - documentation including death certificates
- under industry 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 team members and clients

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

## Links

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