TRANSPORTATION OF DECEASED ADULT PATIENTS TO THE MORTUARY

* Please note: There is a separate policy for infants

The Nurse Manager - Administration is responsible for the transportation of deceased adults to the mortuary. The key to the mortuary is held in the keytel in Administration. The mortuary is located at the eastern end, Level One of the Old Theatre Block of Prince of Wales Hospital adjacent to Loading Dock 1 and the Parkes Building.

When the patient is ready for transfer the ward staff are to contact the Nurse Manager - Administration and a porter.

The Death Certificate/Cremation Form and Authorisation for Postmortem (if applicable) are to be completed and given to the Nurse Manager responsible for the transport.

In the event a patient's body must be transferred as soon as possible from the hospital, either for cultural or religious beliefs, the medical officer on duty at the time of death, is responsible for completing all relevant documentation so as to expedite this process.

A trolley specifically designed for the transport is held in the mortuary. This trolley must be used. The trolley must be covered with the appropriate cover, which should be attached to the trolley from the mortuary.

Under no circumstances should a patient be transported without the appropriate trolley cover.

The trolley is to be taken via the first floor route through the Campus Centre behind Operating Suite to the mortuary. Under no circumstances is the trolley to be wheeled through patient areas or the Children's Hospital. On arrival in the mortuary the register must be fully completed by the Nurse Manager.

Documentation:
The Death Certificate, Cremation Papers and Consent for Postmortem must be returned to Medical Administration at the Royal Hospital for Women by the Nurse Manager. Do not leave them in the mortuary with the patient.

The Secretary to the Director of Clinical Services processes the paperwork. If the deceased is taken into care by Funeral Directors over the weekend, the papers must be photocopied and left for the Secretary to record on the following Monday. The Nurse Manager - Administration is to provide the paperwork to the Funeral Directors after hours. The Death Certificate and Cremation Papers are located in the Record of Death book (red) which is located in the top drawer of the wooden filing cabinet underneath the Secretary to the Director of Clinical Service's desk.

If the patient is transferred directly from the ward to the funeral home the Death Certificate and Cremation Papers must be sent to the Secretary of the Director of Clinical Services. The Funeral Director will access the papers via Administration. If the patient is transferred direct to the funeral home after hours the Death Certificate and Cremation papers must be photocopied and the copies left for the Secretary to the Director of Clinical Services. The Nurse Manager - Administration is responsible for this.

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TRANSPORTATION OF DECEASED ADULT PATIENTS TO THE MORTUARY cont’d

Cremation Charges:
The funeral director is liable for a charge of $65.00 if an adult is to be cremated. If the Nurse Manager – Administration receives a cheque on a weekend it is to be left in the Record of Death book for the Medical Secretary to process on the next working day.

Contacting Funeral Director:
Relatives need to be informed by the ward staff that they are responsible for contacting funeral directors. If required the Social Worker can assist relatives with these arrangements.

Viewing of Patient in Mortuary:
It is preferable for relatives to spend time with the deceased on the ward as the viewing room in the mortuary is not optimal. If there is a request for a viewing after transfer to the mortuary the Surgical Dressers (Prince of Wales Hospital) will organise this. They may be paged via Prince of Wales Hospital switch.

NB  Only if absolutely necessary

If a third person is required to assist with transfer to the mortuary the Surgical Dresser may be contacted. The Surgical Dresser may be contacted to help clarify any problems or issues that may arise.