



HSS REGISTERED

Mortuary Coordinator

Health Salaried Officers Agreement: G-3

Position Number: 602761

Patient Support Services

Royal Perth Hospital

Reporting Relationships

Director of Nursing & Patient Support Services
Royal Perth Bentley Group (RPBG)



Manager, Patient Support Services (RPBG)
HSO G-9
Position Number: 106692



This Position

Also reporting to this supervisor:

- Assistant Manager PSS, G-7, 1.0 FTE

Key Responsibilities

Coordinates and ensures:

- Day to day functions of the Mortuary are carried out
- Maintains Mortuary environment to a high standard
- Appropriate religious and cultural needs of the deceased are adhered to
- All processes are timely and dignified
- All Mortuary administration, documentation and records are maintained as per policy
- Maintains Infection Control principles and adheres to policy

Brief Summary of Duties (in order of importance)

- Overall daily functionality and operations associated with usual Mortuary business.
- Liaises with appropriate persons (e.g. medical staff, medical administration, funeral directors) concerned with permission for autopsy examination, referral of cases to the Coroner, the production of Death Certificates, Cremation Forms, coordinates process with Public Trustee for indigent deceased, donation of tissues for therapeutic purposes and notification of the deceased's General Practitioner.
- Admits, records and dispatches deceased patients, ensuring the mortuary register and electronic records are accurately maintained.
- Ensures appropriate religious and cultural requirements of the needs of the deceased are adhered to.
- Provides sympathetic support to those grieving.
- Coordinate and provide education to all disciplines of hospital staff on cultural norms and best practice when caring for the deceased and the grieving.
- Performs "body preparation" work on deceased patients prior to viewings in accordance with Infection Control policies.
- Maintains Cool Room and general mortuary area in clean and hygienic condition.
- Prepares the deceased patient and theatre for Non-Coronial post mortem examinations (as directed by FSH Post Mortem Coordinator) or for transfer for post mortem offsite.
- Maintains documentation relating to Mortuary Department including but not limited to all operational procedures and guidelines.
- Provides assistance, when required, to ensure all Western Australian Review Morbidity (WARM) data is entered correctly.
- Assists with coordinating the ongoing activities within Patient Support Services and Mortuary services, including:
 - Recruitment and Selection
 - Rostering and leave management
 - Conditions of employment, Award interpretations
 - Conflict Resolution and Grievance
 - Performance Management
- Responsible for projects including but not limited to:
 - Refurbishment of mortuary facilities including comprehensive security/access review
 - Preparation for NATA accreditation in consultation with PathWest staff
- Performs all duties in accordance with Infection Control policy, practice and procedures (including safe disposal of waste).

1. EMHS Governance, Safety and Quality Requirements

- 1.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 1.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 1.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 1.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 1.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

2. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated supervisory and management experience.
2. Excellent computer skills and Microsoft application knowledge.
3. Well-developed organisational and time management skills with the ability to meet deadlines and be flexible.
4. High level of manual dexterity.
5. High level of verbal and written communication and interpersonal skills.
6. Ability to work as a member of the team and also autonomously.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Certificate in Mortuary Operations or Mortuary Theatre Practice, or an equivalent field of study.
2. Demonstrated knowledge of the administrative, technical and safety aspects of the work performed in a mortuary.
3. Demonstrated experience in a hospital mortuary.
4. An ability to develop local practices that reflect overarching EMHS policies.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
Richard Jarvis		HE116398	13/11/2017
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HCN Registration Details (to be completed by HSS)

Created on	July 2016	Last Updated on	January 2018
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