



Standard Operating Procedures for District Hospitals- Uttar Pradesh



SOP-18 Mortuary

Name of Facility:

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1. INTRODUCTION

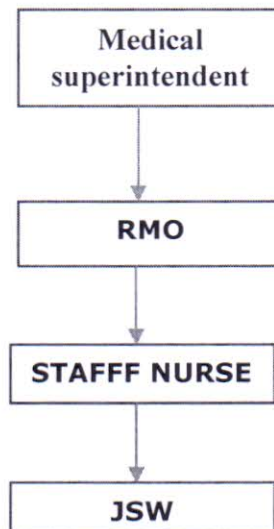
- A cold chamber for transient storage of the deceased in controlled environment for identification purpose, or prior to post mortem or while awaiting last rites.
- The Mortuary of – Area Hospital, Amalapuram is situated in the Adjacent Building and has the capacity of storing 2 corpses (Dead Body).

2. OBJECTIVE

- To handle the bodies with due respect.
- To give full co-operation to the relatives of the diseased while handing over the bodies.

3. SCOPE

This Protocol is applicable to the Mortuary of AREA HOSPITAL,
RAMACHANDRAPURAM



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5. HUMAN RESOURCE

➤ Staffing

The RMO is in charge of the Mortuary, RMO will prepare staff duty roster.

➤ Working Hours

The department works 24 hours a day for 7 days a week.

➤ Responsibility & Authority of the Security Staff:

- The Mortuary Key and the Register will be kept in the Key Room
- The Key and the Register will not be handed over to anyone except the Nurse in Uniform from the respective ward or Security Supervisor.
- The Staff Nurse will check the register for proper/correct entry of information regarding transfer and handing over of the body.

6. MORTUARY PROCESSES

➤ Temperature

The temperature in the mortuary is maintained at room temperature.

➤ Calibration Process

- The Engineering department checks and maintains the temperature on daily bases (If body kept inside)
- Repairing and cleaning of the mortuary is done by Maintenance and sanitation personnel respectively.

➤ Preparation of body prior to sending it to the mortuary :

- To check that the Death Certificate is filled by the treating doctor.

- Check with the relatives if there is any particular way that they would like the body to be packed, e.g., the hands crossed across the chest, etc., as per their religious protocol.
- Do not remove a band with the patient's name, UHID / IP No., age & sex and put it round the wrist of the deceased.
- Cover the body with a clean new sheet and prepare another label and place it on top of the sheet on the chest.
- Inform Relatives / friend to fill Mortuary request form.
- Inform the Security staff that you need to transfer the body to the Mortuary.
- One of the Nurses on duty will go to the Key Room along with Security and collect the Mortuary Key and Mortuary Register (The keys will not be given to any one else other than the Nurse or Security Officer)
- The security personnel will fill the Mortuary Register
- The Nurse will then inform the relatives that the body is being shifted to the Mortuary and request them to accompany the body.
- The Nurse will ensure that there will be at least 2 Patient Care Attendant persons (boys) to shift the body from the cot to the trolley .
- The Nurse will accompany the body covered with a white sheet to the Mortuary.

➤ **Receiving body in the mortuary :**

- Before shifting the body to the mortuary the staff should check the following:
 1. Death Certificate – Original
 2. Police Verification if it's MLC
 3. Mortuary request form
- The JSW will open the door of the Mortuary, open the Chamber Lid and pull the trolley out.
- The body then will be shifted on the Chamber trolley from the ward trolley carefully, by the Patient Care Attendant.
- After shifting the body, the Security will close the chamber and lock it
- He/She will place the label (already prepared) immediately outside / on the Chamber Lid
- The Security will lock the door of the Mortuary.
- The Security will enter in the Mortuary Register that the body has been transferred in time and by and sign by Nurse and security.

➤ **Storage of body in the mortuary :**

The body is wrapped in a new white bed sheet and put in the mortuary, under the regulated temperature.

- He/She will request at least 2 Patient Care Attendants persons to accompany for transfer the body from the chamber to the trolley.
- He/She will accompany the relatives to the Mortuary, open the door, check the name of the diseased on the Chamber Lid and then open the Chamber.
- He/She will pull the trolley out check the name on the label on the body and then transfer it on the trolley with the help of the Patient care attendant persons/relatives.
- The STAFF NURSE will take the signature of the relative/friend on the Mortuary request form to discharge the body (At least 2 personnel)
- The STAFF NURSE will enter in the register body handed over at _____ by _____ and sign.

7. INFECTION CONTROL GUIDELINES IN THE MORTUARY

- Gloves and masks should be used while handling the dead body.
- The mortuary will be cleaned after removal of body with 1% Chlorine solution.
- The Coordinator Infection Control will be responsible for supervising the same.

8. PROTOCOL FOR ISSUING DEATH CERTIFICATE

- The Doctor on duty fills the death certificate as per hospitals rules and regulations.
- The original copy of the certificate is issued to the person responsible for the deceased with his/her signature on the duplicate that is retained in the hospital
- Inform the person that he/she needs to retain a copy and give it to the security while taking the body home.

9. MORTUARY KEYS PROTOCOL

- There are 2 sets of keys for the Mortuary
- The keys are kept at the following places/with the following persons

Key Room.

Maintenance Department (Back Up)

- Key from Key Room will be used by the staff

Associate Documents:

- Mortuary Request Form
- Mortuary Register

10. MORTUARY REQUEST FORM

Mortuary Request Form

2. Age :.....
3. Sex :.....
4. UHID/ IP :.....
5. Whether MLC or Not:.....
6. Hour : From:..... To.....

Attached: Death Certificate – Original, Police Verification if it's MLC .

Name & Signature:

Security Supervisor

I am fully aware of the terms and conditions of the mortuary Services. I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Name & Signature:

Patient Relatives (At Least 2 personnel)

While Keeping body in mortuary

Name & Signature:

Patient Relatives (At Least 2 personnel)

While Receiving body in mortuary

APPROVED & ISSUED BY: Medical superintendent	NAME:	
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