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### Mortuary Service Inspection Checklist- Random

Name of the Facility: \_\_\_\_\_

Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ref.	Description	Yes	No	N/A	Remarks
<b>5</b>	<b>STANDARD ONE: LICENSURE AND REGISTRATION REQUIREMENTS</b>				
5.5	The health facility shall provide documented evidence of collaboration with the following services, but not limited to:				
5.5.1	Clinical laboratory services				
5.5.2	Equipment maintenance services				
5.5.3	Laundry services				
5.5.4	Medical waste management				
5.5.5	Housekeeping services				
5.7	The health facility shall ensure it has in place adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, lighting, electrical outlets and communications.				
<b>6</b>	<b>STANDARD TWO: HEALTH FACILITY REQUIREMENTS</b>				
6.1	Hospitals providing mortuary services shall ensure that the service is available twenty- four (24) hours a day, seven (7) days a week, with access to authorized personnel identified by the hospital management				
6.6	Hospitals with more than twenty-five (25) beds shall provide a Mortuary Unit within the hospital premises				
6.7	The ratio of mortuary body holding cabinets per hospital beds shall be 1:25 for bodies to be kept for up to forty-eight (48) hours				
<b>6.10.</b>	<b>Entry lobby/exit lobby</b>				

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6.10.3	Both the entry and exit lobbies should be able to accommodate the following:				
a	Transport Trolley				
<b>6.11</b>	<b>Body holding area</b>				
6.11.5	The temperature in the body holding cabinets should be				
a	Positive Temperature +2 to +6 °C.				
b	Negative Temperature -15°C/-25°C (used in case of long term storage of bodies that have not yet been identified)				
6.11.6	Temperature of the body holding cabinets should be monitored daily and documented. In case of temperature variation, the mortuary attendant shall contact biomedical engineers/department immediately for corrective action				
<b>6.13</b>	<b>Waiting area and preparation/multipurpose room</b>				
6.13.4	Visitors and undertakers should be able to access the mortuary after operating a bell or audio-intercom at the entrance				
6.13.5	Consideration should be given to the use of audio-visual intercoms, door alerts/alarms, video surveillance and remote locking of entrance doors				
6.16	There should be an appropriate vehicle to transport the bodies where the dignity of the deceased shall be considered				
<b>7</b>	<b>STANDARD THREE: HEALTHCARE PROFESSIONAL REQUIREMENTS</b>				
7.1	All staff including the mortuary attendants and housekeeping staff in the mortuary shall practise standard precautions and safety guidelines.				
7.6	A morgue attendant should perform relevant mortuary duties mentioned below but not limited to:				
7.6.4	Register all important and relevant information is entered into the registration system of the mortuary				
7.6.5	Place the body in the body holding cabinet and label it appropriately to ensure identification of the deceased person.				

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7.6.8	Ensure the mortuary is cleaned daily and document it.				
7.6.10	Ensure terminal cleaning of all body holding cabinets monthly and document it				
7.6.12	Document the handover of the body of the deceased, stillbirth, amputated limbs and other body parts				
<b>8</b>	<b>STANDARD FOUR: MANAGEMENT OF THE BODY OF THE DECEASED</b>				
8.9	There should be a well-documented registration system for receiving, transferring and or releasing of the body of the deceased, which includes time and date, name and signature of person delivering and accepting the body				
8.13.4	The identification tag must be visible outside the body bag.				
8.21.	Complete records of the following shall be maintained:				
8.21.1	Registration of bodies received in the mortuary and transported out of the mortuary.				
8.21.2	All specimens and evidences taken from the deceased				
8.21.3	All specimens forwarded to other laboratories				
8.21.4	All relevant reports (e.g. laboratory results)				
8.21.5	All movement of record or reports out of the mortuary services office				
8.22.1	Attaching two identification tags immediately upon identification, where possible to the right wrist and left ankle with the following information fields completed:				
a	Name of the deceased				
b	Ward of the facility, or the last site at which death occurred (such as ambulance, road, etc.)				
c	Nationality of the deceased				
d	Date of birth and/or age of the deceased				
e	Date and time of death				
f	Identification number issued by the facility mortuary.				

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8.22.2	Use uniform identification number for all documentation associated with a body, including on the death register.				
8.26	Unclaimed bodies could be kept for a maximum of four (4) weeks before contacting the relevant embassy and police				
<b>9</b>	<b>STANDARD FIVE: MANAGEMENT OF BODIES WITH INFECTIOUS OR COMMUNICABLE DISEASES</b>				
9.1	Bodies with infectious or communicable diseases (e.g. COVID 19, Ebola Virus Disease, etc.) may pose a risk when handled by untrained personnel. To ensure appropriate management of these bodies the mortuary staff should comply with the following:				
9.1.1	The health facility should have a protocol for the management of bodies with infectious or communicable diseases				
<b>10</b>	<b>STANDARD SIX: SAFETY MANAGEMENT</b>				
10.2.	Use durable and impermeable body bags for storage of the body of the deceased.				
10.4.	After release of bodies with confirmed or suspected infections or communicable diseases, the mortuary equipment and body trays must be thoroughly cleaned and disinfected with approved hospital disinfectants.				
10.10	All repairs and maintenance must be accurately documented.				

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