

SOUTH EAST REGIONAL HEALTH AUTHORITY

KINGSTON PUBLIC AND VICTORIA JUBILEE HOSPITALS

JOB DESCRIPTION

DEPARTMENT: MORGUE
TITLE OF POST: MORGUE ATTENDANT
CLASSIFICATION GRADE: HSC/HS 1
REPORTS TO: MORTUARY SUPERVISOR

JOB RELATIONSHIP
INTERNAL: Medical, Nursing and Medical Records Staff
EXTERNAL: Parents/Guardians and Morticians

REQUIRE QUALIFICATIONS, SKILLS AND EXPERIENCE

Literate, numerate, training or experience in mortuary services.

DESIRABLE ATTRIBUTES

Punctual, disciplined, conscientious, meticulously attentive to detail, considerate, alert, not squeamish.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Receive and store corpse of all deceased patients.
2. Monitor and maintain temperature in refrigerator at prescribe level.
3. Maintain prescribed records pertaining to deceased patients.
 - i. Record details of corpses received from wards and Casualty Department.
 - ii. Record details of autopsies performed.
 - iii. Record details of corpses in storage.
 - iv. Record daily census of corpses in storage.
4. Liaise with Death Registry Officer daily regarding corpses in storage and other activities at the morgue.
5. Prepare corpses for autopsies.
6. Assist Pathologists with autopsies as directed/required.
7. Clean up morgue after autopsies.

SOUTH EAST REGIONAL HEALTH AUTHORITY

KINGSTON PUBLIC AND VICTORIA JUBILEE HOSPITALS

JOB DESCRIPTION

8. Prepare corpses for delivery to relatives or their designated morticians.
9. Deliver corpses to relatives or their designated morticians.
10. Maintain morgue refrigerators in clean condition.
11. Maintain dissecting table in clean condition.
12. Maintain inventory of autopsy instruments, tools and equipment.
13. Clean and store autopsy instruments/tools safely.
14. Maintain the morgue and its environs free of vermin and unpleasant odours.