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A RANC Uloward 4/10/12

JOB DESCRIPTION

Organisation:

Kingsion Public Hospital

Department:

Morgue

Job Title:

Mortuary Supervisor

Reports to:

Director support Services

Qualification and Experience:

Training in Mortuary Procedures & Supervisory management.

Job Related contacts:

Medical and Nursing Staff, Health Records Personnel Telecommunications Personnel.

External:

Morticians associated funeral Homes, Relatives of deceased.

Summary of Duties & responsibility

Under the general supervision of the Director Support Services and on the instructions of the Pathologist the incumbent is responsible for the supervision of the Mortuary Attendants in maintain, prescribed records pertaining to deceased patients, liaise with death registry officers regarding corpses in storage and the activities of the morgue and assist the pathologist in the performing of autopsies and all activities in the preparation of bodies for delivery to designated funeral homes.

Duties & Responsibilities

1. Received and store corpses of all deceased patients.
2. Maintain prescribed records of deceased patients by:-
 1. Recording details of bodies received from wards and casualty department.
 2. Records details of autopsies performed.
 3. Record details of bodies delivered to relatives /funeral homes.
 4. Record daily census of bodies in storage.

On a daily basis liaise with officer assigned to the death registry regarding activities at the morgue as instructed by the Director of Support Services

Assist pathologist in performing autopsies.

Ensure that the temperature in the refrigerators are maintained at the prescribed level.

Ensure that the refrigerators autopsy room and equipment are maintained in a clean and disinfected condition.

Prepare requisition for preservatives disinfectants gloves linen and other relevant equipment and ensure that adequate stock is requested for use in the morgue.

Maintain inventory of autopsy instrument, tools and equipment and store safely.

Maintain the morgue and its environments free of vermin and unpleasant odours.

40. Ensure that bodies are properly tagged.

11. Ensure that standards and work procedures for the morgue are adhered to in accordance with established policies of the Hospital.
12. Prepare performance evaluation reports on an annual basis for staff and recommend officers for appointment/promotion.
13. Report matter for disciplinary action/employee grievance to the director support services.
14. Ensure that functions which could inhibit efficiency of mortuary services are minimal.
15. Ensure that officers comply with the dress code policy.
16. Performance any other related duties as instructed by the Pathologist in charge instructed by the Pathologist in charge or the Director of Support Services.