


MORTUARY POLICY



ASSOCIATED HOSPITAL




GOVERNMENT MEDICAL COLLEGE KATHUA

MORTUARY POLICY

	GOVT. MEDICAL COLLEGE, KATHUA JAMMU AND KASHMIR	Doc. No.	15
		Issue Date	15-06-2020
		Revision Date	15-12-2020
		Revision No.	
		Next Review	15-06-2021
		Total Pages	07

MORTUARY POLICY

Document Approval

Manual Name	POLICY FOR MORTUARY SERVICES IN HOSPITAL	
Prepared By	<ul style="list-style-type: none">• Dr. Yangchen Dolma (I/C Medical Superintendent and HOD Community Medicine)• Aditya Bhanotra (Record Clerk)	 Signature
Reviewed By	Dr. Yangchen Dolma (I/C HOD Community Medicine)	 Signature
Approved By	Dr. Suleman Choudhary (Principal, GMC Kathua)	 Signature

List of contributors

S.no	Name	Designation
1	Dr.Yangchen Dolma	Assistant Professor
2	Aditya Bhanotra	Record Clerk

MORTUARY POLICY

S.NO	INDEX	PAGE NO.
1.	PURPOSE, SCOPE, DEFINITION	4
2.	MORTUARY FUNCTIONS, LOCATION OF MORTUARY	5
3.	PHYSICAL FACILITIES – SPECIFICATIONS	6
4.	STAFFING, COLD STORAGE OF MORTUARY, MORTUARY RECORDS	7

MORTUARY POLICY

PURPOSE

To ensure that the hospital staff adhere to the Mortuary Services Policy.

SCOPE

All the Staff working in the Hospital Mortuary.

DEFINITION:

Mortuary is a place where dead bodies are kept. In a hospital mortuary, dead bodies dying in the Hospital are kept and preserved properly, before being handed over to the relatives of the deceased.

In Medico-legal case, it is to be ensured that the bodies are not to be handed over to the relatives but to concerned Police personnel for inquest and subsequent post-mortem, if required.

In all unclaimed cases and unknown death cases, it is mandatory to preserve the dead bodies for a period of atleast 72 hours before it is handed over to religious organizations/ municipal bodies for last rites. In case these bodies get identified, they are handed over to relatives concerned after noting the same fact on the death certificate.

MORTUARY POLICY

MORTUARY FUNCTIONS

The Mortuary is generally used for the following:

- To keep dead bodies, till relatives claim.
- Viewing and identification of dead bodies by relatives and friends.
- To keep unclaimed dead bodies, this may be later cremated or handed over for studies and research.
- Keep dead bodies requiring pathological post-mortem.
- For keeping dead bodies of medico-legal cases for post-mortem and then handing over.
- Demonstration of autopsy to medical students.

LOCATION OF MORTUARY

The site of the Mortuary should be selected after taking into account the lighting, ventilation and isolation. Mortuary should be located either at one end or slightly away from main hospital building, but never be around the refuse dumping area of the hospital.

MORTUARY POLICY

PHYSICAL FACILITIES – SPECIFICATIONS

Floors: the floors should be hard, durable, and moisture resistant, of material which can be easily cleaned.

Walls: the walls of the Mortuary should be of permanent, durable to bear accidental hit by stretcher trolley, and there should be scope for future expansion. Finish of the walls must be impermeable and washable.

Ceilings: the ceiling should be made of material that is easily cleaned. The height of the ceiling should not be less than 10 feet.

Doors: sliding or double doors of adequate width should be provided between the primary rooms to allow easy passage to trolleys, portable X-ray etc. in the post-mortem room.

Windows: natural day lighting by windows should be provided wherever possible and it is preferable for windows of primary rooms to be on the northern side. Windows should generally have opaque glass and opening side should be fitted with external fly proof screens. Window sills should not be placed below height of 5 ft. from floor.

Corridors: should be wide enough to allow passage of trolleys. Width should not be less than 8 ft.

Lighting: Either tungsten or fluorescent lighting may be used.

Heating and Ventilation: Heating requirements can be met by conventional heat radiators/convectors which can be mounted on walls but special precaution to be taken that pipes carrying wires should be well concealed with easy access for maintenance.

Hot and Cold Water Supply: arrangement should be made to provide hot and cold water supply to the Mortuary. Post-mortem tables should be fitted with individual water hoses. All taps in the working area should be elbow-operated type.

Communication: As the mortuary functions under overall co-administrative control of Forensic expert, communication is always required between the department and mortuary, hospital administration and mortuary as well as police and other public agencies.

Air- Conditioning: A standalone system (window or split) is recommended, if required.

Fire Alarms and Fire Fighting Equipment: Fire Alarm system should be installed, fire-fighting equipment should be provided, and fire exit routes to be clearly marked with red paint.

MORTUARY POLICY

STAFFING

As a general rule, two pathologist/forensic experts for 150 autopsies/post-mortems per annum and one additional doctor for every 100 post-mortems thereafter. A minimum of three Class IV workers is also required for maintaining cleanliness in the mortuary.

COLD STORAGE OF MORTUARY

Every mortuary must provide dead body cold storage facility. A minimum of 3 dead body capacity cold storage facilities must be available at each mortuary. The number may increase depending upon the need of the hospital.

MORTUARY RECORDS

Maintaining records in relation to storage of dead bodies and their disposal at mortuary is a very important function. A mortuary register indicating all the details of the case in various columns, so that proper identity could be traced when required, should be available. The date and time of receipt of the body in mortuary and its disposal should be also be mentioned on the said register together with signature of the person whom the dead body has been handed over to. A serial number should be allotted to each dead body and the same be affixed against the cabin where dead body has been kept. In no case any dead body should be stored in the mortuary without entering in the register. Outside hospital dead bodies can be preserved in cold storage after permission from hospital authority concerned for this purpose.