

# Canberra Health Services

### **Attachment A: When Death Occurs Inpatient Flowchart**

**Death Occurs** 

Medical Officer is contacted to verify death.

DonateLife ACT Donation Specialist Nursing Coordinators (DSNC) must be notified of all deaths via the Canberra Hospital Switchboard

Nursing Staff or Medical Officer: notify next of kin in a sensitive and timely fashion. If family are present, refer to Social Work Service and raise awareness of Spiritual Care Services available.

If family cannot be located, contact Police to request the family be located.

If **no Next of Kin** identified see Attachment J – Deceased Person with No Next of Kin Flowchart

Medical Officer MUST complete Deceased Person Checklist

**Medical Officer** determines the deceased person is <u>MOT</u> a Coronial case <u>NO</u> is the answer to all 5 questions on the Deceased Persons Checklist

Medical Officer completes the Medical Certificate of Cause of Death and notifies the deceased person's GP (discharge summary). Completes the Certificate of Medical Attendant form as appropriate

Medical Officer or Nursing Staff advises the Ward Clerk of the Patients Death.

Ward Clerk to check the patient progress notes for the Medical Officer
documentation of time and date of death for registering in ACTPAS.

Medical Officer and/or Nursing Staff determine if the deceased person was exposed to radioactive therapy OR infectious disease and contact the relevant number for advice:

- Medical Physics Expert via Canberra Hospital Switchboard
- Infection Control Ph: 62443695

Ward Clerk sends the Medical Record to Medical Records Department,
Mezzanine level, Building 12, Canberra Hospital as soon as practicable
Hours: Monday to Friday: 8 am - 10:30pm
Saturday, Sunday and Public Holidays: 8:30am - 5pm

Ward Clerk (If outside these hours) retains the medical record on the ward and sends to Medical Records as soon as office hours resume.

Wards person and Unit Nurse escort the deceased person to the Mortuary and related paperwork is completed at the Mortuary.

Nursing Staff note any valuables and personal effects belonging to the deceased person and return these to the family upon completion of appropriate documentation.

#### Exception:

Registered Nurses, working within the Specialist Palliative Care Consultation Liaison Service, Community Link Nursing or Hospital in the Home Teams, who provide care to known ACT Palliative Care Services or Hospital in the Home patients living in the community may verify death for a palliative patient in the community. A MO/GP must still certify death.

YES is the answer to any of Questions 1 – 6 on Deceased Persons Checklist

Refer to Section 9 of the Providing Care after Death Procedure

Medical Officer refers to the ACT Policing Coroner's Team as soon as practicable after pronouncing death (0413 009 547)

MO informs next of kin about referral and next steps

## NO DEATH CERTIFICATE

#### Staff MUST NOT:

- Wash the deceased person
- Take foot and/or handprints of a deceased child
- Remove any devices or equipment
- Remove anything or place anything on, or in, the deceased person

MO to complete life extinct certificate

Staff must provide assistance to ACT Policing Coroner's Team when they attend.

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