

FINAL ACT OF CARE – CHECKLIST

Any variances of care must also be documented in Healthcare Record, on Deceased Inpatient Notification Form and DC1 mortuary card.

BEFORE COMMENCING	YES	NO	N/A
Death confirmed?			
Is procurator fiscal been notified by medical staff?			
Next of kin / family notified?			
Personal preferences / religious or cultural requirements considered?			
Deceased In-patient Notification Form completed?			
Mortuary cards DC1 and DC2 completed?			
Comments:			
PERSONAL CARE AFTER DEATH	YES	NO	N/A
Lie flat and limbs straightened?			
Eyes and mouth closed?			
Tubes and lines etc removed?			
Wounds covered with absorbent waterproof dressings?			
Deceased person washed and made presentable?			
Mouth and teeth cleaned?			
If applicable dentures cleaned and in-situ?			
If no are they in a denture pot and transferred with deceased person?			
Deceased person dressed in own nightwear or disposable shroud?			
Incontinence product in-situ?			
Comments:			
PRIOR TO TRANSFER	YES	NO	N/A
2 x identity bands attached (wrist and ankle).			
Place deceased person directly into body bag.			
Wrap clean sheet around outside of body bag.			
Deceased In-patient Notification Form, DC1 and DC2 mortuary card completed and available?			
Patslide and glidesheet available?			
Room cleared to accommodate concealment trolley?			
Call porters or funeral directors and request transfer?			
Comments:			

RETURN OF PROPERTY AND VALUABLES	YES	NO	N/A
Gather all property and valuables and sensitively pack using deceased persons own bag or hospital designated bags.			
Pack any perishables or soiled clothing separately or ask family if they would like the items disposed of.			
Check family wishes re jewellery or sentimental items and if to be left with deceased person then this must be documented on the Deceased In-patient Notification Form.			
If property and valuables are to be returned to NOK, staff must ensure that a Next of Kin Indemnity form is completed listing each item and signed by the person receiving them. NOK Indemnity form must be returned to Patients Funds, Royal Edinburgh Hospital.			
If any property or valuables are with Cashiers, ward staff must complete Notification of Discharge / Death Form and sent to Cashiers as soon as possible. Cashiers will then arrange to return any property to NOK.			
Comments:			
POST FINAL ACT OF CARE	YES	NO	N/A
Death certificate (MCCD or Form 11) been completed?			
If no, does NOK know where and when to collect it?			
Has cause of death been discussed with NOK?			
When Someone has Died bereavement booklet been issued?			
NOK aware of process if they wish to arrange a viewing in hospital Bereavement Suite?			
Complete any paperwork and file in Healthcare Record.			
Update TRAK.			
Comments:			

Signature of nurse:

Name of nurse (PRINT):

Date:

Time:

File in deceased persons Healthcare Record.