

Please ensure all tasks are ticked in the correct box and then initialled.

PRIOR TO COMMENCING	YES	NO	N/A	Initials
Has the death been confirmed?				
Inpatient Notification form RED area signed by Doctor/HAN				
Procurator Fiscal / Body Donation / Tissue Retrieval case				
Any known religious or personal preferences or requirements				
Has NOK been informed				
If no NOK, contact NHSL Bereavement Service to give patient details				
Has cause of death (as written on MCCD) been discussed with the patient's NOK				
Complete Death Registration Form (DRF version 5) to document NOK contact phone number and email address				
Advise NOK they must email bereavement service for copy of MCCD				
NOK is made aware of process to arrange a viewing in the hospital bereavement suite				
COMMENTS:				

PROPERTY / VALUABLES	YES	NO	N/A	Initials
Property & valuables sensitively packed using the patient's own bag or a Purple Thistle bag (do not pack soiled clothes/perishables in with property)				
Ask NOK if they wish to take soiled clothes / perishables or dispose of in hospital				
NOK wishes re jewellery/valuables confirmed and documented				
Complete NOK Indemnity Form				
Ward staff and NOK must both sign Indemnity Form				
Send Indemnity Form to Patient Funds, Royal Edinburgh Hospital				
If no NOK, belongings and completed Indemnity Form to be sent to Cashier Office				
COMMENTS:				

DOCUMENTATION	YES	NO	N/A	Initials
Complete and SIGN each section of the Inpatient Notification form				
Complete Death Registration Form in full – do not leave areas blank				
Ensure the MCCD (Medical Certificate of Cause of Death) is completed and signed by the doctor				
Take completed DRF and MCCD to the mortuary				
Complete DC1 card (White)				
Complete DC2 cards x 2				
COMMENTS:				

CARE AFTER DEATH (LAST OFFICES)	YES	NO	N/A	Initials
Take Final Act of Care trolley to the patient's bedside				
Lie patient flat with limbs straight				
Close patient's eyes and mouth				
Remove tubes / lines / catheters etc				
Ensure wounds are covered with absorbent waterproof dressing				
Wash patient and make presentable				
Clean mouth area and brush teeth				
Insert dentures if they fit				
If dentures are ill fitting, clean them and put in denture pot to be transferred with patient				
Apply disposable pads and pants				
Dress patient in disposable shroud or own CLEAN clothes				
Apply 2 name bands – 1 on wrist, 1 on ankle				
Apply DC2 card to clothing on chest area with tape (NOT on skin)				
Ensure bed sheet has been changed and is clean ; put body bag on top. Position patient onto bag				
Place patient in the middle of the body bag				
Place DC2 card in small envelope on the body bag at the patient's feet				
Close zips ensuring they meet at patient's head, leaving a small gap to release air when folding the bag				
Fold the excess areas of the bag gently round the patient				
Pull the clean sheet up and over the patient's head and feet to create a cocoon				
Please do not use tape to secure the bag or the sheet				
Position patient onto the slide sheet and leave in situ until porters attend				
Clear room of all patient belongings – those for patients with no NOK must be lodged with the cashier office on site (do not keep on ward)				
Ensure pat slide is to hand				
COMMENTS:				

TRANSFER TO THE MORTUARY	YES	NO	N/A	Initials
Ensure porters / funeral directors are contacted to transfer patient to the mortuary / funeral home				
Assist porters in the transfer and ensure the wrap is still intact before transfer to the mortuary				
COMMENTS:				

FINAL DOCUMENTATION	YES	NO	N/A	Initials
Ensure all documentation is complete and correct				
If Purple Thistle sign has been used, please remove from door, and return to designated place				
Discharge patient from TRAK				
COMMENTS:				