



# BOTSWANA NATIONAL HEALTH QUALITY STANDARDS FOR MORTUARIES/FORENSIC SERVICES

## 6. Autopsy Processes

These forms are designed to be used by both hospital personnel and external surveyors. The following information must be provided after each survey, before submitting the completed survey forms.

**1. NAME OF HOSPITAL/CLINIC/FACILITY:** \_\_\_\_\_

**2. BASELINE/INTERNAL SURVEY INFORMATION:**

Title and name of person who completed this document: \_\_\_\_\_

Post and position held: \_\_\_\_\_

Date of survey: \_\_\_\_\_

**3. EXTERNAL SURVEY INFORMATION:**

Name of external surveyor: \_\_\_\_\_

Date of external survey: \_\_\_\_\_

**GUIDE TO COMPLETION OF FORM**

**N.B. Hospital staff are please to use BLACK ink at all times. The external surveyors are requested to use RED ink at all times.**

Please circle the rated compliance with the criterion, e.g. NA (Not applicable), NC (Non-compliant), PC (Partially compliant), C (Compliant).

The default category affected is designated on the form for each criterion as follows:

1. patient and staff safety
2. legality
3. patient care
4. efficiency
5. structure
6. basic management
7. basic process
8. evaluation

The seriousness of the default is designated on the form for each criterion as follows:

1. mild
2. moderate
3. serious
4. very serious

<p><b><u>Documents Checked</u></b></p> <p>Surveyor: .....</p> <p>Surveyor: .....</p>
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## 6. Autopsy Processes

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## 6. Autopsy Processes

### 6.1 Management of Pathology Services

#### 6.1.1 Standard

*A medical director/head of department with appropriate registration, education and training provides oversight of the pathology activities of the organisation.*

**Standard Intent:** Each organisation employs or otherwise obtains the services of a doctor who is accountable for oversight of the pathology activities that take place within the organisation. To accomplish these oversight responsibilities, the medical director/head of department must have training and experience related to forensic medicine/pathology services. The individual selected or appointed by the governing body to carry out these functions has the necessary qualifications as a histopathologist/forensic pathologist, forensic medical officer or medical practitioner qualified to perform post-mortem examinations and/or autopsies.

	Criterion	Comments
		Recommendations
<b>Criterion 6.1.1.1</b> Critical: '' Catg: Basic Management + Efficiency <b>Compliance</b> NA    NC    PC    C Default Severity for NC or PC = 3 Serious	There is a trained and licensed Pathologist who is accountable for the oversight of all autopsy services of the organisation.	
<b>Criterion 6.1.1.2</b> Critical: '' Catg: Basic Process + Efficiency <b>Compliance</b> NA    NC    PC    C Default Severity for NC or PC = 3 Serious	The pathologist is accountable for the development, implementation and monitoring of autopsy service functions.	
<b>Criterion 6.1.1.3</b> Critical: '' Catg: Basic Process + Efficiency <b>Compliance</b> NA    NC    PC    C Default Severity for NC or PC = 3 Serious	The pathologist is accountable for the in-service training/education and performance monitoring of employees that provide autopsy services.	



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## 6. Autopsy Processes

<b>Criterion 6.1.1.4</b> Critical: 0 Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	A determination is made about the current qualifications of individuals to provide pathology services.	
<b>Criterion 6.1.1.5</b> Critical: '' Catg: Basic Management + Efficiency <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 3 Serious	The organisation has an effective process to authorise all health professionals to provide pathology services consistent with their qualifications.	
<b>Criterion 6.1.1.6</b> Critical: '' Catg: Basic Process + Efficiency <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	The head of department/medical director is accountable for the medical components of the quality management and improvement programme.	
<b>Criterion 6.1.1.7</b> Critical: '' Catg: Basic Process + Efficiency <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 3 Serious	The medical director and the managerial leaders select pathology practice guidelines.	
<b>Criterion 6.1.1.8</b> Critical: '' Catg: Basic Process + Efficiency <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 3 Serious	The medical director and the managerial leaders adapt guidelines as appropriate for the clients served by the organisation and the resources available within the organisation.	



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<b>Criterion 6.1.1.9</b>	Guidelines are reviewed and adapted on a regular basis after implementation.	
Critical: ''		
Catg: Evaluation + Efficiency		
<b>Compliance</b>		
NA    NC    PC    C		
Default Severity for NC or PC = 3 Serious		

### 6.1.2 Standard

*The pathology service is responsible for the removal and transportation of the body.*

	Criterion	Comments
		Recommendations
<b>Criterion 6.1.2.1</b> Critical: '' Catg: Basic Process + Legality Compliance NA    NC    PC    C Default Severity for NC or PC = 4 Very Serious	The forensic pathology service removes the body from the scene of death in consultation with the Investigation Officer after death certification by a qualified medical practitioner.	
<b>Criterion 6.1.2.2</b> Critical: '' Catg: Basic Process + Legality Compliance NA    NC    PC    C Default Severity for NC or PC = 4 Very Serious	The body is handled according to prescribed policies and procedures.	
<b>Criterion 6.1.2.3</b> Critical: '' Catg: Basic Process + Legality Compliance NA    NC    PC    C Default Severity for NC or PC = 4 Very Serious	The body is transported to the mortuary according to stipulated procedures after it has been certified dead by the hospital Accident and Emergency Department or clinic doctors.	
<b>Criterion 6.1.2.4</b> Critical: '' Catg: Basic Process + Efficiency Compliance NA    NC    PC    C Default Severity for NC or PC = 3 Serious	Designated vehicles are used for the transportation of bodies	



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### 6.1.3 Standard

*Bodies are admitted to the forensic mortuary and stored according to documented procedures.*

	Criterion	Comments
		Recommendations
<b>Criterion 6.1.3.1</b> Critical: 0 Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	The medico-legal admission requirements and processes are adhered to when a body is admitted.	
<b>Criterion 6.1.3.2</b> Critical: '' Catg: Basic Process + Efficiency <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	The body is stored in accordance with the prescribed procedure.	
<b>Criterion 6.1.3.3</b> Critical: '' Catg: Basic Process + Efficiency <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	Access to the body is controlled at all times.	
<b>Criterion 6.1.3.4</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	Medico-legal post-mortems are conducted within prescribed time frames.	



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## 6. Autopsy Processes

### 6.1.4 Standard

*Forensic post-mortem examinations are only conducted in terms of relevant legislation.*

**Standard Intent:** Relevant legislation must be adhered to where post-mortems or autopsies are to be performed. This includes liaison between the investigating officer of the police service and the forensic pathologist so as to maintain the chain of evidence relating to the body and any associated items.

	Criterion	Comments
		Recommendations
<b>Criterion 6.1.4.1</b> Critical: <b>P</b> Catg: Basic Process + Legality <b>Compliance</b> <b>NA NC PC C</b> Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the forensic pathologist secures custodianship of the body from the scene of death;	
<b>Criterion 6.1.4.2</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> <b>NA NC PC C</b> Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the forensic pathologist will have the full authority to discretionally allow access to the body. Access to the body will be limited to those who have a medical background and fulfil the criteria.	
<b>Criterion 6.1.4.3</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> <b>NA NC PC C</b> Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the body shall be viewed by the family representative for purposes of identification only.	
<b>Criterion 6.1.4.4</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> <b>NA NC PC C</b> Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the family may elect to have a medical practitioner observe the post-mortem procedure.	



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<b>Criterion 6.1.4.5</b> Critical: 0 Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the forensic pathologist maintains the chain of evidence relating to the body and any associated items.	
<b>Criterion 6.1.4.6</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the forensic pathologist conducts the post-mortem investigation and harvesting of evidentiary material according to prescribed laws and procedures.	
<b>Criterion 6.1.4.7</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the forensic pathologist conducts appropriate special investigations according to prescribed laws and procedures.	
<b>Criterion 6.1.4.8</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the forensic pathologist produces medico-legal reports, consultancy reports, expert testimony and opinions.	
<b>Criterion 6.1.4.9</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For forensic post-mortem examinations, the forensic pathologist archives documents, specimens and related materials.	





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## 6. Autopsy Processes

<b>Criterion 6.1.4.10</b>	For forensic post-mortem examinations, the forensic pathologist releases the body to a registered undertaker or for a pauper's burial in terms of relevant legislation.	
Critical: ..		
Catg: Basic Process + Legality		
<b>Compliance</b>		
NA    NC    PC    C		
Default Severity for NC or PC = 4 Very Serious		

### 6.1.5 Standard

*Clinical post-mortem examinations are only conducted in terms of relevant legislation.*

**Standard Intent:** Relevant legislation must be adhered to where post-mortems or autopsies are to be performed. For clinical autopsies, a consent from the relatives should be obtained and liaison between the requesting doctor and the pathologist should be established.

	Criterion	Comments
		Recommendations
<b>Criterion 6.1.5.1</b>	For clinical post-mortem examinations, the anatomical pathologist conducts the post-mortem examination and harvesting of diagnostic material	
Critical: ..		
Catg: Basic Process + Legality		
<b>Compliance</b>		
NA    NC    PC    C		
Default Severity for NC or PC = 4 Very Serious		
<b>Criterion 6.1.5.2</b>	For clinical post-mortem examinations, consent from relatives should be obtained before the case is admitted for post-mortem examination.	
Critical: ..		
Catg: Basic Process + Legality		
<b>Compliance</b>		
NA    NC    PC    C		
Default Severity for NC or PC = 4 Very Serious		
<b>Criterion 6.1.5.3</b>	For clinical post-mortem examinations, the anatomical pathologist conducts appropriate special investigations.	
Critical: ..		
Catg: Basic Process + Legality		
<b>Compliance</b>		
NA    NC    PC    C		
Default Severity for NC or PC = 4 Very Serious		



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<b>Criterion 6.1.5.4</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For clinical post-mortem examinations, the anatomical pathologist conducts the post-mortem examination and harvesting of diagnostic material.	
<b>Criterion 6.1.5.5</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For clinical post-mortem examinations, the anatomical pathologist produces reports and submits them to the requesting entity.	
<b>Criterion 6.1.5.6</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	For clinical post-mortem examinations, the anatomical pathologist archives documents, specimens and related materials according to national regulations.	
<b>Criterion 6.1.5.7</b> Critical: '' Catg: Basic Process + Legality <b>Compliance</b> NA NC PC C Default Severity for NC or PC = 4 Very Serious	Following anatomical post-mortem examinations, the mortuary personnel release the body to a registered undertaker or for a pauper's burial in terms of relevant legislation.	