

Last offices clinical competencies

Name:	Role:
Base:	Date initial training completed:

Competency Statement:

The participant demonstrates clinical knowledge and skill in performing last offices in community hospitals without assistance and/or direct supervision (level 3 - see level descriptors). Assessment in practice must be by a Registered Nurse who can demonstrate competence at level 4 or above.

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
The Participant will be able to:				
1. Demonstrate knowledge and skill to perform last offices				
a) Demonstrate knowledge of the last offices policy including: i) Legislation ii) Infection prevention and control precautions procedures iii) Care of the patient with known or suspected infection iv) Confirmation of death v) Last offices procedure vi) Referral to coroner vii) Special considerations for suspicious deaths	Questioning			
b) Demonstrate respect for the dead and maintain privacy and dignity, fulfilling religious and cultural beliefs as well as health and safety and legal requirements	Questioning			
2. Demonstrate the procedure for laying out a patient including reducing infection control risks				
a) Inform the nurse in charge and medical staff of patient's death	Observation			
b) In the case of expected adult death, confirm the death if deemed competent by the Trust (see Verification of Death Policy)	Observation			
c) Confirmation of death must be recorded in the patient's medical and nursing notes	Observation			
d) In the case of unexpected death, this must be confirmed by the attending medical officer and if confirmed locality manager should be contacted or duty manager out of hours. Datix form to be completed	Observation			
e) Inform the patient's relatives /next of kin of the patient's death. Ensure that this is handled in a sensitive and appropriate manner	Observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
with as much privacy as possible				
f) Ask if the relatives wish to see the chaplain or an appropriate religious leader or other appropriate person to the persons faith or ethnic origins that need to be attended to immediately	Observation			
g) If relatives are in the hospital ask if they wish to assist with the last offices and/or if they have any particular wishes regarding the procedure	Observation			
h) If the relatives are not in the hospital ask if they wish to view the body on the ward or at a later date	Observation			
i) Assemble required equipment	Observation			
j) Wash hands and put on disposable gloves and apron	Observation			
k) Any injuries sustained whilst carrying out the procedures on the deceased must be reported through the Trust risk system and follow the HCHC sharps safety and management policy	Observation			
l) Lay the patient on their back with one pillow in place (adhere to manual handling policy)	Observation			
m) Straighten the patient's limbs and place their arms by their sides	Observation			
n) Gently close the patient's eyes if open Do not apply tape	Observation			
o) If syringe driver insitu, disconnect and remove battery	Observation			
p) Remove any drainage, endotracheal tubes cannulae if referred to the coroner Should an endotracheal tube need to remain insitu – cut the securing tapes and the tube can be trimmed so that it rests within the patients mouth, but the cuff should remain inflated Discard all sharps into a sharps bin as per HCHC sharps safety and management policy	Observation			
q) Place a receiver between the patient's legs and drain the bladder by pressing on the lower abdomen	Observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
r). Exuding wounds should be covered with absorbent gauze and secured with an occlusive dressing	Observation			
s) Wash the patient if necessary, unless requested not to do so for religious/cultural reasons	Observation			
t) Clean the patient's teeth and gums using the moistened , soft small headed nylon toothbrush and or suction to remove any debris and secretions	Observation			
u) Clean any dentures and replace them in the mouth – a small pillow placed under the patient's chin may help to keep the jaw closed and teeth in situ	Observation			
v) Remove all jewellery, in the presence of another nurse, unless requested by the family to do otherwise. Any Jewellery removed must be documented on a property form and placed in the hospital safe until collected by the family. Wedding rings may be left insitu and taped in place. Any jewellery remaining on the body should be documented on the identification card accompanying the patient to the mortuary or undertakers	Observation			
w) Record all property in the patient property book and pack in a labelled bag, keeping secure until collected by the family	Observation			
x) Unless a specific request has been made by the family for alternative clothes the patient should be dressed in a hospital gown	Observation			
y) If relatives are present at the time of death, or attend the hospital shortly after, staff should ensure that they are given the Trust Bereavement information copies of which are available on the ward	Observation			
z) Relatives should be told to contact the relevant Trust Bereavement officer or the patients GP to collect the death certificate	Observation			
A1) Label one wrist and one ankle with an identification band containing the following information <ul style="list-style-type: none"> • Full name • NHS Number • Date of Birth 	Observation			
A2) Complete patient identification cards and notification of death book clearly in capitals	Observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
A3) If the patient has an implant device such as a pacemaker or an infectious disease is known or suspected – please record this fact on both patient identification cards	Observation			
A4) Tape one identification card to clothing or hospital gown	Observation			
A5) Wrap the body in a sheet, ensuring that face to feet are covered and that all limbs are held securely in position	Observation			
A6) Tape the second notification of death card to the outside of the sheet	Observation			
A7) If the body may be infectious or there is a risk of leakage of body fluids place the body in a body bag and put the second identification card into the pocket of the body bag	Observation			
A8) Remove gloves and aprons. Dispose of equipment according to local policy and wash hands If mortuary on site request porters to remove body from the ward to the mortuary If no mortuary, contact local funeral directors or the funeral directors according to the relatives wishes	Observation			
A9) Screen off the area where removal of the body will occur	Observation			
A10) Record all the details and actions in the nursing records	Observation			
A11) Any property retain on the ward out of hours must be stored in a secure area and any valuables stored in the ward or hospital safe	Observation			

Source: Last Offices Policy 2010 HCHC

Date all elements of Competency Tool completed to level 3 _____

Name _____ Signature _____ Status _____ Date _____

I confirm that I have assessed the above named individual and can verify that he/she demonstrates competency in performing last offices

Assessor _____ Signature _____ Status _____ Date _____

