

# Post-mortem Documentation Guide

## NSW Perinatal Post-mortem Service

(May 2023)

### Documents required for postmortem examination.

Ensure **copies** of all documents are kept in the maternal and baby medical record, send **originals** of the following documents with baby.

<p>For <b>all</b> postmortem examinations</p>	<ol style="list-style-type: none"> <li>1. <u>Pathology Request Form</u> <ol style="list-style-type: none"> <li>a. Placenta request with maternal addressograph</li> <li>b. Autopsy request with baby or maternal addressograph (maternal addressograph for unregistered)</li> </ol> </li> <li>2. If family have delegated Next of Kin (NOK) duties to another person <u>Authorisation to Delegate Responsibilities of Next of Kin</u> (SMR020.031)</li> <li>3. <u>Non-Coronial perinatal postmortem consent and authorisation</u> <ol style="list-style-type: none"> <li>a. Consent signed by parent/delegated NOK and Medical Officer</li> <li>b. Authorisation signed by hospital Designated Officer <b>*(SEE NOTE)</b></li> <li>c. Original to go with the baby, photocopies to stay in medical record</li> </ol> </li> <li>4. Postmortem Clinical Information form, plus           <ol style="list-style-type: none"> <li>a. Relevant results, ultrasounds, pathology, pregnancy history, birth record and discharge summary.</li> <li>b. Documentation of family requests in relation to disposal/funeral arrangements, cultural considerations, dressing baby/garments</li> </ol> </li> <li>5. <u>Cremation Certificate</u> (SMR010.520)</li> </ol>
<p><b>Registered Births</b></p>	<ol style="list-style-type: none"> <li>6. For registered babies, a copy of <u>Medical Certificate of Cause of Death</u> (SMR010.509)</li> </ol>
<p><b>Unregistered Births</b></p>	<ol style="list-style-type: none"> <li>7. Agreement and arrangement for burial or cremation of unregistered babies SMR020.037</li> </ol>
<p><b>Add</b> For parents/family collecting baby from Lab after examination</p>	<ol style="list-style-type: none"> <li>8. <u>Authorisation of the Release of Human Tissue to a Patient or Next of Kin</u> (for family to collect baby from lab after examination SMR020.033)</li> <li>9. Letter; NSW Health Pathology Travelling with Human Tissue</li> </ol>

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Appendix A – NSW Health forms	
Form code	Form name
SMR010.509	Medical Certificate Cause of Death
SMR010.523	Attending Practitioners Cremation Certificate
SMR020.029	Non-Coronial Postmortem Consent and Authorisation
SMR020.031	Authorisation to Delegate Responsibilities of Next of Kin
SMR020.033	Authorisation of the Release of Human Tissue to a Patient or Next of Kin
SMR020.037	Agreement and arrangement for burial or cremation of unregistered babies

### Designated Officer

- **The Designated Officer cannot be the consenting doctor**
- Designated Officers must be appointed in accordance with section 5 of the Human Tissue Act 1983 (NSW) by the governing body of a hospital or NSW Health pathology departments and forensic institutes.
- Designated Officers must complete mandatory training to become accredited and appointed. To remain eligible for reappointment, Designated Officers are required to successfully complete reaccreditation training every two years.
- The Designated Officer has discretionary authority. They are not obligated to authorise a procedure
- The Designated Officer's authority must be in writing, Designated Officers are required to authorise the removal and use of organs and tissue from a deceased's body in non-coronial post-mortem examinations