

Victorian Perinatal Autopsy Service (VPAS)

Information for Funeral Providers transporting babies to or from Victorian Perinatal Autopsy Service Providers

This document describes the responsibilities of and the procedures to be followed by funeral providers when they are transporting babies to/from the Victorian Perinatal Autopsy Service Provider. During the process of transferring care of the deceased baby, the funeral provider must adhere to the following principles:

- Deceased babies must be treated with respect and dignity at all times
- Baby transfer will be conducted in a manner which is sensitive to cultural and spiritual beliefs that may be associated with death and dying and a deceased baby

Transporting a baby to or from VPAS Provider

- Funeral providers must contact the VPAS provider to discuss their intention to deliver or collect (transport) a baby and notify estimated time of arrival. Please see site-specific information below.
- Where possible this should occur in business hours

Identification of the funeral provider/ agent of the funeral company

- Funeral providers must carry appropriate identification
- Any confusion or dispute will result in the baby not being released until the details are confirmed in writing by the family

The transfer

- When transporting the baby, funeral providers must not walk through public areas of the hospital or use the public lifts. See the specific VPAS provider information below.
- When collecting a baby, with the assistance of the staff member releasing the baby, funeral providers must
 - Identify the baby by checking the hospital identification tag. The funeral provider (in most cases) will attach their own identification tags
 - Check clothing, mementoes, toys and other personal effects and sign off in the **mortuary register** and provide a receipt for the personal belongings (in most cases)
 - Complete the **mortuary register** in a legible manner with contact and designation details
 - Ensure respectful transfer of the baby to an appropriate sized baby capsule or stretcher and ensure the face and body are fully covered. Each baby must have an appropriate receptacle for transfer.

Essential documentation that applies to all VPAS providers:

- The death certificate must accompany the baby
- A written, signed authorisation for transport from the family or the referring health service after the family have consented to Autopsy
- Appropriate documentation and identification by the funeral provider

- All deliveries/transfers of a baby to/from the hospital must be recorded in the **mortuary register** (located in the mortuary)

Delivering or collecting for the Women's

Arranging transport:

- Business hours (Monday-Friday 7.30-6.00pm) - contact the anatomical pathology department on (03) 8345 2566.
- After hours- contact the hospital After Hours Manager on (03) 8345 2000. The After Hours Manager will coordinate the transfer of the baby.

Parking and Hospital Access

- Business hours: free designated parking is allocated in the hospital car park (basement level 5, B5)
 - Please use the intercom at the boom gate Basement level 2 (B2) to request access.
 - The height restriction in the car park is 2.5 metres.
 - Signage for designated parking of funeral providers is on Basement level 5 (B5).
 - A staff member from anatomical pathology will meet the funeral provider in the car park (basement level 5, B5) during business hours and escort them to the mortuary to collect the baby.
- After hours: the funeral provider must contact the after hours manager via switchboard (03) 8345 2000 to discuss parking arrangements and where the funeral provider should present for transport.
- An exit pass is issued from the mortuary
- Once the transfer is complete, the funeral provider must ensure that the baby is covered and transported correctly back to the car park. They will need to take the hospital emergency lift (lift 9) and exit the lift lobby by using the black exit button.

Delivering or collecting from Monash Health

Arranging transport:

- Business hours (Monday-Friday 8.00-4.30pm) - contact the Mortuary on 0418 387 592
- After hours- contact Security via switch on (03) 9594 6666. Security will open the mortuary as required.

Parking and Hospital Access

- Funeral providers can park their vehicle at the mortuary entrance (roller door access) located at the rear of the hospital. From the front entrance, call mortuary staff if during business hours or hospital security after hours
- Once the transfer is complete, the funeral provider must ensure that the baby is covered and transported correctly back to the funeral provider's vehicle.

Additional essential documentation for delivering or collection from Monash Health

- Funeral providers will be required to fill out a **Funeral Home Authority** (MRD40) form before the baby can be released. One of the following supporting documents must be provided with this form.
 - A signed written authority by a family member authorising the funeral director to act on behalf of the family including consent to transport the baby. (A copy must be provided to be kept by Monash Health)
 - An email from the family indicating authorisation
 - Acknowledgement on the above MRD40 form that verbal consent has been obtained for the funeral provider to collect the baby

Delivering or collecting from Austin Hospital

Arranging transport:

- During business hours (Monday-Friday 8.00-4.30pm) contact Mortuary on (03) 9496 5658
- After hours - contact the PSA supervisor via switchboard on (03) 9496 5000

Parking and Hospital Access:

- Funeral directors must present to the mortuary for all transfers
- Parking is available in a designated park for funeral providers. It is located on loading dock 3 East, off Studley Road
- On arrival at the roller door, please phone the number provided. Once access has been granted, take the lift to level 6
- Once the transfer is complete, the funeral provider must ensure that the baby is covered and transported correctly back to the funeral provider's vehicle.