

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
MORGUE LEADER

Position Assigned To: _____
You Report To: _____ (Professional Services Chief)

MISSION: Organize and manage the morgue operation.

- Immediate
- ___ Receive Job Description from Professional Services Chief.
 - ___ Read Job Description and put on position tag.
 - ___ Obtain briefing from Professional Services Chief.
 - ___ If more morgue space is needed, contact Professional Services Chief for authorization to use Gross Anatomy Lab, Medical School, Room 8-333:
 - 1. Gross Lab – 60 spaces
 - 2. Cooler room in Gross Anatomy Lab – 100 spaces
- Intermediate
- &
- Extended
- ___ Maintain a list of deceased patients received in morgue, including time of, arrival for the Patient Tracking Officer. Routinely send copy to Patient Tracking Leader.
 - ___ Assure all personal belongs are secured and kept with the deceased patients.
 - ___ Identify, when possible, all deceased patients in the morgue area and tag.
 - ___ Notify UPD Officer of any security needs.
 - ___ Document all actions/decisions with a copy to Professional Services Chief.
 - ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
 - ___ Direct non-utilized staff to Labor Pool.
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