

**APPROVED MEETING MINUTES
VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS
AD HOC COMMITTEE ON FUNERAL INTERNSHIPS**

The Virginia Board of Funeral Directors & Embalmers Ad Hoc Committee on Funeral Internships met on Friday, April 13, 2018 at the Department of Health Professions, 9960 Mayland Drive, 2nd Floor, Hearing Room #5, Henrico, Virginia.

COMMITTEE MEMBERS PRESENT:

Blair H. Nelsen, FSL, Board Member, Committee Chair
R.Thomas Slusser, Jr., FSL, Board Member
Junius H. Williams, Jr., Board Member

DHP STAFF PRESENT:

Corie E. Tillman Wolf, Executive Director
Elaine Yeatts, Senior Policy Analyst
Heather Wright, FDE Program Manager
Lynne Helmick, Deputy Executive Director

OTHERS PRESENT:

Larry Spiaggi, FSL, Virginia Funeral Directors' Association

CALL TO ORDER:

The Ad Hoc Committee on Funeral Internships meeting was called to order at 10: 05 a.m.

PUBLIC COMMENT:

There were no public comments.

DISCUSSION:

Funeral Internship Supervisor Training

Ms. Tillman Wolf provided Committee members information on intern supervisor training from Saskatchewan and Iowa. The primary questions for a supervisor training program related to who would develop and who would administer a training. The Committee discussed supervisor training as it relates to student embalmers and the possibility of some supervisor training from the community colleges with mortuary science programs. The Committee decided to table further discussion and recommend to the Board that another committee meeting be held with Frank Walton, Tidewater Community College, and Janet Stephens, John Tyler Community College, invited to attend.

Embalming by Funeral Service Students at Funeral Establishments

The Committee discussed SB 143. Ms. Yeatts advised that any regulations adopted pursuant to §54.1-2805 (B) would be in Chapter 20 of the Regulations.

The Committee discussed qualifications of the student supervisor and training site. The Committee

made the following recommendations for regulations to the Board:

- The mortuary program would be responsible for qualifying/deeming qualified the supervisor, establishment, and preparation room; however, the funeral home must not be under any licensure restrictions.
- Prior to performing an embalming task, the student is to have instruction in and observation of the task.
- Only three students may work on any one cadaver and each task is to be individually observed by the supervisor.
- “Immediate supervision” is defined as the supervisor must be physically and continuously present in the preparation room and is supervising each task performed.
- The embalming report should identify the names of each student working on the body. The supervisor must sign the report.
- A training site funeral home is to add language in the embalming permission document informing the consumer that it is a training facility for mortuary education students and that students may be assisting a licensee with embalming.
- The funeral service activities in which the students engage are only those in conjunction with the student’s academic training or embalming lab course.

Committee members also discussed a mechanism for ensuring that student supervisors keep the schools informed of any discipline or restrictions on their licenses after they are qualified by the school. One solution is that disciplinary orders, in which an FSL, FD, or Embalmer license has been placed on probation, can contain language in a term of the order about the licensee not being eligible to be a student supervisor.

Ms. Yeatts indicated that the regulatory process with the recommended language could begin in July after the new Code Section becomes effective. The Committee’s recommendation could be for the Board to adopt the proposed regulations at the July Board meeting.

Unprofessional or Inappropriate Conduct Directed Towards Interns

Ms. Tillman Wolf passed out a staff draft of wording to add to 18VAC65-20-500. The committee reviewed the draft and agreed to recommend the wording to the Board for possible regulatory action during the periodic review of the regulations.

Frequently Asked Questions

Ms. Tillman Wolf passed out a staff draft of FAQs for Internships. The Committee reviewed the draft and agreed to recommend to the Board that the FAQs be posted to the website.

Adjournment

The Committee meeting adjourned at 12:01 p.m.

 for

Blair Nelsen, FSL, Chair

4/17/18

Date



Corie E. Tillman Wolf, Executive Director

4/17/18

Date