



Call to Order - Blair H. Nelsen, FSL, Committee Chair

Public Comment

Discussion - Funeral Internship Program

- Proposed Supervisor Training Program
 - Recommendations Regarding Regulations for Unprofessional or Inappropriate Conduct Directed Toward Interns
 - Recommendations Regarding Regulations for Student Embalming (SB 143)
 - Staff Recommendations for Frequently Asked Questions
-

Meeting Adjournment

This information is in DKAFT form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3708(D).

Ad Hoc Committee on Funeral Internships

Meeting Minutes - December 7, 2017

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 Thursday, December 7, 2017 at the Department of Health Professions, 9960 Mayland Drive, 2nd Floor, Training Room #2, 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

CALL TO ORDER:

The Ad Hoc Committee on Funeral Internships meeting was called to order at 1:10 p.m.

PUBLIC COMMENT:

No public comments were made.

DISCUSSION:

Funeral Service Internship Program

Consideration of Revisions to NOIRA – Funeral Service Intern Regulations

Ms. Tillman Wolf provided Committee members with information on the concerns raised regarding the proposed renewal fee for intern supervisors in the NOIRA for changes to the intern regulations. The NOIRA package is currently on hold at the Governor's Office pending the Board's reconsideration of the fee issue. Ms. Yeatts suggested that a possible resolution to having a new renewal fee would be to require that the supervisor apply with each internship and, consequently, be required to pay the current fee with each application. The supervisor's registration related to the specified intern would expire at the end of four years, or at the termination or completion of the internship, whichever occurs first. These changes could be accomplished by a possible amendment to subsection A of 18VAC65-40-280. The Committee members discussed the proposal and agreed to present the recommendation to the full Board at the next Board meeting in January 2018.

Revisions to Reporting Forms

Committee members reviewed and discussed staff drafts of intern reporting forms that incorporated proposed changes previously discussed by the Committee. Committee members made

recommendations for additional changes to the forms for reporting of the first, second, and third 1,000 hours of internship and the Report of Completion. Committee members agreed that the draft forms, as revised, be presented to the full Board at the next Board meeting.

Funeral Internship Supervisor Training

Mr. Nelsen provided information from the Model Internship Committee of the International Conference of Funeral Service Examining Boards related to a discussion of a proposed supervisor training program. Committee members discussed whether training for supervisors should be required or encouraged and, if so, what training and by whom. Mr. Nelsen stated that Iowa has a training program for funeral service interns. Committee members further discussed that Board staff could reach out to the professional associations about the possibility of sponsoring a laws and regulations CE training session specifically on the laws and regulations related to funeral internships and intern supervisors. Ms. Tillman Wolf will research the Iowa training program and supervisor trainings offered by other states/boards and will follow up with the professional associations about possible laws and regulations-related training sessions.

Committee members further discussed potential areas of training for interns and supervisors related to the funeral establishment setting, including unprofessional behavior related to sexual harassment or conduct in the workplace. Ms. Yeatts stated that, while other boards have regulations related to unprofessional and inappropriate conduct by licensees who supervise students or trainees, the Board's regulations currently do not include any provisions to this effect. Ms. Yeatts and Ms. Tillman Wolf will review potential regulatory language related to inappropriate conduct directed at interns or students and bring that language to the Board for its consideration.

Embalming by Funeral Service Students at Funeral Establishments

Ms. Yeatts and Ms. Tillman Wolf provided an explanation of the issue of permitting funeral service students to conduct or to assist with embalmings at funeral establishments. Committee members discussed what limitations may be put in place if this issue is brought forward as legislation in the 2018 General Assembly session. If such legislation is passed, Committee members recommended that the Board consider that related regulations address disclosure to and/or express permission from a family regarding the assistance of students in the embalming process, the immediate, physical presence of a licensee supervising the student, requirements for the supervisor and training site, and possible limitations on when students could participate in embalming during their course of study.

ADJOURNMENT:

The Committee meeting was adjourned at 2:35 p.m.



Blair Nelson, FSL, Chair



Corie E. Tillman Wolf, Executive Director



Date



Date

**Iowa Required Supervisor Training Program – Des Moines Area Community
College Mortuary Science Preceptor Manual**

(Note: Some blank pages of the Manual have not been included)

**Iowa Regulations – Internship and Preceptorship
IAC 645-101.3**

Mortuary Science Preceptor Manual



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SCIENCE**

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DMACC Mortuary Science Program Preceptor Manual and Training General Overview

The Program Chair and faculty here at the DMACC Mortuary Science Program would like to sincerely thank you for taking part in the funeral service educational process. Your active participation in the student's education is vital to their success and to the perpetuation of funeral service for generations to come.

This Preceptor Manual is designed as a guide to aid the preceptor in three different scenarios:

- 1) For those funeral directors who are supervising students in DMACC's Funeral Home-Based Option;
- 2) For those funeral directors who are supervising students in the program's capstone course: MOR 941 – Funeral Service Practicum; and
- 3) For those funeral directors who have hired a student to complete their Iowa Internship

Why Preceptor Training?

There are three reasons that a funeral director who wishes to participate in the educational process of a student or hire/supervise an intern/practicum student would complete this training. First, the American Board of Funeral Service Education (abfse.org) requires that any licensee who works with a student must receive training "about the school's requirements concerning knowledge base, competency, and evaluation of student procedures and criteria. The training must include an on- or off-campus workshop and/or a manual pertaining to the training and methods of evaluation." (Chapter IX ABFSE Accreditation Standards).

Secondly, the State of Iowa requires that "a preceptor must have completed a training course within five years prior to accepting an intern. This training course shall cover Iowa law and rule content areas, including but not limited to Iowa law and rules governing licensure and the practice of mortuary science and human resource issues." (Iowa Laws & Rules: 645 – 101.5(2) *Preceptorship*). This training also applies to an Iowa funeral director who supervises a practicum student (645 – 101.6).

Finally, we know that funeral directors who work with students and interns want to train them the correct way, and want to know the expectations when working with the students and interns.

This manual will cover, in a course-by-course format, what will be expected of the student throughout their educational process here at DMACC. It will also contain an outline and course requirements for students who are nearing completion of the program (i.e. in the final Practicum course) and are gaining practical experiences in a licensed funeral home.

For Iowa funeral directors, there is an accompanying video presentation and quiz that you will complete in order to receive credit for continuing education. These resources can be found under the "Funeral Director" icon at the DMACC Mortuary Science website: funeral.dmaccc.edu. A funeral director who completes the training and submits the quiz will receive two (2) hours of continuing education.

Again, thank you very much for your decision to participate in the funeral service educational process.

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DMACC Mortuary Science Student and Preceptor Responsibilities

The following is a brief description of what a practicum student and preceptor should be accomplishing during the program.

Student Responsibilities:

- The student may only work under the direct supervision of a licensed funeral director and therefore cannot perform any aspect of professional activities by him/herself.
- The student should come to the funeral home on time and dressed appropriately.
- The student should complete enough hours at the funeral home to complete the assigned activities. This time can include study time if there are no services at the funeral home. If this includes activities during the night, the funeral home assumes the responsibility for the student's safety.
- The student should actively participate in embalming cases.
- The student should participate in funeral services. This can include the student setting up and assisting during a visitation, assisting during a funeral.
- The student should observe arrangement conferences. During this time, they will take notes on the information which is needed during the conference and be able to complete the forms following the arrangements.
- The student should assist a funeral director to make removals. It is essential that students gain an understanding of the procedures used to transfer the remains to the funeral home.
- The student will complete online work, as well as an on-campus review with the instructor to prepare for the National Board Examination.
- The student will be asked to familiarize himself/herself with the products and services offered by the funeral home as well as the collection policies.
- The instructor will visit each student during the practicum. During that visit, the student will conduct an arrangement conference for a member of the instructor's family.

Preceptor Responsibilities:

- The preceptor should serve as a mentor to the student.
- The preceptor should work with the student to schedule adequate experiences for the student to learn professional skills, such as assisting with the arrangement conference, funerals and embalming.
- Treat the student as a professional. Please do not require the student to paint the garage, mow the lawn and make all the night time removals, while not giving the student the opportunity to observe an arrangement conference, embalm a body, or assist with a funeral.
- Teach the student about the products, services and pricing offered at your funeral home. They will need this information to complete the arrangement conference with the instructor when the Practicum visit is conducted.
- Read and sign all reports completed by the student.

DMACC Student Activities

DMACC students are given two options for completing the program: on-campus and in a funeral home based option. They take the same exams; they are given the same material; the only difference is how / where they receive their practical experiences.

In the on-campus section, the faculty schedule days to complete all the course activities and requirements, while in the Funeral Home based option, the student works with the Preceptor / Funeral Director to coordinate those activities at some point during the semester.

Students who elect to participate in the funeral home-based option will receive their education in four ways:

- Academic content delivered in an online format;
- Interactive chat sessions with the program faculty members;
- On-campus days where the student will demonstrate proficiency; and
- Working under the direct supervision of a licensed funeral director (i.e. Preceptor) to complete all course-required activities.

All of the courses offered in the DMACC curriculum may be taken in the Funeral Home based or on-campus format (except for Practicum and Professional Review which must be taken in the funeral home setting); there are, however, stipulations that apply to certain courses. The following courses require a funeral home affiliation (Appendix), as well as the Hep B Vaccination form (Appendix) and the Exposure Liability form (Appendix) - which outlines who is responsible in the event of a needlestick:

- MOR 302 – Cremation Services
- MOR 326 – Funeral Home Operations *
- MOR 330 – Funeral Merchandising
- MOR 336 – Embalming I Clinical
- MOR 341 – Embalming II Clinical *
- MOR 346 – Restorative Art Lab *
- MOR 941 – Funeral Service Practicum

Those courses marked with an *, designate the courses which require the students to come to campus for fulfill a portion of the course requirements.

The following section will give the preceptor an overview of the requirements and expectations for each of these FHB courses that require the funeral home affiliation.

MOR 302 – Cremation Services

Crematory Visit

Each student will be required to visit a crematory to learn the process of cremation.

For on-campus students, this will be planned as an organized field trip to a local crematory.

For online students, please work with your preceptor to schedule a visit to a local crematory.

Preceptor Role: We ask the preceptors to assist the student in scheduling the visit to the crematory and explaining the process used to prepare the body for cremation as well as the legal requirements for cremation.

Please read and initial the Cremation Checklist (Appendix).

MOR 326 – Funeral Home Operations

Transfer of Remains

Each student should assist with a transfer of remains.

For on-campus students, this will be planned using the “Manikin” on the Ankeny campus.

For online students, please work with your preceptor to find a time to complete this assignment.

Students are required to dress professionally before participating this transfer.

Preceptor Role: We ask the preceptors to demonstrate how the cot works, and then allow the student to utilize the cot to lower / raise the cot level, place the cot in the removal vehicle, and to transfer the deceased human remains onto and transfer off of the cot. Then, read and sign the course checklist (Appendix).

Observe Religious Funeral Ceremonies

During the semester, each student must observe an arrangement conference, assist with a visitation setup, and observe at least three funerals. In a recent study of funeral service education, it was discovered that less than 50% of graduates in the country have been to a funeral to observe the funeral director’s role.

For on-campus and funeral home based students, the faculty member coordinates a visit to a variety of activities at different places of worship in the Des Moines area, to include:

- mock Roman Catholic funeral mass;
- mock non-liturgical protestant funeral;
- visit to a Jewish Synagogue; and
- mock Greek Orthodox funeral.

Preceptor Role: Only if the student were not able to attend the on-campus sessions, the preceptor would be asked to help the student coordinate an observation of at least three of the above religious services (the last two items may be replaced by anything other than non-liturgical protestant and Roman Catholic services). If needed, please read and sign the course checklist (Appendix 3).

Setup Religious Visitations

While on-campus, all students will demonstrate that he/she can set up a visitation for the various religious customs discussed in the courses by drawing a visitation setup out of an urn and setting it up while on campus.

If a student is not able to attend the on-campus times, they would receive an incomplete until they were able to complete the activity.

Preceptor Role: While the preceptor is not required, it is helpful if the student has assisted with setting up visitations at the funeral home prior to coming to campus.

Observe and Conduct Arrangement Conferences

While we understand students cannot conduct arrangements without observing an arrangement conference, we desire them to learn from their preceptors regarding arrangement conferences.

Preceptor Role: While you, the preceptor, are conducting arrangements, ask the family if they would mind if a student sat in on the conference to take notes on how to conduct the arrangements, then allow the student to observe you, while the student completes an arrangement form for the same information you are collecting.

Read and sign the course checklist (Appendix).

Student Death Certificates

The student will use the fillable forms which are attached to the assignment page to complete HIS / HER OWN Death Certificate. These forms are directly from the Iowa Department of Public Health and the student you will need to be able to fill in a .pdf form in order to complete them.

While not all students are in Iowa, we utilize the pdf fillable Iowa Death Certificate with permission. For students not in Iowa, the form format may be different, but the material contained in it, should be the same.

Preceptor Role: While the student is completing this form, allow them to ask you how to complete the form, as some items may not be understood by the student as they complete the form.

Student Register Book Assignment

The student will need input his/her own information into the system to prepare a register book for him/herself.

Preceptor Role: Minimal assistance should be needed in them completing this assignment, though the student may have questions about the items contained in the register book.

Mock Funeral Arrangement Conferences

One of the most important parts of the funeralization process for the funeral director is the arrangement conference. As funeral directors, this is the time when you obtain all the necessary information for the death certificate, the register book, to plan the service, and to complete an obituary. For four (4) assignments, the student will utilize the processes learned from you, the preceptor or fellow students, to conduct mock arrangements. The assignments are 3 death certificates and a register book.

For students in an on-campus section, the instructor will assign students to pairs and each student will have an opportunity to conduct the arrangement conference with another person.

For online students, students will work with the preceptor to discuss how arrangement conferences are conducted at that funeral home. Each student will then meet with the preceptor; the preceptor will role play the part of the informant and you will serve as the funeral director in obtaining the information.

Preceptor Role: Meet with, or ask other funeral directors to meet with the student and play the role of a family member who has lost a loved one, while the student performs the role of the Funeral Directors in obtaining the information.

Funeral Ceremony

Each student group will be given a scenario and will be given the task of organizing, planning and executing a funeral ceremony that is non-religious. The group will produce the needed register book, memorial folders, etc, and will be responsible for all music and/or video production.

The instructor will provide an example of a non-religious funeral and information about how to conduct a non-religious funeral. The groups will work together to plan and conduct the funeral and committal service on the date scheduled.

Preceptor Role: There is no preceptor role for this activity, as it must be conducted on campus.

MOR 330 – Funeral Merchandising

Casket Parts Activity Assignment

Each student will take digital photos of four (4) distinct caskets at your funeral home. The student will insert those photos into a word document and then identify the following parts on those caskets from each of the categories below (e.g. composition, hardware, etc).

Preceptor Role: Allow the student to take photos of the caskets (or casket parts) to place into the assignment. You will also guide them to understanding the various materials used and the anatomy of the casket.

Vault Company Visit Assignment

With the assistance of the preceptor, visit / tour a burial vault company.

Online students may also join the on-campus students to attend the visit to the Watts Vault & Monument Company in Altoona, IA to fulfill this requirement. Email the instructor for dates and times.

Preceptor Role: Contact your burial vault supplier to arrange for a tour of the vault plant, then take the student on the vault tour. Then, read and sign the course checklist (Appendix 4).

Selection Room Visit Assignment

Visit a casket selection room in a funeral home or casket store at which the student is not employed. (In addition, **DO NOT** use the selection rooms at Hamilton's Funeral Home, Dunn's Funeral Home, or Ankeny Funeral Home, as we visit these on-campus.)

The student will make mental notes of how they set up the selection room and what merchandise they have in the room. Other aspects the student will recognize: the total number of caskets displayed; the types of caskets (wood, gasketed metal, non-gasketed metal, cremation containers); the number of each type of casket; additional merchandise located in the room; the type of lighting; the style (color) of the carpet and walls; any memorialization / personalization items that are displayed with the caskets; and the way in which the caskets are displayed (full caskets, corner cuts, half cuts, computer images, lithographs, etc).

Preceptor Role: The preceptor should arrange for the visit to another funeral home for the student. This may mean having the student visit the funeral home by himself / herself.

MOR 336 – Embalming I Clinical

Embalming Requirements

Each student must complete a minimum of 10 embalming cases during the semester.

DMACC Role: At the beginning of this course, the Embalming class has a section on OSHA which includes information for the student on Hepatitis B vaccination, exposure liability and the applicable OSHA standards.

Preceptor Role: This is where your role becomes absolutely essential. You can help or harm the student's educational experience a great deal in this single area.

If you only allow the student to observe without performing any embalming activities, or if you only allow the student to aspirate, the student will only learn minimal skills and will graduate without having a command of these skills.

If you allow students to perform these activities while you are instructing and observing, the student will learn through that experience and have the potential to become a good embalmer over time. Here are our ways in which you can help the student in gaining the skills needed:

- Allow the student to set features, while sometimes the case may dictate the amount of involvement, be sure to let them attempt this important aspect. The worst case scenario is that you will need to correct before injection.
- Allow the student to set out the fluids to be used on the counter near the embalming machine and tell you how many ounces of each need to be mixed into the solution and tell you WHY those chemicals are used. At this point, please resist the tendency to grab the fluids for them. Also, resist telling them their mixture won't work just because it may be different than yours. Analyze whether their thought process was correct in selecting the fluids. As an example, if the student picked 20 ounces of a 28 index fluid, and you would have picked a 28 ounces of a 20 index fluid, consider if the fluids have everything else the same, and if so, discuss why you would have picked the lower index. In this case, do not allow the student to pour it into the Embalming machine until you have approved it and they have explained why they chose that chemical(s).
- Allow the student to make the incision and raise the vessels. If they have difficulty, one of the techniques you can use early on is to raise the vessels and then replace them into the incision, without ligature and ask the student to raise them. This enables the student to learn by doing.
- Allow the student to aspirate, though you may wish to double check before you allow the student to inject cavity fluid.
- Allow the student to perform all the functions of initial and terminal disinfection.

Read and Sign each embalming report (Appendix).

Embalming I Certification Process

The student will be required to complete all items on the Certification Checklist (Appendix) in order to pass the MOR 336 Clinical course. This form will be submitted along with the student's case reports by the Friday before Finals week.

Looking ahead to Embalming II Clinical: To successfully complete the Embalming II Clinical course, the student will be required to demonstrate competence in the embalming lab and be certified in the general techniques of embalming.

To be certified, the student will schedule a time with the DMACC Clinical Lab Supervisor to embalm a body, start to finish, in the presence of (and without assistance from) the DMACC Clinical Lab Supervisor. Failure to successfully embalm the body unassisted will result in a failing grade for the course.

To pass the certification case, the student must score at least an 80%. A grading rubric covering all areas of the embalming process will be used during the case to determine the student's overall score. If a student scores less than 80% on the certification case, he or she will receive a "D" for the course, regardless of the number of cases submitted.

Preceptor Role: Complete and sign the form (Appendix 6) for the student.

MOR 341 – Embalming II Clinical

Embalming Requirements

Each student must complete a minimum of 10 embalming cases during the semester.

Preceptor Role: This is where your role becomes absolutely essential. You can help or harm the student's educational experience a great deal in this single area.

If you only allow the student to observe without performing any embalming activities, or if you only allow the student to aspirate, the student will only learn minimal skills and will graduate without having a command of these skills.

If you allow students to perform these activities while you are instructing and observing, the student will learn through that experience and have the potential to become a good embalmer over time. Here are our ways in which you can help the student in gaining the skills needed:

- Allow the student to set features, while sometimes the case may dictate the amount of involvement, be sure to let them attempt this important aspect. The worst case scenario is that you will need to correct before injection.
- Allow the student to set out the fluids to be used on the counter near the embalming machine and tell you how many ounces of each need to be mixed into the solution and tell you WHY those chemicals are used. At this point, please resist the tendency to grab the fluids for them. Also, resist telling them their mixture won't work just because it may be different than yours. Analyze whether their thought process was correct in selecting the fluids. Do not allow the student to pour it into the Embalming machine until you have approved it and they have explained why they chose that chemical(s).
- Allow the student to make the incision and raise the vessels. If they have difficulty, one of the techniques you can use early on is to raise the vessels and then replace them into the incision, without ligature and ask the student to raise them. This enables the student to learn by doing.
- Allow the student to aspirate, though you may wish to double check before you allow the student to inject cavity fluid.
- Allow the student to perform all the functions of initial and terminal disinfection.

Read and Sign each embalming report (Appendix 5).

Embalming II Certification Process

To meet the requirements of accreditation and successfully complete the Embalming II Clinical course, the student will be required to demonstrate competence in the embalming lab and be certified in the general techniques of embalming. These techniques include: mixing solution, setting features, raising vessels (at primary and secondary injection sites), arterial solution injection, suturing incisions, aspiration and cavity treatment, and primary, concurrent, and terminal disinfection.

To be certified, the student **will** embalm a case under the direct supervision of a faculty member, at which time the student will embalm the body, start to finish, without assistance from the instructor. Failure to successfully embalm the body will result in a failing grade for the course.

To be certified, the student must earn at least an 80% on the certification embalming case. If the student scores less than 80% on the certification case, regardless of the number of points accumulated through normal casework, attendance, etc., the student **will not** pass Embalming II Clinical.

Preceptor Role: Help the student to perform as many functions as possible during the earlier embalming cases, as it has a direct impact on their ability during this certification process.

MOR 346 – Restorative Art Lab

Cosmetic Applications

While the accrediting body does not require any students to complete a cosmetic application, the faculty members in the DMACC Mortuary Science program hold the strong belief that it is an important skill for funeral directors to possess. Each student will participate in the application of cosmetics to actual deceased human remains.

Preceptor Role: Demonstrate the cosmetic application process to the student, then allow the student to participate in the application process. Then read and sign the Restorative Art Report (Appendix 7).

Modeling Activities

Each student must complete the wax restoration of eyes, ears (right and left), a nose and a mouth on a plastic skeletal armature. The student will have access to videos which will guide them as well as time on campus to complete the wax restorations.

Preceptor Role: Minimal as the accrediting body requires students to come to campus for this course, though no reason for the requirement is given in the standards.

MOR 941 – Funeral Practicum

Funeral Service Practicum is a capstone course (the final course in the program). This course provides students with practical experiences in a funeral home setting. During this course, students will work in a funeral home. While there, the student will participate in embalming cases, funerals, and any other tasks which are available at the time. Students will be assigned to a funeral home (approved by DMACC) to learn procedures and policies of the funeral home and perform duties directly relating to the practice of funeral service as assigned by the preceptor, licensed funeral home staff and faculty members.

Transfer of Remains

Each student will assist the preceptor/funeral director with two (2) transfers of remains during the course.

Preceptor Role: Allow the student to participate in two (2) transfers of remains, then read and sign the Practicum Checklist (Appendix 8).

Embalming Cases

Each student will embalm five (5) bodies during the practicum. By this time, the student will have embalmed at least 20 cases and should be able to understand the general procedure in the embalming room, if not proficient at many functions of the embalming process.

Preceptor Role: Preceptor Role: Allow the student to participate in observing and assisting with five (5) funerals, then read and sign the Embalming Reports (Appendix 5).

Cosmetic Applications

Each student will participate in the cosmetic application of five (5) deceased human remains.

Preceptor Role: Allow the student to participate in five (5) cosmetic applications and observing, then read and sign the Practicum Checklist (Appendix 8).

Observe an Arrangement Conference

Each student will observe your preceptor/funeral director as they meet with a family member to arrange a funeral for a deceased person.

Preceptor Role: Allow the student to participate in observing an arrangement conference, then read and sign the Practicum Checklist (Appendix 8).

Visitation Setups

Each student will assist your preceptor/funeral director in setting up two (2) visitations for the funeral home.

Preceptor Role: Allow the student to participate in setting up two (2) visitations, then read and sign the Practicum Checklist (Appendix 8).

Funerals

Each student will participate in five (5) funerals during the practicum.

Preceptor Role: Allow the student to participate in observing and assisting with five (5) funerals, then read and sign the Practicum Checklist (Appendix 8).

Arrangement Conference Project

At a scheduled time, the instructor will visit each student at the funeral home. The instructor will play the role of an informant planning funeral ceremonies for a deceased person. The day before the scheduled visit, the instructor will send an email with the name of the deceased and relationship to the informant (instructor) to the student. The student will assume the role of the funeral director who meets the informant and conducts the arrangement conference to plan services for the deceased. The informant may desire a variety of services and goods, so the funeral director (student) should be knowledgeable to present the goods, services and prices in an intelligent and understandable manner. The student is expected to comply with all FTC and state regulations.

At the conclusion of the arrangements conference, the student will provide the informant (instructor) with an itemized statement of goods and services (per FTC regulations.)

Following the arrangement conference, the student will complete a number of deliverables, such as a death certificate, register book and folders. The paper products are provided by the program.

Preceptor Role: Allow the faculty member to visit the funeral home and student.

Preceptor Rules and Qualifications

This portion of the manual will deal with the specific Iowa laws and rules, as well as the American Board of Funeral Service Education (ABFSE) standards that govern preceptors for both students and interns.

ABFSE Requirements

There are three standards which speak directly to the requirements of the Preceptor who is working with any student. We list the excerpt of the standards below.

Standard 8: Facilities (Excerpt)

8.2 Off-Campus Instructional Sites: Instruction at off-campus locations is generally in the form of practicum, internship, or embalming instruction. Whenever students receive program credit for work carried out off the main campus, the following facilities requirements must be in effect:

8.2.1 Funeral homes in which off-campus instruction takes place must be licensed by the appropriate authorities;

8.2.2 Off-campus instruction must take place in locations which offer adequate learning space for students involved. In the case of instruction in embalming, preparation room facilities must be of sufficient size to allow for satisfactory participation by each student involved

8.2.3 The program must have written affiliation agreements with each off-campus instructional site. Each agreement must specify the responsibilities of the program/institution and the instructional site relative to supervision and instruction of students and liability. Where appropriate, and in accordance with institutional policies, personnel at the instructional site may be given adjunct faculty appointments by the institution; and

8.2.4 All facilities must satisfy federal, state, and local regulations.

Standard 6: Curriculum (Excerpt)

6.4 Embalming Cases

6.4.7 If preceptors are used, there must be an identified certification process in place and proper documentation that each preceptor has been properly oriented about the school's requirements concerning knowledge base, competency, and evaluation of student procedures and criteria. The training must include an on- or off-campus workshop and/or a manual pertaining to the training and methods of evaluation. In addition, preceptors must meet the requirements of Standard 7.2.4a and be certified as indicated in Standard 7.3.

6.4.8 Off-campus instructional sites where students receive college credit are to be physically visited by a representative of the program and approved prior to the start of instruction. Instruction includes management, funeral directing and clinical. These visits must occur at least biennially or prior to each use if the use occurs intermittently over a period of several years. Visits must also occur whenever physical changes to the facility are reported. Inspections of off-campus instruction sites must ensure the location has a valid, current license. In addition, inspections must ensure that off-campus sites are clean and adequate for instructional purposes. The inspection must ensure that appropriate equipment and protocols (drench shower, eye wash station, SDS

[formerly MSDS] and blood borne pathogen program, ventilation system, proper protective equipment, etc.) are in place and functioning.

6.4.9 Signed affiliation agreements must be maintained by each program. The agreements must include a stated process for interrupting the clinical experience and recourse dismissal of a student from clinical experience and a clear definition of what is to be expected of the preceptor and what is provided by the program.

Standard 7: Faculty (Excerpt)

7.2.4.e all personnel serving as off-campus preceptors must be licensed as Funeral Directors, Embalmers, or both, and, after January 1, 1989, embalming preceptors must be graduates of ABFSE accredited programs or, for programs outside the U.S., graduates of a post-secondary funeral service program equivalent to ABFSE accredited programs.

7.3 Preceptor credentials must be certified in one of the following ways by the program:

7.3.1 Have on file an official transcript from the accredited funeral service institution from which the preceptor graduated plus a copy of his or her state license;

7.3.2 Have on file a copy of the preceptor's license from the State Board of Funeral Service and Embalming (if the state requires graduation from an ABFSE accredited program)

7.3.3 Have on file a copy of (or be able to provide access to) verification from the State web site that the preceptor is licensed in the state (if the state required graduation from an ABFSE accredited program) with the name of the preceptor and date of the issuance of the license maintained by the program.

Additional Iowa Laws & Rules

645—101.6(156) Student practicum

101.6(1) A student may participate in a student practicum in a licensed funeral establishment in Iowa if the student's school is accredited by and in good standing with the American Board of Funeral Service Education (ABFSE). The student practicum must meet the requirements of the ABFSE.

101.6(2) Students serving a practicum in Iowa shall be under the direct physical supervision of a funeral director who meets the following requirements:

- a. Has completed the Iowa preceptor training course within the immediately preceding five years.
- b. Has not had any formal disciplinary action within the past five years.
- c. Is affiliated with a funeral establishment that has not had formal disciplinary action within the past five years.

How DMACC Meets these standards:

Because every student in the DMACC Mortuary Science program must fulfill part of their coursework in a funeral home, this standards will be applied for every student in the program. The student may complete their Funeral Home based coursework or their Practicum requirements at a funeral establishment that is located either in or out of Iowa. This funeral establishment must be in compliance with all applicable state regulations that pertain to the presence of a student in the funeral establishment setting.

To meet the standards, DMACC requires the funeral home with which a student needs to work to complete an affiliation agreement (Appendix 1). Once this form is received in the program office, the program chair will verify the funeral home meets the qualifications as set forth by the accreditation standards or Iowa laws. A listing of these requirements includes:

- Insure a signed affiliation agreement is on file.
- Insure there is no discipline against the funeral home for the past 5 years (Iowa laws and rules).
- Document proper licensure in the state in which the funeral home is located (this is usually done through an electronic search of the listing on State Board websites).
- Beginning in the Fall 2013, we will have a program representative visit the funeral home PRIOR to any instruction. This means, we will not count any coursework / embalming cases until the visit is accomplished. This is completed by either a visit from a Program faculty member or by a funeral director whose credentials can be verified in the same method as the preceptors, who will visit the funeral home. For many funeral homes, this will be accomplished by having the preceptor identify a funeral director in their area who will visit them. The student will notify the program of the visitor name and email address and the program will contract with the funeral director for the sole purpose of visiting with the funeral home.

Once the funeral home verification is complete, the program chair then verifies that that Preceptor meets the requirements. These requirements include:

- Documentation of licensure;
- Documentation of graduation from an ABFSE program;
- Verification of no discipline within the past 5 years (Iowa laws and rules);
- Verification of licensure for at least 1 year (ABFSE Standards); and
- Completion of preceptor training or receiving of this manual.

Preceptor Requirements for an Intern

645—101.5(147,156) Internship and preceptorship.

101.5(1) *Internship.*

- a.* The intern must serve a minimum of one year of internship under the direct supervision of an Iowa board-certified preceptor. The beginning and ending dates of the internship shall be indicated on the internship certificate. The intern shall engage in the practice of mortuary science only during the time indicated on the internship certificate.
- b.* The intern shall, during the internship, be a full-time employee with the funeral establishment at the site of internship except as provided in paragraph 101.5(2) "j."
- c.* No licensed funeral director shall permit any person in the funeral director's employ or under the funeral director's supervision or control to serve an internship in funeral directing unless that person has a certificate of registration as a registered intern from the department of public health. The registration shall be posted in a conspicuous place in the intern's primary place of practice.
- d.* No licensed funeral director or licensed funeral establishment shall have more than one intern funeral director for the first 100 human remains embalmed or funerals conducted per year, and with a maximum of two interns per funeral establishment.
- e.* Registered interns shall not advertise or hold themselves out as funeral directors or use the degree F.D. or any other title or abbreviation indicating that the intern is a funeral director.
- f.* The intern shall, during the internship, embalm not fewer than 25 human remains and direct or assist in the direction of not fewer than 25 funerals under the direct supervision of the certified preceptor and shall submit reports on forms furnished by the department of public health. Work on the first 5 embalming cases and funeral cases must be completed in the physical presence of the preceptor. The first 12 embalming cases and the first 12 funeral case reports must be completed and submitted by the completion of the sixth month of the internship.
- g.* Before being eligible for licensure, the intern must have filed the 25 completed embalming and funeral directing case reports and a 6-month and a 12-month evaluation form with the department of public health.
- h.* When, for any valid reason, the board determines that the education a registered intern is receiving under the supervision of the present preceptor might be detrimental to the intern or the profession at large, the intern may be required to serve the remainder of the internship under the supervision of a licensed funeral director who is approved by the board.
- i.* The length of an internship may be extended if the board determines that the intern requires additional time or supervision in order to meet the minimum proficiency in the practice of mortuary science.
- j.* The board views a one-year internship completed in a consecutive 12-month period as the best training option. If an internship is interrupted, the internship must be completed within 24 months of the date it started in order to be readily accepted by the board. Internships that are not completed within 24 months shall be preapproved by the board on such terms as the board deems reasonable under the circumstances. The board may require any or all of the following:
- (1) Completion of a college course or continuing education course covering mortuary science laws and rules;
 - (2) Additional case reports;
 - (3) Extension of an internship up to an additional 12 months depending on such factors as the number of months completed during the internship, length of time that has lapsed since the intern was actively involved in the internship program, and the experience attained by the intern.
- k.* Application for change of preceptor or any other alteration must be made in writing and approval granted by the board before the status of the intern is altered.

l. The intern shall complete on a form provided by the board a confidential evaluation of the preceptorship program at the end of the internship. This form shall be submitted before the funeral director's license is issued to the intern.

m. The intern must be approved and licensed following a successful internship before the intern may practice mortuary science.

101.5(2) Preceptorship.

a. A preceptor must have completed a training course within five years prior to accepting an intern. This training course shall cover Iowa law and rule content areas, including but not limited to Iowa law and rules governing licensure and the practice of mortuary science and human resource issues. The training course may be counted toward the continuing education hours required for the licensure biennium in which the training course was completed.

b. Any duly Iowa-licensed funeral director who has been practicing for a minimum of five years and who has not had any formal disciplinary action within the past five years with the board of mortuary science and has completed a preceptor training course detailed in paragraph 101.5(2) "a" will be eligible to be a preceptor.

c. The preceptor shall be affiliated with a funeral establishment that has not had any formal disciplinary action within the past five years.

d. The preceptor is required to file a progress report of the intern that has been signed by both the preceptor and the intern on a board-prescribed form. The 6-month progress report form shall be submitted to the board by the end of the sixth month. The 12-month progress report form shall be submitted to the board by the end of the twelfth month.

e. The preceptor shall certify that the intern engages in the practice of mortuary science only during the time frame designated on the official intern certificate.

f. A preceptor's duties shall include the following:

- (1) Be physically present and supervise the first five embalmings and first five funeral cases;
- (2) Familiarize the intern in the areas specified by the preceptor training outline;
- (3) Read and sign each of the 25 embalming reports and the 25 funeral directing reports completed by intern;
- (4) Complete a written six-month report of the intern on a form provided by the board. This report is to be reviewed with and signed by the intern and submitted to the board before the end of the seventh month; and
- (5) At the end of the internship, complete a confidential evaluation of the intern on a form provided by the board. This evaluation shall be submitted within two weeks of the end of the internship.

g. Failure of a preceptor to fulfill the requirements set forth by the board, including failure to remit the required six-month progress report, as well as the final evaluation, shall result in an investigation of the preceptor by the board.

h. If a preceptor does not serve the entire year, the board will evaluate the situation; and if a certified preceptor is not available, a licensed funeral director may serve with the approval of the board.

i. No licensed funeral director or licensed funeral establishment shall have more than one intern funeral director for the first 100 human remains embalmed or funerals conducted per year, and with a maximum of two interns per funeral establishment.

j. With prior board approval, an intern may serve under the supervision of more than one preceptor under the following terms and conditions:

- (1) A single preceptor must act in the role of the primary preceptor.
- (2) The primary preceptor is responsible for coordinating all intern training and activities.
- (3) The intern shall be a full-time employee of the funeral establishment of the primary preceptor; however, compensation may be shared between preceptors.
- (4) The primary preceptor may make arrangements with a maximum of two additional preceptors to share preceptor responsibilities for such purposes as providing an intern with a higher volume practice or a broader range of intern experiences.

(5) Each preceptor shall be individually responsible for directly supervising the intern's activities performed under the preceptor's guidance, but the primary preceptor remains responsible for coordinating the intern's activities and submitting all forms to the board.

Meeting Iowa Law Qualifications for a Preceptor

The following criteria must be met to qualify as a preceptor for an intern in Iowa.

The funeral director must:

- Be licensed as a funeral director in Iowa for at least 5 years;
- No discipline for the past 5 years;
- Complete the preceptor training within the past 5 years; and
- Work at a funeral home with no discipline for the past 5 years.

Completing these criteria do not automatically verify the funeral director is a certified preceptor, that certification only comes when approved by the Board of Mortuary Science.

Preceptor Duties:

- (1) Be physically present and supervise the first five embalmings and first five funeral cases;
- (2) Familiarize the intern in the areas specified by the preceptor training outline (This is the next section of the Preceptor Training.);
- (3) Read and sign each of the 25 embalming reports and the 25 funeral directing reports completed by the intern;
- (4) Complete a written six-month report of the intern on a form provided by the board. This report is to be reviewed with and signed by the intern and submitted to the board before the end of the seventh month; and
- (5) At the end of the internship, complete a confidential evaluation of the intern on a form provided by the board. This evaluation shall be submitted within two weeks of the end of the internship.

Iowa Board of Mortuary Science

INTERN GUIDELINES

MISSION STATEMENT: To provide an intern training guide of the areas and items that shall be observed, learned or performed during the internship.

I. PRECEPTOR AND INTERN REQUIREMENTS DURING THE INTERNSHIP PERIOD

- A. Rules pertaining to interns and preceptors
- B. Forms to Complete
 - 1. Embalming/Funeral Directing Reports (25) (Appendix 9 and 10)
 - 2. Six month Intern Evaluation
 - 3. Year-end confidential evaluation of Intern (completed by preceptor)
 - 4. Year-end confidential evaluation of Program (completed by intern)

II. INTERN TRAINING

- A. Funeral Service as a Business
 - 1. Federal Trade Commission
 - a. General Price List
 - b. Casket Price List
 - c. Outer Burial Container Price List
 - d. Statement of Funeral Goods and Services
 - e. Telephone price disclosures
 - f. Prohibited practices
 - 2. Occupational Safety and Health Act
 - a. Occupational safety and health – Iowa Code (Laws) chapter 88
 - b. IOSH address (Iowa's website) www.iowaworkforce.org/labor
 - c. IOSH manual – Federal OSHA standards online at www.osha.gov
 - 3. Americans with Disabilities Act <http://www.usdoj.gov/crt/ada/adahom1.htm>
 - 4. Vital Statistics
 - a. Vital Statistic – Iowa Code (Laws) chapter 144
 - b. Vital Records – Iowa Administrative Code (Rules), Public Health 641, chapters 99 and 101
 - 5. Environmental Health
Iowa administrative Code (Rules) Public Health 641, chapter 86, Preparation Room & Crematorium Chambers
 - 6. Social Security Administration forms <http://www.ssa.gov/>
 - a. SSI exclusion
 - b. Death benefit
 - 7. Veterans Administration forms
 - 8. Commission of Veterans Affairs
 - a. Veterans Affairs, Iowa Code (Laws) Chapter 35
 - b. Veterans Affairs Commission, Iowa Code (Laws) Chapter 35A
 - 9. Medical Examiner
 - a. Medical Examiners, Iowa Code (Laws) chapter 691
 - b. County Home Rule, Iowa Code (Laws) Chapter 331
 - c. Victim Rights, Iowa Code (Laws) Chapter 915
 - d. Medical Examiner, Iowa Administrative Code (Rules) 641 IAC, Chapter 127

10. Prearranged Funeral Plans

- a. Trust Funds, Iowa Code (Laws) Chapter 523A
- b. Door-to Door Sales, Iowa Code (Laws) Chapter 555A
- c. Cemetery and Funeral Merchandise and Funeral Services, Iowa Code (Laws) Chapter 523A

11. Cemeteries

- a. Cemetery Management, Iowa Code (Laws) Chapter 566
- b. Cemetery Regulations, Iowa Code (Laws) Chapter 566A

12. Dead Bodies for scientific purposes, Iowa Code (Laws) Chapter 142

13. Uniform Anatomical Gifts, Iowa Code (Laws) Chapter 142A

14. Funeral Procession Law is in Department of Transportation Iowa Code (Laws) Chapter 321.324A

B. Technical Training

Perform **25** embalmings of human remains per year of internship.

- a. Removal procedures from residence, institution or accident site
 1. Equipment
 2. Necessary documentation
 3. Universal precautions
 4. Assisting family members present
- b. Embalming (including autopsied)
 1. Verify permission to embalm
 2. Removal from stretcher or cot
 3. Placement on preparation table
 4. Pre-embalming analysis
 5. Bathing, shampooing, disinfecting
 6. Setting features
 7. Selection of injection and drainage sites
 8. Techniques for raising vessels
 9. Chemical selections and mixing
 10. Injection and drainage methods
 11. Embalming machine operation and maintenance
 12. Cavity treatment
 13. Aspiration techniques
 14. Methods of closing incisions
 15. Suturing techniques
 16. Restorative techniques
- c. Preparing remains for viewing
 1. Dressing
 2. Cosmetizing
 3. Casketing
- d. Preparing remains for cremation
 1. Contact Medical Examiners

2. Required cremation forms
3. Crematory requirements
4. Procedures for handling human remains

C. Funeral Directing

Assist/direct **25** funerals per year of internship

- a. Service and merchandise selection
 1. Be familiar with the merchandise offered by the funeral home
 2. Be familiar with service options available to client families
 3. Be familiar with the credit policies of the funeral home
- b. Make funeral arrangements
 1. Complete arrangement paperwork
 2. Contact ministers
 3. Contact cemeteries/crematories
 4. Contact outer burial container provider
 5. Contact florist
 6. Contact musicians
 7. Contact vocalists
 8. Complete obituaries
- c. Conduct funerals
 1. Clean the chapel, family room, foyer, vehicles and garage
 2. Set up floral arrangements
 3. Set up register book
 4. Prepare memorial folders
 5. Assess special needs
 6. Assess clergy needs
 7. Greet funeral attendees
 8. Assist casket bearers
 9. Prepare for funeral procession
 10. Drive a vehicle in procession
 11. Assist at graveside committal
 12. Transport flowers
 13. Care for funeral attendees at cemetery
 14. Complete aftercare follow-up for client families

III. STATE LAWS AND RULES RELATING TO FUNERAL SERVICE

A. Funeral Directing, Mortuary Science and Cremation

Board of Mortuary Science – Iowa Code (Laws), Chapter 156

1. Definitions
2. Provision of services
3. Persons excluded
4. Eligibility requirements
5. Funeral directors
6. Internships
7. Student practicum
8. Revocation of license to practice mortuary science
9. Inspection
10. Funeral directors – solicitation of business – exceptions – penalty
11. Certificate of national board in lieu of examination
12. Funeral establishment and cremation establishment license
13. Funeral establishments and cremation establishments – license required – discipline, violations, and penalties
14. Unlicensed practice – injunctions, civil penalties, consent agreements

B. Administrative and Regulatory Authority for the Board of Mortuary Science

Iowa Administrative Code Rules, 645 – Chapter 4

1. Definitions
2. Purpose of board
3. Organization of board and proceedings
4. Official communications
5. Office hours
6. Public meetings
7. Licensure by reciprocal agreement
8. Duplicate certificate or wallet card
9. Reissue certificate or wallet card
10. License denial
11. Audit of continuing education report
12. Automatic exemption
13. Grounds for disciplinary action
14. Continuing education exemption for disability or illness
15. Order for physical, mental, or clinical competency examination or alcohol or drug screening
16. Noncompliance rules regarding child support, loan repayment and nonpayment of state debt

C. Iowa Administrative Code Rules, 645 – Chapter 5.9

1. Mortuary science license fees

- D. Iowa Administrative Code Rules, 645 – Chapter 100
Board of Mortuary Science – Practice of Funeral Directors, Funeral Estab, and
Cremation Estabs
1. Definitions
 2. Funeral director duties
 3. Permanent identification tag
 4. Removal and transfer of dead human remains and fetuses
 5. Burial transit permits
 6. Prepreparation and embalming activities
 7. Arranging and directing funeral and memorial ceremonies
 8. Unclaimed dead human remains for scientific use
 9. Disinterments
 10. Cremation of human remains and fetuses
 - a. Record keeping
 - b. Employment of a funeral director by a crematory
 - c. Authorizing person and preneed cremation arrangements
 - d. Authorization to cremate
 - e. Cremation procedures
 - f. Disposition of cremated remains

- E. Iowa Administrative Code Rules, 645 – Chapter 101
Board of Mortuary Science – Licensure of Funeral Directors, Funeral Estab, and
Cremation Estabs
1. Definitions
 2. Requirements for licensure
 3. Educational qualifications
 4. Examination requirements
 5. Internship and preceptor
 - a. Internship
 - b. Preceptorship
 6. Student practicum
 7. Funeral establishment license or cremation establishment license or
both establishment licenses
 8. Licensure by endorsement
 9. License renewal
 10. Renewal of a funeral establishment license or cremation
establishment license or both establishment licenses
 11. Inactive funeral establishment license or cremation establishment
license or both establishment licenses
 12. Establishment license reinstatement
 13. Reinstatement of a funeral establishment license or a cremation
establishment license or both establishment licenses
 14. License reactivation
 15. License reinstatement

- F. Iowa Administrative Code Rules, 645 – Chapter 102
Board of Mortuary Science – Continuing Education for Funeral Directors
 - 1. Definitions
 - 2. Continuing education requirements
 - 3. Standards
 - a. General criteria
 - b. Specific criteria

- G. Iowa Administrative Code Rules, 645 – Chapter 103
Board of Mortuary Science – Disciplinary Proceedings
 - 1. Definitions
 - 2. Disciplinary authority
 - 3. Grounds for discipline against funeral directors
 - 4. Grounds for discipline against funeral establishments and cremation establishments
 - 5. Method of discipline
 - 6. Board discretion in imposing disciplinary sanctions
 - 7. Order for mental, physical, or clinical competency examination or alcohol or drug screening
 - a. General criteria
 - b. Specific criteria
 - 8. Informal discussion

- H. Iowa Administrative Code Rules, 645 – Chapter 104
Board of Mortuary Science – Enforcement proceedings against nonlicensees
 - 1. Civil penalties against nonlicensees
 - 2. Unlawful practices
 - 3. Investigations
 - 4. Subpoenas
 - 5. Notice of intent to impose civil penalties
 - 6. Requests for hearings
 - 7. Factors to consider
 - 8. Enforcement options

Appendix of Forms

DMACC Forms

- Affiliation Agreement
- Hepatitis B Vaccination Form
- Exposure Liability Form
- MOR 302 - Cremation Services Checklist
- MOR 326 – Funeral Home Operations Checklist
- MOR 330 – Funeral Merchandising Checklist
- DMACC Embalming Report
- MOR 336 – Embalming I Clinical Certification Checklist
- MOR 341 – Embalming II Clinical
- Restorative Art Lab Report
- MOR 941 – Practicum Checklist

Iowa Board of Mortuary Science Forms

- Iowa BMS Embalming Report
- Iowa BMS Funeral Directing Report
- Iowa BMS Summary of Cases
- Iowa BMS 6 and 12 month report
- Iowa BMS Program Evaluation
- Iowa BMS Intern Evaluation

Des Moines Area Community College
Mortuary Science Program
Funeral Home-Based Program Affiliation Agreement

Student Name: _____

Funeral Home Name (AGENCY): _____

Funeral Home Address: _____

Funeral Home City / State and Zip: _____

Primary Funeral Director/Preceptor: _____

State of Licensure: _____ F.D. License #: _____

(In the event of dual licensure): Embalmer License #: _____

Secondary Funeral Director (s) Names and License numbers:

1. _____ Lic#: _____

2. _____ Lic#: _____

3. _____ Lic#: _____

4. _____ Lic#: _____

5. _____ Lic#: _____

6. _____ Lic#: _____

The program will verify funeral director licensure by:

- * An official transcript from the accredited funeral service institution from which the preceptor graduated plus a copy of his or her state license;
- * A copy of the preceptor's license from the State Board of Funeral Service and Embalming (if the state requires graduation from an ABFSE accredited program); and/or
- * A copy of verification from the State web site that the preceptor is licensed in the state with the name of the preceptor and date of the issuance of the license maintained by the program. This will be the preferred method of license verification.

In addition, each funeral director will complete preceptor training.

- * Iowa Funeral Directors will need to complete the preceptor training linked from <http://funeral.dmacc.edu>.
- * Non-Iowa Funeral Directors will have a copy of our preceptor manual mailed to them when the student begins the program.

After the funeral director has completed the 4 pages of this document, please mail those pages to:

DMACC Mortuary Science Program
Building 17
2006 South Ankeny Blvd

Des Moines Area Community College

Mortuary Science Program

Funeral Home-Based Program Affiliation Agreement

PURPOSE OF AGREEMENT: DMACC desires to offer an educational program in Mortuary Science (hereinafter *program*), and AGENCY desires to provide the instructional area for selected student learning experiences; the purpose of this Agreement is to establish cooperative relationships and to outline the responsibilities of DMACC and AGENCY as each contributes to the learning experiences of students in said program. Commencing with the latest date of signature appearing on the last page (page 4) of this agreement, DMACC and AGENCY hereby agree as follows:

I. GENERAL CONDITIONS

- A. DMACC faculty is responsible for both the classroom and practicum/clinical instruction and supervision of students throughout the entire program. AGENCY is responsible for providing the instructional area. The clinical instructor/preceptor shall be designated by both the AGENCY and DMACC.
- B. Other general conditions not inconsistent with this Agreement may be attached hereto as Attachment "A" and are incorporated by reference the same as if fully set out.

II. DMACC OBLIGATIONS

- A. DMACC will submit to AGENCY a schedule agreeable to AGENCY which will include:
 - 1. The names of the assigned students, and
 - 2. The anticipated times when students will be engaged in the practicum / clinical experience
 - 3. Verify the preceptor: necessary changes shall only be made with the mutual consent of AGENCY and DMACC.
- B. DMACC will grant AGENCY'S request to withdraw a student from the practicum/clinical facility whose work, conduct, or health may have a detrimental effect upon AGENCY'S clients or personnel and/or honor AGENCY'S refusal to accept any student who has been previously discharged by AGENCY.
- C. DMACC will grant AGENCY's request to withdraw a student from a practicum / clinical facility whose work violates the professional expectations of the funeral home.
- D. If a student is removed from the AGENCY, the student may appeal the decision first to the DMACC Mortuary Science Program Chair and then through the appropriate DMACC procedures stated in the Student Handbook
- E. DMACC will comply with the policies and procedures of AGENCY.
- F. DMACC will provide for planning with AGENCY indicating the learning experiences and competencies desired for students.
- G. DMACC will provide insurance coverage sufficient to defend, indemnify and hold AGENCY harmless from (a) any and all claims by or injuries to others and (b) any and all claims by or injuries to Students, arising out of or related to Student's work conduct or any activities necessarily associated with this agreement, except vehicular travel in non-DMACC vehicles.
- H. DMACC faculty will be responsible for the selection of learning experiences and the preparations of the schedule for practicum/clinical rotation in consultation and cooperation with AGENCY. The learning experiences are outlined below.
- I. DMACC will ensure that faculty and students commencing the program will have appropriate immunization requirements and program-specific training and skills including universal precautions and blood borne pathogen instruction.
- J. DMACC will not discriminate against any employee or applicant for employment or registration in disability or Vietnam era veteran status.
- K. DMACC will provide students with general HIPAA training and require that students comply with its only de- identified information with faculty for homework assignments or class discussions. Des Moines Area Community College will report any improper use or disclosure of protected health information of an AGENCY patient by a student to the AGENCY.
- L. DMACC will provide students with the appropriate Personal Protective Equipment for the embalming room.

III. AGENCY OBLIGATIONS

- A. AGENCY retains ultimate responsibility for the care providing to AGENCY'S clients.
- B. AGENCY will provide students with sufficient understand of individual client conditions when assignments are made in order to safeguard the client.
- C. AGENCY will comply with OSHA safety standards for occupational exposure to blood-borne pathogen and formaldehyde; in the event of exposure to a blood-borne pathogen and formaldehyde, faculty and students will receive the same treatment as outlined for employees in OSHA guidelines; AGENCY will report any such incident to DMACC promptly, and provide a copy of the incident report and all supporting documentation.
- D. AGENCY will consult with DMACC's designated faculty, support prescribed practicum/clinical curriculum, make regular reports, and participate in training and evaluation sessions with DMACC's staff and student.
 - E. AGENCY will contribute toward promoting an atmosphere conducive to learning.
- F. AGENCY will provide suitable space [including but not limited to conference rooms], equipment and expendable supplies necessary for procedures performed by students; if uniforms are required, students shall provide such uniforms and laundering thereof at their own expense; students shall be permitted to use employee rest rooms and dressing rooms.
- G. AGENCY will assist with scheduled orientation for students and shall provide students with training on AGENCY's confidentiality policies and procedures.
- H. If student or faculty are scheduled in a clinical area and incur an accident not requiring hospitalization, AGENCY will make emergency care available.
- I. If any student is independently employed by AGENCY, such student shall not be permitted to wear a name pin or any other item, which would identify them as a DMACC student.
- J. AGENCY will not discriminate against any employee or applicant for employment or registration in the course of study or patient because of race, color, creed, sex, national origin, religion, age, disability or Vietnam era veteran status.
- K. AGENCY will abide by all Federal, State and Local laws regulating the profession.
- L. AGENCY will not allow more than 5 students in the embalming clinical at any given time.
- M. AGENCY / Preceptor will ensure student wears appropriate Personal Protective Equipment during embalming.
- N. AGENCY agrees that student will only work under the direct supervision of a licensed Funeral Director/Embalmer.

IV. LEARNING EXPERIENCES:

- A. Assist with 25 embalming cases during the year (10 in Embalming I & II and 5 in Practicum);
- B. Assist with 10 cosmetic applications (5 during Restorative Art Lab, and 5 during Practicum);
- C. Assist with 8 funerals (3 during Funeral Directing, and 5 during Practicum);
- D. Assist with 3 removals (1 during Intro to Funeral Service, and 2 during Practicum);
- E. Demonstration on opening / closing a casket, moving a casket, and raising / lowering the casket mattress;
- F. Tour a vault company where vaults are produced;
- G. Tour a monument company where monuments are engraved;
- H. Tour a cremation facility and see the processes of cremation;
- I. Attend a local, state, or national funeral directors meeting during the year;
- J. Complete funeral service paperwork including: death certificates, burial transit permits, etc;
- K. Complete a register book provided by DMACC Mortuary Science;
- L. Complete an obituary in the form of your local newspaper; M. Observe an arrangement conference; and
- N. Conduct an arrangement conference with a DMACC faculty member during the Practicum course.

V. RENEWAL AND TERMINATION.

This agreement shall be automatically renewed for successive one [1] year terms until and unless either party gives the other party written notice of termination at least four [4] months prior to the time when AGENCY would ordinarily be assigned as an instructional site.

VI. Accreditation Requirement:

In 2012, the American Board of Funeral Service Education Committee on Accreditation added this requirement:

Off-campus instructional sites where students receive college credit are to be physically visited by a representative of the program and approved prior to the start of instruction. Instruction includes management, funeral directing and clinical. These visits must occur at least biennially or prior to each use if the use occurs intermittently over a period of several years. Visits must also occur whenever physical changes to the facility are reported. Inspections of off-campus instruction sites must ensure the location has a valid, current license. In addition, inspections must ensure that off-campus sites are clean and adequate for instructional purposes. The inspection must ensure that appropriate equipment and protocols (drench shower, eye wash station, SDS [formerly MSDS] and blood borne pathogen program, ventilation system, proper protective equipment, etc.) are in place and functioning.

To accomplish this, the program will utilize one of three options:

- A. One of the program faculty members to visit your funeral home to complete the physical visit requirement for accreditation;
- B. We will ask a pre-approved program representative, such as a chemical sales representative in your area to complete the physical visit; or
- C. We will utilize a funeral director you identify to complete the physical visit requirement. In the event that we utilize this option, we ask that you identify a fellow funeral director who is near you, but who is NOT employed by your funeral home who could complete the physical visit requirement.

By using one of these three requirements, we are able to minimize the financial impact this will have on students as the fees for such a visit will be billed back to the student.

In the event we need option C, please complete the following information:

Student Name: _____

Name of Funeral Director completing the physical visit: _____

Phone number of Funeral Director completing physical visit: _____

Email address of the Funeral Director completing physical visit: _____

VII. Signatures:

Des Moines Area Community College

Funeral Home (AGENCY)

By: _____

By: _____

Title: _____

Title: _____

Printed Name: _____

Printed Name: _____

Date of Signature: _____

Date of Signature: _____

Des Moines Area Community College
Mortuary Science Program
Hepatitis B Vaccination

Students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to matriculation into Embalming clinical courses. Students must provide a record of vaccination and /or proof of positive antibody status. Prior to the first embalming clinical class, documentation of at least the first injection of the series must be submitted to the program chairperson. Students refusing the vaccine must provide a physician's not substantiating a medical contraindication or after consultation with a physician, an informed consent refusing the vaccine and assuming the liability.

Attached is a copy of the vaccination documentation or my signature verifying the vaccine has been taken.

Printed Student Name: _____

Series of Vaccinations:

First dosage date _____ Student Signature: _____

Second dosage date _____ Student Signature: _____

Third dosage date _____ Student Signature: _____

Hepatitis B Vaccination Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

Signature: _____ Date: _____

For more information visit the Center for Disease Control and Prevention at
<http://www.cdc.gov/ncidod/diseases/hepatitis/b/index.htm>
<http://www.cdc.gov/nip/faqs/hepb-faqs.htm>
<http://www.cdc.gov/nip/vacsafe/concerns/hepB/q&a.htm>

Des Moines Area Community College
Mortuary Science Program
Exposure Liability

As stated in DMACC policies, if a student experiences a potential exposure to a bloodborne pathogen, the student should immediately go to the designated medical provider for medical consultation. Once the DMACC exposure incident form is completed by the program chair, the medical charges to that facility will be paid for by DMACC.

The student will be responsible for any charges for any prophylaxis (preventative medication) which is prescribed by the physician.

I understand that I am responsible for any charges for prescriptions (medications) as directed by a medical physician due to a needlestick (bloodborne pathogen exposure) that may result during the embalming clinicals or restorative art labs held as part of the DMACC Mortuary Science Program.

Student Printed Name: _____

Student Signature: _____

Date: _____

Des Moines Area Community College
Mortuary Science Program
Cremation Services Checklist

MOR 302 – Cremation Services Checklist

Student: _____ Date: _____

Please complete this form as you complete the following professional experiences and ask your preceptor to sign for each item.

___ Crematory Visit

Location: _____

Date: _____ Preceptor: _____

Des Moines Area Community College
Mortuary Science Program
Funeral Home Operations Checklist

MOR 326 – Funeral Home Operations Checklist

Student: _____ Date: _____

Preceptor: _____

Please complete this form as you complete the following professional experiences, and ask your preceptor to initial each item.

___ Observed an arrangement conference (REQUIRED)

Location: _____

Date: _____ Preceptor: _____

___ Assisted with a Transfer of Remains (REQUIRED)

Location: _____

Date: _____ Preceptor: _____

The following three observations are optional for students who MISS the on-campus Religious Road show.

___ Observed / Assisted with a Roman Catholic Visitation & Funeral Mass (OPTIONAL)

Location: _____

Date: _____ Preceptor: _____

___ Observed / Assisted with a non-liturgical Protestant Funeral (OPTIONAL)

Location: _____

Date: _____ Preceptor: _____

___ Observed / Assisted with a non-liturgical Protestant Funeral (OPTIONAL)

Must be any style of funeral other than Roman Catholic and Non-liturgical Protestant.

Location: _____

Date: _____ Preceptor: _____

Des Moines Area Community College
Mortuary Science Program
Funeral Merchandising Checklist

MOR 330 – Funeral Merchandising Checklist

Student: _____ Date: _____

Please complete this form as you complete the following professional experiences and ask your preceptor to sign for each item.

____ Visited/Toured Vault Company

Date: _____

Name of Vault Company: _____

Preceptor: _____

Preceptor Signature: _____

Attach the 1-page report on the Vault Company Visit to this document.
(See the Assignments link in the course syllabus for details about the report.)

____ Visited/Toured selection room

Date: _____

Funeral Home (or other site): _____

Preceptor: _____

Preceptor Signature: _____

Attach the 1-page report on the Selection Room Visit to this document.
(See the Assignments link in the course syllabus for details about the report.)

Des Moines Area Community College

Mortuary Science Program

Embalming Report

Date: _____ DMACC Case No: _____

Student: _____ Student Signature: _____

Preceptor: _____ Preceptor Sign: _____

Funeral Home: _____ Case Performed *One-to-One: _____

**With licensed FD and w/o other students*

Embalming Analysis:

Date of Death:		Time of Death:	Cause of Death:
Age:		Gender:	Race:
Weight:		Height:	Nutrition: Normal, obese, emaciated
Post Mortem Interval:		Teeth: Natural, Dentures, Partial	Rigor Mortis: YES NO
Refrigeration: (Yes or No)	Length of Refrigeration:		Other conditions:
Autopsy: (Yes or No)	___ Cranial ___ Thoracic ___ Abdominal		
Organ/Tissue Donor: (Yes or No)	List organ(s):		
Purge: (Yes or No)	Type of Purge:		
Discoloration: (Yes or No)	Specify location and type:		
Gangrene: (Yes or No)	Specify location and type:		
Lacerations: (Yes or No)	Specify location and length:		
Fractures: (Yes or No)	Specify location and type:		
Burns: (Yes or No)	Specify location and type (1 st , 2 nd , 3 rd degree):		
Edema: (Yes or No)	Specify Location: (Light/Moderate/Severe)		

Vessels Utilized:

Arteries Injected: (Check all that apply)				
___ R Common Carotid	___ R Femoral	___ R Axillary	___ R Brachial	___ R Iliac
___ L Common Carotid	___ L Femoral	___ L Axillary	___ L Brachial	___ L Iliac
___ R Subclavian	___ L Subclavian	___ R Radial	___ L Radial	___ Other
Veins Drained: (Check all that apply)				
___ R Internal Jugular	___ R Femoral	___ R Axillary	___ R Basilic	___ R Iliac
___ L Internal Jugular	___ L Femoral	___ L Axillary	___ L Basilic	___ L Iliac
___ Direct Heart Drainage (Heart Tap)		___ Other (Specify):		

Embalming Solution:

Total Solution Used (Gallons):		Embalming Machine:		
	Chemical Name	Company Name	Index	Ounces
Pre-Injection:				
Arterial Preservative:				
Arterial Preservative:				
Arterial/Co-injection:				
Arterial/Co-injection:				
Arterial/Co-injection:				
Cavity Fluid:				
Other Chemicals:				
Other Chemicals:				
Machine Settings:	Potential Pressure:	Actual Pressure:	Differential:	
Areas lacking distribution:				
Special Pre- or Post-Embalming Treatments:				
Condition of body at completion of embalming:	Good	Fair	Poor	Unknown

Student Performance: Check those procedures that were performed by you the student and describe the area, technique, vessel, or materials used for each procedure.

Performed	Procedure	Description of each procedure:
	Primary Disinfection	
	Rigor Relieved	
	Body Positioned	
	Body Shaved	
	Mouth Disinfected/Posed	
	Nostrils Disinfected	
	Eyes Disinfected	
	Orifices Packed	
	Mixed Fluids	
	Set Pressure/Flow on Machine	
	Incised Injection Site	
	Located and elevated artery:	
	Located and elevated vein:	
	Massaged following areas:	
	Sutured incision (sutures used):	
	Aspirated Body	
	Injected Cavity Fluid	
	Bathed Body	
	Washed Hair	
	Autopsy Treatment	
	Terminal Disinfection	
List all other participating students: (4 max.)	1.	2.
	3.	4.

Des Moines Area Community College

Mortuary Science Program

MOR 336 – Embalming I Clinical

Embalming Tasks – Overview and Expectations

Listed below are the essential embalming tasks that the student will be expected to perform during and/or by the conclusion of the semester. The student will either be required to **PERFORM** a task during the semester (e.g. locate/elevate a vessel) or be **PROFICIENT** at the task by the end of the semester (e.g. mix fluids) as some tasks will require a longer period in which to become proficient. The table will indicate the requirement for each specific task.

To clarify, **PERFORM** means that the student must physically perform the task themselves with a minimum of preceptor assistance. **PROFICIENT** means that the student is capable of performing the task at an acceptable professional level without any assistance from the preceptor.

Below each task will be an overview of that task describing the specific manner in which the student is required to perform the task during the on-campus clinical. **PLEASE ADHERE TO THESE SPECIFICATIONS.**

We understand that there are a wide variety of useful and effective embalming techniques utilized by each individual preceptor/practitioner. However, because the student will be **GRADED** on their performance of the tasks and techniques listed here, we must insist that the student performs the tasks in accordance with DMACC standard embalming procedures.

Embalming Task	Perform	Proficient
Pre-Embalming Analysis	X	
<i>The student will utilize any printed information (e.g. health history, "face sheet", etc.) about the deceased and consider all intrinsic and extrinsic factors (including a physical examination of the body) to determine the best course of action.</i>		
Primary Disinfection		X
<i>The student should topically disinfect the body with special attention given to the genital region, axillary spaces, & palms. Nasal & oral cavities should be swabbed.</i>		
Select and mix appropriate embalming fluids	X	
<i>The student is required to select the fluids without assistance from the preceptor and to give a detailed explanation of the USES OF EACH CHEMICAL and WHY THEY HAVE SELECTED THAT CHEMICAL for the case at hand. The student will mix the fluids in the embalming machine ONLY AFTER receiving permission to proceed from the preceptor. Should the preceptor disagree with the student's fluid selection, the preceptor should explain why and offer a detailed explanation as to why different fluids would be more appropriate.</i>		
Incision		X
<i>The student is required to determine the BEST LOCATION for the incision and to MAKE THE INCISION without assistance from the preceptor. At a minimum, the student should be proficient at incisions for the right common carotid and femoral arteries.</i>		

Des Moines Area Community College
Mortuary Science Program
MOR 336 – Embalming I Clinical
Embalming Tasks – Overview and Expectations

Embalming Task	Perform	Proficient
Locating, elevating, & accessing vessels	X	
<i>The student is required to locate the vessel, free the vessel from surround fascia, elevate it above the incision, and insert a drainage device (vein) AND arterial tube (artery) into each vessel. Preferred vessels are the right common carotid artery, right internal jugular vein, and the femoral artery.</i>		
Suturing Incisions		X
<i>The student should suture an entire incision using a commonly-accepted suture technique (i.e. baseball, inversion, intradermal, etc.)</i>		
Aspiration of Body Cavities	X	
<i>The student should perform a complete aspiration of the thoracic AND abdominal cavities.</i>		
Injection of Cavity Fluid	X	
<i>The student will determine the appropriate cavity fluid and the amount of that fluid to inject into the body cavities and will do so without the assistance of the preceptor.</i>		
Terminal Disinfection		X
<i>The student will ensure that the body has been properly cleaned and dried (including underneath the body). The student will also clean and disinfect ALL instruments and all surfaces in the embalming room (i.e. counters, cabinet handles, embalming machine, etc.) Preceptor approval will be required before the students are allowed to leave the embalming area.</i>		
Professionalism and Safety		X
<i>The student will conduct themselves in a professional manner at all times and observe all applicable state and federal regulations. The student will observe all applicable OSHA regulations including the use of all required/appropriate PPE and work practice controls.</i>		

Preceptors are a vital part of the student's embalming education and DMACC values the time and effort that you, the preceptor, are providing for the student. To ensure each student receives the best educational opportunity possible, it is crucial that these embalming tasks are completed BY THE STUDENT under direct supervision of the preceptor BUT with a minimum of preceptor assistance. Towards the end of the embalming curriculum, the student will perform a certification embalming at which time they will be required to embalm a body unassisted under the direct supervision of the DMACC embalming faculty. At this time, the student should be proficient in ALL AREAS. A student that has fulfilled these tasks in the prescribed manner has a greater chance of success in that practical examination and has a stronger foundation towards a career as a professional embalmer.

Des Moines Area Community College

Mortuary Science Program

Restorative Art Report

Date: _____

Student: _____

Report #: _____

Preceptor: _____

Signature: _____

Funeral Home: _____

Telephone # _____

Procedure Information:

Type of foundation (base colorant) used:	
Method of application of foundation:	
Method of powder application:	
Type of cosmetic used on hand:	
Lip treatment:	

Student Participation:

Check those procedures that were performed by you (the student) and describe the technique or materials used for each procedure.

The total number of points will be added into your semester grade.

Activity	Performed	Description
Application of facial cosmetic (5 points)		
Application of hand cosmetic (2 points)		
Dressing of the deceased (2 points)		
Casketing of the deceased (2 points)		
Hypodermic tissue building (1 point)		

Each of the first 4 items listed above (application of facial and hand cosmetic, dressing and casketing), must be accomplished at least 1 time as a course requirement. If you do not complete at least 1 of each, you will be awarded a D for the semester.

Funeral Service Practicum Checklist

MOR 941 – Funeral Practicum

Student: _____ Date: _____

Preceptor: _____

Please complete this form as you complete the following professional experiences, and ask your preceptor to initial each item.

____ Assisted with 2 Transfers of Remains

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

____ Observed an Arrangement Conference

Date: _____ Preceptor: _____

____ Assisted with 2 Visitation Setups

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

____ Observed / Assisted with 5 Funerals

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

____ Assisted with 5 Cosmetic Applications

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

Date: _____ Preceptor: _____

Embalming Case Report – Internship

Iowa Dept. of Public Health/Board of Mortuary Science

**This report is specific to the case being reported.
Enter information for all questions.**

Date:

Case

No:

This report should be completed as soon after each funeral service as possible. The entire form must be completed for acceptance by the board. If you have any questions please call the board office at (515) 281-4287.

Name of Intern:

Intern Registration Number:

Preceptor Name:

Expiration Date of Internship

Funeral Establishment:

Telephone: ()

Deceased Name:

Date of Death:

Place of Death:

DESCRIPTION OF DECEASED:

Name: Age: Sex: Race:

Approx. Wt.: Height: Date of Death: Place of Death:

CONDITION OF BODY BEFORE EMBALMING:

Evidence of Disease: Emaciation: Edematous:

Evidence of Surgery: Evidence of External Wound: Eruptions: Skin Slip:

Post-mortem Pigmentation: Tumors: Ulceration: Gas:

Mutilations: Purge: Rigor Mortis:

Autopsy (Type): **(None)**

Enucleation of eyes: Organs or body parts donated:

No abnormalities:

What was different about this body and how did it affect your embalming process?

EMBALMING: Be specific to this case when indicating vessels used and amounts of fluid

Elapsed time between death and start of embalming:

Arteries used in injection:

Veins used for drainage:

Auxiliary drainage methods used:

Fluids used (Trade name and index):

A.

B.

C.

Pre-injection: Arterial: Cavity:

Arterial Fluids dilution (oz./gallon):

Remarks:

Cavity fluids (oz. injected undiluted):

Other cavity treatment:

Parts receiving poor circulation:

Treatment:

Restorative art treatment:

Describe what was unique about this embalming. What problems did you encounter? Were there any circulatory problems? If this was a difficult embalming what made it that way?

CONDITION OF BODY AFTER EMBALMING:

Condition of body at completion of operation:

Condition of body at time of funeral:

Special post-embalming treatment required:

REMARKS BY INTERN:

What did you learn from this embalming?

Intern Performed	Embalming Task	Intern Comments Intern must provide comments on their activities (Describe in general how you performed your duties)
<input type="checkbox"/>	Verify permission to embalm	
<input type="checkbox"/>	Removal from stretcher or cot	
<input type="checkbox"/>	Positioning on preparation table	
<input type="checkbox"/>	Pre-embalming analysis	
<input type="checkbox"/>	Bathing, shampooing, disinfecting	
<input type="checkbox"/>	Setting features	
<input type="checkbox"/>	Selection of injection and drainage sites	
<input type="checkbox"/>	Techniques for raising vessels	
<input type="checkbox"/>	Chemical selection and mixing	
<input type="checkbox"/>	Injection and drainage methods	
<input type="checkbox"/>	Embalming machine operation and maintenance	
<input type="checkbox"/>	Aspiration techniques	
<input type="checkbox"/>	Cavity treatment	
<input type="checkbox"/>	Methods of closing incisions	
<input type="checkbox"/>	Suturing techniques	
<input type="checkbox"/>	Restorative techniques	
<input type="checkbox"/>	Dressing	
<input type="checkbox"/>	Cosmetizing	
<input type="checkbox"/>	Casketing	

REMARKS BY PRECEPTOR

In general describe how the intern performed his/her duties. After the first 5 cases, comment on the condition of the body following embalming.

Signature (Intern): _____ Date: _____

Signature (Preceptor): _____ Date: _____

Funeral Directing Case Report – Internship

Iowa Dept. of Public Health/Board of Mortuary Science

This report is specific to the case being reported.
Enter information for all questions.

Date:

Case

No:

This report should be completed as soon after each funeral service as possible. The entire form must be completed for acceptance by the board. If you have any questions please call the board office at (515) 281-4287.

Name of Intern:

Intern Registration Number:

Preceptor Name:

Expiration Date of Internship

Funeral Establishment:

Telephone: ()

Deceased Name:

Date of Death:

Place of Death:

Give a short synopsis of the funeral: Example: A 73 year old male died at the Manor Nursing Home in Springfield. Arrangements were made Tuesday morning with visitation Wednesday afternoon and evening at Garden Chapel. Funeral was held 10:30 am Thursday at Springfield Church with burial at city cemetery.

1. Removal and Arrangements:

Describe your duties for the following, be specific for each funeral.

First call and removal:

Preparation room and dressing room including cosmetics, dressing and casketing:

Arrangement conference:

2. Merchandising:

Describe your duties regarding selling of merchandise such as casket, urn and vault.

3. Visitation:

Describe your duties prior to and during visitation including your responsibilities to the family.

4. Funeral:

Describe your duties for the initial set up, the funeral service and the post funeral activities including family follow-up.

Describe the paperwork completed for this service.

5. Learning:

What did you learn from this experience?

Intern Performed	Funeral Directing Task (To be completed by intern)	Intern Comments Intern must provide comments on their activities (Describe in general how you performed your duties)
<input type="checkbox"/>	Complete arrangement paperwork	
<input type="checkbox"/>	Contact ministers	
<input type="checkbox"/>	Contact cemeteries/crematories	
<input type="checkbox"/>	Contact outer burial container provider	
<input type="checkbox"/>	Contact florist	
<input type="checkbox"/>	Contact musicians/vocalists	
<input type="checkbox"/>	Complete obituaries	
<input type="checkbox"/>	Conduct funerals	
<input type="checkbox"/>	Set up floral arrangements	
<input type="checkbox"/>	Set up register book	
<input type="checkbox"/>	Prepare memorial folders	
<input type="checkbox"/>	Greet funeral attendees	
<input type="checkbox"/>	Assist casket bearers	
<input type="checkbox"/>	Prepare for funeral procession	
<input type="checkbox"/>	Drive a vehicle in procession	
<input type="checkbox"/>	Assist at graveside committal	
<input type="checkbox"/>	Transport flowers	
<input type="checkbox"/>	Care for funeral attendees at cemetery	
<input type="checkbox"/>		

6. Preceptor Comments:

Preceptor must provide comments on the intern's activities. The first 5 must be more in depth

Signature of Intern _____

Signature of Preceptor _____

SIGNATURE INDICATES THAT THE INTERN'S DUTIES WERE SATISFACTORY.

Summary Report for Embalming Case Reports

Iowa Dept. of Public Health/Board of Mortuary Science
 Lucas State Office Bldg, 5th floor
 321 E. 12th St.
 Des Moines, IA 50317-0075

Name

Intern Registration No.

	Name	Town or County of Death	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

In the event the intern changes preceptors, it is the intern's responsibility to fill out additional forms for each preceptor.

Signature (Intern): _____ Date: _____

Signature (Preceptor): _____ Date: _____

This form must be in the board office 30 days prior to the end of the Internship.

Summary Report for Funeral Directing Case Reports

Iowa Dept. of Public Health/Board of Mortuary Science

Lucas State Office Bldg, 5th floor

321 E. 12th St.

Des Moines, IA 50317-0075

Name

Intern Registration No.

	Name	Town or County of Death	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

In the event the intern changes preceptors, it is the intern's responsibility to fill out additional forms for each preceptor.

Signature (Intern): _____ Date: _____

Signature (Preceptor): _____ Date: _____

This form must be in the board office 30 days prior to the end of the Internship.

Six & Twelve Month Checklist of Mortuary Science Duties

Iowa Dept. Public Health/Board of Mortuary Science
Lucas State Office Building
321 E. 12th St.

Des Moines, Iowa 50319-0075

Name of Intern:

Registration Number:

Expiration Date of Internship:

Preceptor Name:

License Number:

Funeral Establishment:

Telephone:

The following is a list of documents to be reviewed and discussed with your preceptor:

6 month	12 month	Federal Trade Commission/OSHA
<input type="checkbox"/>	<input type="checkbox"/>	1. General Price List
<input type="checkbox"/>	<input type="checkbox"/>	2. Casket Price List
<input type="checkbox"/>	<input type="checkbox"/>	3. Outer Burial Container Price List
<input type="checkbox"/>	<input type="checkbox"/>	4. Statement of Funeral Goods and Services Selected
<input type="checkbox"/>	<input type="checkbox"/>	5. Telephone price disclosure
<input type="checkbox"/>	<input type="checkbox"/>	6. Prohibited practices
		OSHA/IOSH
<input type="checkbox"/>	<input type="checkbox"/>	1. Hazardous Communication Training www.osha.gov standard 1910.1200
<input type="checkbox"/>	<input type="checkbox"/>	2. Annual Formaldehyde Training www.osha.gov standard 1910.1048
<input type="checkbox"/>	<input type="checkbox"/>	3. Annual Bloodborne Pathogen Training www.osha.gov standard 1910.1030
<input type="checkbox"/>	<input type="checkbox"/>	4. Iowa Occupational Safety and Health – www.iowaworkforce.org/labor
		Federal laws/rules governing funeral practice
<input type="checkbox"/>	<input type="checkbox"/>	1. Americans with Disabilities Act www.usdoj.gov/crt/ada
<input type="checkbox"/>	<input type="checkbox"/>	2. Social Security Administration forms www.socialsecurity.gov
<input type="checkbox"/>	<input type="checkbox"/>	3. SSI exclusion (clergy and Amish may be excluded)
<input type="checkbox"/>	<input type="checkbox"/>	4. Veterans Administration/Veterans Affairs forms www.cem.va.gov
		State laws/rules governing funeral practice Iowa Department of Public Health, [641]
<input type="checkbox"/>	<input type="checkbox"/>	1. Vital Statistics, Chapter 144
<input type="checkbox"/>	<input type="checkbox"/>	2. Vital Records, IAC 641-101
<input type="checkbox"/>	<input type="checkbox"/>	3. Uniform Anatomical Gifts, Chapter 142C
<input type="checkbox"/>	<input type="checkbox"/>	4. Scientific purposes, Chapter 142
<input type="checkbox"/>	<input type="checkbox"/>	5. Environmental Health, IAC 641-86
<input type="checkbox"/>	<input type="checkbox"/>	6. Medical Examiner, Chapter 691, IAC 641-127
		State laws
<input type="checkbox"/>	<input type="checkbox"/>	1. County home rule, Chapter 331.608 and 331.804
<input type="checkbox"/>	<input type="checkbox"/>	2. Crime victim compensation, Chapter 915.86
<input type="checkbox"/>	<input type="checkbox"/>	3. Door-to-door sales, Chapter 555A
<input type="checkbox"/>	<input type="checkbox"/>	4. Funeral procession law, Chapter 321.324A
<input type="checkbox"/>	<input type="checkbox"/>	5. Final Disposition Act Chapter 144C

Six and Twelve Month Checklist of Mortuary Science Duties

6 month	12 month	Iowa Securities
<input type="checkbox"/>	<input type="checkbox"/>	1. Pre-Need Sales, Chapter 523C
<input type="checkbox"/>	<input type="checkbox"/>	2. Cemetery regulations, Chapter 523I
		Board of Mortuary Science, Code
<input type="checkbox"/>	<input type="checkbox"/>	1. General Provisions regulating practice professions, Chapter 147
<input type="checkbox"/>	<input type="checkbox"/>	2. Funeral Directing, Mortuary Science, and Cremation, Chapter 156
<input type="checkbox"/>	<input type="checkbox"/>	3. Continuing Education and Regulation, Chapter 272C
		Board of Mortuary Science, administrative rules
<input type="checkbox"/>	<input type="checkbox"/>	1. Practice of Funeral Directing, Chapter IAC 645 – 100
<input type="checkbox"/>	<input type="checkbox"/>	2. Mortuary Science Licensure, Chapter IAC 645 – 101
<input type="checkbox"/>	<input type="checkbox"/>	3. Continuing Education for Mortuary Science, Chapter IAC 645 – 102
<input type="checkbox"/>	<input type="checkbox"/>	4. Discipline for Funeral Directors, Chapter IAC 645 – 103
<input type="checkbox"/>	<input type="checkbox"/>	5. Enforcement for Unlicensed Practice, Chapter IAC 645 – 104
<input type="checkbox"/>	<input type="checkbox"/>	6. Mortuary Science Fees, Chapter IAC 645 – 105

The following is a list of tasks or services to be discussed, observed, and/or completed:

6 month	12 month	Funeral Services
<input type="checkbox"/>	<input type="checkbox"/>	1. Merchandise offered by the funeral home
<input type="checkbox"/>	<input type="checkbox"/>	2. Service options available to client families
<input type="checkbox"/>	<input type="checkbox"/>	3. Credit policies of the funeral home
<input type="checkbox"/>	<input type="checkbox"/>	4. Make funeral Arrangements
<input type="checkbox"/>	<input type="checkbox"/>	5. Complete funeral arrangement forms
<input type="checkbox"/>	<input type="checkbox"/>	6. Contact ministers
<input type="checkbox"/>	<input type="checkbox"/>	7. Contact cemeteries/crematories
<input type="checkbox"/>	<input type="checkbox"/>	8. Contact outer burial container provider
<input type="checkbox"/>	<input type="checkbox"/>	9. Contact florist
<input type="checkbox"/>	<input type="checkbox"/>	10. Contact musicians and vocalists
<input type="checkbox"/>	<input type="checkbox"/>	11. Complete death certificate
<input type="checkbox"/>	<input type="checkbox"/>	12. Complete and submit obituaries to website and newspapers
<input type="checkbox"/>	<input type="checkbox"/>	13. Conduct funeral ceremonies
<input type="checkbox"/>	<input type="checkbox"/>	14. Set up floral arrangements
<input type="checkbox"/>	<input type="checkbox"/>	15. Register book and memorial folders
<input type="checkbox"/>	<input type="checkbox"/>	16. Greet funeral attendees
<input type="checkbox"/>	<input type="checkbox"/>	17. Instruct and assist casket bearers
<input type="checkbox"/>	<input type="checkbox"/>	18. Prepare for funeral procession
<input type="checkbox"/>	<input type="checkbox"/>	19. Drive a vehicle in procession
<input type="checkbox"/>	<input type="checkbox"/>	20. Assist at graveside committal services
<input type="checkbox"/>	<input type="checkbox"/>	21. Care for funeral attendees as they leave cemetery

Six and Twelve Month Checklist of Mortuary Science Duties

6 month	12 month	Removal
<input type="checkbox"/>	<input type="checkbox"/>	1. Procedures for removals/residence, institution or accident site
<input type="checkbox"/>	<input type="checkbox"/>	2. Equipment necessary for transportation of deceased human remains
<input type="checkbox"/>	<input type="checkbox"/>	3. Documentation for removal from the place of death
<input type="checkbox"/>	<input type="checkbox"/>	4. Universal precautions related to removals from place of death
<input type="checkbox"/>	<input type="checkbox"/>	5. Required and accepted procedures in assisting family members present

		Embalming
<input type="checkbox"/>	<input type="checkbox"/>	1. Verify permission to embalm
<input type="checkbox"/>	<input type="checkbox"/>	2. Removal from stretcher or cot
<input type="checkbox"/>	<input type="checkbox"/>	3. Positioning on preparation table
<input type="checkbox"/>	<input type="checkbox"/>	4. Pre-embalming analysis
<input type="checkbox"/>	<input type="checkbox"/>	5. Bathing, shampooing, disinfecting
<input type="checkbox"/>	<input type="checkbox"/>	6. Setting features
<input type="checkbox"/>	<input type="checkbox"/>	7. Selection of injection and drainage sites
<input type="checkbox"/>	<input type="checkbox"/>	8. Techniques for raising vessels
<input type="checkbox"/>	<input type="checkbox"/>	9. Chemical selection and mixing
<input type="checkbox"/>	<input type="checkbox"/>	10. Injection and drainage methods
<input type="checkbox"/>	<input type="checkbox"/>	11. Embalming machine operation and maintenance
<input type="checkbox"/>	<input type="checkbox"/>	12. Aspiration techniques
<input type="checkbox"/>	<input type="checkbox"/>	13. Cavity treatment
<input type="checkbox"/>	<input type="checkbox"/>	14. Methods of closing incisions
<input type="checkbox"/>	<input type="checkbox"/>	15. Suturing techniques
<input type="checkbox"/>	<input type="checkbox"/>	16. Restorative techniques

		Preparing the body
<input type="checkbox"/>	<input type="checkbox"/>	1. Preparing remains for viewing
<input type="checkbox"/>	<input type="checkbox"/>	2. Dressing
<input type="checkbox"/>	<input type="checkbox"/>	3. Cosmetizing
<input type="checkbox"/>	<input type="checkbox"/>	4. Casketing

		Cremation
<input type="checkbox"/>	<input type="checkbox"/>	1. Preparing remains for cremation (including removal of medical devices)
<input type="checkbox"/>	<input type="checkbox"/>	2. Be familiar with required cremation forms
<input type="checkbox"/>	<input type="checkbox"/>	3. Contact Medical Examiner and obtain <i>Cremation Permit by Medical Examiner</i>
<input type="checkbox"/>	<input type="checkbox"/>	4. Be familiar with requirements for the crematory
<input type="checkbox"/>	<input type="checkbox"/>	5. Procedures for handling cremated remains

Six Month Checklist of Mortuary Science Duties:

Signature of Intern: _____ Date: _____

Signature of Preceptor: _____ Date: _____

Copy this form and mail to:
Iowa Board of Mortuary Science
Lucas State Office Building
321 E. 12th St.
Des Moines, Iowa 50319-0075

Twelve Month Checklist of Mortuary Science Duties:

Signature of Intern: _____ Date: _____

Signature of Preceptor: _____ Date: _____

Mail original to the board office no sooner than 30 days prior to the completion of your internship.
Iowa Board of Mortuary Science
Lucas State Office Building
321 E. 12th St.
Des Moines, Iowa 50319-0075

Program Evaluation

(To be completed by the Intern)

645-101.5(1)k

Iowa Dept. of Public Health/Board of Mortuary Science

Lucas State Office Building

321 E. 12th St.

Des Moines, Iowa 50319-0075

Must be completed by intern during the last month of your internship

Must be on file before the funeral director license can be issued

Name of Intern:

Intern Number:

Internship Issue Date:

Internship Expiration Date:

Name of Preceptor:

Funeral Director License:

Name of Funeral Home:

Funeral Home telephone number:

1. Was the Intern Program explained to you? Yes No
Explain any positive or negative ramifications.

2. Did the Six-Month Checklist of Mortuary Science Duties prove helpful to you? Yes No
Did it create a chance for discussion? Yes No
Explain.

3. Was the Twelve-Month Checklist of Mortuary Science Duties helpful to you? Yes No

4. List any ways you think the program can be improved.

Intern Signature

Date

Intern Evaluation
(To be completed by the Preceptor)
645-101.5(2)f(5)

Iowa Dept. of Public Health/Board of Mortuary Science
Lucas State Office Bldg., 5th Floor
321 E. 12th Street
Des Moines, Iowa 50319-0075

This form must be in the board office no more than 30 days prior to the end of the Internship.

Intern Name: _____ Intern Registration Number: _____

Preceptor Name: _____ License Number: _____

Phone Number: _____

Internship Expiration Date: _____

1. The intern is thoroughly familiar with all phases of funeral service:

Yes

No

2. The intern needs work in:

3. The intern is especially capable in the following areas:

4. The preceptor-training requirement is:

Good

Not useful

No effect

5. The 6 month and 12 month reports are worthwhile:

Yes

No

6. Comments:

Preceptor Signature

Date

645—101.3 (147,156) Internship and preceptorship.**101.3(1) Internship.**

a. The intern must serve a minimum of one year of internship under the direct supervision of an Iowa board-certified preceptor. The beginning and ending dates of the internship shall be indicated on the internship certificate. The intern shall engage in the practice of mortuary science only during the time indicated on the internship certificate.

b. The intern shall, during the internship, be a full-time employee with the funeral establishment at the site of internship except as provided in paragraph 101.3(2) "i."

c. No licensed funeral director shall permit any person in the funeral director's employ or under the funeral director's supervision or control to serve an internship in funeral directing unless that person has a certificate of registration as a registered intern from the department of public health. The registration shall be posted in a conspicuous place in the intern's primary place of practice.

d. Registered interns shall not advertise or hold themselves out as funeral directors or use the degree F.D. or any other title or abbreviation indicating that the intern is a funeral director.

e. The intern shall, during the internship, complete the requirements outlined in subrule 101.3(3), including to embalm not fewer than 25 human remains and direct or assist in the direction of not fewer than 25 funerals under the direct supervision of the certified preceptor and to submit reports on forms furnished by the department of public health. Work on the first 5 embalming cases, first 5 funeral arrangements, and first 5 funeral or memorial services must be completed in the physical presence of the preceptor. The first 12 embalming cases and the first 12 funeral case reports must be completed and submitted by the completion of the sixth month of the internship.

f. Before being eligible for licensure, the intern must have filed the 25 completed embalming and funeral directing case reports and a 6-month and a 12-month evaluation form with the department of public health. These reports shall be answered in full and signed by both the intern and preceptor.

g. When, for any valid reason, the board determines that the education a registered intern is receiving under the supervision of the present preceptor might be detrimental to the intern or the profession at large, the intern may be required to serve the remainder of the internship under the supervision of a licensed funeral director who is approved by the board.

h. The length of an internship may be extended if the board determines that the intern requires additional time or supervision in order to meet the minimum proficiency in the practice of mortuary science.

i. The board views a one-year internship completed in a consecutive 12-month period as the best training option. If an internship is interrupted, the internship must be completed within 24 months of the date it started in order to be readily accepted by the board. Internships that are not completed within 24 months shall be preapproved by the board on such terms as the board deems reasonable under the circumstances. The board may require any or all of the following:

(1) Completion of a college course or continuing education course covering mortuary science laws and rules;

(2) Additional case reports;

(3) Extension of an internship up to an additional 12 months depending on such factors as the number of months completed during the internship, length of time that has lapsed since the intern was actively involved in the internship program, and the experience attained by the intern.

j. Application for change of preceptor or any other alteration must be made in writing and approval granted by the board before the status of the intern is altered.

k. The intern shall complete on a form provided by the board a confidential evaluation of the preceptorship program at the end of the internship. This form shall be submitted before a funeral director license is issued to the intern.

l. The intern must be approved and licensed following a successful internship before the intern may practice mortuary science.

101.3(2) Preceptorship.

a. A preceptor must have completed a training course within five years prior to accepting an intern. This training course shall cover Iowa law and rule content areas including, but not limited to, Iowa law and rules governing licensure and the practice of mortuary science and human resource issues. The training course may be counted toward the continuing education hours required for the licensure biennium in which the training course was completed.

b. Any duly Iowa-licensed funeral director who has been practicing for a minimum of five years and who has not had any formal disciplinary action within the past five years with the board of mortuary science and has completed a preceptor training course detailed in paragraph 101.3(2) "a" will be eligible to be a preceptor.

c. The preceptor shall be affiliated with a funeral establishment that has not had any formal disciplinary action within the past five years.

d. The preceptor shall certify that the intern engages in the practice of mortuary science only during the time frame designated on the official intern certificate.

e. A preceptor's duties shall include the following:

- (1) Ensure the intern completes the training program outlined in subrule 101.3(3);
- (2) Be physically present and supervise the first five embalming cases, first five funeral arrangements, and first five funeral or memorial services;
- (3) Familiarize the intern in the areas specified by the preceptor training outline;
- (4) Read, add appropriate comments to, and sign each of the 25 embalming reports and the 25 funeral directing reports completed by the intern;
- (5) Complete a written six-month report of the intern on a form provided by the board. This report is to be reviewed with and signed by the intern and submitted to the board before the end of the seventh month; and
- (6) At the end of the internship, complete a confidential evaluation of the intern on a form provided by the board. This evaluation shall be submitted within two weeks of the end of the internship. The 12-month report shall be submitted to the board for review and approval prior to the board's approval of the intern for licensure.

f. Failure of a preceptor to fulfill the requirements set forth by the board, including failure to remit the required six-month progress report, as well as the final evaluation, shall result in an investigation of the preceptor by the board and may result in actions which may include, but not be limited to, the loss of preceptor status for current and future interns or discipline or both.

g. If a preceptor does not serve the entire year, the board will evaluate the situation; and if a certified preceptor is not available, a licensed funeral director may serve with the approval of the board.

h. No licensed funeral director or licensed funeral establishment shall have more than one intern funeral director for the first 100 human remains embalmed or funerals conducted per year, and with a maximum of two interns per funeral establishment.

i. With prior board approval, an intern may serve under the supervision of more than one preceptor under the following terms and conditions:

- (1) A single preceptor must act in the role of the primary preceptor.
- (2) The primary preceptor is responsible for coordinating all intern training and activities.
- (3) The intern shall be a full-time employee of the funeral establishment of the primary preceptor; however, compensation may be shared between preceptors.
- (4) The primary preceptor may make arrangements with a maximum of two additional preceptors to share preceptor responsibilities for such purposes as providing an intern with a higher-volume practice or a broader range of intern experiences.

(5) Each preceptor shall be individually responsible for directly supervising the intern's activities performed under the preceptor's guidance, but the primary preceptor remains responsible for coordinating the intern's activities and submitting all forms to the board.

101.3(3) Intern training requirements.

a. The board-approved preceptor shall ensure that the intern is knowledgeable of each of the following items during the internship:

- (1) The requirements of the Federal Trade Commission Funeral Rule.
- (2) The requirements of the Occupational Safety and Health Act.
- (3) The requirements of the Americans with Disabilities Act.
- (4) The benefits of the Social Security and Veterans Health Administrations.
- (5) The requirements of Iowa funeral law and forms (for example, preneed in Iowa Code chapter 523A, death certificates and Iowa burial transit permits in Iowa Code chapter 144, authorized person in Iowa Code chapter 144C, Iowa department of public health's law and rules governing funeral practice, and the board's laws and rules).

b. The board-approved preceptor shall ensure that the intern performs each of the following under the preceptor's direct supervision:

- (1) Assists with or performs a minimum of 10 transfers of human remains.
- (2) Performs 25 embalmings of human remains to include:
 1. Obtaining permission to embalm.
 2. Placement of human remains on preparation table.
 3. Pre-embalming analysis.
 4. Primary disinfection.
 5. Setting features.
 6. Selection of injection/drainage sites and raising those vessels.
 7. Selection and mixing of embalming chemicals and operation of the embalming machine.
 8. Injection and drainage methods.
 9. Cavity treatment.
 10. Suturing techniques.
- (3) Prepares a minimum of 10 human remains for viewing to include:
 1. Dressing.
 2. Cosmetizing.
 3. Casketing.
- (4) Assists with cremation procedures to include:
 1. Contacting the medical examiner.
 2. Completing required cremation forms.
 3. Preparing human remains for cremation.
- (5) Makes complete funeral arrangements with a minimum of 10 families to include each of the following, as applicable:
 1. Presentation of funeral goods, products and services.
 2. Presentation of payment options for families.
 3. Contacting third-party suppliers of goods and services, such as clergy, cemetery personnel, outer burial container provider, cremation establishment, florist, and musicians.
 4. Completing the obituary.

5. Presentation of general price list and associated price lists.
6. Preparation and presentation of statement of funeral goods and services.

(6) Coordinates, at a minimum, 10 visitations to include:

1. Preparing the chapel, visitation room or other facility.
2. Setting up floral arrangements.
3. Setting up register book and memorial folders or prayer cards.

(7) Directs a minimum of 25 funerals or memorial services to include, as applicable:

1. Greeting funeral attendees.
2. Assisting casket bearers.
3. Preparing for funeral procession.
4. Driving a vehicle in procession.
5. Assisting at graveside committal.
6. Transporting flowers.
7. Coordinating with officiant and family.

[ARC 9239B , IAB 11/17/10, effective 12/22/10; ARC 1274C , IAB 1/8/14, effective 2/12/14; ARC 3083C , IAB 5/24/17, effective 6/28/17]

Examples of Board Regulations Related to Sexual Contact or Conduct

18VAC112-20-190. Sexual Contact. (Board of Physical Therapy)

18VAC125-20-150. Standards of Practice. (Board of Psychology)

Virginia Administrative Code
Title 18. Professional and Occupational Licensing
Agency 112. Board of Physical Therapy
Chapter 20. Regulations Governing the Practice of Physical Therapy

18VAC112-20-190. Sexual Contact.

A. For purposes of § 54.1-3483 (10) of the Code of Virginia and this section, sexual contact includes, but is not limited to, sexual behavior or verbal or physical behavior that:

1. May reasonably be interpreted as intended for the sexual arousal or gratification of the practitioner, the patient, or both; or
2. May reasonably be interpreted as romantic involvement with a patient regardless of whether such involvement occurs in the professional setting or outside of it.

B. Sexual contact with a patient.

1. The determination of when a person is a patient for purposes of § 54.1-3483 (10) of the Code of Virginia is made on a case-by-case basis with consideration given to the nature, extent, and context of the professional relationship between the practitioner and the person. The fact that a person is not actively receiving treatment or professional services from a practitioner is not determinative of this issue. A person is presumed to remain a patient until the patient-practitioner relationship is terminated.
2. The consent to, initiation of, or participation in sexual behavior or involvement with a practitioner by a patient does not change the nature of the conduct nor negate the statutory prohibition.

C. Sexual contact between a practitioner and a former patient. Sexual contact between a practitioner and a former patient after termination of the practitioner-patient relationship may still constitute unprofessional conduct if the sexual contact is a result of the exploitation of trust, knowledge, or influence of emotions derived from the professional relationship.

D. Sexual contact between a practitioner and a key third party shall constitute unprofessional conduct if the sexual contact is a result of the exploitation of trust, knowledge or influence derived from the professional relationship or if the contact has had or is likely to have an adverse effect on patient care. For purposes of this section, key third party of a patient shall mean spouse or partner, parent or child, guardian, or legal representative of the patient.

E. Sexual contact between a supervisor and a trainee shall constitute unprofessional conduct if the sexual contact is a result of the exploitation of trust, knowledge or influence derived from the professional relationship or if the contact has had or is likely to have an adverse effect on patient care.

Statutory Authority

§ 54.1-2400 and Chapter 34.1 (§ 54.1-3473 et seq.) of Title 54.1 of the Code of Virginia.

Historical Notes

Derived from Volume 25, Issue 26, eff. September 30, 2009.

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2/23/2018

Virginia Administrative Code
Title 18. Professional and Occupational Licensing
Agency 125. Board of Psychology
Chapter 20. Regulations Governing the Practice of Psychology

18VAC125-20-150. Standards of Practice.

PART VI. STANDARDS OF PRACTICE; UNPROFESSIONAL CONDUCT; DISCIPLINARY ACTIONS; REINSTATEMENT

A. The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board. Psychologists respect the rights, dignity and worth of all people, and are mindful of individual differences.

B. Persons licensed by the board shall:

1. Provide and supervise only those services and use only those techniques for which they are qualified by training and appropriate experience. Delegate to their employees, supervisees, residents and research assistants only those responsibilities such persons can be expected to perform competently by education, training and experience. Take ongoing steps to maintain competence in the skills they use;
2. When making public statements regarding credentials, published findings, directory listings, curriculum vitae, etc., ensure that such statements are neither fraudulent nor misleading;
3. Neither accept nor give commissions, rebates or other forms of remuneration for referral of clients for professional services. Make appropriate consultations and referrals consistent with the law and based on the interest of patients or clients;
4. Refrain from undertaking any activity in which their personal problems are likely to lead to inadequate or harmful services;
5. Avoid harming patients or clients, research participants, students and others for whom they provide professional services and minimize harm when it is foreseeable and unavoidable. Not exploit or mislead people for whom they provide professional services. Be alert to and guard against misuse of influence;
6. Avoid dual relationships with patients, clients, residents or supervisees that could impair professional judgment or compromise their well-being (to include but not limited to treatment of close friends, relatives, employees);
7. Withdraw from, adjust or clarify conflicting roles with due regard for the best interest of the affected party or parties and maximal compliance with these standards;
8. Not engage in sexual intimacies or a romantic relationship with a student, supervisee, resident, therapy patient, client, or those included in collateral therapeutic services (such as a parent, spouse, or significant other) while providing professional services. For at least five years after cessation or termination of professional services, not engage in sexual intimacies or a romantic relationship with a therapy patient, client, or those included in collateral therapeutic services. Consent to, initiation of, or participation in sexual behavior or romantic involvement with a psychologist does not change the exploitative nature of the conduct nor lift the prohibition. Since sexual or romantic relationships are potentially exploitative, psychologists shall bear the burden of demonstrating that there has been no exploitation;
9. Keep confidential their professional relationships with patients or clients and disclose client records to others only with written consent except: (i) when a patient or client is a danger to self or others, (ii) as required under § 32.1-127.1:03 of the Code of Virginia, or (iii) as permitted by law for a valid purpose;
10. Make reasonable efforts to provide for continuity of care when services must be interrupted or terminated;
11. Inform clients of professional services, fees, billing arrangements and limits of confidentiality before rendering services. Inform the consumer prior to the use of collection agencies or legal measures to collect fees and provide

opportunity for prompt payment. Avoid bartering goods and services. Participate in bartering only if it is not clinically contraindicated and is not exploitative;

12. Construct, maintain, administer, interpret and report testing and diagnostic services in a manner and for purposes which are appropriate;

13. Keep pertinent, confidential records for at least five years after termination of services to any consumer;

14. Design, conduct and report research in accordance with recognized standards of scientific competence and research ethics; and

15. Report to the board known or suspected violations of the laws and regulations governing the practice of psychology.

Statutory Authority

§§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR565-01-2 § 7.1, eff. June 22, 1988; amended, Volume 07, Issue 10, eff. March 13, 1991; Volume 09, Issue 07, eff. January 27, 1993; Volume 10, Issue 07, eff. January 27, 1994; Volume 13, Issue 21, eff. August 6, 1997; Volume 16, Issue 02, eff. November 10, 1999; Errata, 16:4 VA.R. 444 November 8, 1999; amended, Volume 28, Issue 19, eff. June 20, 2012.

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2/23/2018

Senate Bill 143 (Spruill)

Mortuary Science Education; practical experience required.

VIRGINIA ACTS OF ASSEMBLY -- 2018 SESSION

CHAPTER 186

An Act to amend and reenact § 54.1-2805 of the Code of Virginia and to amend the Code of Virginia by adding in Article 2 of Chapter 9 of Title 23.1 a section numbered 23.1-903.3, relating to mortuary science education; practical experience requirement.

[S 143]

Approved March 5, 2018

Be it enacted by the General Assembly of Virginia:

1. That § 54.1-2805 of the Code of Virginia is amended and reenacted and that the Code of Virginia is amended by adding in Article 2 of Chapter 9 of Title 23.1 a section numbered 23.1-903.3 as follows:

§ 23.1-903.3. Mortuary science education; practical experience requirement.

Every public institution of higher education that offers a degree in mortuary science shall require students to complete practical experience in the areas of funeral service and embalming prior to graduation from such program.

§ 54.1-2805. Engaging in the practice of funeral services or the business of preneed funeral planning or acting as a funeral director or embalmer without a license.

A. It shall be unlawful for any person to engage in or hold himself out as engaging in the practice of funeral services or the business of preneed funeral planning, to operate a funeral service establishment, or to act as a funeral director or embalmer or hold himself out as such unless he is licensed by the Board. Engaging in the practice of funeral services, preneed funeral planning, operating a funeral service establishment, or acting as a funeral director or embalmer shall be recognized as that of a health profession.

B. Notwithstanding the provisions of subsection A, a person who is duly enrolled in a mortuary education program in the Commonwealth may assist in embalming while under the immediate supervision of a funeral service licensee or embalmer with an active, unrestricted license issued by the Board, provided that such embalming occurs in a funeral service establishment licensed by the Board and in accordance with regulations promulgated by the Board.