



Mortuary Science Program Fieldwork Information 2023

Preceptor Manual

INTRODUCTION

It is required by the American Board of Funeral Service Education that mortuary schools provide instruction to and assessment of fieldwork sites to assure quality instruction and training of the student. Therefore, this manual has been compiled to help you become familiar with the policies and requirements of the Mortuary Science Program fieldwork course and curriculum. The fieldwork portion of the program is the student's lab session for MORT 2400 and the student will receive a grade at the end of the semester based upon their performance. A course syllabus and assessment instruments are provided in the manual for grading guidelines.

DESCRIPTION OF THE FUNERAL SERVICE FIELDWORK

All students must participate in the fieldwork experience. Students will be required to report to their assigned fieldwork sites as scheduled. The following guidelines must be followed:

- All fieldwork sites must be pre-approved by the Salt Lake Community College Mortuary Science program coordinator and fieldwork coordinator.
- Students will be assigned to a funeral home by the program the fieldwork coordinator to complete their fieldwork tasks.
- Students must complete all required tasks and assignments.
- Students must follow directions given by fieldwork site preceptor and other designated personnel of assigned funeral home during the fieldwork period.
- Students must report any absences or lateness to the fieldwork site preceptor as required by the fieldwork site.
- Students must comply with all internship site policies, procedures, and dress code as directed by the fieldwork site preceptor.
- Students may not, under any circumstance, disclose any personal information regarding the deceased or the client-family. Violation will result in immediate removal from the Mortuary Science Program.

If a student is dismissed for violations of the fieldwork rules or for student misconduct, she/he may not be able to continue in the program and may be subject to the dismissal and readmission policies (See the Student Handbook concerning due process).

A list of performance and competencies that are required for each student to perform while in attendance at the fieldwork site will be given to the student the first week of the semester of fieldwork work by the program coordinator. Work schedule and requirements are determined by the individual funeral home.

PLACEMENT

Students are assigned by the Mortuary Science Program Fieldwork Coordinator to an approved funeral home. This will be the laboratory sessions for MORT 2400.

Several factors are used in determining the placement of students. The criteria for placement are under the purview of the placement coordinator and the rationale for placing a student at a specific site may not be disclosed to a student. These include but are not limited to the following:

1. Needs of the funeral home
2. Individual academic student needs
3. Future employment needs of the student
4. Location of the funeral home

The student will not be reassigned due to personal needs. Once a student is assigned to a funeral home, he or she may only be reassigned for unlawful or unethical behavior towards the student by the fieldwork site preceptor.

A complete listing of requirements will be given to the student immediately prior to the start of the fieldwork.

The program is not required to reassign a student to another site due to issues in a student's background if a site refuses to take a student due to a background issue. Students should seek the advice of the associate dean and legal counsel regarding any issues found in a student's background report.

The program will attempt to find one placement for each student but cannot accommodate multiple attempts to place students at alternate sites due to personal student issues.

Students who have DRC accommodations should work with the DRC, the associate dean, and the program coordinator prior to placement at a facility. All DRC students should contact their College DRC advisor the semester before MORT 2400 in order to facilitate the best fieldwork experience.

If a student notifies a fieldwork site regarding any disability or accommodation, the fieldwork site should follow appropriate federal laws (see, <http://www.eeoc.gov/laws/index.cfm>).

SITE REQUIREMENTS

Each fieldwork site preceptor must be a licensed Funeral Service Director in the state of Utah and be a graduate of a mortuary/funeral service school accredited by the American Board of Funeral Service Education. Documentation of such qualifications must be submitted to the Salt Lake Community College Mortuary Science program coordinator and will be kept on file within the Mortuary Science Program office. Each preceptor must attend an informational training session hosted by the SLCC Mortuary Science Program regarding the instruction of students and fieldwork site requirements.

All fieldwork site embalming rooms must meet state and federal safety requirements and will be inspected by either the SLCC Mortuary program coordinator or the program fieldwork coordinator to ensure safety and quality instruction for the student. Fieldwork sites must provide personal protective equipment to the student during the embalming process as they would for any employee of the funeral establishment.

If students are concerned about these requirements at any time during their fieldwork placement, the program coordinator should be notified immediately.

STUDENT SCHEDULES

Scheduling of the students is left entirely up to the individual funeral home. Students may begin their fieldwork embalming the first day of the fall semester and must complete 10 embalming procedures by the end of that semester. They must also complete the other required tasks and assignments during this time. Students or preceptors who have any concerns regarding meeting requirements should contact the program coordinator.

FIELDWORK VISITS

Faculty from the Mortuary Science Program will visit each student two times throughout the fieldwork period. The student will have been informed that he/she is to be present at the funeral home on those assigned days. During the visit, the faculty member will discuss the student's progress with the preceptor or his/her representative. Following the visit with the funeral director, the faculty member will then visit with the student. Towards the end of the semester, a faculty member from the

SLCC Mortuary Science Program will observe and assess the student during an embalming for the student's competency of skills assessment as required by the American Board of Funeral Service Education.

STUDENT ASSIGNMENTS

The students are required to work on projects and complete designated tasks within the semester. The list of available projects and tasks is located in the course syllabus attached to this document. Many of the student projects listed do not directly involve the funeral home. However, some of the projects require some assistance from the funeral home. For those projects, the student is to ask for the funeral home's permission to work on that specific assignment.

STUDENT DISCIPLINE

Please notify the program coordinator immediately regarding any difficulties that are encountered with a fieldwork student. While the funeral home reserves the right to remove the student from the funeral home at any time, communication with the program coordinator is critical in order to best serve the needs of the funeral home and the student. The students are aware that if situations that arise which cannot be satisfactorily resolved to benefit both the funeral home and the student, the fieldwork assignment will be terminated. Students are required to adhere to the code of conduct found both in the Student Handbook and the College's Student Code of Conduct (see, http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf).

STUDENT MALPRACTICE INSURANCE COVERAGE

Each of the fieldwork students is covered under the College malpractice insurance policy for students participating in fieldwork operations or practicum programs. More information is found in the Affiliation Agreement between the funeral home and the College.

PROCEDURE FOR STUDENT INJURY

Precautions must be taken when working in the funeral home and around blood and body fluids to safeguard against injury and exposure to blood borne pathogens. Due to the chance that a student may be injured or exposed to blood borne pathogens during the course of the fieldwork period, the College provided each student with specific training and procedures on preventing injury and exposure to blood borne pathogens. The fieldwork site must provide personal protective equipment (PPE) for students and specific procedures are to be followed if the student has been injured or exposed to a blood borne pathogen. Even though training has been completed and PPEs used, it is possible that a student may have an accidental exposure to blood borne pathogens.

If a student has been injured or exposed, follow these procedures **IMMEDIATELY**. **It is crucial that the student does not wait to report the incident or to seek medical attention.** Any significant exposure should start treatment within 1-2 hours of the exposure.

1. **Contact the supervisor immediately.** Tell your supervisor you have had an injury or blood borne pathogen exposure immediately.
2. **If exposed, identify source of exposure.** If you are exposed directly by another individual, get individuals name and learn how that individual can be reached for immediate follow-up testing if necessary. If you were exposed through a wound inflicted by needle or other contaminated article, carefully bag item or, if you are uncomfortable doing so, keep item protected and isolated so your supervisor or Risk Management can retrieve it.
3. **Notify SLCC Risk Management immediately, day or night.** Report to Risk Management by the next business day. Bruce Eliason, (801) 957-4041, bruce.eliason@slcc.edu

For Medical Care, go to Intermountain Healthcare WorkMed:

1685 W. 2200 S.
Murray, UT 84107
801-288-4900
M-F 8 AM – 5 PM

201 East 5900 South #100
SLC, UT 84119
801-972-8850
M-F 7:30 AM – 5:30 PM

For a blood borne Injury follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:

University of Utah
Infectious Diseases
University Hospital
Clinic 1A
50 North Medical Drive
Salt Lake City, UT 84132
801-585-2031
M-F 8 AM – 5 PM, Call for an appointment.

For after-hours care please go to the nearest Intermountain Healthcare InstaCare. Locations and hours can be found at the following link:

<http://intermountainhealthcare.org/facilities/results.html?brand=ih&name=&type=Urgent+Care+Clinics&city=&zipCode=&county=&x=42&y=15>

If you go to an InstaCare, you will need to follow-up the next business day at WorkMed.

Go to the emergency room only for threat of life or limb, or if WorkMed and InstaCare are closed and you need immediate treatment (for example stitches). If you go to the emergency room, you will need to follow-up the next business day at WorkMed or with a specialist, if the emergency room Physicians refers you. Follow-up appointments should be in the physician's main office and not the hospital. Also, if you visit the emergency room, you will need to obtain a return to work note.

4. Employees and students File Claim with SLCC Office of Risk Management, 801-957-4533 or 801-957-4041

***** If at any time you feel that that the exposure results in an eminent health issue, call 911 or go immediately to the closest emergency room.**

STUDENT ATTENDANCE

All students are to maintain the appropriate schedule as assigned by the individual funeral home. Students are to be on time and available for calls when directed to do so. These requirements should align with the funeral home's standards for employees and standards for professionalism. Students who do not meet these standards should be informed and the program coordinator notified.

STUDENT ATTIRE

Students participating in the fieldwork period have been made aware funeral homes have dress codes. If your funeral home has a specific dress code, please share this information with your fieldwork student.

STUDENT COMPENSATION

The College does not allow any compensation to be given to a student while students are engaged in learning and being graded for these activities. No compensation is to be given to the student for the time spent completing required educational tasks while at the funeral home fieldwork site. This includes students who are employed by the funeral home. The required tasks are (a) actively participate in 10 embalmings, (b) observe two arrangement conferences, and (c) assist with two funeral and/or memorial services.

HEPATITIS B VACCINATIONS

Each student participating in the fieldwork period has either had the vaccination or has signed a declination statement that is on file in the program director's office. The refusal of a student to be vaccinated as required by the funeral home's standards and policies may be a cause for removal from a fieldwork site.

STUDENT EVALUATIONS

Located within this booklet is a copy of the evaluation form that individual funeral homes are required to fill out at the conclusion of the fieldwork period. **This is just a sample copy for review;** the official evaluation form will be mailed to each firm just prior to site visits by the coordinator and just prior to the conclusion of the fieldwork period. Also contained in this booklet is a copy of the evaluation form that each student will fill out regarding his or her fieldwork experience. Both of these evaluations are kept confidentially in the program coordinator's office and may be used as a recommendation in grading the student as well as assisting in future program development.

CASE REPORTS

Each time a student participates in an embalming case, he/she is required to maintain a record of that case report to be turned in to the program coordinator. A sample of this report is included within this booklet. Names are omitted from this form; however, each student is to assign a number to each form and maintain a separate name list for each embalming. These will be maintained separately in case there is a need to prove that the student participated in a specified embalming. Other task report forms for working funerals, visitations, cremations, arrangements, and removals are to be filled out by each student pertaining to all the required tasks they have completed.

NOTE:

Each student is required to actively participate in the arterial and cavity embalming of at least ten (10) deceased human bodies under the supervision of a Utah licensed Funeral Service Director preceptor. This is a requirement under Standard Number Six of the American Board of Funeral Service Education curriculum guidelines and must be completed in order to graduate from the Salt Lake Community College Mortuary Science Program. Stipulations as to what is required for counting an embalming in the ten cases follows.

REQUIREMENTS FOR TEN MANDATORY "HANDS ON" EMBALMING CASES

For an embalming case to be accepted toward the Salt Lake Community College Mortuary Science Fieldwork Program as required by the American Board of Funeral Service Education under Standard 6 of the accreditation manual, each student is required to actively participate in the embalming of a minimum of ten deceased human bodies. To be considered actively participating, students are required to perform the following in each embalming case:

Performing or assisting in raising of vessels, mixing fluids, injecting fluids, aspiration, suturing of incisions and posing features.

It is further advised that, throughout the fieldwork experience, students be allowed to raise the following arteries: common carotid, femoral, axillary, brachial, radial ulnar.

STUDENT FIELDWORK SITE CELL PHONE POLICY

1. There shall be no use of personal cell phones during regular business hours during the fieldwork. This includes text messages while working at the funeral home.
2. Cell phones may be used during clearly defined or assigned break periods or as directed by your fieldwork supervisor as it might relate to the daily business within the funeral home setting.
3. If this policy is not adhered to during the semester, it is the express decision of the host funeral home whether to provide discipline or to simply dismiss the student from the fieldwork.
4. If a student is dismissed from the fieldwork for any reason (as stated within the student handbook) they will not be placed with another funeral home setting for the remainder of their fieldwork.
5. If dismissal takes place, a grade of "E" will be received by the student for both MORT 2405 as well as MORT 2400.
6. It is recommended that the cell phones be put away for the duration of the workday to avoid any negative action being taken.

FORMS AND ASSESSMENT INSTRUMENTS



MORT 2405 Embalming II Lab – Fall 2023

INSTRUCTOR: pending
EMAIL: pending
TELEPHONE: pending
OFFICE HOURS: pending

COURSE DESCRIPTION: Practical application of the fundamental principles presented in MORT 2400 Embalming II.

PRE-REQUISITES: MORT 1400/1405; concurrent with MORT 2400

CREDIT HOURS: 1

REQUIRED TEXT: *Embalming: History, Theory and Practice*; McGraw Hill Medical; 4th edition; ISBN 978-0071439503

MATERIALS: No extra supplies or tools are required for this course.

OBJECTIVES/OUTCOMES: Upon completion of this course, students will be able to:

1. Identify, discuss and analyze the problems caused by various forms of death, including but not limited to infections, communicable diseases, trauma, and pathological conditions.
2. Identify, plan, prepare and apply the general embalming treatments of the human body.
3. Explain, discuss and apply the embalming procedures of the infant, and autopsy.
4. Compare, explain, and demonstrate cavity embalming procedures, and embalming treatments of discolorations, decomposition, dehydration, vascular difficulties, moisture considerations, and radiation.
5. Identify, list and illustrate the ethical, legal and professional responsibilities associated with the custody, sheltering, identification, and embalming preparation of the dead human body.
6. Analyze and differentiate the general chemical principles of embalming fluids, and describe and summarize the chemical reaction on the body.
7. Identify, document and analyze with written embalming reports the body conditions, and embalming procedures performed.

8. Integrate information learned in Microbiology, Anatomy, Pathology, Chemistry, and Restorative Art to create a protocol to be used for the embalming process.

PROFESSIONALISM:

Funeral Directors and Embalmers must maintain professionalism. Professional behavior includes attendance, timeliness, participation, respect for Instructor and fellow students' opinions, appropriate written and verbal communication, and a commitment to learning. Cell phones and other electronic devices are to be turned off and stored during class. Cell phone conversations and/or text messaging will not be tolerated in class or in lab. Please review the Mortuary Science Program Handbook for specific expectations.

GRADING: The final grade for this course will be computed as follows:

Grading Criteria:

Lab Participation	100 pts
Professionalism	100 pts
Journal/Portfolio	100 pts
Preceptor Final Evaluation	<u>100 pts</u>
	400 possible points

Each student will be required participate in a minimum of ten embalmings, five funerals, five funeral arrangements, and two removals between **August 22 and December 8, 2023** and to submit a journal/portfolio at the end of the semester summarizing their experience during the Fieldwork period. This portfolio will consist of a summary of each task and embalming they participate in and a copy of each embalming report. The summaries should show a progression of knowledge gained and skills learned. Documentation forms will be provided to record the embalming and funeral tasks required by The American Board of Funeral Service Education.

Lab participation grade will be based on the completion of the following tasks during fieldwork work:

1. Removal of deceased from place of death
2. Pre-embalming analysis
3. Setting features
4. Raising vessels
5. Mixing embalming solution
6. Controlling distribution of fluid
7. Cavity embalming
8. Suturing
9. Post-embalming sanitation
10. Completion of embalming report
11. Participation on funerals (funeral home, church, graveside), visitations, cremations and funeral arrangements

All students must complete a SKILLS ASSESSMENT checklist covering varied skills and tasks used in the embalming process. An incomplete will be given until this skills test is passed.

The final grade for this course will be computed as follows:

100-95 = A	94-90 = A-	
89-87 = B+	86-83 = B	82-80 = B-
79-78 = C+	77-75 = C	74-71 = C-
70-67 = D+	66-64 = D	63 and below = E

For each assignment or on-line quiz **not** completed or submitted to the instructor will result in the lowering of your final course grade by one full letter grade. **Professional appearance is expected on all assignments and projects following guidelines given by the instructor.**

WRITTEN COMMUNICATION STANDARD:

All written communication including assignments, case studies, and assessment will be *free* from spelling, grammatical, and punctuation errors.

INCOMPLETES: An incomplete is a conditional grade given only in extraordinary cases where a student has completed a major portion of the class but is unable to complete course work due to circumstances beyond their control such as major illness/injury or a death in the family. Written documentation from your physician will be required. A student must be maintaining 75% or better before an incomplete is given.

COLLEGE-WIDE LEARNING OUTCOMES: SLCC is committed to fostering and assessing the following student learning outcomes in its programs and courses:

- Acquiring substantive knowledge in the field of their choice
- Communicating effectively
- Developing quantitative literacies
- Thinking critically
- Developing the knowledge and skills to be civically engaged
- Develop the knowledge and skills to work with others in a professional and constructive manner
- Develop computer and information literacy

EMERGENCY EVACUATION PROCEDURES: In case of emergency, exit the building via the nearest doorway and gather in front of the building.

For college wide student resources please see the Institutional Syllabus located in Canvas.

SALT LAKE COMMUNITY COLLEGE MORTUARY SCIENCE PROGRAM

FIELDWORK SITE INSPECTION VISIT

Name of Facility: _____

Facility Location: _____

Type of visit: _____ In Person _____ Virtual Date of visit: _____

We hereby acknowledge and confirm that the Salt Lake Community College Mortuary Science Program Coordinator and/or Fieldwork Fieldwork Coordinator visited and inspected the above- mentioned embalming facilities for use as a Fieldwork education site for the purpose of training Mortuary Science students in the embalming process in accordance with ABFSE Standard 5.4.6i:

Off-campus instructional sites where students receive college credit are to be visited by a representative of the program and approved prior to the start of instruction. Instruction includes management, funeral directing, and fieldwork. These visits must occur at least every three years 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 following are in place and functioning:

_____ Valid, current location license

_____ Blood borne pathogen program

_____ Drench shower

_____ Ventilation system

_____ Eye wash station

_____ Proper protective equipment

_____ SDS (Cover of binder)

(gloves, gowns, face shield)

Date of last OSHA formaldehyde monitoring: _____ Pass? _____

Funeral Home Representative _____ Date _____

SLCC Mortuary Science Fieldwork Fieldwork Coordinator _____ Date _____

SLCC Mortuary Science Program Coordinator _____ Date _____

REQUIRED TASKS CHECKLIST

STUDENT NAME: _____

EMBALMINGS

- | | |
|---|--|
| 1. <input type="checkbox"/> Date: _____ | 6. <input type="checkbox"/> Date: _____ |
| 2. <input type="checkbox"/> Date: _____ | 7. <input type="checkbox"/> Date: _____ |
| 3. <input type="checkbox"/> Date: _____ | 8. <input type="checkbox"/> Date: _____ |
| 4. <input type="checkbox"/> Date: _____ | 9. <input type="checkbox"/> Date: _____ |
| 5. <input type="checkbox"/> Date: _____ | 10. <input type="checkbox"/> Date: _____ |

FUNERAL SERVICES

Students must observe five funeral related services. Three of the five must be from the following list: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Military, Fraternal, Memorial (without the deceased), Direct Cremation, or Other (describe).

- | | |
|--|--|
| <input type="checkbox"/> Type: _____ Date: _____ | <input type="checkbox"/> Type: _____ Date: _____ |
| <input type="checkbox"/> Type: _____ Date: _____ | <input type="checkbox"/> Type: _____ Date: _____ |
| <input type="checkbox"/> Type: _____ Date: _____ | |

VISITATION PARTICIPATION

- | | |
|---|---|
| 1. <input type="checkbox"/> Date: _____ | 2. <input type="checkbox"/> Date: _____ |
|---|---|

PREPARATION OF BODY FOR DIRECT CREMATION

- | | |
|---|---|
| 1. <input type="checkbox"/> Date: _____ | 2. <input type="checkbox"/> Date: _____ |
|---|---|

OBSERVATION OF FUNERAL ARRANGEMENTS

- | | | |
|---------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Burial | <input type="checkbox"/> Burial | <input type="checkbox"/> Cremation |
| Date: _____ | Date: _____ | Date: _____ |

PARTICIPATION ON REMOVALS

- | | |
|---|---|
| 1. <input type="checkbox"/> Date: _____ | 2. <input type="checkbox"/> Date: _____ |
|---|---|

Confirmed By: _____

Salt Lake Community College
Mortuary Science
Fieldwork Embalming Case Report List

Student Name: _____

Fieldwork Site: _____

	Decedent Name	Date of Death	Case Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____

SALT LAKE COMMUNITY COLLEGE STUDENT EMBALMING REPORT

Case #: _____ Date of Death _____ Date of Birth _____
Age _____ Gender _____ Race _____ Weight _____ lbs. Height _____
Environmental Conditions _____

CONDITION OF BODY PRIOR TO EMBALMING
(Check appropriate conditions)

POSING FEATURES
(Check methods and materials used)

Autopsy _____ Tissue Gas _____ Death Test _____ Mouth Closure: dentures _____ natural _____ mouth form
Emaciated _____ Skin Slip _____ Surgery _____ needle inj. _____ suture _____ other _____
Edema _____ Rigor _____ Purge _____
Discolorations _____ Eye Closure: cotton _____ eye caps _____ other: _____
Body Refrigerated _____ How Long _____ Body Thawed Prior to Embalming _____ How Long _____
Elapsed time between death and embalming: _____ Length of Time to Complete Embalming: _____

EMBALMING TECHNIQUES:

Arteries Injected/Raised

Veins Drained:

Disinfection (check appropriate areas):

Carotid R _____ L _____ Iliac R _____ L _____ Jugular R _____ L _____ Eyes _____ Pelvic orifices _____
Subclavian R _____ L _____ Femoral R _____ L _____ Axillary R _____ L _____ Nose _____ Remains Bathed _____
Axillary R _____ L _____ Radial R _____ L _____ Iliac R _____ L _____ Mouth _____ Pelvic orifices packed _____
Brachial R _____ L _____ Ulnar R _____ L _____ Femoral R _____ L _____ Ears _____ Throat/Nose packed _____
Others: _____ Others: _____ Disinfectant Used: _____

Condition of Arteries _____

Injection: Pulsating _____ Continuous _____

Injection Pressure: Body: _____ psi Head: _____ psi Rate of Flow: Body _____ oz/min Head: _____ oz/min

Method of Drainage: Continuous _____ Alternate _____ Restricted _____ Heart Tap _____

FLUIDS USED:

Arterial: _____, _____ oz Arterial: _____, _____ oz
Pre-injection: _____, _____ oz Co-injection: _____, _____ oz
Co-injection: _____, _____ oz Co-injection: _____, _____ oz
Co-injection: _____, _____ oz Co-injection: _____, _____ oz

FLUID DILUTIONS:

Pre-Injection _____ oz _____ Gal

1st Injection _____ / _____ oz. in _____ Gal Fluid Index _____ / _____ Volume Injected _____ Gal

2nd Injection _____ / _____ oz. in _____ Gal Fluid Index _____ / _____ Volume Injected _____ Gal

3rd Injection _____ / _____ oz. in _____ Gal Fluid Index _____ / _____ Volume Injected _____ Gal

Solution Strength ($C_1 \times V_1 = C_2 \times V_2$): 1st _____ 2nd _____ 3rd _____ Total Volume of Solution Injected _____ Gal

Condition of Body at Completion of Operation (firming action, diffusion characteristics, condition of abdominal area, etc.)

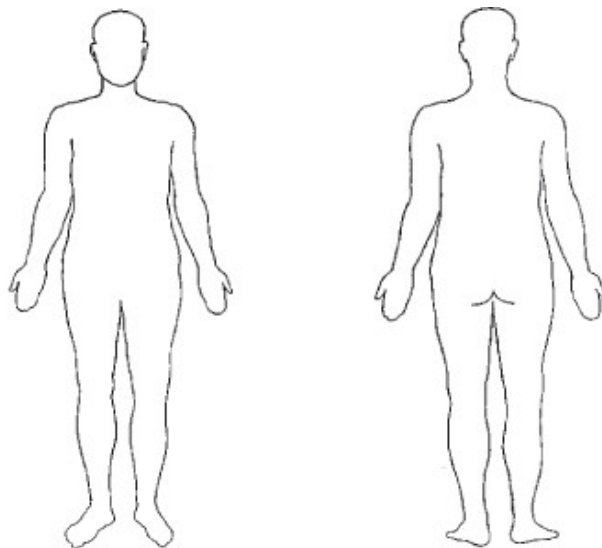
Cavity Treatment _____

Additional Cavity Treatment _____

Areas Receiving Poor Circulation: _____
Treatment of Under-embalmed Areas _____

Initial Each Procedure Completed:

PPE: gloves ____ eye protection ____ mask ____ shoe cover ____ head cover ____ apron ____
Pre-embalm. Analysis ____ Relieve Rigor ____ Positioned Remains ____ Posed Features ____
Manicure ____ Bathed Remains ____ Shampoo Hair ____ Shaved Remains ____
Mixed Fluid ____ Made Incision ____ Raised Arteries ____ Raised Veins ____
Injected Vessels ____ Massage Remains ____ Closed Incisions ____ Massage Cream ____
Packed Orifices ____ Restorative Art ____ Hypo Work ____ Post-embalm Analysis ____
Primary Disinfection ____ Disinfectant Used: _____
Concurrent Disinfection ____ Disinfectant Used: _____
Terminal Disinfection ____ Disinfectant Used: Body _____
Instruments _____ Prep-room _____
Indicate identifiable unusual markings, particular conditions and embalming incisions on figures



1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

Additional Procedures Performed: _____

Signature of Embalmer _____ License # _____ Date Embalming Performed _____

Student Signature _____

**FUNERAL SERVICE FORM
SALT LAKE COMMUNITY COLLEGE**

Students must observe five funeral related services. Three of the five must be from the following list: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Military, Fraternal, Memorial (without the deceased), Direct Cremation, or Other (describe).

To receive credit, the student will be required to provide documentation of the service (via service folder, obituary, prayer card, or other artifacts), his/her level of participation in the activity and designate the participants involved (clergy, celebrant, FD, family, or others). This may not be done in a simulation setting.

NAME OF STUDENT: _____

TYPE OF SERVICE: _____

DATE OF SERVICE: _____

TIME OF SERVICE: _____

PLACE OF SERVICE: _____

Tasks performed prior to service: _____

Tasks performed during service: _____

Tasks performed following service: _____

Special Concerns: _____

VISITATION FORM
SALT LAKE COMMUNITY COLLEGE
To be used for participation in a visitation

STUDENT NAME: _____

DATE OF VISITATION: _____ **TIME OF VISITATION:** _____

PLACE OF VISITATION: _____

Tasks performed prior to visitation: _____

Tasks performed during visitation: _____

Tasks performed following visitation: _____

Comments _____

CREMATION FORM
SALT LAKE COMMUNITY COLLEGE
To be used for participation in the cremation process

STUDENT NAME: _____

CREMATION DATE: _____ **TIME OF CREMATION:** _____

Tasks performed prior to cremation: _____

Tasks performed during cremation: _____

Tasks performed following cremation: _____

Comments _____

ARRANGEMENTS FORM
SALT LAKE COMMUNITY COLLEGE
To be used for observation of arrangement conference

STUDENT NAME: _____

ARRANGMENT DATE: _____ **TIME OF ARRANGEMENT:** _____

Tasks performed prior to arrangement: _____

Tasks observed during arrangement: _____

Tasks performed following arrangements: _____

Comments _____

REMOVAL FORM
SALT LAKE COMMUNITY COLLEGE
To be used for participation in on a removal

STUDENT NAME: _____

DATE OF REMOVAL: _____

TIME OF REMOVAL: _____

PLACE OF REMOVAL: _____

Tasks performed during removal: _____

Tasks performed following removal: _____

Comments _____

MORTUARY SCIENCE FIELDWORK PERFORMANCE ASSESSMENT

Preceptor Guide

- Every performance criterion in this instrument is important to the overall assessment of fieldwork competence, and the criteria are observable in every fieldwork education experience.
- All performance criteria should be rated based on observation of student performance relative to entry-level apprentice.
- Each performance criterion includes a list of essential skills, a section for mid-experience and final comments for each performance dimension, a rating scale consisting of five (5) defined anchors, and a significant concerns box for mid-experience and final evaluations.
- The preceptor will assess a student's performance and complete the instrument, including the rating scale and comments, at mid-experience and final evaluation periods. Additionally, the instrument may be used on a daily basis to document observations.
- The preceptor reviews the completed instrument formally with the mortuary science student at the mid-experience evaluation and at the end of the fieldwork experience and signs the signature pages following each evaluation. The summative page should be completed as part of the final evaluation.
- Each academic institution is responsible for determining minimum performance expectations for successful completion of each fieldwork experience. ***Since preceptors are not responsible for assigning grades, it is essential for them to rate student performance based only on their direct observations.***

Rating Scale

The rating scale was designed to reflect a continuum of performance ranging from "Beginning Performance" to "Entry-Level Performance." Student performance should be described in relation to one or more of the five (5) anchors.

Determining a Grade

Each academic institution determines what constitutes satisfactory performance. The guide below is provided to assist the program in identifying what is expected for the student's performance depending upon their level of education and fieldwork education experience within the program.

- **First fieldwork experience:** Depending upon the academic curriculum, ratings of student performance may be expected in the first two intervals between beginning performance, advanced beginner performance, and intermediate fieldwork performance.

- **Intermediate fieldwork experiences:** Depending upon the academic curriculum, student performance ratings are expected to progress along the continuum ranging from a minimum of advanced beginner fieldwork performance (interval 2) to advanced intermediate fieldwork performance (interval 4).
- **Final fieldwork experience:** Students should achieve ratings of entry-level for all performance criteria.

Performance Dimensions

Supervision/guidance refers to the level and extent of assistance required by the student to achieve entry-level performance. As a student progresses through fieldwork education experiences, the degree of supervision/guidance needed is expected to progress from 100% supervision to being capable of independent performance with customary direction and supervision by the funeral services director and may vary with the complexity of the embalming case or funeral service.

Quality refers to the degree of knowledge and skill proficiency demonstrated. As a student progresses through their fieldwork education experiences, quality should range from demonstration of no skill to a limited skilled performance of funeral directing, embalming and restoration.

Complexity refers to the number of elements that must be considered relative to the body being embalmed, task performed, and/or funeral service environment. As a student progresses through their fieldwork education experiences, the level of complexity of tasks, embalming, and funeral directing should increase, with fewer elements being controlled by the preceptor.

Consistency refers to the frequency of occurrences of desired behaviors related to the performance criterion. As a student progresses through their fieldwork education experiences, consistency of quality performance is expected to progress from infrequently to routinely.

Efficiency refers to the ability to perform in a cost-effective and timely manner. As the student progresses through their fieldwork education experiences, efficiency should progress from a high expenditure of time and effort to economical and timely performance.

Anchor Definitions

Beginning fieldwork performance:

- A student who requires direct personal supervision 100% of the time with constant monitoring and feedback, even with simple tasks.
- At this level, performance of essential skills is inconsistent and fieldwork problem solving is performed in an inefficient manner.
- Performance reflects little or no experience in application of essential skills with funeral directing, embalming and/or restoration.

Advanced beginner fieldwork performance:

- A student who requires direct personal supervision 75% – 90% of the time performing essential tasks, and 100% of the time performing more complex tasks.
- At this level, the student demonstrates consistency in developing proficiency with essential skills and problem solving but is unable to perform more complex tasks and problem solving.

Intermediate fieldwork performance:

- A student who requires direct personal supervision less than 50% of the time performing essential tasks, and 75% of the time performing complex tasks.
- At this level, the student is proficient with essential skills and problem solving and is developing the ability to consistently perform more complex tasks and problem solving.

Advanced intermediate fieldwork performance:

- A student who requires fieldwork supervision less than 25% of the time performing essential tasks and is independent performing simple funeral directing, embalming and/or restoration procedures.
- At this level, the student is consistent and proficient in essential skills and requires occasional cueing for more complex tasks and problem solving.

Beginning apprentice performance:

- A student who is **capable of** completing essential tasks with general supervision of the funeral services director and is ready to enter funeral service as an apprentice.
- At this level, the student displays consistency in completing tasks.
- The student consults with others to resolve unfamiliar or ambiguous situations.
- The student is **capable of** completing basic embalming procedures with direction supervision from the funeral services director.

Summative Comments

Summative comments should be used to provide a global perspective of the student's performance across all criteria at mid-experience and final evaluations. The summative comments, located after the last performance criterion provide a section for the rater to comment on the overall strengths, areas requiring further development, other general comments, and any specific recommendations with respect to the learner's needs, interests, planning, or performance.

Comments should be based on the student's performance relative to stated objectives for the fieldwork experience.

EVALUATION FORM FOR SALT LAKE COMMUNITY COLLEGE

MORTUARY SCIENCE PROGRAM
MORT 2405 - EMBALMING FIELDWORK

Funeral Home Name _____

Student _____

Preceptor Name _____

Date _____

Professional Abilities

Indicate the student's fieldwork performance for "Professional Abilities" on a scale from 1-5 based on the essential skills and objectives by circling the appropriate rating:

Beginning Performance	Advanced Beginner Performance	Intermediate Performance	Advanced Intermediate Performance	Beginning Apprentice Performance
1	2	3	4	5

NA = did not observe the student performing this skill

Skills and objectives:

<u>Public Interaction</u> : Interacts with confidence, uses proper language and exhibits proper demeanor.	1	2	3	4	5	NA
<u>Telephone Technique</u> : Uses calm and assuring technique and uses proper language.	1	2	3	4	5	NA
<u>Conducting Funerals</u> : Understands funeral procedures and anticipates what needs to be done.	1	2	3	4	5	NA
<u>Merchandising</u> : Knows and explains merchandise.	1	2	3	4	5	NA
<u>Knowledge of Mortuary Law</u> : Demonstrates general knowledge of mortuary law.	1	2	3	4	5	NA

Work Habits and Abilities

Indicate the student's fieldwork performance for "Professional Abilities" on a scale from 1-5 based on the essential skills and objectives by circling the appropriate rating:

Beginning Performance	Advanced Beginner Performance	Intermediate Performance	Advanced Intermediate Performance	Beginning Apprentice Performance
1	2	3	4	5

NA = did not observe the student performing this skill

Skills and objectives:

<u>Identification and selection of correct instruments:</u> Student identifies and knows the use of all instruments.	1	2	3	4	5	NA
<u>Posing of features:</u> Student uses proper technique and creates a natural looking appearance.	1	2	3	4	5	NA
<u>Selecting and raising of vessels:</u> Student selects proper vessel, locates the vessel and has no difficulty raising the vessel.	1	2	3	4	5	NA
<u>Fluid selection:</u> Student has no difficulty identifying and selecting proper fluid for condition of the body.	1	2	3	4	5	NA
<u>Ability to perform arterial embalming:</u> Student can arterial embalm without assistance.	1	2	3	4	5	NA
<u>Following universal precautions in embalming:</u> Student knows and follows all universal precautions.	1	2	3	4	5	NA
<u>Examining of remains to ensure chemicals have adequately reacted with tissues:</u> Student demonstrates proper observation techniques of fluid distribution and knows when tissue has been adequately embalmed.	1	2	3	4	5	NA
<u>Aspiration and injection of cavity fluid:</u> Student explains and demonstrates thorough cavity embalming techniques.	1	2	3	4	5	NA
<u>Treatment of autopsy:</u> Student demonstrates proper treatment and can embalm an autopsied body with minimal assistance.	1	2	3	4	5	NA
<u>Restorative art treatment:</u> Student demonstrates proper restorative techniques.	1	2	3	4	5	NA
<u>Cosmetic treatment:</u> Student demonstrates proper cosmetic techniques and creates a natural looking appearance.	1	2	3	4	5	NA

Professional Characteristics

Indicate the student's fieldwork performance for "Professional Abilities" on a scale from 1-5 based on the essential skills and objectives by circling the appropriate rating:

Beginning Performance	Advanced Beginner Performance	Intermediate Performance	Advanced Intermediate Performance	Beginning Apprentice Performance
1	2	3	4	5

NA = did not observe the student performing this skill

Skills and objectives:

<u>Ability to accept direction:</u> Student can follow both oral and written directions without error and anticipates next steps. Student can work in a fast-paced atmosphere and makes appropriate decisions based upon simple instructions.	1	2	3	4	5	NA
<u>Physical appearance:</u> The student is professional at all times, and student demonstrates an understanding of the norms and mores of the professional venue. The student has a deep understanding of appropriate demeanor and represents the funeral home in an exemplary manner.	1	2	3	4	5	NA
<u>Dependability:</u> Student is readily available when needed and finishes all assigned tasks in a timely manner.	1	2	3	4	5	NA
<u>Cooperation:</u> Student is always willing to do what is asked of him/her and works well with all staff members.	1	2	3	4	5	NA
<u>Respect for the deceased:</u> Student displays high respect for the deceased and demonstrates professionalism in the care and handling of the deceased.	1	2	3	4	5	NA
<u>Overall courtesy:</u> Student displays humbleness and exceptional courtesy to all families and coworkers.	1	2	3	4	5	NA
<u>Overall attitude:</u> Student demonstrates enthusiasm in learning essential skills and displays a professional outlook in the promotion of funeral service.	1	2	3	4	5	NA
<u>Initiative:</u> Student anticipates what needs to be done, completes tasks without being told and initiates completion of next procedure.	1	2	3	4	5	NA
<u>Confidence:</u> Student displays confidence of a skilled funeral service director and is not afraid to attempt a skill he/she has not previously performed.	1	2	3	4	5	NA
<u>Reliability:</u> Student finishes all tasks in a timely manner without assistance and is reliable in keeping information confidential.	1	2	3	4	5	NA
<u>Timeliness:</u> Student is always on time and performs tasks efficiently.	1	2	3	4	5	NA

Professional Promise

Indicate the student's fieldwork performance for "Professional Abilities" on a scale from 1-5 based on the essential skills and objectives by circling the appropriate rating:

Beginning Performance	Advanced Beginner Performance	Intermediate Performance	Advanced Intermediate Performance	Beginning Apprentice Performance
1	2	3	4	5

NA = did not observe the student performing this skill

Skills and objectives:

<u>Attitude toward funeral service</u> : Is enthusiastic and displays a desire to serve.	1	2	3	4	5	NA
<u>Attitude toward embalming</u> : Is enthusiastic and wants to participate in all embalming procedures.	1	2	3	4	5	NA
<u>Communication skills</u> : Uses appropriate verbal and body language	1	2	3	4	5	NA
<u>General ability to interact with the public</u> : Displays professionalism and easily interacts with the public.	1	2	3	4	5	NA
<u>Professional growth</u> : Student exhibits growth and displays potential success as a funeral service professional.	1	2	3	4	5	NA

COMMENTS: (Provide comments based on the performance dimensions including supervision/guidance, quality, complexity, consistency, and efficiency.)

STUDENT EVALUATION FORM OF FIELDWORK SITES

Student _____

Funeral Home _____

Please respond to the following questions to the best of your ability. Please note that the information contained on this form will not be given to the preceptor of the funeral home. This is only for our college information.

Based upon your experience rate the funeral home with the following criteria

Embalming Opportunities: The funeral home allowed me to participate in a variety embalming experiences.

Never	Seldom	Most of the Time	Always
1	2	3	4

Restorative Art Opportunities: The preceptor allowed me to participate in restorative art procedures and techniques.

Never	Seldom	Most of the Time	Always
1	2	3	4

Funeral Arrangements: The fieldwork site was professional, interacted well with families and went beyond customary practices to accommodate the family.

Never	Seldom	Most of the Time	Always
1	2	3	4

Conducting Funerals: The fieldwork site conducted funerals in a well-organized manner and created a memorable event for the family.

Never	Seldom	Most of the Time	Always
1	2	3	4

Office Practices: The funeral home office was well-organized and paperwork was completed in a timely manner.

Never	Seldom	Most of the Time	Always
1	2	3	4

Merchandising Education: Preceptor was knowledgeable and was willing to explain all aspects of merchandising to me.

Never	Seldom	Most of the Time	Always
1	2	3	4

Overall Quality of Instruction: Preceptor was knowledgeable, willing to teach, and explained things clearly.

Never	Seldom	Most of the Time	Always
1	2	3	4

Did you feel prepared for your fieldwork? If not, how could the program better prepare you?

In your opinion, was the funeral home properly prepared for your arrival? Please explain.

What were the positive aspects of this fieldwork site?

Were there any items of concern with this fieldwork site?

What was your overall experience at this funeral home?

Would you recommend using this funeral home in future years? Please explain.

NO COMPENSATION FOR REQUIRED EDUCATIONAL TASKS SALT LAKE COMMUNITY COLLEGE

Students may not be compensated for the time spent completing required fieldwork site tasks. Students are to report the start and end times of the required tasks to the site owner/manager on a weekly basis to assure they are not paid for the time spent completing the tasks.

Use the following as a guideline as to when to note the beginning and ending times for the required educational tasks.

EMBALMING

Begins upon entering the preparation room to start the embalming process. Ends when all embalming and cleaning tasks have been completed.

ARRANGEMENT CONFERENCE

Begins as soon as the funeral director begins the arrangement conference. Ends when the family leaves the funeral home.

FUNERAL SERVICE

- At the funeral home: Begins 30 minutes before the service begins or 30 minutes before if a viewing is held immediately prior to the service. If the family arrives earlier than 30 minutes prior to these events, that is the beginning time. The funeral ends upon returning to the funeral home from the cemetery.
- Away from the funeral home: Begins upon loading the casket in preparation to leave. The funeral ends upon returning to the funeral home.

MEMORIAL SERVICE

- At the funeral home: Begins 30 minutes before the service begins. If the family arrives earlier than 30 minutes prior to these events, that is the beginning time. The service ends when the family leaves the funeral home or, if the urn is taken to a cemetery, upon returning to the funeral home from the cemetery.
- Away from the funeral home: Begins upon loading the items necessary for the service in preparation to leave. The memorial service ends upon returning to the funeral home.

**NO COMPENSATION VERIFICATION FORM
SALT LAKE COMMUNITY COLLEGE**

Students may not be compensated for the time spent completing required fieldwork site tasks. The preceptor's signature serves as verification of start and end times. Students are to report the start and end times of the required tasks to the site owner/manager on a weekly basis to assure they are not paid for the time spent completing the tasks.

STUDENT NAME: _____

Embalming	Date	Start Time	End Time
1. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
2. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
3. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
4. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
5. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
6. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
7. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
8. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____

STUDENT NAME: _____

Embalmings	Date	Start Time	End Time
9. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
10. Embalming	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____

Arrangement Conferences	Date	Start Time	End Time
1. Arrangement conference	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
2. Arrangement conference	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____

Services	Date	Start Time	End Time
1. Funeral/Memorial service	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____
2. Funeral/Memorial service	_____	_____	_____
Preceptor's name	_____	Preceptor's signature	_____

I verify the above-named student was not compensated for the time spent completing these required educational tasks.

_____ Owner/Manager Name	_____ Signature	_____ Date
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