

Preceptor Training 2023

MORTUARY SCIENCE PROGRAM
SALT LAKE COMMUNITY COLLEGE



Introduction

The American Board of Funeral Service Education requires mortuary science schools to provide instruction to and assessment of clinical sites.

This training highlights some of the important parts found in the Clinical Preceptor Manual.

- Every preceptor must read through this training
- Every preceptor must read the entire Fieldwork Preceptor Manual
- Upon completion of the above, each preceptor must complete the Preceptor Training Quiz on the [Fieldwork](#) page of the SLCC Mortuary Science Program website.

The reading and quiz **MUST** be completed **BEFORE** the student(s) can start their clinical work with the preceptor.

Fieldwork Experience Description

Student is to complete three different types of tasks at the clinical site:

1. Student is to assist embalming at least 10 cases **under the direct supervision of an approved preceptor. The student may NOT be left alone to complete any part of the embalmings.** Student knows they may be required to work nights and weekends to complete this requirement.
2. Student is to OBSERVE the arranging of at least 2 arrangements with families. It is up to the preceptor how much the student participates during the arrangement. If the student is to “just sit and listen,” that is acceptable. Before you meet with the family, make sure the student is aware of their level of participation during the arrangement.
3. Student is to OBSERVE at least 2 funeral services with the preceptor present. You may put the student to work and have them help!

Fieldwork Experience Description

If possible, the student should also

- Assist with two visitations
- Help prepare two bodies for cremation
- Assist with two removals

Students are to follow directions given by the preceptor and other designated personnel during the fieldwork period.

Students must comply with fieldwork site policies, procedures, and dress code.

Students may not disclose any personal information regarding the deceased or client-family.

Preceptors must understand and know the requirements for Family Education Rights and Privacy Act when dealing with a student. These requirements are found at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Work Schedule and Compensation


Work schedule for the student is determined by the funeral home where the student is placed.

The 10 embalming procedures are to be completed by Dec. 8, 2023.

Other required tasks and assignments must also be completed by the same date.

NO compensation is to be given to the student, whether they are employed by the funeral home or not, for the time and work spent completing required tasks while at the funeral home practicum site.

If the student is employed at the funeral home, they must “clock out” while they complete the required tasks: perform 10 embalmings, observe 2 funeral arrangements, assist/observe 2 funeral/memorial services.



Site Requirements

All fieldwork site embalming rooms must meet state and federal safety requirements and will be inspected by someone from the SLCC Mortuary Science Program to ensure safety and quality instruction for the student.

The following must be in place at each clinical site

- Valid, current location license
- Drench shower
- Eye wash station
- SDS
- Bloodborne pathogen program
- Ventilation system
- Proper protective equipment
- Date and results of the last OSHA formaldehyde monitoring

Fieldwork Site Visits

Faculty from the Mortuary Science Program will contact the preceptor throughout the semester to discuss the student's progress and address any issues that may arise.

Faculty member will observe and assess student during their last required embalming

Student Discipline

Please notify the program coordinator (David Hess, cell 801-541-4470, email jeff.zealley@slcc.edu) immediately regarding any difficulties that are encountered with the student.

The funeral home has the right to remove the student from the funeral home at any time.

Students know if situations arise that cannot be resolved, the clinical assignment will be terminated.

Each student is covered under SLCC's college malpractice insurance policy.

Procedure for Student Injury

If a student has been injured or exposed, follow these procedures **IMMEDIATELY**. It is crucial the student does not wait to report the incident or to seek medical attention.

1. Contact the supervisor immediately
2. If exposed, identify source of exposure
3. Notify SLCC Risk Management immediately, day or night
Bruce Eliason 801-957-4041
4. Student is to file a claim with SLCC Office of Risk Management

The details of the procedure for student injury are found on pages 5-6 of the Clinical Preceptor Manual.

Student Attendance

Student is to maintain the appropriate schedule as assigned by the individual funeral home.

Student is to be on time and available for calls when directed.

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 coordinator'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 clinical site.

Student Evaluations

A sample of the evaluation form to be filled out by the funeral home is in the Fieldwork Preceptor Manual.

The actual evaluation form you will fill out will be mailed to you by Jeff Zealley, the Program Coordinator, towards the end of the clinical period.

If you have any questions about how to fill out the evaluation form, please contact Jeff Zealley: jeff.zealley@slcc.edu

Students will also complete an evaluation form regarding his or her fieldwork experience.

Case Reports

Each time a student participates on an embalming case, he/she is required to maintain a record of that case report to be turned in to the program coordinator.

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.

Other task report forms for working funerals, visitations, cremations, arrangements, and removals are to be filled out by each student pertaining to all of the required tasks they have completed.

A sample of the case report is located in the Fieldwork Preceptor Manual.

Requirements for “Hands On” Embalming Cases

For an embalming case to be accepted toward the SLCC Mortuary Science Fieldwork Program, 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 per embalming case:

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

Students should be allowed to raise the following arteries: common carotid, femoral, axillary, brachial, radial ulnar

The embalmings are to be completed **under the direct supervision of the assigned preceptor. The student may NOT be left alone to complete any part of the embalmings.**

Other Tasks

For students to gain practical experience in various areas, they need to observe or participate in the following:

REQUIRED

- Observe at least 2 arrangements for burial and/or cremation
- Observe at least 2 funeral/memorial services at the funeral home, church, or graveside

OPTIONAL but suggested

- Assist with visitations
- Prepare bodies for cremation
- Removals

Case reports for the above are also in the Fieldwork Preceptor Manual

Fieldwork Site Cell Phone Policy

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.

Cell phones may be used during clearly defined or assigned break periods or as directed by the fieldwork supervisor.

If this policy is not adhered to, it is the decision of the host funeral home whether to provide discipline or to simply dismiss the student from the fieldwork.

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.

Fieldwork Performance Assessment

Detailed information about the fieldwork performance assessment and the forms to be completed by the preceptor are located in the Fieldwork Preceptor Manual.

The assessment form to be completed by the student is located in the Manual.

Title IX

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Please review the following slides since Title IX protects our students

If you have any questions, contact Jeff Zealley (jeff.zealley@slcc.edu) at Salt Lake Community College.

Title IX Statement

20 U.S.C.A. Section 1681 (a): TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving federal funds.”

Examples of violations (but not limited to):

- Sexual advances, requests for sexual favors and sexually motivated physical conduct
- Overt or subtle pressure for sexual activity
- Sexually offensive verbalization including remarks, “teasing”, slurs, and innuendo
- Repeated inappropriate jokes or comments about sex or gender specific traits
- Conduct that is demeaning or derisive and occurs substantially because of one’s gender
- Sexual assault
- Sexual Violence
- Gender based disparate treatment

Title IX Statement (continued)

Violations can occur in any college environment, such as (but not limited to):

- Field Trips
- Student Clubs
- Transportation
- Classrooms
- Athletics
- On Campus Events

Title IX Statement (continued)

If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Students-

Dean of Students, 801-957-4776, STC 276 A (Redwood)

Employees or Community members-

Title IX & Discrimination Manager, 801-957-5027, AAB 211G (Redwood)

Online Reporting Form-

<http://www.slcc.edu/eeo/title-ix/complaint.aspx>

Salt Lake Community College has a strong prohibition against RETALIATION! The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

Reminder!

You've now finished the Preceptor Training.

After you have read the Fieldwork Preceptor Manual and this information, you need to take the Preceptor Training Quiz on the [Fieldwork](https://www.slcc.edu/mortuaryscience/fieldwork.aspx) page of the SLCC Mortuary Science Program website:

<https://www.slcc.edu/mortuaryscience/fieldwork.aspx>

Students will NOT be able to start their clinical study until you have completed the above. The semester starts on August 22, 2023.

**THANK YOU FOR YOUR WILLINGNESS
TO HELP OUR STUDENTS!**

