UNIVERSITY OF CENTRAL OKLAHOMA

Funeral Service Preceptor Manual & Training
UCO Funeral Service Preceptor Training

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I. Introduction

The “hands-on” practicum experience is divided into two components: embalming & funeral directing. Each student is required to actively participate in the arterial and cavity embalming of at least ten (10) dead human remains, under the supervision of an embalming preceptor. In addition, the student is to participate in conducting at least five (5) funeral ceremonies and the arranging of five (5) funeral ceremonies, under the supervision of the funeral director preceptor at an Oklahoma City metropolitan funeral establishment. Student work must total 120 hours for the semester.

As this is an educational experience, the clinical student does NOT receive compensation for working in your establishment. Some of the students will have extensive prior funeral training while others have little or no exposure to the funeral home environment. Students attending the clinical portion of their educational experience should be: committed, dedicated, willing, hard working, eager to contribute, etc.

All students should have the opportunity to actively participate in as many functions that the preceptor can manage to include in the practicum. This course provides experiences necessary for proficiency in embalming of human remains and providing contemporary funeral rituals. It also emphasizes high standards of ethical conduct.

Upon satisfactory completion of the **funeral directing** component of this course, the student should be able to:
1. Complete forms used in funeral services including a death certificate, burial/transit permit, social security form, cremation permit and permission forms, obituary, memorial folders, books and prayer cards.
2. Understand and undertake the primary responsibilities of the funeral director.
3. Understand and participate in services provided by a funeral director at-need, pre-need, and post-need.
4. Understand the value of and participate in proper telephone procedures.
5. Transfer human remains from the place of death to the funeral home using generally accepted procedures and equipment.
6. Undertake the technical skills necessary to meet with a family in the arrangement conference. **We strongly encourage you to allow practicum students to sit in on the funeral arrangements conference with your client/families.**
7. Deal with a variety of American religious funeral customs.
8. Deal with fraternal and military funeral procedures.
9. Use specific vocabulary associated with funeral service.

Upon satisfactory completion of the **embalming component** of this course, the student should be able to:
1. Know and understand the regulations for the transferring of human remains.
2. Demonstrate the proper disposal of contaminated materials from the embalming process.
3. Demonstrate the proper disposal of blood and body fluids.
4. Demonstrate the proper use of embalming instruments, equipment and sundries.
5. Demonstrate the proper embalming techniques and procedures.
6. Document the embalming techniques and procedures with written reports.
7. Explain embalming treatments for infections, communicable diseases, traumatic and pathological conditions.
8. Relate the specific types of restoration to the correct embalming procedures.
9. Select, from a specific cosmetic medium, the correct colorants (compounds) to achieve a natural appearance under various conditions.
10. Identify and describe the use of various cosmetic and restorative treatments, materials and equipment

UCO Catalog Description:

**FNRL 4118 – Practicum in Embalming & Funeral Directing**
This course provides practical experience in embalming and funeral directing in a mortuary or funeral home environment under the supervision of a licensed embalmer and/or funeral director. It includes active participation in at least ten cases of embalming of human remains and the planning and directing of ten or more funerals. This course is the capstone course of the major. It is to be taken only after all other FNRL courses have been passed, except the co-requisite, and is to be taken in the semester prior to graduation.

Prerequisite(s): All required degree courses of major with exception of co-requisite FNRL 4522 and senior standing. Enrollment is open to Funeral Service degree and certification majors only.

Source: University of Central Oklahoma Undergraduate Catalog
II. Funeral Service Department Forms
I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring B virus (HBV) infection. I decline to take the vaccine. In so doing, I continue to be at risk of acquiring hepatitis B, a serious disease.

Date ______________________
Student Signature ______________________
Print Name ______________________
Liability

Liability and Responsibility Notice

Source: UCO undergraduate catalog

Whether enrolled in an on-campus class or in a UCO internship, practicum, course, or activity involving domestic or foreign travel, students are responsible for their own medical treatment and are liable for their own actions. In the event of injury or illness while participating in a UCO sponsored activity, UCO cannot approve a claim for treatment or reimbursement. Information on insurance is available in the Student Health Center. Also, a number of reasonably priced insurance policies are available from the private business sector. Each student is strongly encouraged to invest in the appropriate coverage.

I have read and understand the university liability policy above.

_________________________________________                   _____________________
Student’s Signature                                                                         Date

Student Professional Liability Insurance

Each practicum student is covered by a student professional liability insurance policy written by Admiral Insurance Company of Austin Texas. The policy premium is paid by the university (at no cost to the student). The policy limits are as follows: $1,000,000 each claim; $3,000,000 aggregate.
Hold Harmless and Indemnification Agreement

I ________________________________, hereby assume all liability and hold harmless ________________________________ Funeral Home, its officers, agents, employees, the University of Central Oklahoma, its faculty, staff, and administrative personnel from any and all injuries, present and future, arising from my participation the practicum course (FNRL 4118) taken as a course requirement at the University of Central Oklahoma.

I agree that I will be solely responsible for my own safety and I will abide by any safe work place practices as required by the Occupational Safety and Health Administration and any other safety regulations promulgated by any other federal or state administrative agency, state or federal regulations or statutes.

I agree to indemnify and hold harmless all aforesaid parties from any claims, suits, or causes of action, including reasonable attorney’s fees for the defense therefore arising out of my participation in any practicum activity or any other activity associated with my practicum experience.

__________________________________________
Student’s Signature

__________________________________________
Print Name

__________________________________________
Date

Witness__________________________________________

Print Name ________________________________

Date ________________________________
III. Evaluation of Student Progress

Student Embalmer Training Report
Instructions for Preceptor

I. To fulfill course requirements of the embalming component, all practicum students must actively participate in the embalming of ten dead human remains. **Active participation** is defined as the execution of an action by the use of one’s hands. Students must complete a case report for each activity listed above (and obtain necessary signatures) in which he or she participates. The practicum embalming preceptor can oversee this work. For any student not completing the above requirements, his or her course grade may be adversely affected. See course syllabus for details.

II. In addition, the student must be certified for technical competence in six embalming tasks. Those tasks are as follows:
1. Raising blood vessels
2. Mixing fluids
3. Injecting fluids / solutions
4. Cavity aspiration
5. Suturing incisions
6. Posing facial features

The practicum faculty member (course instructor) will oversee this work and will certify each student.

III. If a student fails to show for scheduled practicum work in your funeral home, please contact the instructor or department chair as soon as possible. (jfritch@uco.edu or 405-974-5197 or 405-226-3155)

* Only preceptors trained by UCO faculty within the last 12 months will be allowed to sign this case reports.

* No more than two students will be allowed to actively participate or observe the embalming of dead human remains at the same time. (No more than two students may be near or at the embalming table at one time.)

* No more than two students will receive case reporting credit for the embalming of one dead human body.

* Only one student can be present for certification embalming.

* Credit for individual cases will be allowed for only those students actively participating. No embalming case credit shall be given for those students observing the case.

* If two or more cases are embalmed at the same time (or the embalming times overlap in any way) credit will be allowed only for one case.
Practicum Embalming Report

Embalming Date: __________

Deceased: __________ Age: ______ Date of Birth: ____________________________
(last four digits of SS# or case #)

Date of Death: __________ Race: __________ Sex: ______ Place of Death: __________

Time Embalming Began: __________ Time Embalming Completed: __________

Preceptor(s) Present During the Embalming: __________________________

Other Practicum Students Participating: __________________________

**PRE-EMBALMING OBSERVATION**

Recent Surgery: _____ Autopsy Performed: _____ Rigor Mortis: ______ Edema _______

Describe Discolorations & Location: ________________________________________________

________________________________________

Describe the General Condition of the Remains: (purge, edema, dehydration, lesions, trauma, recent surgery, corpulence, etc.): __________________________________________

________________________________________

**EMBALMING PROCEDURE**

List Arteries Injected: __________________________

List Veins Drained: __________________________

Describe the Condition of the Arteries: _____________________________________________

________________________________________

Describe the Condition of the Veins: _____________________________________________

________________________________________

Describe the Disinfection Method and Areas Disinfected: (sprays, surface packs, etc.)

________________________________________

**INJECTION**

<table>
<thead>
<tr>
<th>Pre-Injection: Name:</th>
<th>Brand:</th>
<th>Amount (oz.)</th>
<th>Index:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arterial Fluid: Name:</td>
<td>Brand:</td>
<td>Amount (oz.)</td>
<td>Index:</td>
</tr>
<tr>
<td>Water Added to Tank:</td>
<td>(oz) (128 ounces per gallon)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Solution Strength: ____% (Formula) Index x Volume of Solution = Strength of Solution x Total Volume

Co-Injection: Name: | Brand: | Amount (oz.) | Index: |
| Humectant: Name: | Brand: | Amount (oz.) | Index: |

Other: (edema eliminator, dyes, etc)

Injection & Drainage Method: Continuous: _______ Alternate: _______ Intermittent: _______

Describe Quality of Drainage: _____________________________________________

________________________________________
University of Central Oklahoma

Department of Funeral Service Education

CERTIFICATION OF PROFICIENCY

_______________________________________________
(Name of Student)

In my professional opinion, this student has demonstrated the necessary embalming skills required to be certified as minimally technically competent at the entry level in the preparation of a dead human body for the purpose of funeralization by direct observation of the student performing the following tasks: raising vessels, mixing embalming solutions, injecting, aspirating, suturing and setting features.

_______________________________________
Faculty Member or Course Instructor

_______________________________________
Date
Student Funeral Director Training Report

Instructions for Preceptor

The funeral directing preceptor must complete preceptor training by a UCO faculty member.

To fulfill funeral directing course requirements, all clinical students must complete ten funeral directing and/or funeral arranging case reports. Students must perform a minimum of six functions listed on the “Student Funeral Director Training Report.” However, the students are not limited to six functions, they may do more.

The student is to participate in conducting at least five (5) funeral ceremonies and the arranging of five (5) funeral ceremonies (for a total of ten), under the supervision of the funeral director preceptor at an Oklahoma City metropolitan funeral establishment (selected by the student).

The student must complete the case report form and obtain necessary signatures. For any student not completing the ten required funeral directing cases, his or her course grade may be adversely affected. See course syllabus for details.

The course instructor or department chair must be notified by the preceptor in the event that the student fails to appear for scheduled practicum work.

*Only preceptors trained by UCO faculty within the last 12 months will be allowed to sign this case reports.*
University of Central Oklahoma
Department of Funeral Service

STUDENT FUNERAL DIRECTOR CASE REPORT

I. Instructions: The student is to participate in conducting at least five (5) funeral ceremonies and the arranging of five (5) funeral ceremonies (for a total of ten), under the supervision of the funeral director preceptor at an Oklahoma City metropolitan funeral establishment (selected by the student). Use this form to report your participation in the funeral ceremony and the arranging of the funeral.

Please fill out completely. Turn in the report at the next scheduled class meeting. Be sure to perform at least six of the functions indicated by an asterisk.

Student’s Printed Name

Establishment Name

| Establishment License Number |
|-----------------------------|------------------|

Establishment Address

City State Zip Phone

II. Identity of Deceased (Code or last 4 digits of SS#): ____________________________

This is a report for CASE NUMBER: _______ during the month of ______________, 20_____

III. This is a report for: (Check only one)

( ) participation in the funeral ceremony

( ) participation in the arrangement of the funeral
VI. Activities Performed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity Description</th>
<th>No.</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Arrangement Conference with Authorizing Agent</td>
<td>21.</td>
<td>First Call</td>
</tr>
<tr>
<td>2.</td>
<td>Communicate Price Information</td>
<td>22.</td>
<td>First Call Removal of Remains</td>
</tr>
<tr>
<td>3.</td>
<td>Presented Funeral Merchandise</td>
<td>23.</td>
<td>Set-up Equipment for Floral Items at Visitation Rot Chapel</td>
</tr>
<tr>
<td>4.</td>
<td>Generate Funeral Purchase Agreement and Obtain Signature</td>
<td>24.</td>
<td>Composed Obituary/Clergy Data</td>
</tr>
<tr>
<td>5.</td>
<td>Prepared/Filed Required Forms</td>
<td>25.</td>
<td>Arranged Flowers</td>
</tr>
<tr>
<td>7.</td>
<td>Dressing, Casketing/Prep for Cremation</td>
<td>27.</td>
<td>Supervised Pallbearers or Instructed Pallbearers</td>
</tr>
<tr>
<td>9.</td>
<td>Check For/Removal of Pacemaker or Other Implants</td>
<td>19.</td>
<td>Drove a Vehicle That Was Used As Part of the Funerary</td>
</tr>
<tr>
<td>10.</td>
<td>Prepared/Assisted Cemetery Arrangements</td>
<td>30.</td>
<td>Transfer Cremains into Display Urn(s) or Alternate</td>
</tr>
<tr>
<td>11.</td>
<td>Assisted at Graveside Service/Alternative Disposition</td>
<td>31.</td>
<td>Set-up Facility for Service</td>
</tr>
<tr>
<td>12.</td>
<td>Assisted at Funeral/Memorial Service/Viewing</td>
<td>32.</td>
<td>Positioned Casket for Service</td>
</tr>
<tr>
<td>13.</td>
<td>2nd Conference-Delivery/Release of Cremains</td>
<td>33.</td>
<td>Conferred with Clergy For Service Details</td>
</tr>
<tr>
<td>14.</td>
<td>Assisted with Opening/Closing of Grave</td>
<td>34.</td>
<td>Seated Friends in Facility</td>
</tr>
<tr>
<td>15.</td>
<td>Ordered Funeral Merchandise</td>
<td>35.</td>
<td>Seated Family for Service</td>
</tr>
<tr>
<td>16.</td>
<td>Ordered Funeral Procession Escort</td>
<td>36.</td>
<td>Open / Closed Casket at End of Service</td>
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<tr>
<td>18.</td>
<td>Completed Memorial Book, Folders, Registration Book</td>
<td>38.</td>
<td>Other (Please List Task):</td>
</tr>
<tr>
<td>19.</td>
<td>Arranged for DVD (video) Production</td>
<td>39.</td>
<td>Other (Please List Task):</td>
</tr>
<tr>
<td>20.</td>
<td>Arranged for Video/Audio Recording of Service</td>
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V. Work Performed By Student:

Date(s) When Duties were Performed: ____________________________________________

Activities Performed: (Please List the Numerals):

(The student must perform six (6) functions (burial or cremation) to receive credit for a case.)
I affirm that I performed all tasks listed in this report:

Signature of Practicum Student __________________________  Date ______

I certify that the student named above assisted in all listed tasks under my direct and personal supervision as a licensed funeral director. I affirm that I have received preceptor training during the last 12 months. Further, I certify that the student conducted himself or herself in an ethical manner at all times while under my supervision.

Signature of Preceptor __________________________  Date ______

*Only preceptors trained by UCO faculty within the last 12 months will be allowed to sign this case report.

Score or Grade for this case: ________________ (1 – 10)
Weekly Time Log

Student: ______________________________________
Practicum Site: ___________________________________
From: ________________ To:_____________

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out to lunch</th>
<th>In from lunch</th>
<th>Out</th>
<th>Total Hours</th>
<th>Initials</th>
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Total

A work week begins on Monday and ends on Sunday

I hereby affirm that the entries made in the foregoing Clinical Program’s Time Log are true and accurate.

Student Signature: ________________________________

Preceptor Signature: ______________________________

Date: ________________________________
IV. Agreements
PRECEPTOR ORIENTATION & TRAINING AGREEMENT

The purpose of this document is to have in place an orientation and training agreement that provides proper documentation that each preceptor has been oriented about the school’s practicum requirements concerning knowledge base, competency, and evaluation of student procedures and criteria.

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

1. An official transcript from the accredited funeral service institution from which the preceptor graduated plus a copy of his/her state license.
2. A copy of the preceptor’s license from the Oklahoma Funeral Board if the state requires graduation from an American Board of Funeral Service Education (ABFSE) accredited program maintained in the files of the program.
3. Verification on the State web site that the preceptor is licensed in the state if the state requires graduation from an ABFSE accredited program with the name of the preceptor and date of the issuance of the license maintained by the program in a log.

Considerations placed upon the preceptor:

1. Compensation for serving as a preceptor is not to be expected from the University of Central Oklahoma.
2. Preceptor has an understanding of the contents of the training manual.
3. Preceptor has an understanding of the course syllabus and course objectives.
4. Preceptor will review training manual with practicum student, have signatures applied to required documents and document date of training review session.
5. Preceptor agrees to occasional on-site visits by a representative of the Funeral Service Education Department to assure compliance and consistency.
6. Preceptor understands the process for interrupting the clinical experience and recourse for dismissal of a student from the practicum experience.
7. Preceptor has a clear understanding of what is to be expected of the preceptor and what is provided by the practicum course offered from the university’s Department of Funeral Service Education.
8. Preceptor agrees to mentor the practicum student in as many functions, tasks and activities as related to funeral directing and embalming as possible.
9. Preceptor understands the practicum student’s need for a minimum of 10 embalming and 10 funerals to be accomplished by the end of the semester.

SIGNED AND AGREED THIS _____ day of ____________________, 20 ___.

Cooperating Funeral Establishment
Preceptor

Chair and/or Instructor
University of Central Oklahoma
Funeral Service Education

University Copy
University of Central Oklahoma  
Department of Funeral Service Education

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Cooperating Funeral Establishment  
Preceptor

Chair and/or Instructor  
University of Central Oklahoma  
Funeral Service Education

Funeral Establishment Copy
UNIVERSITY OF CENTRAL OKLAHOMA

AGREEMENT OF AFFILIATION

Between
The University of Central Oklahoma
through its Program of Funeral Service Education (the “University”)
and
____________________________________________________
("Funeral Establishment")

With this Agreement, the University and the Funeral Establishment, sharing common goals of education and community service and desiring to establish and maintain a cooperative relationship for the purpose of providing educational experiences for students enrolled in the Funeral Service Education Program;

NOW, THEREFORE, agree as follows:

1. Description of Affiliation. With this Agreement, the University and the Funeral Establishment provide a program of education and training that requires facilities, equipment, services, and personnel appropriate for students to obtain necessary practicum and/or other clinical training experiences in a funeral establishment setting.

2. Responsibilities of the Parties.

2.1 Joint Responsibilities.

2.1.1 The University and Funeral Establishment each will identify a person or persons responsible for liaison during the course of this affiliation. The University liaison shall be a member of the faculty of the Funeral Service Education Program. The Funeral Establishment liaison shall be known as the preceptor. The appointment of liaisons shall be subject to mutual approval of the parties.

2.1.2 The persons responsible for the liaison jointly will plan for:

(i) Selection, assignment, and orientation of students;
(ii) Periodic review and/or preparation of objectives for the instructional program; and
(iii) Evaluation of student performance.

2.1.3 Either party may withdraw any student from assignment at the Funeral Establishment site. The Funeral Establishment has the right to take immediate action to suspend a student’s participation if the student’s conduct threatens the safety of clients, visitors, or staff. For other concerns about student performance, the Funeral Establishment agrees to notify the student and the University liaison of the concerns and give the student an opportunity to correct performance deficiencies before removal from the training experience.

2.1.4 The student is a participant in an educational program and, for purposes of this Agreement, shall not be considered an employee of either the Funeral Establishment or the University and neither party shall have responsibility for payment of workers compensation benefits to the student. If the Funeral Establishment provides employment or housing/boarding opportunities to the student in addition to the educational training experience, the Funeral Establishment acknowledges the responsibilities outlined under section 2.3.5 below.

2.1.5 Both parties agree to comply with title 45, Section 160-164 of the Code of Federal Regulations ("HIPPA"). Both parties agree that when protected health information ("PHI"), as defined by HIPAA, is provided or made available to the other party for any purpose, the receiving party, and its agents or representatives will not use or disclose the PHI other than as
permitted or required by this agreement or state and federal law. Both parties shall take reasonable steps to prevent unauthorized disclosures by its employees, officers, directors, agents, contractors, or consultants.

2.2 University Responsibilities.

2.2.1 The University shall assume overall responsibility for the general educational experience of students assigned to the Funeral Establishment. That responsibility includes the following:

(i) Determination of educational goals for each student;
(ii) Establishing prerequisite criteria for placement of students with the Funeral Establishment;
(iii) Determination of completion of the assignment;
(iv) Provision of information regarding dates for instruction and forecasts of the numbers of students to be assigned to the Funeral Establishment;
(v) Final evaluation of students’ performance.

2.2.2 At the request of the Funeral Establishment, the students will be required to provide proof of immunization for one or more of the following: measles (rubeola), mumps and rubella; chicken pox (varicella); hepatitis A; hepatitis B; polio, tetanus, diphtheria and/or annual chest x-ray or evidence of negative tuberculin test (Mantoux).

2.2.3 The University certifies that its students have been instructed on the confidentiality of medical and personal information related to decedents, patients and/or clients and, where applicable, have been trained in universal precautions and transmission of blood-borne pathogens prior to beginning the clinical program.

2.2.4 The University shall require that students carry hospitalization and medical insurance. Neither the Funeral Establishment nor the University is responsible for hospitalization or medical costs incurred by the student during this affiliation.

2.3 Funeral Establishment Responsibilities.

2.3.1 The Funeral Establishment shall assume full responsibility for the services rendered to its clients. It is understood that individual client services are not controlled, supervised, or paid for by the University, and the University does not derive revenue from Funeral Establishment clients or third party payors for services at the Funeral Establishment.

2.3.2 The Funeral Establishment agrees to provide educational experiences for students that will help enable them to develop the skills and proficiency necessary to become competent practitioners in funeral service. In this regard, the Funeral Establishment will provide the equipment, facilities, supplies, and services necessary to meet the objectives of the program and will allow students to be involved in all components of funeral service as listed in the clinical rotation/practicum assignments.

2.3.3 Preceptors at the Funeral Establishment have responsibility for daily instruction, supervision, and evaluation of students assigned to the Funeral Establishment. This instruction and supervision will emphasize high standards of ethical conduct in all aspects of funeral service. Funeral Establishment preceptors agree to provide written evaluation of the performance of the students.

2.3.4 Funeral Establishment agrees to provide the student with a vehicle owned/leased by the Funeral Establishment when the student is required as part of a rotation/practicum experience to transport individuals, bodies, ashes, documents, equipment, supplies, or any other items to or from the Funeral Establishment site or other location. It is understood that students are responsible for providing their own transportation to/from and between funeral Establishment training sites.
2.3.5 To the extent the Funeral Establishment provides employment or housing/boarding opportunities to University of Central Oklahoma funeral service education students, the Funeral Establishment acknowledges that such opportunities are separate from the educational training experience and the University has no role, responsibility, or control over these arrangements. The Funeral Establishment further acknowledges that it has full legal responsibility for any employment or housing/boarding relationships it establishes with University of Central Oklahoma funeral service education students.

2.3.6 The Funeral Establishment's facilities satisfy all federal, state, and local regulations.

3. Liability Insurance and Indemnity.

3.1 Each practicum student is covered by a student professional liability insurance policy written by Admiral Insurance Company of Austin Texas. The policy premium is paid by the university (at no cost to the student). The policy limits are as follows: $1,000,000 each claim; $3,000,000 aggregate.

3.2 The Funeral Establishment shall maintain professional and general liability insurance in an amount that is consistent with community and industry standards.

3.3 The Funeral Establishment shall maintain automobile liability insurance in an amount that is consistent with state law, community, and industry standards and shall cover students for Funeral Establishment transportation responsibilities performed as part of a rotation/practicum experience as specified under Section 2.3.4 above. Upon request, the Funeral Establishment will provide the University of Central Oklahoma with a certificate of insurance evidencing such coverage.

3.4 The University agrees to defend, hold harmless, and indemnify the Funeral Establishment, its officers, agents, employees, and representatives against all claims for loss or damage to property or injury or death to persons, including reasonable attorneys’ fees, arising from the negligent or wrongful acts or omissions of the University, its employees, agents, or representatives (including students) during the performance of its obligations under this agreement. The University’s liability is limited to the extent of its insurance coverage pursuant to the Oklahoma State Tort Claims Act.

3.5 The Funeral Establishment agrees to defend, hold harmless, and indemnify the University of Central Oklahoma, its officers, agents, employees, and representatives (including students) against all claims for loss or damage to property or injury or death to persons, including reasonable attorneys’ fees, arising from the negligent or wrongful acts or omissions of the Funeral Establishment, its employees, agents, or representatives during the performance of its obligations under this agreement.

4. Other Terms.

4.1 This Agreement shall be effective ________________, and shall remain in effect until ________________. (Term may not exceed five (5) years.) It may be terminated by either party for convenience upon at least six (6) months' written notice to the other party.

4.2 Neither the University nor the Funeral Establishment shall discriminate on the basis of race, religion, creed, color, sex, national origin, disability, age, marital status, public assistance status, veteran status, or sexual orientation.

4.3 Nothing in this Agreement is intended or should be construed as creating the relationship of copartners, joint venturers, or an association between the parties, nor shall either party, its employees, agents, students or representatives be considered employees, agents, or representatives of the other party.
4.4 It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the clinical education and training program.

5. **Addenda.** Subject to the written authorization by appropriate representatives of the University and the Funeral Establishment, addenda to this agreement may be developed to facilitate day-to-day and year-to-year execution of the goals of the agreement. Each addendum shall be in writing and executed by an authorized representative of each of the parties. To the extent an addendum is not properly executed by persons authorized to do so and to the extent it conflicts with or contradicts the terms herein, it shall be considered null and void.

**IN WITNESS WHEREOF,** the parties hereto execute this Agreement as follows:

**University of Central Oklahoma**

By: __________________________

Name: Glenda Stansbury

Title: Instructor, Funeral Service Education

Date: __________________________

By: __________________________

Name: __________________________

Title: __________________________

Funeral Establishment:______________________ Address:____________________________________________

**University Copy**
UNIVERSITY OF CENTRAL OKLAHOMA

AGREEMENT OF AFFILIATION

Between

The University of Central Oklahoma
to through its Program of Funeral Service Education (the “University”)

and

(“Funeral Establishment”)

With this Agreement, the University and the Funeral Establishment, sharing common goals of education and community service and desiring to establish and maintain a cooperative relationship for the purpose of providing educational experiences for students enrolled in the Funeral Service Education Program;

NOW, THEREFORE, agree as follows:

1. Description of Affiliation. With this Agreement, the University and the Funeral Establishment provide a program of education and training that requires facilities, equipment, services, and personnel appropriate for students to obtain necessary practicum and/or other clinical training experiences in a funeral establishment setting.

2. Responsibilities of the Parties.

2.1 Joint Responsibilities.

2.1.1 The University and Funeral Establishment each will identify a person or persons responsible for liaison during the course of this affiliation. The University liaison shall be a member of the faculty of the Funeral Service Education Program. The Funeral Establishment liaison shall be known as the preceptor. The appointment of liaisons shall be subject to mutual approval of the parties.

2.1.2 The persons responsible for the liaison jointly will plan for:

(i) Selection, assignment, and orientation of students;

(ii) Periodic review and/or preparation of objectives for the instructional program; and

(iii) Evaluation of student performance.

2.1.3 Either party may withdraw any student from assignment at the Funeral Establishment site. The Funeral Establishment has the right to take immediate action to suspend a student’s participation if the student’s conduct threatens the safety of clients, visitors, or staff. For other concerns about student performance, the Funeral Establishment agrees to notify the student and the University liaison of the concerns and give the student an opportunity to correct performance deficiencies before removal from the training experience.

2.1.4 The student is a participant in an educational program and, for purposes of this Agreement, shall not be considered an employee of either the Funeral Establishment or the University and neither party shall have responsibility for payment of workers compensation benefits to the student. If the Funeral Establishment provides employment or housing/boarding opportunities to the student in addition to the educational training experience, the Funeral Establishment acknowledges the responsibilities outlined under section 2.3.5 below.

2.1.5 Both parties agree to comply with title 45, Section 160-164 of the Code of Federal Regulations (“HIPPA”). Both parties agree that when protected health information (“PHI”), as defined by HIPAA, is provided or made available to the other party for any purpose, the receiving party, and its agents or representatives will not use or disclose the PHI other than as
permitted or required by this agreement or state and federal law. Both parties shall take reasonable steps to prevent unauthorized disclosures by its employees, officers, directors, agents, contractors, or consultants.

2.2 University Responsibilities.

2.2.1 The University shall assume overall responsibility for the general educational experience of students assigned to the Funeral Establishment. That responsibility includes the following:

(i) Determination of educational goals for each student;
(ii) Establishing prerequisite criteria for placement of students with the Funeral Establishment;
(iii) Determination of completion of the assignment;
(iv) Provision of information regarding dates for instruction and forecasts of the numbers of students to be assigned to the Funeral Establishment;
(v) Final evaluation of students’ performance.

2.2.2 At the request of the Funeral Establishment, the students will be required to provide proof of immunization for one or more of the following: measles (rubeola), mumps and rubella; chicken pox (varicella); hepatitis A; hepatitis B; polio, tetanus, diphtheria and/or annual chest x-ray or evidence of negative tuberculin test (Mantoux).

2.2.3 The University certifies that its students have been instructed on the confidentiality of medical and personal information related to decedents, patients and/or clients and, where applicable, have been trained in universal precautions and transmission of blood-borne pathogens prior to beginning the clinical program.

2.2.4 The University shall require that students carry hospitalization and medical insurance. Neither the Funeral Establishment nor the University is responsible for hospitalization or medical costs incurred by the student during this affiliation.

2.3 Funeral Establishment Responsibilities.

2.3.1 The Funeral Establishment shall assume full responsibility for the services rendered to its clients. It is understood that individual client services are not controlled, supervised, or paid for by the University, and the University does not derive revenue from Funeral Establishment clients or third party payors for services at the Funeral Establishment.

2.3.2 The Funeral Establishment agrees to provide educational experiences for students that will help enable them to develop the skills and proficiency necessary to become competent practitioners in funeral service. In this regard, the Funeral Establishment will provide the equipment, facilities, supplies, and services necessary to meet the objectives of the program and will allow students to be involved in all components of funeral service as listed in the clinical rotation/practicum assignments.

2.3.3 Preceptors at the Funeral Establishment have responsibility for daily instruction, supervision, and evaluation of students assigned to the Funeral Establishment. This instruction and supervision will emphasize high standards of ethical conduct in all aspects of funeral service. Funeral Establishment preceptors agree to provide written evaluation of the performance of the students.

2.3.4 Funeral Establishment agrees to provide the student with a vehicle owned/leased by the Funeral Establishment when the student is required as part of a rotation/practicum experience to transport individuals, bodies, ashes, documents, equipment, supplies, or any other items to or from the Funeral Establishment site or other location. It is understood that students are responsible for providing their own transportation to/from and between funeral Establishment training sites.
2.3.5 To the extent the Funeral Establishment provides employment or housing/boarding opportunities to University of Central Oklahoma funeral service education students, the Funeral Establishment acknowledges that such opportunities are separate from the educational training experience and the University has no role, responsibility, or control over these arrangements. The Funeral Establishment further acknowledges that it has full legal responsibility for any employment or housing/boarding relationships it establishes with University of Central Oklahoma funeral service education students.

2.3.6 The Funeral Establishment's facilities satisfy all federal state, and local regulations.

3. Liability Insurance and Indemnity.

3.1 Each practicum student is covered by a student professional liability insurance policy written by Admiral Insurance Company of Austin Texas. The policy premium is paid by the university (at no cost to the student). The policy limits are as follows: $1,000,000 each claim; $3,000,000 aggregate.

3.2 The Funeral Establishment shall maintain professional and general liability insurance in an amount that is consistent with community and industry standards.

3.3 The Funeral Establishment shall maintain automobile liability insurance in an amount that is consistent with state law, community, and industry standards and shall cover students for Funeral Establishment transportation responsibilities performed as part of a rotation/practicum experience as specified under Section 2.3.4 above. Upon request, the Funeral Establishment will provide the University of Central Oklahoma with a certificate of insurance evidencing such coverage.

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**IN WITNESS WHEREOF,** the parties hereto execute this Agreement as follows:

**University of Central Oklahoma**

By: ____________________________
Name: Glenda Stansbury__________
Title: Instructor, Funeral Service Education____
Date: __________________________

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________

Funeral Establishment:_________________________ Address:______________________________

Funeral Establishment Copy
Date: _______________

Funeral Home:______________________________________________

Address:_________________________________________________________

City: __________________________   State:_____  Zip:  __________

### General Funeral Home Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment license posted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FD/Embalmer licenses posted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Price List available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSHA manual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Method used to obtain embalming authorization</td>
<td>Oral</td>
<td>Written</td>
<td></td>
</tr>
<tr>
<td>Orientation/training of preceptors</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Preparation Room Items:

<table>
<thead>
<tr>
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<th>Unsatisfactory</th>
<th>Not Observed</th>
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</thead>
<tbody>
<tr>
<td>Clean environment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No food or beverage in prep room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation system</td>
<td></td>
<td></td>
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<tr>
<td>Sanitary waste receptacle/biohazard containers</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Eye wash station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table is clean when not in use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bodies are covered while on table</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper Embalming Equipment / Instruments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE available and being worn</td>
<td></td>
<td></td>
<td></td>
</tr>
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UCO Funeral Services Faculty:________________________________________

Signature:_____________________________________________
Date: _________________

Funeral Home:______________________________________________

Address:_________________________________________________________

City: __________________________   State:_____  Zip:  ____________

**General Funeral Home Items:**

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Method used to obtain embalming authorization
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- Written

Orientation/training of preceptors

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</table>

UCO Funeral Services Faculty:________________________________________

Signature:_________________________________________________________
The UCO Department of Funeral Service Education conducted preceptor training for

____________________________________ and,

____________________________________ and,

____________________________________ and,

____________________________________ and,

On (date)_________________________________

at (location)_____________________________________________________

by (name of UCO faculty)______________________________________________.

Signed:

_______________________     Date:__________
(name of UCO faculty)

_______________________   Okla. FD or EM #_____________  Date:___________
(preceptor)

_______________________   Okla. FD or EM #_____________  Date:___________
(preceptor)

_______________________   Okla. FD or EM #_____________  Date:___________
(preceptor)
Preceptor Evaluation of UCO Practicum Student

Student’s Name: ___________________________________________________

Employers: We would like to know how much improvement the student has made over the past semester performing the tasks outlined below at your funeral establishment. Reflecting on your experience (and that of other staff members who may have worked with the student), to what extent has improvement been noted in the student’s ability to perform the following tasks?

Rating System
3 = Significant Improvement
2 = Some Improvement
1 = Little, if any, Improvement
0 = Unable to assess the student in this area (task not performed at this funeral home)

For Embalming Preceptors
1. _____ Raising blood vessels
2. _____ Mixing arterial fluids
3. _____ Injecting arterial solutions
4. _____ Cavity aspiration & injection
5. _____ Suturing incisions
6. _____ Posing facial features
7. _____ Performing restorative art and cosmetic application
8. _____ The student treated the dead human remains with respect and dignity.

For Funeral Directing Preceptors
1. _____ Take initial death call information
2. _____ Work visitations
3. _____ Work funeral services
4. _____ Work interment services
5. _____ Operate a crematory
6. _____ File legal documents, such as death certificates, etc.
7. _____ Prepare written documents, such as death notices, obituaries, etc.
8. _____ Use of computer technology
9. _____ Assist with at-need funeral arrangements
10. _____ Assist with Pre-Need funeral arrangements
11. _____ Provide at-need bereavement counseling to families
12. _____ Provide after-care and post-funeral counseling to families
13. _____ Think critically when faced with problems
14. _____ The student conducted himself or herself in an ethical manner at all times.
What would you say is the one thing that impressed you the most about this student?

If you see an opportunity for growth on the part of the student, what would that be?

Do you have any other questions, concerns, or comments you would like to share with us about this student?

Preceptor’s Printed Name   Preceptor’s Signature   Date