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. 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. Please see Student funeral director case form instructions and list. Items 1-14 are mandatory tasks to be performed at least once throughout the course of the Practicum experience.
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 understand it is my responsibility to arrange to receive the vaccination and that by not doing so 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 Liberty Insurance Underwriters, Inc. 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 workplace 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 (10) 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 24 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  #______ of 10

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: __________________________________________

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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.): ________________________

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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

Pre-Injection: Name: _______ Brand: _______ Amount (oz.): _______ Index: __________

Arterial Fluid: Name: _______ Brand: _______ Amount (oz.): _______ Index: __________

Water Added to Tank: _______ (oz.) (128 ounces per gallon)

Solution Strength: ______% (Formula) Index = 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: ________________________________________________________
# EMBALMING PROCEDURE CONTINUED

Cavity Treatment:
Fluid Name: ___________ Brand: ___________ Amount (oz) ___________ Index: ___________

For Autopsies, Describe Treatment Method for Viscera: __________________________________________

Describe Other Embalming Treatment(s) Such as Topical or Hypo: ________________________________

Describe Suture Point(s) and Stitch Used for Each: _____________________________________________

Posing Features: Mouth Closure Method: _____________________________________________________
Eye Closure Method: _________________________________________________________________

Give an Overview of the Entire Embalming Process of the Deceased: ______________________________

Describe Work Performed by Student: _______________________________________________________

Describe Procedural Mistakes: ______________________________________________________________

Describe Embalming Procedures You Need to Improve: _________________________________________

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## ONLY PRECEPTORS TRAINED IN THE LAST 12 MONTHS MAY SIGN THIS REPORT.

I ___________ certify I embalmed the deceased and completed this report.
Student

I ___________ certify I assisted the student with this embalming on ___________.
Preceptor Date

I ___________ certify that the student treated the deceased with respect and dignity.
Preceptor

Grade: ___________ (1 – 10 points)

*There must only be a maximum of two (2) students per case receiving credit for that particular 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.
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. Items 1-15 are mandatory tasks to be performed at least once throughout the course of the Practicum experience. In order to receive credit for all funeral/memorial service experiences students must include a copy of the service folder, obituary, prayer card or other service artifact with each case report.

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 approved and certified funeral establishment (selected by the student). 3 of 5 must be one of the services listed below. Service type must be circled.

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.

*Only preceptors trained by UCO faculty that have a current preceptor agreement will be allowed to sign the case reports.
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 approved and certified 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. At least six (6) tasks listed below must be completed to count as one of the 10 funerals required. Items 1-15 are mandatory tasks to be performed at least once throughout the course of the Practicum experience. In order to receive credit for all funeral/memorial service experiences students must include a copy of the service folder, obituary, prayer card or other service artifact with each case report. 3 of 5 must be one of the services listed below. Service type must be circled.*

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 (must have 5)

( 3 of 5 must be from list below, please circle service type)

Liturical, Non-Liturical, Military, Secular, Chapel, Graveside, Fraternal, Memorial Service

( ) participation in the arrangement of the funeral (must have 5)
### VI. Activities Performed:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Prepared Death Certificate</td>
</tr>
<tr>
<td>2.</td>
<td>Complete medical examiner out of state transport permit</td>
</tr>
<tr>
<td>3.</td>
<td>Completed Social Security form, Statement of death by funeral director</td>
</tr>
<tr>
<td>4.</td>
<td>Prepared and submitted Death Notice for publication</td>
</tr>
<tr>
<td>5.</td>
<td>Prepared and submitted obituary for publication</td>
</tr>
<tr>
<td>6.</td>
<td>Prepared FTC-compliant Statement of Funeral Goods and Services selected</td>
</tr>
<tr>
<td>7.</td>
<td>Prepared veterans flag application, burial benefit forms, and headstone/marker application</td>
</tr>
<tr>
<td>8.</td>
<td>Completed First Call sheet</td>
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<tr>
<td>9.</td>
<td>Completed arrangement work sheet</td>
</tr>
<tr>
<td>10.</td>
<td>Utilized FTC compliant GPL</td>
</tr>
<tr>
<td>11.</td>
<td>Utilized FTC Compliant CPL</td>
</tr>
<tr>
<td>12.</td>
<td>Utilized FTC Compliant OBCPL</td>
</tr>
<tr>
<td>13.</td>
<td>Completed Embalming Authorization Form</td>
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<tr>
<td>14.</td>
<td>Completed Cremation Authorization Form</td>
</tr>
<tr>
<td>15.</td>
<td>Transfer of Remains</td>
</tr>
<tr>
<td>16.</td>
<td>Ordered Funeral Procession Escort</td>
</tr>
<tr>
<td>17.</td>
<td>Arranged for Military Honors</td>
</tr>
<tr>
<td>18.</td>
<td>Completed Memorial Book, Folders, Registration Book</td>
</tr>
<tr>
<td>19.</td>
<td>Arrangement Conference with Authorizing Agent</td>
</tr>
<tr>
<td>20.</td>
<td>Dressing, Casketing/Prep for Cremation</td>
</tr>
<tr>
<td>21.</td>
<td>Check For/Removal of Pacemaker or Other Implants</td>
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<tr>
<td>22.</td>
<td>Ordered Funeral Merchandise</td>
</tr>
<tr>
<td>23.</td>
<td>Set-up Equipment for Floral Items at Visitation Room, or Chapel</td>
</tr>
<tr>
<td>24.</td>
<td>Prepared/Assisted Cemetery Arrangements</td>
</tr>
<tr>
<td>25.</td>
<td>Arranged Flowers</td>
</tr>
<tr>
<td>26.</td>
<td>Arranged for Clergy/Fraternal Organization</td>
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<tr>
<td>27.</td>
<td>Supervised Pallbearers or Instructed Pallbearers</td>
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<tr>
<td>28.</td>
<td>Arranged/Supervised Cortege</td>
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<tr>
<td>29.</td>
<td>Drove a Vehicle That Was Used As Part of the Funeral Service</td>
</tr>
<tr>
<td>30.</td>
<td>Transfer Cremains into Display Urn(s) or Alternative Container</td>
</tr>
<tr>
<td>31.</td>
<td>Set-up Facility for Service</td>
</tr>
<tr>
<td>32.</td>
<td>Communicate Price Information</td>
</tr>
<tr>
<td>33.</td>
<td>Confferred with Clergy For Service Details</td>
</tr>
<tr>
<td>34.</td>
<td>Presented Funeral Merchandise</td>
</tr>
<tr>
<td>35.</td>
<td>Open / Closed Casket at End of Service</td>
</tr>
<tr>
<td>36.</td>
<td>Arranged Shipment/Transfer to Crematory/Anatomical Donation</td>
</tr>
<tr>
<td>37.</td>
<td>Assisted at Graveside Service/Alternative Disposition</td>
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<td>38.</td>
<td>Assisted at Funeral/Memorial Service/Viewing</td>
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<tr>
<td>39.</td>
<td>Cosmetizing Remains</td>
</tr>
<tr>
<td>40.</td>
<td>Other (Please List Task):</td>
</tr>
</tbody>
</table>

### V. Work Performed By Student:

**Date(s) When Duties were Performed:**  
________________________________________________________

**Activities Performed: (Please List the Numbers):**  
________________________________________________________

The student must perform six (6) functions (burial or cremation) to receive credit for a case. Items 1-15 are mandatory tasks to be performed at least once throughout the course of the Practicum experience.

In order to receive credit for all funeral/memorial service experiences students must include a copy of the service folder, obituary, prayer card or other service artifact with each case report.
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 24 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 24 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>
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</table>

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
University of Central Oklahoma  
Department of Funeral Service Education  

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  
Department of Funeral Service  

University Copy
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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
Department of Funeral Service

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 Liberty Insurance Underwriters, Inc. 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: 
Title: 
Date: 

By: 
Name: 
Title: 

Funeral Establishment: Address: 

University 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.

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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.
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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.

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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.

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

**University of Central Oklahoma**

By: ______________________________

Name: __________________________

Title: __________________________

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>
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</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>
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<tr>
<td>OSHA manual</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Method used to obtain embalming authorization</td>
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<td></td>
<td>Written</td>
</tr>
<tr>
<td>Orientation/training of preceptors</td>
<td></td>
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**Preparation Room Items:**

<table>
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<tbody>
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<td></td>
</tr>
<tr>
<td>No food or beverage in prep room</td>
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<tr>
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<td>Table is clean when not in use</td>
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<tr>
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UCO Funeral Services Faculty:________________________________________
Signature:_____________________________________________
University of Central Oklahoma  
Department of Funeral Service  
Off Campus Clinical Site Visit

Date: _________________

Funeral Home:___________________________________________________________

Address:___________________________________________________________

City: __________________________   State:_____  Zip:  ________

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UCO Funeral Services Faculty:________________________________________

Signature:_________________________________________________________
The UCO Department of Funeral Service 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)
University of Central Oklahoma
Department of Funeral Service Education

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. _____ Self directs when needed
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 __________