

ALAMO COLLEGES DISTRICT

San Antonio College

Mortuary Science Program Preceptor's Training Manual



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SAC Mortuary Science Program Preceptor's Training Manual

The San Antonio College Mortuary Science Program expresses its utmost gratitude for your invaluable contribution to the funeral service educational process. We acknowledge and appreciate the time and effort you dedicate to supporting our students' education. Your active participation in the classroom, practical training, and other educational activities is instrumental in the success of our students.

We recognize that your expert insights, guidance, and assistance are crucial in providing our students with a comprehensive understanding of the funeral service industry and its practices. Your contributions are also significant in promoting professionalism in the industry, which is essential for providing high-quality funeral services to families during their time of bereavement.

We want to express our deep gratitude for your unwavering support and commitment to our students' education, as well as your efforts to ensure that we comply with the standards of the American Board of Funeral Service Education (ABFSE). We truly appreciate your involvement in our program and your contributions to the funeral service industry. We look forward to your continued participation and partnership.

San Antonio College Mission, Vision, and Values

Mission

To empower our community for success by meeting the post-secondary learning needs of all San Antonio College Students through equitable educational practices for diverse populations in a globally networked society. To help students achieve their full potential by preparing them to graduate, transfer, or enter the workforce with effective critical thinking skills, communication proficiency, leadership ability, personal and civic responsibility, empirical and quantitative understanding, performance proficiency, and the ability to work effectively in teams.

Vision

San Antonio College will be the best in the nation in Student Success and Performance Excellence.

Values

SAC is committed to building individual and collective character through the following set of values in order to fulfill its vision and mission.



Accreditation Statement

The Mortuary Science Associate of Applied Science (AAS) degree program at San Antonio College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org

Purpose

This manual has been created by the San Antonio College Mortuary Science Program, and it is intended to provide specific sites, such as funeral homes, cemeteries, and crematories, with a comprehensive resource on the best practices in the mortuary science field. To access this manual, the sites must have a current Memorandum of Agreement with the Program.

The San Antonio College Mortuary Science Program, its students, and the selected sites are responsible for complying with the laws and regulations established by the Alamo Colleges, the Texas Funeral Service Commission, and the American Board of Funeral Service Education (ABFSE). The Program conducts independent inspections to ensure that all selected sites are licensed establishments and comply with the regulations set forth by the governing bodies.

The manual covers various topics, including the legal requirements and ethical standards the selected sites must meet. It also provides information on the proper handling of human remains, the safety procedures that should be followed, and the necessary documentation that must be completed.

The San Antonio College Mortuary Science Program will periodically review and update the manual to ensure that it remains current and relevant. Any revisions, amendments, or updates to the manual will be presented to the funeral homes, cemeteries, and crematories with an existing Memorandum of Agreement with the Program.

The Preceptors' Training Manual is a crucial resource for selected sites, serving as a reference to ensure Mortuary Science students perform the required tasks to succeed in the Program.

Requirement for Preceptor Training

Any licensee who engages with a student in an American Board of Funeral Service Education (ABFSE) accredited program must receive training on the school's requirements regarding the knowledge base, competency, and evaluation of student procedures and criteria. According to Standard 6.2 of the ABFSE Accreditation Standards, the training must include an on- or off-campus workshop or a manual relating to the training and evaluation methods.

Additionally, San Antonio College's Mortuary Science Program offers practical guidelines for clinical rotation sites and preceptors to work efficiently with students, ensuring that students receive the best possible educational experience.

The manual will cover all the expectations from students during their educational journey at San Antonio College, including a course-by-course format. It will also outline the course requirements for students nearing completion of the program, who are in the final Practicum course, and gaining practical experiences in a licensed funeral home.

We appreciate your participation in the Mortuary Science education process.

Relationship of Practicum to the Overall Curriculum

The practicum aspect of the funeral service program is significant as it plays a vital role in molding students into competent funeral directors and embalmers. It is a hands-on training experience that provides students with practical skills and knowledge to effectively work in a funeral home. The practicum component is designed to help students apply the theoretical knowledge they acquire in lectures to real-life situations in funeral homes.

The manual outlines various practicum tasks strategically designed to help students understand key concepts that will be tested on the National Board Examination. Additionally, these tasks provide students with a comprehensive understanding of funeral home operations, including the various roles and responsibilities of the professionals involved.

By participating in practicum, students gain a deeper understanding of the funeral service industry, the crucial ethical considerations, and the skills required to succeed. This experience helps students to identify their strengths and weaknesses and further develop their skill set to become more confident and competent in their work as funeral directors and embalmers.

Clinical Tracking

Students must maintain a detailed record of their clinical and practicum activities to comply with the Mortuary Science Program and the ABFSE accreditation standards. Providing evidence of their hands-on participation in each case is essential, and students must submit copies of relevant documents such as the embalming signed consent, embalming report, memorial folder, or any other necessary document.

The Clinical Coordinator is responsible for managing and monitoring all these documents to ensure compliance. Students must keep accurate records and submit them promptly to stay up-to-date with the course activities.



ALAMO COLLEGES DISTRICT

San Antonio College

Emergency Contacts

ALAMO COLLEGES DISTRICT EMERGENCY NUMBERS AND WEBSITES	
DPS Emergency #:	(210) 222-0911
ACD DPS Non-Emergencies (General) Phone #:	(210) 485-0099
DPS Weather Phone [For information on college closures.]	(210) 485-0189
Alamo Colleges Information	(210) 486-2000
San Antonio College Web site	www.alamo.edu/sac
San Antonio College Mortuary Science Program Mortuary Science Program website Mortuary Science Program telephone number Dr. José Luis Moreno, Program Coordinator Nursing & Allied Health Complex (NAHC) 134M Office E-mail	www.alamo.edu/sac/mortuary (210) 486-1131 (210) 486-1110 jmoreno144@alamo.edu

Definitions

The following is a set of definitions related to the Mortuary Science Program at San Antonio College:

1. **Practicum:**

This course is designed to give students hands-on experience in the funeral service industry. Students in the Mortuary Science Program at San Antonio College are placed in a licensed facility that has an affiliation agreement with the program.

2. **Practicum Site:**

This is a licensed funeral home that has an affiliation agreement with San Antonio College.

3. **Program:**

The Mortuary Science Program at San Antonio College is accredited by the American Board of Funeral Service Education.

4. **Student:**

This refers to a student enrolled in the Mortuary Science Program at San Antonio College. Students can participate in clinical activities during their first semester while internship students are preparing to graduate.

5. **Supervisor/Preceptor:**

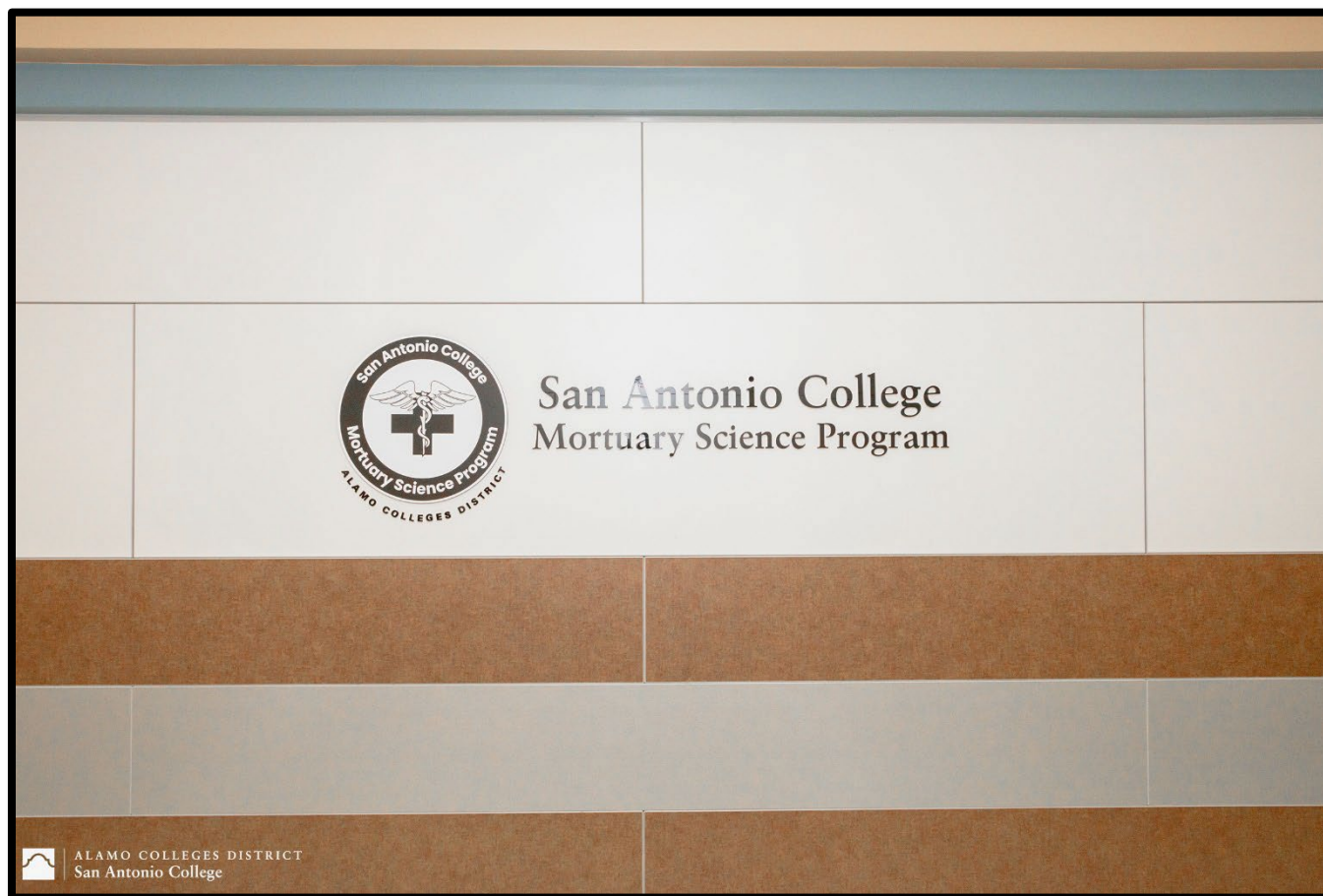
This is a licensed funeral director, embalmer, or both, who is designated on the Practicum Site Inspection form and is responsible for working with and supervising students during the Practicum.

Practicum Schedule

As part of the funeral service program, the Clinical Coordinator will inform each funeral home weekly of the students scheduled to participate in the upcoming week, including the hours they will be working. Every student must complete a minimum number of clinical tasks for each semester. It is the students' responsibility to ensure that they have fulfilled all of their clinical task requirements by the end of the program. To be eligible to take the National Board Exam (NBE), students must complete the clinical tasks, and it is essential to assist them in completing these tasks. In order to meet clinical requirements, students may need to make additional arrangements for embalming, funeral arrangements, funeral services, and other necessary tasks.

The Practicum Coordinator is responsible for assigning students to clinical funeral home sites based on a variety of factors, including availability and location. If a student is employed at an approved clinical site, the clinical tasks they perform there may count towards their clinical task requirements. It is mandatory for students to have a valid driver's license and a dependable means of transportation. However, they are not authorized to drive funeral home vehicles.

If a student requires more opportunities to complete clinical tasks at a site, they should immediately report it to the Practicum Coordinator. Students should also be prepared to report to clinical sites outside of the Practicum's designated day and time to complete clinical tasks if required.



Requirements for Practicum Site

It is important to remember and take note of the following information, as it may be relevant and useful in the future.

1. The funeral establishment is licensed by the state where it is located.
2. An Affiliation Agreement has been executed with San Antonio College.
3. The coordinator or faculty representative from the Mortuary Science Program has conducted an inspection.
4. Practicum Training has been completed, which is provided through a virtual or in-person meeting with the Program Director and an online training video.

Requirements for Supervisors/Preceptors

1. Licensed by the state in which the funeral establishment is located
2. Complete Preceptor Training

Student Clinical Requirements

In accordance with the ABFSE Accreditation Standards, the students must accomplish the following minimum clinical tasks before their graduation:

- Active participation in a minimum of ten (10) embalming cases, out of which one must be a competency case observed and evaluated by a San Antonio College Mortuary Science faculty member.
- Five (5) Arrangement Conferences. The students must either observe or assist in the arrangement conferences or participate in simulated arrangement conferences. During the arrangement conferences, the students must prepare each of the following forms at least once:
 - Death Certificate
 - Burial Transit Permit
 - SSA-721
 - Death notice
 - Obituary
 - FTC-Compliant Statement of Funeral Goods and Services Selected
 - Flag application, veterans' burial benefit form, and marker application

- Five (5) Funeral Services or funeral-related services or ceremonies. The students must observe or assist in the service. This requirement cannot be met through simulation. Three of the services must be from the following list:

- Liturgical
- Non-Liturgical
- Secular
- Chapel
- Graveside
- Military
- Fraternal
- Memorial (without deceased present)
- Direct Cremation
- Other (must describe)

- Students must use various learning methods to enhance their practical knowledge and skills, such as observing, assisting in real-life cases, or engaging in active simulations. By observing actual cases, students can obtain a deeper understanding of the situation and learn from the experiences of others. Assisting in real-life cases allows them to apply their knowledge to practical scenarios and learn from their own errors. Through active simulation, students can practice and simulate different situations, develop new skills, and prepare themselves for future career prospects. By utilizing these diverse learning methods, students can attain a comprehensive education and increase their chances of succeeding in their chosen field.

Students must utilize the following forms:

- First call sheet
- Arrangement worksheet
- FTC-compliant General Price List
- FTC-compliant Casket Price List
- FTC-compliant Outer Burial Container Price List
- Embalming Authorization form
- Cremation Authorization form

The program comprises comprehensive training on funeral service practices, including a detailed study of taking and handling the first calls and transfers of the deceased.

- There are five (5) instances of first calls throughout the program, where students are encouraged to participate actively to gain hands-on experience in the process or through simulation. The first calls allow the students to practice communication skills, empathize with grieving families, and understand the importance of compassion and professionalism in dealing with the deceased and their families.
- In addition, there is one (1) transfer of the deceased, where students are required to take an active role in transferring the deceased from the place of death to the funeral home or demonstrate the transfer process. The transfer process includes:
 - The proper handling of the deceased.
 - The use of appropriate equipment and techniques.
 - The safety considerations involved in the process.

The program aims to provide the students with the necessary knowledge, skills, and practical experience to become competent and compassionate funeral service professionals.



Semester Requirements

The following detailed information should be noted regarding the clinical activities that must be performed during each rotation.

To complete each course successfully, a minimum number of tasks must be accomplished that are specific to each semester. The details of these tasks are provided at the beginning of each semester. It is important to note that tasks completed beyond the minimum requirement for a semester will not be carried over to the next semester.

If a student fails to complete the required tasks for a semester, a failing grade will be entered on their transcript. They will be required to repeat the course to move forward with their degree program. In addition, they need to complete clinical and internship courses to advance to the next semester of their degree plan.

It is recommended that students plan their coursework and schedule accordingly to ensure that they can complete all required tasks for each course that requires hands-on activities. The clinical coordinator should be informed if additional clarification is needed.

Semester I

- **MRTS 1330 – Funeral Service Internship Orientation**
 - First call (notification or removal)
 - Graveside or funeral service
 - Chapel/Parlor equipment set-up
 - Clerical functions
 - Dressing, cosmetizing, casketing
 - Embalming procedures
 - Students are forbidden by Program Policy to assist unless written authorization exist prior to the beginning of the embalming process.

Semester IV

- **MRTS 1286 – Internship Funeral Service and Mortuary Science**
 - Take the initial notification of death
 - Familiarize with the arrangement worksheet
 - Review FTC Compliance – GPL, CPL, OBC
 - Observe or assist in the arrangement conference
 - Assist in the arrangement office with an authorizing agent
 - First call removal of remains
 - Assist in placing the casket or urn in the chapel
 - Participating in the arrangement of flower pieces
 - Obtain embalming authorization form
 - Dressing, casketing, cosmetizing of remains
 - Assist at funeral, memorial, viewing services
 - Assist at graveside service

- **MRTS 2445 – Technical Procedures I (Embalming)**
 - Participate in ten embalming cases
 - Posing features
 - Mixing embalming solution
 - Injecting embalming solution
 - Making incisions
 - Raising vessels
 - Suturing incisions
 - Cavity treatment
 - Aspirating cavity/Re-aspirating
 - Completion of embalming case report

Semester V

- **MRTS 2447 – Technical Procedures II (Restorative Art)**
 - Assist and observe in the application of appropriate cosmetics
 - Assist and observe in grooming the hair and nails of the deceased
 - Assist and observe in performing tissue reduction, if appropriate

- Assist and observe in performing wax work, if appropriate
- Assist and observe in performing restorative work with various materials for complex cases involving trauma or disease
- Assist and observe in injecting tissue filler, if appropriate

Student and Preceptor Responsibilities

Student Responsibilities:

Students participating in a funeral home clinical rotation must adhere to the following guidelines:

- The student is required to work under the direct supervision of a licensed funeral director and cannot perform any professional activities by themselves.
- The student should arrive punctually and appropriately dressed at the funeral home.
- The student must possess a valid driver's license and reliable transportation.
- To complete the assigned activities, the student should work enough hours at the funeral home.
- The student should participate in services, such as assisting during visitation and services and setting up.
- During arrangement conferences, the student should take notes on the required information, complete forms following the arrangements, and observe and assist a funeral director.
- To understand the procedures used to transfer remains to the funeral home, the student should assist a funeral director in making transfers.
- The student must complete all the necessary forms for the practicum experience, including entering clinical task information into the current tracking system.
- The students should familiarize themselves with the funeral home's products and services.
- The student must have all necessary PPE when arriving at the Practicum site for embalming and preparation procedures.

Preceptor Responsibilities:

As a preceptor, it is important to keep the following in mind:

- Be a mentor to the student and collaborate with them to plan enough experiences to develop their professional skills, including embalming and preparation procedures, and assisting with arrangement conferences and services.
- Treat the student with respect and avoid assigning them tasks that do not allow them to observe an arrangement conference or assist with a funeral.
- Educate the student about the funeral home's products, services, and pricing.
- Confirm that the student has completed the tasks by signing the provided forms for each activity.
- Review and sign all reports completed by the student.

General Guidelines for Practicum Sites & Supervisors

Direct Supervision

When a student performs tasks that a licensee typically does, the preceptor must always be physically present. This approach is known as direct supervision. The supervisor should be present during transfers, arrangement conferences, funerals, or when the student is in the preparation room. This policy ensures that the student is adhering to the guidelines and protocols set by the program.

Time/Task Management for the Student

Students are informed of the clinical requirements they must satisfy throughout the program. While some students may be interested in some activities over others, they must complete all the specified requirements to graduate. In addition to the days and times set for the clinical rotations, students and preceptors are encouraged to arrange additional times for the student to be present at the clinical site to fulfill clinical requirements. This strategy will help the student gain more experience and exposure to the field, making them more confident and equipped for their future career.

Student Release

The Practicum site and preceptor should keep the student actively engaged throughout the scheduled time. If it is a slow day, the student can participate in simulated funeral arrangements, complete a death certificate, or review and explain the price lists and Statement of Funeral Goods and Services Selected. This strategy ensures that students continuously learn and develop their skills, even on slow days. The more experience they gain, the better they will be able to handle any situation that may come up in the future.

Observation vs. Active Participation:

The preceptor should encourage the student's active involvement in professional tasks as much as possible. The process of task execution under supervision involves the following steps:

- Observing the preceptor execute the task
- Explaining how they will execute the task
- Executing the task under the preceptor's guidance
- Receiving feedback

Before carrying out the task, the preceptor should:

- Provide a clear explanation of what they will be doing
- Explain why the task is being performed

A proper demonstration and explanation must take place before the student is asked to perform the task. Active participation is required for embalming cases. No credit is given for the observation of embalming cases. This approach helps the students gain practical experience and apply what they have learned in the classroom to real-world situations.

Preparation Room Activities

As part of the program, students are required to complete ten clinical embalming cases while participating in dressing, casketing, and cosmetizing remains and preparing unembalmed remains for identification. The funeral home has a professional responsibility to obtain embalming authorization from the authorized individuals under Texas Occupations Code §651.407 Use of Body By School of Mortuary Science and the Texas Administrative Code, Rule §203.33 Required Documentation for Embalming. Those authorizing the embalming process must be fully informed that a student will be actively involved to ensure a safe and

ethical learning environment for the student and that all parties involved are aware of the student's involvement. The preceptor must supervise all preparation room activities, and the student must never be left alone in the preparation room.

Guidelines for Student Embalming

The role of a preceptor in embalming instruction is crucial. They can significantly impact a student's learning experience in this area, either positively or negatively. Suppose a student is only allowed to observe without performing embalming activities or to bathe the remains. In that case, they will only learn minimal skills and graduate with a complete command of the necessary embalming skills.

However, a preceptor allows students to perform embalming activities while observing and instructing them. In that case, the students will learn through the experience and become good embalmers. Below are some ways in which a preceptor can help students gain the necessary skills:

- Allowing the student to set the features is important, as this is a critical aspect of embalming. While sometimes the situation requires your involvement, let the student attempt this task.
- The student should be allowed to set out the fluids near the embalming machine and explain how many ounces of each fluid need to be mixed into the solution and why those particular chemicals were chosen. Before allowing the student to introduce the fluids into the embalming machine, analyze their decision-making process and approve their choices.
- Allowing the student to make the incision and raise the vessels is crucial to the learning process. If they encounter any difficulties, one technique you can use is to raise the vessels yourself, then replace them into the incision without ligature and ask the student to raise them. This technique allows them to learn by doing.
- The student can be allowed to perform the aspiration, but it is important to double-check before allowing them to inject cavity fluid.
- The student should be given the opportunity to perform both the initial and terminal disinfection functions.
- Finally, it is crucial that you read and sign off on each embalming report to ensure that all necessary steps were completed correctly.

Guidelines for Arrangement Conferences

It is essential to handle student involvement in an arrangement conference with care. The following guidelines are recommended to ensure a seamless process:

- Prior to the first arrangement, it is advisable to discuss with the student the order in which the arrangement conference will be conducted. This will enable the student to follow along and

know what to expect. It is also important to review with the student the forms that will be used for the arrangement. It is also recommended to give the student the same forms and allow them to fill out their own forms during the conference.

- It is recommended to allow the student to be present during the arrangement and introduce them to the family. If it is the student's first arrangement conference, they may merely observe the arrangement. It is also suggested that the students be encouraged to write down any questions they may have during the conference and assure them that you will address them once the meeting has concluded.
- Once the student has observed an arrangement, you may include them in the conference by assigning specific tasks, such as collecting death certificate information, assisting in writing a death notice or obituary, or presenting merchandise options. You may also request the student to present the General Price List, Casket Price List, and Outer Burial Container Price List.
- As the student gains experience, assigning higher-level tasks, such as discussing service options with the family, completing forms, and explaining merchandise, is recommended.
- Finally, once the arrangements are complete, it is advisable to have the student actively participate in post-arrangement follow-ups, such as ordering merchandise, coordinating with clergy, cemeteries, or crematories, and publishing death notices or obituaries.

Guidelines for Funeral Services

Planning a funeral service can be stressful and overwhelming, especially for students new to attending funerals. To ensure that they can participate in the service and feel comfortable, it is essential to prepare them beforehand.

- The first step in preparing the students is chronologically taking them through the service. You should explain each step of the service, including any religious or cultural traditions that will be included. This approach will help the student understand what to expect and ease any anxiety.
- It is also helpful to show the students where the service will take place. You can highlight important areas, such as the chapel or gravesite, and explain their significance. This strategy will help the students familiarize themselves with the location and feel more comfortable during the service.
- During the service, the student should be given opportunities to participate. If they are new to

services, you can start with small tasks such as greeting attendees, helping with music, and assisting with the funeral procession. You should introduce them to the family and explain their role in the service.

- As the student gains more experience, they can take on more responsibilities. For example, they can make announcements, assist with the casket or urn, and provide instructions to participants. These tasks will help the student feel more involved in the service and provide valuable learning opportunities.
- After the service, giving the student constructive feedback is important. You should explain why certain actions or approaches were taken and provide suggestions for future services. This feedback will help students improve and feel more confident in their roles.

Student Embalming Competency Certification Process

Completing clinical courses requires students to meet specific accreditation requirements and demonstrate a minimum level of competence in embalming. To meet these requirements, the student must be certified in general embalming techniques, which include mixing solution, setting features, raising vessels at primary and secondary injection sites, arterial solution injection, suturing incisions, aspiration and cavity treatment, and primary, concurrent, and terminal disinfection.

To receive certification, the student must embalm a case under the direct supervision of a faculty member at a funeral home clinical site. During this process, the student must perform the embalming process from start to finish without any assistance from the instructor. The student needs to complete this process, as failing will result in a failing grade for the course.

The preceptor plays a vital role in ensuring the student is fully prepared for the certification process. The preceptor must help the student to perform as many functions as possible during earlier embalming cases. This approach will directly impact the student's ability to complete the certification process successfully. The preceptor can help the student develop the necessary skills and knowledge to succeed in the embalming certification process.

Practicum Tasks

The clinical rotation experience involves a range of tasks that the student needs to complete, and these tasks are grouped into different subject areas for ease of understanding. The purpose of this grouping is to assist preceptors in guiding the students on the activities they should engage in during Practicum. While it is understood that the student may only be able to complete some of the tasks listed during the semester, they should make a good-faith effort to complete as many of them as possible. It is important to note that this list is not exhaustive and contains principal clinical tasks and tasks that are incidental to the principal ones. By completing these tasks, the student will better understand the clinical rotation experience and be better prepared to excel in future endeavors within the mortuary science field.

Funeral Directing & Merchandising

To ensure a Mortuary Science student's clinical rotation experience under your supervision is successful, providing them with a thorough list of tasks to complete is essential. Some of the critical tasks include, but are not limited to:

- Demonstrate proper telephone and email etiquette.
- Observe and assist in taking an initial notification of death.
- Assist in gathering vital information to complete necessary documents for disposition.
- Help in completing the Statement of Funeral Goods and Services Selected.
- Assist in planning and coordinating service details.
- Observe the presentation and explanation of the General Price List, Casket Price List, and Outer Burial Container Price List to the consumer.
- Observe and assist in the arrangement conference.
- Observe and assist in gathering and documenting information for the care of the deceased for disposition and presentation (i.e., hair, makeup, clothing, jewelry, etc.).
- Assist in completing and filing the death certificate for registration.
- Assist in at least five (5) funeral services.
- Observe and assist in receiving the family for the first viewing.
- Observe the discussion regarding payment details.
- Observe and assist in making telephone calls to arrange for a casket, cemetery, vault, clergy, etc.
- Assist in transferring the deceased from the place of death, including the operation of a cot/stretchers.

- Assist in arranging the casket or urn setting for the visitation or service.
- Observe discussion regarding government benefits available to the family (VA, SSA, etc.).
- Observe and assist in dismissing the service.
- Assist in arranging flowers.
- Observe and assist in documenting personal effects of the deceased.
- Observe and assist in composing and submitting a death notice.
- Assist in arranging memorialization items for visitation/service.
- Observe and assist in reviewing a pre-need file in arranging for at-need services.
- Assist in completing the Burial Transit Permit.
- Assist in greeting and directing guests for visitation and services.
- Observe and assist in presenting merchandise options.
- Assist in completing and filing Social Security forms (Statement of Death by Funeral Director).
- Assist in completing and filing VA forms (application for marker, application for flag).
- Observe and assist in arranging and conducting a funeral procession.
- Observe and assist in conducting a graveside/committal service.
- It is also vital to provide the student ample opportunities to observe and participate in real-world scenarios and provide constructive feedback to help them improve their skills throughout the rotation.

Preparation Room Activities

Embalming

- Verify sign consent has been obtained to perform embalming or restorative art procedures.
- Ensure Universal Precautions are followed as per the Bloodborne Pathogen Standard and OSHA requirements.
- Select and apply suitable personal protective equipment (PPE) as needed.
- Assist in verifying the identity of the deceased before beginning preparations.
- Observe and assist in selecting the appropriate chemicals and applications for the procedure.
- Observe/Assist in selecting the appropriate instruments
- Observe/assist in performing a pre-embalming analysis
- Observe/Assist in setting features
- Observe/assist in applying topical disinfectant

- Observe/Assist in raising vessels for drainage
- Observe/assist in performing arterial injection
- Observe/assist in shaving the deceased, if appropriate
- Observe/assist in bathing the deceased
- Observe/assist in aspirating the deceased
- Observe/assist in adjusting the pressure and rate of flow of the embalming machine
- Observe/assist in treating bruises/lacerations/other trauma present
- Observe/assist in treating special cases, such as autopsies, infants, and donors
- Observe/assist in completion of the embalming report

Restorative Art/Cosmetics

- Observe/assist in grooming the hair and nails of the deceased
- Observe/assist in injecting tissue filler, if appropriate
- Observe/assist in performing tissue reduction, if appropriate
- Observe/assist in performing wax work, if appropriate
- Observe/assist in performing restorative work with various materials for complex cases involving trauma or disease
- Observe/assist in applying appropriate cosmetics

Dressing/Casketing

- Verify the correct casket/container for the deceased
- Observe/assist in performing an analysis of the condition of the deceased prior to dressing
- Observe/Assist in applying chemicals or compounds as necessary (hardening compound, tissue sealer, glue, incision sealer)
- Observe/assist in utilizing plastic garments, if necessary
- Observe/assist in re-aspiration if necessary
- Observe/assist in dressing the deceased
- Observe/assist in altering clothing to fit the deceased, if appropriate
- Observe/assist in proper placement of the deceased in the selected casket/container
- Observe/assist in proper placement of jewelry/personal effects
- Observe /assist in the proper use of a mortuary lift

Cemetery & Crematory Services & Operations

Prepare Remains for Identification prior to cremation, including washing, shaving, setting features, placement and positioning of deceased in appropriate container

- Review the Cremation Authorization form, explain the different sections of the form, and ensure the authorization is signed by the proper person(s).
- Review the Cremation Permit, noting the required signatures by the Medical Examiner, Licensee, or Registrar.
- Observe or assist in the removal of a pacemaker.
- Observe or assist in conducting a family identification of the deceased before cremation.
- Perform a final identification check of the deceased before transportation to the crematory.
- Accompany the deceased to the crematory.
- Observe the cremation and processing of the cremated remains.
- Observe or assist in transferring cremated remains from a temporary container to an urn.
- Observe or assist in the disposition or release of cremated remains.
- Observe or assist in directing attendees to the graveside or chapel.
- Observe or assist in remaining at the cemetery until burial or entombment is complete.
- Observe or assist in locating the grave.
- Observe the proper placement of the vault in the grave.
- Observe or assist in verifying the correct vault is used for the burial.

Program Learning Objectives

Program Learning Outcomes

The mission of an ABFSE-accredited program must be to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this mission, a program must adopt at least the following Learning Outcomes:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Title IX

The Alamo Colleges District is committed to providing a supportive learning environment and to fostering, safe, healthy relationships among our students.

In this effort, the Alamo Colleges District has initiated AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking.

It is our sincere hope that AlamoCARES will empower you to make well-informed decisions about life issues that affect your college years and beyond.

Within the AlamoCARES site, you will find information on rights granted by Title IX and resources to help educate and assist you when dealing with harassment and sexual violence. Events, training, and opportunities for bringing awareness to difficult issues and creating discussion opportunities with students are available on a regular basis.

Any student or employee who believes he or she has been a victim of sex discrimination, sexual harassment, or sexual violence is encouraged to contact the District Title IX Coordinator or the college Vice President for Student Success.

Complaint Form

The Alamo Colleges do not discriminate on the basis of race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability with respect to access, employment programs, or services.

Inquiries or complaints concerning these matters should be brought to the attention of:

Linda Boyer-Owens,

Title IX/VII/ADA/504 Coordinator

2222 N. Alamo St.

San Antonio, Texas 78215

210-485-0200

Filing an External Complaint

The United States Department of Education's Office for Civil Rights enforces Title IX. Any student, employee, or visitors to campus may direct a complaint directly to that office.

Office of Civil Rights

US Department of Health and Human Services

1301 Young St. Ste 1169

Dallas, TX 75202

Voice phone (800) 368-1019

*All reports made to the Office of Civil Rights must be filed within 180 days of the alleged incident.

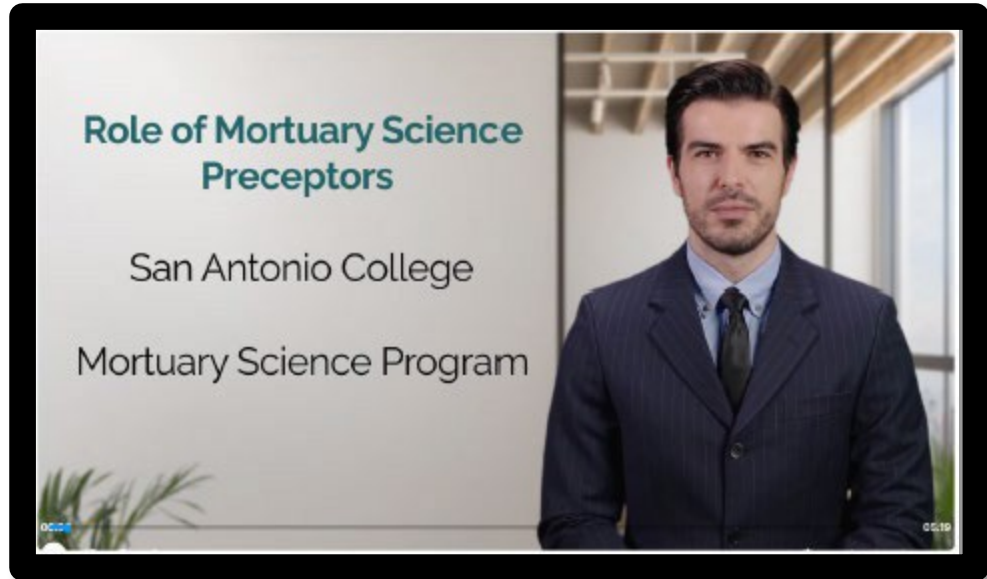


ALAMO COLLEGES DISTRICT

San Antonio College

Mortuary Science Program - Preceptors' Training Videos

1. [Role of Mortuary Science Preceptors](#)



2. [Preceptors' Training – Embalming Tasks](#)



3. [Preceptors' Training – Funeral Directing Tasks](#)



Common Assignment Errors

It is essential to be mindful of common assessment errors that may occur while completing clinical and internship documentation. Here are some of the most common errors to be aware of:

- Omitting the student's name: Always include the student's name on any documentation submitted for clinical and internship rotations.
- Incorrect or missing training date: Double-check the training date and ensure that it is accurately documented.
- Omitting or indicating an incorrect clinical site name: Verify the correct clinical site name before signing as a preceptor in the documentation.
- Providing incorrect or missing times: Indicate the correct times for all activities and ensure that they are accurately represented in the student's documentation.
- Late arrival or non-compliance with the dress code: Arrive on time and comply with the dress code, which can impact the student's assessment. If the student is not dressed appropriately, please send them back to report to the clinical coordinator.
- Failing to provide the preceptor's signature: Sign all relevant documentation as a preceptor. The student will only receive credit if the training documents contain the preceptor's signature.
- Failing to indicate any hands-on activities: Document any hands-on activities in which students participated during the clinical or internship activities.
- Omitting the student's signature: Always sign as a preceptor after the student has signed all relevant documentation.
- Missing the preceptor's signature: Sign off on all relevant documentation as a preceptor.
- Not including a title: Include a title for any documentation you sign as a preceptor.
- Failing to state the time of arrival and departure: Indicate the time of arrival and departure from the clinical site. This approach is how students get credits for their time at the funeral home.

By being mindful of these common errors, you can ensure that your documentation is complete and accurate, which can ultimately impact your assessment and overall performance.

Reporting Problems



ALAMO COLLEGES DISTRICT

San Antonio College

Problems may be reported to the Mortuary Science Program.

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Dr. José Luis Moreno, Program Coordinator

Nursing & Allied Health Complex (NAHC) 134M
(210) 486-1140
jmoreno144@alamo.edu

Mortuary Science Program

San Antonio College Nursing & Allied Health Complex (NAHC) 134
San Antonio, TX 78212
(210) 486-1131