

**THE CINCINNATI COLLEGE
OF
MORTUARY SCIENCE**

*Remote Clinical Mortuary Practice
SCI317, SCI327, SCI337
Preceptor-Student Handbook*



Clinical Mortuary Practice SCI317, SCI327, SCI337

COURSE DESCRIPTION

The Remote Clinical Mortuary Practice allows remote study students to complete the required clinical lab requirements for graduation in an off-campus funeral home instructional site. Students enrolled in CMP may participate in: transfers, embalming, cosmetics, dressing and casketing, and other preparations of human remains for final disposition.

The student, the funeral home, and the College enter a tri-party relationship in which each must accept responsibility for the student's learning experience. The goal of this relationship is to provide students with an opportunity to participate in the actual practice of post-mortem preparation of human remains and to grow and develop skills being taught in Embalming Theory.

CMP SITE REQUIREMENTS

A student registers and pays for the appropriate CMP course (First Semester- SCI317; Second Semester- SCI327; Third Semester- SCI337). The student applies with the funeral home owner and preceptor to register the site and preceptor. Participating parties must meet the standards of CCMS outlined in this handbook. The registration of the preceptor and site are valid through all three CMP courses as long as they are completed within 3 years. Clinical Mortuary Practice should be a unique experience, not an extension of funeral home employment.

To qualify as a CMP location, the funeral home shall:

1. Conduct a minimum of 50 embalming cases annually.
2. Be a total funeral service operation not specializing in any one facet of funeral service.
3. Have sufficient financial and personnel resources so as not to become dependent upon the student, who is not an employee. The expectation is that the student will be considered an extra, not an essential, staff member.
4. Be able to schedule CMP hours which meet the individual needs of the student while enabling the objectives of the CMP to be met.
5. Be willing to involve the student in ALL steps of the clinical preparation process.

CMP SITE CREDENTIALING

If a funeral home meets the qualifications outlined above, the site must be credentialed by the CCMS Faculty CMP Coordinator(s). The credentialing process includes the following:

1. CMP Preceptor Orientation: A virtual orientation will be provided to the preceptor and completion will be verified with a signed affidavit. Prior to beginning the virtual orientation the preceptor shall make themselves familiar with this Preceptor-Student Handbook, the Funeral Home Owner Agreement Participation Requirements document (available in Appendix I), the Student Evaluation form (available in Appendix II), and the CMP Rubric for Evaluation (available in Appendix III).
2. Instructional Site Inspection is conducted in-person (local funeral homes) or virtually (remote funeral homes). A licensed faculty member/CMP coordinator schedules an inspection of the potential CMP site. The ABFSE Clinical Inspection Report form is completed by the coordinator, including confirmation of the facility license and preceptor license.
3. Preceptor Credentialing requires that the licensee serving as primary mentor of the student provide copies of professional licenses and a mortuary program transcript. The College registrar will provide transcripts for mentors who are graduates of CCMS.
4. Completion of Paperwork required to be submitted includes signed "Funeral Home Owner Agreement and Participation Requirements", "Clinical Preceptor's Application and Requirements, Copy of Funeral Home License", Copy of Preceptor's Embalming License, Copy of Preceptor's Transcripts from ABFSE accredited college, and OSHA Safety and Compliance Affidavit.

After an off-campus site and designated preceptor have been credentialed, the student is able to begin the CMP experience.

STATUS OF STUDENT

The student is placed in a funeral home to gain supervised practical experience and is not an employee of the funeral home. They are earning the course credit hours toward completion of the BMS degree. CCMS Liability and Malpractice insurance covers a student's activities in the funeral home.

It is the student's responsibility to become familiar with the dress requirements or preferences of the assigned funeral home. If the funeral home requires uniform clothing, the funeral home is responsible for providing the student with the required uniform.

Adequate personal protective equipment (PPE) must be made available to the student by the funeral home. This includes shoe covers, gowns, face shields, masks, hair covers, and gloves for

each preparation of human remains. Additional PPE outside of OSHA requirements (ex: personal respirator) shall be provided and maintained by the student if they desire.

SCHEDULE AND TIME INVOLVEMENT

The CMP program requires that the student be involved in adequate lab time to reinforce the practices being taught in Embalming Theory. To do this, the student is expected to be available for at least 3 hours per week between the hours of 8:00 am and 5:00 pm. It is recommended that hours are tentatively agreed upon in advance but parties remain flexible and ready to make adjustments based on case availability.

The primary consideration is that the student be available during periods of embalming and decedent preparation activity. This is necessary for the student to become involved in all activities required for completion of the course, and students are expected to be flexible in their scheduling for this reason. Students who want to gain additional experience by working extra hours and/or being available for night embalming and transfers are encouraged to do with the permission and support of the preceptor.

PRECEPTOR/STUDENT RELATIONSHIP

Students frequently identify the Preceptor/Student relationship as an essential component of their development as an embalmer and funeral service professional. Preceptors often report that they experience as much growth as the students during the CMP period. Many have preceptors commented that participating in the CMP program is a rich and fulfilling experience.

One of the important goals of the CMP course is to enable participating students to receive as many quality experiences as possible during their time. Skill development is an essential part of this process. The preceptor will assist the student in at least one of three ways: 1) to develop a new skill; 2) to practice and gain proficiency in a skill already learned; 3) to practice a skill in an alternate (non-academic) environment.

Not only is the preceptor expected to be a skilled embalmer and funeral service practitioner, but the preceptor should demonstrate the following qualities:

1. Is willing to commit sufficient time to the student on a one-to-one basis in order to ensure that the objectives of the course are met.
2. Exhibits exemplary ethical and professional standards.
3. As a professional licensee, is philosophically committed to advanced academic training.
4. Familiar with the curriculum of the college and supportive and understanding of the requirements it is designed to meet.
5. Willing to involve the student in the technical areas of embalming, transportation, restoration and cosmetics of human remains.
6. Offers support and encouragement to the students.

7. Gives timely, accurate feedback to the student.
8. Challenges the student to seek out new and growth-producing experiences.
9. Reviews and focuses on the CMP objectives throughout the term.

The preceptor is asked to complete a Student Evaluation form toward the end of the CMP period (Appendix II). It is provided in this handbook to familiarize the preceptor with the variety of student qualities and skills they will be asked to observe and assess. The faculty coordinator also e-mails a copy separately toward the end of CMP course to ensure it is completed and returned.

CHANGE IN CMP EXPERIENCE

The CMP Coordinator should be notified immediately if a change occurs. This could be due to an interruption of the CMP experience or a student's dismissal from the CMP course and/or College. If an interruption occurs due to a situation at the funeral home, the coordinator may relocate the student to another, previously certified CMP site. If the interruption is due to a student's situation, such as illness, all parties will coordinate a reasonable date for CMP to resume.

In the event that the student breaches any zero tolerance safety or confidentiality agreements or the owner and/or preceptor finds it necessary to dismiss the student from the clinical learning experience, it shall be communicated in writing to CCMS and circulated to all involved parties. Following dismissal from the preceptorship and learning experience, the student is responsible for finding a new clinical site to participate in the clinical learning experience.

If a student is dismissed, it will be handled on a case-by-case basis. A student may be placed at another, previously certified CMP site. Or the student may be required to re-take the CMP course in the future.

STUDENT WRITTEN ASSIGNMENTS

Embalming Case Reports: The student will complete 20 clinical case reports, 5 cosmetic case reports, and 5 transportation case reports. *(15 of the 20 clinical case reports must be embalming cases. A total of 5 can be sanitary care/setting features/ or other decedent preparation. The total 30 reports must be completed over the course of CMPI-III. It is suggested to complete 10 cases per section).* These forms provide an account of the student's participation in clinical activities. They also provide a way to evaluate the student's attention to detail and understanding of clinical experiences.

Journal Entries: The journal does not duplicate the case report forms but rather is a supplement to them. The student will submit four entries over the course of each CMP section. Each entry should be a description of some significant experience and the student's perception of that experience. Students may write about the development of a new skill or the opportunity to practice a skill previously learned in classwork. It is encouraged for students to

use this exercise to make connections between what is being taught in Embalming Theory and their practical experiences. Journal entries should focus on the students' feelings and perceptions related to an experience. What did you learn? What was interesting about this experience? How does this experience compare with prior learning? How might you have handled the situation differently? Student journals will remain confidential.

Time Log: Students are required to record hours on a time sheet provided by the faculty coordinator. This log is to be signed by the mentor at the conclusion of the CMP section. Students are required to complete at least 36 hours of logged time per CMP. It may be necessary to complete more time to meet the graduation case requirements.

Preceptor Evaluation: Students are required to complete a preceptor evaluation form provided by the faculty coordinator. Preceptor evaluations will remain confidential but may be used to help coach and evaluate the effectiveness of preceptors in an effort to maintain an appropriate and effective learning experience.

Final Embalming Evaluation: Students participating in the online CMP program are required to complete an in person evaluation and embalming after the completion of their 30 required cases in person at the Cincinnati College of Mortuary Science facility. This embalming will be evaluated by a CCMS instructor to confirm proficiency in the clinical skills required for graduation. This will be scheduled and coordinated with the CMP Coordinator.

GRADING AND EVALUATION:

At the completion of each section, a grade will be assigned by the faculty coordinator based upon the following criteria:

1. Written Assignments – 400 total points
 - a. Case Report Forms – 200 points
 - b. Journal (4 entries) – 50 points each
2. Student Evaluation – 50 points
3. Section Rubric for Evaluation – 100 total points
4. Completion of required hours – 100 points
5. Preceptor Evaluation – 50 points
6. Final Embalming Evaluation (SCI337 Only) – 300 total points

APPENDIX I

Funeral Home Owner Agreement and Participation Requirements

This document serves as a memorandum of understanding whereby the Owner, preceptor and all participants in the clinical learning experience for the student registered with the Cincinnati College of Mortuary Science. When signed, the owner and participants agree to the following requirements.

General Requirements

1. All participants to abide by the policies and standards distributed by CCMS
2. All participants to adhere to all embalming/funeral directing laws and regulations.
3. All participants agree that CCMS may evaluate the participation of all parties and determine if the desired instruction of the program is being adequately carried out. CCMS holds the authority to withdraw the agreement of participation in the clinical experience if the participants are found unwilling to carry out the program requirements as intended.

Requirements for the Funeral Home Owner:

1. Authorization by the owner of the funeral business or person with acting authority to enter such an arrangement with the student.
2. Authorization or appointment of an employee of the funeral home to act as the clinical preceptor with whom the student will learn.
3. Facilities that provide adequate learning space for students and are in good standing with state licensing requirements and workplace safety regulations.
4. Willingness to submit the required paperwork for the program.
5. Willingness to provide all required compliance training (ex. OSHA Standards).
6. Provide personal protective equipment (PPE) that includes shoe covers, gowns, face shields, masks, hair covers, and gloves for each preparation of human remains.

Requirements for the Preceptor

1. Licensed embalmer in state where clinical experience is being performed.
2. Willingness to submit required paperwork for the program
3. Considered by opinion of CCMS and the owner of the funeral home capable of instructing student and conducting themselves in a professional manner that warrants the respect of the student.
4. Willingness to receive feedback and strive to improve the instruction they are providing students based on evaluations provided to the CCMS staff by the students.
5. Understanding of the program's learning objectives and participation requirements as follows:

Student Learning Objectives and Requirements

Students will participate in the hands-on experience of clinical embalming and will actively complete all course requirements, including but not limited to:

- Effective use of personal protective equipment
- Pre-embalming disinfection
- Posing features
- Incising, suturing, and raising vessels
- Mixing chemical solutions
- Injection and topical application of embalming chemicals
- Embalming cases, reports, and reflection assignments
- Cleaning and maintenance of clinical environments and transport vehicles
- Completing embalming case reports and recording progress and participation

Students will participate in the care and embalming of deceased human remains and must follow safety protocol as instructed to ensure the safest possible practice of clinical operations for everyone involved. Students are required to maintain confidentiality in all aspects of their clinical learning. There is a zero tolerance for breach of confidentiality regarding decedents and cases, as will be further address in the student confidentiality agreement presented during CMP orientation.

Termination of Student from Clinical Experience

In the event that the student breaches any zero tolerance safety or confidentiality agreements or the owner and/or preceptor finds it necessary to dismiss the student from the clinical learning experience, it shall be communicated in writing to CCMS and circulated to all involved parties. Following dismissal from the preceptorship and learning experience, the student is responsible for finding a new clinical site to participate in the clinical learning experience.

I have read and understand the Requirements for Participation

Funeral Home: _____

Address: _____

Phone: _____ Email: _____

Location Owner's Name: _____

Location Owner's Signature: _____

APPENDIX II

Student Evaluation

This document is to be completed by the preceptor and turned in during final submission week.

Grading Scale				
1-----	2-----	3-----	4-----	5-----
Unsatisfactory	Sometimes Meets Requirements			Exceeds Expectations

					Grade
Professionalism: Student demonstrates appropriate behavior as established by the preceptor. Student responds well to feedback and coaching from preceptor.					
Comments:					
Work Ethic: Student works in an efficient manner and takes advantage of all time available to complete tasks. Student stays engaged in work and avoids distractions.					
Comments:					
Attendance: Student arrives on time. Student is prompt with communication to schedule lab time with preceptor.					
Comments:					
Appearance: Student shows up to lab wearing appropriate funeral home attire established by the preceptor. Student utilizes appropriate PPE and observes Blood Born Pathogen and Formaldehyde Standards.					
Comments:					
Confidentiality: Student adheres to confidentiality agreements established by the preceptor and follows CCMS's code of conduct regarding recording devices and private information.					
Comments:					
Cleanliness: Student maintains a clean workspace and thoroughly cleans up after themselves in the lab, including washing instruments, surfaces, sweeping and mopping.					
Comments:					
Ethics: Student follows ethical procedures when working with human remains. Student is honest and forthright with information to the preceptor.					
Comments:					
Language: Student speaks appropriately and avoids profanity. Student uses proper names for anatomy, instruments, and chemicals.					
Comments:					
Respect: Student practices reverence for the decedents. Student exercises appropriate behavior when interacting with preceptor, funeral home staff, and family members.					
Comments:					
Enthusiasm: Student embraces the opportunity to improve their skills. Student seeks out new experiences and asks appropriate questions to further learning and skill development.					
Comments:					
					Total out of 50
Preceptor's Signature					Date

APPENDIX III cont.

Skill and Criteria	10	7	5	3	1	Preceptor Initials	Date
Mouth Closure Techniques							
Closure and final forming of mouth for natural look. Must demonstrate 3 different techniques. Specify Type:							
1 of 3:							
2 of 3:							
3 of 3:							
Case Analysis and Fluid Selection							
Identifies different conditions and adaptations needed. Specify Case Type (i.e., normal, edema, emaciated, etc.):							
1 of 2:							
2 of 2:							
Embalming Machine Knowledge Operates and understands machine and all meters, gauges, and controls.							
Selection of Injection Site							
Includes anatomical/linear guide. Specify name of vessel. Reasoning and theory behind selection. Must demonstrate 3 separate sites:							
1 of 3:							
2 of 3:							
3 of 3:							
Raising Vessels							
Raises and ties vessels. Cleans and inserts cannulas or drainage instruments							
Carotid/Jugular							
Femoral Artery and Vein							

APPENDIX III cont.

Skill and Criteria		10	7	5	3	1	Preceptor Initials	Date
Transfer/Removals								
Use of equipment and following procedures								
Cosmetics								
Application for final viewing. Recognizes warm zones and shadow areas of face.								
Dressing and Casketing								
Includes use of plastic garments to protect clothing from moisture								
ID Viewing Preparation								
Preparation of unembalmed remains for a family to give positive identification of decedent								
Containerizing Remains								
Placing decedent in alternative container for purposes of shipping or cremation.								
Total Score:					100		Percentage:	