

Commonwealth Institute of
Funeral Service

Preceptor Training Manual
For
Off-Site Labs

Introductory Information

As a preceptor for Commonwealth Institute of Funeral Service (CIFS), you will be responsible for some of the curricular laboratory sessions required for graduation. These “hands-on” experiences are a part of the Embalming and Funeral Directing requirements.

Although this is an educational experience, students MAY receive compensation for working in your establishment. The school does NOT provide compensation for the student, the preceptor, or the firm. Since a relationship between you and the student already exists, you should have knowledge of their current skill level concerning the tasks required for these labs; adjust your instruction accordingly.

Beside the required tasks, each student should have the opportunity to actively participate in as many functions that the preceptor can manage. These labs provide experiences that are necessary for proficiency in the duties required for a career in funeral service. They also allow the theoretical knowledge learned in the classroom to be translated into practical skills. Additionally, high standards of ethical conduct should be emphasized.

While completing tasks toward the lab requirements, the student should be under your supervision. The school is not responsible for any accidents, injuries, or other negative actions. With regard to labs, the below conditions must be strictly followed:

- Only preceptors trained by CIFS faculty/staff will be allowed to sign documentation sheets and case reports.
- Preceptor licensure and credentials must be confirmed.
- All locations where labs will be conducted must be inspected by CIFS; either in-person or virtually.
- A maximum of 5 students may receive credit for the same embalming case or funeral arrangement conference (if multiple students work for the firm).
- In addition to in-house case reports, a CIFS Embalming Case Report should be completed for each embalming case and signed by the student and preceptor.
- Upon completion of all labs, signed documentation sheets and case reports must be submitted to the school – a student cannot graduate without lab completion.

The purpose of this packet is to orient you to the expectations and requirements of Commonwealth Institute of Funeral Service. The following pages discuss the school's required knowledge base and competencies which should be used to evaluate and certify each student's completion of labs.

Embalming: Each student is required to actively participate in the arterial and cavity embalming of human remains, under the supervision of an embalming preceptor. **A minimum number of nine (9) embalming cases is required.** However, more cases are acceptable. The student's 10th case will be completed on campus for competency certification. The below tasks are required for off-site labs.

- Raising vessels
 - Arteries
 - Veins
- Mixing fluids
 - Choosing chemicals based on case analysis
 - Selecting arterial chemicals, accessory chemicals, etc.
 - Mixing fluid in the tank – with water or waterless
- Injecting fluids
 - Monitoring distribution
 - Monitoring fluid levels in the machine
 - Performing and monitoring drainage
 - Alternate,
 - Intermittent, or
 - Concurrent/Continuous
- Cavity treatment
 - Aspiration
 - Cavity fluid injection
 - Trocar insertion point closure
- Suturing incisions
 - Baseball, worm, lock, intradermal, etc.
 - Adhesives
- Posing features
 - Shaving
 - Head positioning (tilt)
 - Eye closure
 - Mouth closure
 - Needle injection
 - Musculature suture
 - Mandibular suture
 - Sublingual suture
 - Natural
 - Etc.
- Transferring remains (removal)
 - Lifting/moving remains
 - Stretcher operation and function
 - Transfer from stretcher to table
 - Rolling remains to remove body bag, sheet, etc.

Funeral Directing: Each student is to participate in 5 arrangement conferences (real or simulated), under the supervision of a funeral director preceptor. During these arrangement conferences, students must be included in the completion of the forms and documents listed below. Each form need not be used in each arrangement conference, but **ALL forms/documents must be used at least once**. Additionally, each student must participate in 5 telephonic first calls (real or simulated).

- First call form
- Arrangement sheet
 - Death certificate/vital statistics information
 - Service information and details
 - Disposition information
 - Contact information
- General Price List (GPL)
 - Casket Price List
 - Urn Price List
 - Outer Burial Container Price List
- Embalming Authorization Form
- Cremation Authorization Form
- Burial Transit Permit
 - Final disposition permit if applicable
 - Other permits if applicable
- Social Security Form (Statement of Death by Funeral Director)
 - Paper form (discuss and review even if not used)
 - Electronic notification (if used by particular state)
- Obituary/Death Notice
 - General information gathered
 - Survivors
 - Preceded in death by
 - Memberships, marriage info, hobbies, etc.
 - Service information
 - Memorial information (donations, in lieu of flowers, etc.)
- Contract (Statement of Funeral Goods and Services Selected)
 - Paper/handwritten contract
 - Computerized/digital contract
 - Itemization
 - Packages – explain components and how package pricing works
 - Signatures and licensee's license number
- VA forms
 - Flag application
 - Burial benefits form
 - Headstone/marker form

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Preceptor Orientation and Training Certification

I have been trained and oriented to the expectations regarding CIFS preceptors, and I agree to abide by the policies, procedures, and requirements set forth in the CIFS preceptor training.

Preceptor printed name: _____

Preceptor signature: _____

License number: _____

State of licensure: _____

Date of Training: _____

CIFS training representative printed name: _____

CIFS training representative signature: _____

Training was completed in the following format (check one):

In-person

Virtual/telephonic