



Funeral Science



Preceptor and Site Agreements (with Student)

For the purposes of the following agreements:

- Arkansas State University - Mountain Home shall be known as "ASUMH"
- The Funeral Science Program at ASUMH shall be known as "the program"

The host death-care facility where students will be trained will be known as "the firm"

Practicum Preceptor Guidelines

I. To fulfill ASUMH requirements of the embalming component, all practicum students must actively participate in the embalming of 12 dead human bodies. 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

III. If a student fails to appear for scheduled practicum work, please contact the instructor or program director as soon as possible. (jhicks@asumh.edu or 870-508-6164).

* Only preceptors having completed all portions of ASUMH preceptor training and credentials certification will be allowed to sign these case reports.

* No more than three students will be allowed to actively participate in the embalming of a dead human body at the same time. Others may observe, unobtrusively with the permission of the PRECEPTOR and THE SITE.

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

* One of each student's last 3 cases (in Practicum 2) must be observed by ASUMH faculty-qualified designee for certification of the skills listed above. PRECEPTORS may serve in this capacity ONLY if they have been credentialed and approved as deputy faculty members by ASUMH. In order to qualify for such, a potential deputized observer must, among other requirements, have completed a Bachelor's or higher degree. Such deputization must be completed by the 7th week of a semester in order to observe a student during that semester.

* 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 a student is involved in two or more cases being embalmed at the same time (or the embalming times overlap) credit will be allowed only for one case.

ASUMH Site Affiliation Agreement

Participating Funeral Home Information (please print or type)

Name of Funeral Home Owner/Manager : _____

State of Licensure: ____ Establishment License #: _____

Name of Funeral Establishment _____

Establishment Address: _____

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

- Have on file an official transcript from the accredited funeral service institution from which the preceptor graduated plus a copy of his or her state license; or
- Have on file a copy of the preceptor's license from the State Board of Funeral Service and Embalming (if the state requires graduation from an ABFSE accredited program), or
- Have on file a copy of (or be able to provide access to) verification from the State web site that the preceptor is licensed in the state (if the state required graduation from an ABFSE accredited program) with the name of the preceptor and date of the issuance of the license

In addition, each Preceptor will complete preceptor training provided by Arkansas State University - Mountain Home.

PURPOSE OF AGREEMENT:

ARKANSAS STATE UNIVERSITY – MOUNTAIN HOME (hereinafter “ASUMH”) desires to offer an educational program in Funeral Science, (hereinafter “THE PROGRAM”) and _____ (hereinafter “FIRM”) desires to provide the instructional area for selected student learning experiences; the purpose of this Agreement is to establish cooperative relationships and to outline the responsibilities of ASUMH, THE PROGRAM and FIRM as each contributes to the learning experiences of students in said program.

Commencing with the latest date of signature appearing on the last page of this agreement, ASUMH and FIRM hereby agree as follows:

I. GENERAL CONDITIONS

1. ASUMH faculty is responsible for both the classroom and practicum/clinical instruction and supervision of students throughout the entire program. FIRM is responsible for providing the instructional area. The clinical instructor/preceptor shall be designated by both the FIRM and ASUMH.
2. Other general conditions not inconsistent with this Agreement may be attached hereto as Attachment “A” and are incorporated by reference the same as if fully set out.

II. JOINT OBLIGATIONS

1. ASUMH and FIRM each will identify a person or persons responsible for liaison during the course of this affiliation. ASUMH liaison shall be a member of the faculty of the Funeral Service Education Program. The FIRM liaison shall be known as the preceptor. The appointment of liaisons shall be subject to mutual approval of the parties. The persons responsible for the liaison jointly will plan for:
 - a) Selection, assignment, and orientation of students;
 - b) Periodic review and/or preparation of objectives for the instructional program; and
 - c) Evaluation of student performance.

- B. Either party may withdraw any student from assignment at the FIRM site. FIRM has the right to take immediate action to suspend a student's participation if the student's conduct threatens the safety of clients, visitors, staff, fellow students, or remains under the care of FIRM. For other concerns about student performance, the FIRM agrees to notify the student and ASUMH liaison of the concerns and give the student an opportunity to correct performance deficiencies before removal from the training experience.

III. ARKANSAS STATE UNIVERSITY – MOUNTAIN HOME OBLIGATIONS

1. ASUMH will grant FIRM'S request to withdraw a student from the practicum/clinical facility whose work, conduct, or health may have a detrimental effect upon FIRM'S clients or personnel and/or honor FIRM'S refusal to accept any student who has been previously discharged by FIRM.
2. ASUMH will grant FIRM's request to withdraw a student from a practicum / clinical facility whose work violates the professional expectations of the funeral home.
3. If a student is removed from the FIRM, the student may appeal the decision first to the ASUMH Funeral Science Program Chair and then through the appropriate ASUMH procedures stated in the Student Handbook.
4. ASUMH will comply with the policies and procedures of FIRM.
5. ASUMH will provide for planning with FIRM indicating the learning experiences and competencies desired for students.
6. ASUMH will provide for each practicum/clinical student, coverage by a student professional liability insurance policy from Healthcare Providers Service Organization: \$2,000,000 per claim/ \$5,000,000 aggregate.
7. ASUMH faculty will be responsible for the selection of learning experiences and the preparations of the schedule for practicum/clinical rotation in consultation and cooperation with FIRM.
8. ASUMH will ensure that faculty and students commencing the program will have addressed appropriate immunization requirements and program-specific training and skills including universal precautions and bloodborne pathogen instruction.
9. At the request of the FIRM, the students may be required to provide proof of immunization for one or more of the following: measles (rubella), 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).
10. ASUMH and/or FIRM may require that students carry hospitalization and medical insurance. Neither the FIRM nor ASUMH is responsible for hospitalization or medical costs incurred by the student during this affiliation.
11. ASUMH will not discriminate against any employee or applicant for employment or registration in the course of study or patient because of race, color, creed, sex, national origin, religion, age, disability or Vietnam era veteran status.
12. ASUMH will provide students with general HIPAA training and require that students use only de-identified information with faculty for homework assignments or class discussions, other than case reports. ASUMH will not tolerate any improper use or disclosure of protected health information regarding remains or families encountered through FIRM.
13. ASUMH will provide students with the appropriate Personal Protective Equipment for the embalming room, if requested by FIRM.

IV. FIRM OBLIGATIONS

1. FIRM retains ultimate responsibility for the care provided to FIRM'S clients.
2. FIRM will provide students with sufficient understanding of individual client conditions when assignments are made in order to safeguard the client.
3. FIRM will comply with OSHA safety standards for occupational exposure to blood borne pathogen and formaldehyde; in the event of exposure to a bloodborne pathogen and formaldehyde, faculty and students will receive the same treatment as outlined for employees in OSHA guidelines; FIRM will report any such incident to ASUMH promptly, and provide a copy of the incident report and all supporting documentation.
4. FIRM will consult with THE PROGRAM's designated liaison, support prescribed practicum/clinical curriculum, make regular reports, and participate in training and evaluation sessions with the THE PROGRAM's staff and students.
5. FIRM shall maintain professional and general liability insurance in an amount that is consistent with community and industry standards.
6. FIRM will contribute toward promoting an atmosphere conducive to learning.
7. FIRM will provide suitable space, equipment and expendable supplies necessary for procedures performed by students; if uniforms are required, students shall provide such uniforms and laundering thereof at their own expense; students shall be permitted to use employee rest rooms and dressing rooms.
8. FIRM will assist with scheduled orientation for students and shall provide students with training on FIRM's confidentiality policies and procedures.
9. If student or faculty are scheduled in a clinical area and incur an accident not requiring hospitalization, FIRM will make emergency first aid available.
10. FIRM agrees to provide the student with a vehicle owned/leased by the FIRM if the student is required as part of a rotation/practicum experience to transport individuals, deceased human bodies, cremated remains, documents, equipment, supplies, or any other items to or from the FIRM site or other location. It is understood that students are responsible for providing their own transportation to/from and between FIRM training sites.
11. To the extent the FIRM provides employment or housing/boarding opportunities to THE PROGRAM's students, the FIRM acknowledges that such opportunities are separate from the educational training experience and ASUMH has no role, responsibility, or control over these arrangements. FIRM further acknowledges that it has full legal responsibility for any employment or housing/boarding relationships it establishes with THE PROGRAM's students.
12. FIRM will not discriminate against any employee or applicant for employment or registration in the course of study or patient because of race, color, creed, sex, national origin, religion, age, disability or Vietnam era veteran status.
13. FIRM will abide by all Federal, State and Local laws regulating the profession.
14. FIRM will not allow more than 3 students actual participation in any single embalming practicum case.
15. FIRM / Preceptor will ensure student wears appropriate Personal Protective Equipment during embalming.
16. FIRM agrees that student will only work under the direct supervision of a licensed Funeral Director / Embalmer.

V. OTHER TERMS

1. ASUMH agrees to defend, hold harmless, and indemnify the FIRM, 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 ASUMH, its employees, agents, or representatives (including students) during the performance of its obligations under this agreement. ASUMH's liability is limited to the extent of its insurance coverage pursuant to Arkansas State Tort Claims Act.
2. The FIRM agrees to defend, hold harmless, and indemnify ASUMH, 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 FIRM, its employees, agents, or representatives during the performance of its obligations under this agreement.
3. This agreement shall be automatically renewed for successive one [1] year terms until and unless either party gives the other party written notice of termination at least six [6] months prior to the time when FIRM would ordinarily be assigned as an instructional site
4. Nothing in this Agreement is intended or should be construed as creating the relationship of co-partners, joint ventures, 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.
5. It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the practicum/clinical education and training program.

VI. **ADDENDA**

Subject to the written authorization by appropriate representatives of ASUMH and the FIRM, 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:

ASUMH

FIRM / OWNER MANAGER

By: _____
Signature

By: _____
Signature

Name: _____
Print

Name: _____
Print

Date: _____

Date: _____

Title: Funeral Science Program Director

Title: _____