

Practicum Documentation

Case #: _____ Date(s): _____

Apprentice signature: _____ Approved mentor signature: _____

Funeral Procedures

- First Call
- Transfer
- Assisted in arrangements during Arrangement Conference
- Conducted Arrangement Conference under supervision of the approved mentor
- Assisted in the planning, organizing of funeral details and assisted in set-up
- Planned and organized funeral details and set-up
- Obituary Preparation
- Newspaper/radio announcements
- Visitation Set-up
- Visitation hours
- Tribute Services (arrange/set-up/participation)
- Securing Documentation*
- Preparation of funeral bulletins
- Set-up for funeral
- Ushering
- Reserved seating/seating at chapel or church
- Directing pallbearers
- Park cars/direct traffic
- Assistant director - Funeral Service
- Directed funeral service under supervision of approved mentor
- Participated in memorial service
- Assisted in memorial service
- Directed memorial service under supervision of approved mentor
- Participated in committal service
- Assisted in committal service
- Directed committal service under supervision of approved mentor
- Drive – coach, lead car, family/pallbearer vehicle, clergy
- Funeral Fleet Maintenance
- Arrangements for shipping
- Arranging/set-up of grave
- Receiving or transfer of remains at/to the crematorium
- Funeral home inventory/ordering supplies

Embalming Procedures

- Proper Positioning
- Universal Precautions
- Case Analysis
- Primary Disinfection
- Setting Features
- Selection/Raise Vessels
- Selection/injection of Chemicals *
- Embalming Treatments *
- Cavity Aspiration *
- Cavity Treatment *
- Suturing *
- Wax restorations
- Hair styling/restoration
- Hypodermic Feature Building
- Dressing
- Application of cosmetics
- Preparation for identification Confirmation of patient identification Preparation for cremation
- Disinfection of embalming instruments/preparation room
- Casketing and or/preparation for shipping

* Denotes requirement to consider one of the cases necessary for apprenticeship. Additional procedures must be recorded regardless of whether activities constitutes a case under the requirements

FUNERAL / EMBALMING CASE EXPERIENCE

Comments:

What did the student/apprentice learn from this case experience?

DATE _____

SIGNATURE _____

INSTRUCTOR _____

PROGRAM _____