

## **Milwaukee Area Technical College / Worsham College of Mortuary Science**

### **Joint Curriculum Outline and Course Recommendations**

This course is being developed to meet the requirements of Wisconsin State Statute 445.095. Per the statute, the course will be a minimum of 16 hours in length and include content from the following topics:

- Funeral Director Apprentice Expectations
- Funeral Ethics and Etiquette
- Understanding Funeral Services, Gatherings and Various Types of Dispositions
- Laws, Rules and Regulations of Funeral Service
- Workplace Safety & OSHA
- Introduction to Funeral Service: Notification of Death, Transfers and Arrangements
- Embalming, Dressing & Casketing
- Grief and Psychology of Funeral Service

The following outline created by faculty members at MATC and Worsham is designed to provide more detail about the content covered in each topic.

### **Funeral Director Apprentice Expectations**

Content will include the duties that a funeral director apprentice may find themselves responsible for and participating in during a typical work period as well as what to expect to learn from their preceptor.

- Duties of the apprentice
- Duties of the funeral home
- Hours - Days, Nights, Weekends
- Wisconsin Apprentice rules and regulations

## **Funeral Ethics and Etiquette**

Content will help the student understand the importance of maintaining high standards in the funeral home and proper dealings with families and the public.

- NFDA Code of Conduct
- Ethical Axiom of Funeral Service
- The Golden Rule and How it Applies to Funeral Service
- Professionalism and Confidentiality

## **Understanding Funeral Services, Gatherings, and Various Types of Final Dispositions**

Content will include an overview of the difference in funeral services and disposition type, emphasizing respect for all families wishes.

- Types of funeral services (religious, secular, fraternal, military, personalized)
- Setting up funeral services (at funeral home, at church)
- Types of final disposition (burial, entombment, cremation, donation, burial at sea)
- Working with third parties (Clergy, Catering, Florists)

## **Laws, Rules and Regulations in Funeral Service**

Content will include local, state and federal laws governing funeral homes, employees, and funeral service practices.

- Right of final disposition
- Duties of the funeral director
- Contractual obligations
- Laws covering final disposition
  - Cemeteries
  - Crematories
- Medical Examiners and Coroners
- Funeral procession regulations
- Shipping of human remains
- FTC Funeral Rule:
  - Embalming permission
  - General Price List and triggering event for distribution
  - Understanding verbal disclosures
- Overview of liability

## **Workplace Safety & OSHA**

This topic will meet all of the required OSHA training standards, preparing the funeral director apprentice to perform their job in a manner that is safe to themselves, other employees, and the general public

- Universal Precautions
- Bloodborne Pathogen Rule
- Formaldehyde Standard
- Hazard Communications
- Safety Data Sheets
- Premise Liability

## **Introduction to Funeral Service: Notification of Death , Transfers, and Arrangements**

This topic covers everything that would take place from the notification of death to transporting the deceased to the funeral home as well as arrangements. This includes gathering of information, talking to family, hospital and emergency staff, forms, and techniques.

- Handling a first call, and the importance of first call documentation
- Review various location types of transfers
- Communication with others (family, hospital staff, emergency staff, funeral staff)
- What to have in your removal vehicle and with your cot
- Understanding and properly filling out and completing forms including obituaries
- Removal techniques
- Basics of Arrangements
- Merchandise overview

## **Embalming, Dressing, Casketing**

This topic will provide general discussion of the embalming room, to include instruments, chemicals, equipment, and safety. It will also review general embalming procedure and proper post-embalming procedures, to include dressing and casketing.

- Getting familiar with the embalming room
- Embalming equipment and instruments
- Embalming products and supplies
- Embalming equation
- Steps to embalming
- Body positioning
- Post embalming treatments
- Basics of Restorative Art
- Cosmetizing
- Dressing
- Casketing

## **Grief and Psychology of Funeral Service**

Content will include an overview of grief and how it may impact families.

- Defining grief (normal, chronic, and exaggerated)
- Identifying grief reactions (normal and unhealthy)
- Differentiating grief responses relating to various types of death
- Psychological value of the funeral
- Effective communication tools for dealing with grieving individuals
- Children and grief
- Grief support resources

## **Further Recommendations**

**Curriculum:** Curriculum created for the course will follow the above guidelines and is subject to approval by the Department

**Delivery Method:** Course will be delivered face-to-face

**Instructor:** MATC and Worsham recommend that the instructor be a licensed funeral director with at least 5 years of experience

**Testing and Competency:** Candidates must attend all 16 hours of the course and instructor must certify candidate's attendance. Candidates of the course must be tested and achieve at grade of at least 75% to demonstrate competency. Candidates will be tested during the course through hands-on demonstrations and traditional exams. In course exams will be administered by the instructor and results shall be maintained by the course provider for at least 5 years. Upon successful completion of the course, candidates will take a licensing exam administered via the Department of Safety and Professional Services.

**Text and Learning Materials:** Provided by Instructor. Content used to create this course shall utilize texts and materials that are current and verifiable (e.g. ABFSE outlines, ICFSEB (The Conference) approved textbook list)

**Online References:** Dept. of Safety and Professional Services Website:

<http://dsps.wi.gov>

Wisconsin Statutes and Administrative Codes pertaining to funeral service:

<https://docs.legis.wisconsin.gov>