

May 2020



Experiential learning is required as part of an ABFSE accredited funeral service/mortuary science program. Many students get *hand's-on* embalming experience in a funeral home setting.

When this occurs, obligations and expectations of the student, the college and the funeral home must be described in an affiliation agreement.

Inspection of the funeral facility (i.e. clinical site, practicum site, etc.) is required before students can earn credit for the experiential learning. Inspection focuses on a safe and appropriate learning environment.

A sample clinical site inspection form is provided.

Effective 2020, the Committee on Accreditation approved the use of a virtual clinical site inspection. Recommendations for a virtual inspection including a narrative are provided.

See attachments.

Clinical site inspection report

Clinical site log (Excel)

May 2020

Virtual clinical site inspection tour

Clinical site inspection should include an overview of the complete funeral facility with emphasis on the learning environment available in the preparation room.

Narration accompanying a virtual clinical site inspection is to include:

- Name and address of Clinical Site
- Date of virtual clinical site inspection
- Name of person conducting the virtual site inspection
- Name(s) of others participating in the inspection tour

Video tour of facility.

Begin with establishment sign → Public Entrance → walk through public areas of facility (hallways, visitation room, chapel, lavatories, etc.) → office space → arrangements area → merchandise selection area.

Location of Preparation Room w/in the building (i.e. main, lower, upper level?)

describe access to the preparation room from within the building and outside (i.e. ramps, elevator, direct door to outside)

Include Employees Only area(s), if applicable. (e.g. lounge, locker room, etc.)

where do employees don/remove PPE, availability of toilet and/or shower facilities?

Other significant elements of the facility.

Narration must be included to explain what is shown in the video.

Video inspection tour must include a copy of the current establishment license(s) and current license(s) of individuals working with students in the preparation room.

Preparation Room tour is to demonstrate equipment, instruments, safety and general cleanliness of the preparation room.

A sample Clinical Site Inspection Report is provided.

Virtual (video) clinical site inspections must be accompanied by a *signed* Clinical Site Inspection Report.

Programs are to maintain a copy of signed site visit inspections (Clinical Site Inspection Report) for review by ABFSE site visit teams.

It is recommended that each program maintain a log of currently used clinical sites with dates of last inspection. (see Excel file)