

# **Des Moines Area Community College**

## **Mortuary Science Program**

### **Funeral Home-Based Program Affiliation Agreement Terms and Conditions**

PURPOSE OF AGREEMENT: DMACC desires to offer an educational program in Mortuary Science (hereinafter \*program\*), and AGENCY 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 DMACC and AGENCY as each contributes to the learning experiences of students in said program.

Commencing with the latest date of signature appearing on the last page (page 4) of this agreement, DMACC and AGENCY hereby agree as follows:

#### **I. GENERAL CONDITIONS**

- A. DMACC faculty is responsible for both the classroom and practicum/clinical instruction and supervision of students throughout the entire program. AGENCY is responsible for providing the instructional area. The clinical instructor/preceptor shall be designated by both the AGENCY and DMACC.
- B. 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. DMACC OBLIGATIONS**

- A. DMACC will submit to AGENCY a schedule agreeable to AGENCY which will include:
  - 1. The names of the assigned students, and
  - 2. The anticipated times when students will be engaged in the practicum / clinical experience
  - 3. Verify the preceptor: necessary changes shall only be made with the mutual consent of AGENCY and DMACC.
- B. DMACC will grant AGENCY'S request to withdraw a student from the practicum/clinical facility whose work, conduct, or health may have a detrimental effect upon AGENCY'S clients or personnel and/or honor AGENCY'S refusal to accept any student who has been previously discharged by AGENCY.
- C. DMACC will grant AGENCY's request to withdraw a student from a practicum / clinical facility whose work violates the professional expectations of the funeral home.
- D. If a student is removed from the AGENCY, the student may appeal the decision first to the DMACC Mortuary Science Program Chair and then through the appropriate DMACC procedures stated in the Student Handbook
- E. DMACC will comply with the policies and procedures of AGENCY.
- F. DMACC will provide for planning with AGENCY indicating the learning experiences and competencies desired for students.
- G. DMACC will provide insurance coverage sufficient to defend, indemnify and hold AGENCY harmless from (a) any and all claims by or injuries to others and (b) any and all claims by or injuries to Students, arising out of or related to Student's work conduct or any activities necessarily associated with this agreement, except vehicular travel in non-DMACC vehicles.
- H. DMACC 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 AGENCY. The learning experiences are outlined below.
- I. DMACC will ensure that faculty and students commencing the program will have appropriate immunization requirements and program-specific training and skills including universal precautions and blood borne pathogen instruction.
- J. DMACC will not discriminate against any employee or applicant for employment or registration in disability or Vietnam era veteran status.
- K. DMACC will provide students with general HIPAA training and require that students comply with its only de- identified information with faculty for homework assignments or class discussions. Des Moines Area Community College will report any improper use or disclosure of protected health information of an AGENCY patient by a student to the AGENCY.
- L. DMACC will provide students with the appropriate Personal Protective Equipment for the embalming room.

### III. AGENCY OBLIGATIONS

- A. AGENCY retains ultimate responsibility for the care providing to AGENCY'S clients.
- B. AGENCY will provide students with sufficient understand of individual client conditions when assignments are made in order to safeguard the client.
- C. AGENCY will comply with OSHA safety standards for occupational exposure to blood-borne pathogen and formaldehyde; in the event of exposure to a blood-borne pathogen and formaldehyde, faculty and students will receive the same treatment as outlined for employees in OSHA guidelines; AGENCY will report any such incident to DMACC promptly, and provide a copy of the incident report and all supporting documentation.
- D. AGENCY will consult with DMACC's designated faculty, support prescribed practicum/clinical curriculum, make regular reports, and participate in training and evaluation sessions with DMACC's staff and student.
- E. AGENCY will contribute toward promoting an atmosphere conducive to learning.
- F. AGENCY will provide suitable space [including but not limited to conference rooms], 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.
- G. AGENCY will assist with scheduled orientation for students and shall provide students with training on AGENCY's confidentiality policies and procedures.
- H. If student or faculty are scheduled in a clinical area and incur an accident not requiring hospitalization, AGENCY will make emergency care available.
- I. If any student is independently employed by AGENCY, such student shall not be permitted to wear a name pin or any other item, which would identify them as a DMACC student.
- J. AGENCY 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.
- K. AGENCY will abide by all Federal, State and Local laws regulating the profession.
- L. AGENCY will not allow more than 5 students in the embalming clinical at any given time.
- M. AGENCY / Preceptor will ensure student wears appropriate Personal Protective Equipment during embalming.
- N. AGENCY agrees that student will only work under the direct supervision of a licensed Funeral Director/Embalmer.

### IV. LEARNING EXPERIENCES:

- A. Assist with embalming cases;
- B. Embalm a deceased human remains in the presence of a DMACC Faculty member at a DMACC clinical site;
- C. Assist with cosmetic applications;
- D. Assist with funerals;
- E. Assist with transfers of remains;
- F. Demonstration on opening / closing a casket, moving a casket, and raising / lowering the casket mattress;
- G. Tour a cremation facility and see the processes of cremation;
- H. Complete funeral service paperwork including: death certificates, burial transit permits, etc;
- I. Complete a register book provided by DMACC Mortuary Science;
- J. Complete an obituary;
- K. Complete notifications of death;
- L. Observe / Participate in arrangement conferences; and
- M. Conduct an arrangement conference with a DMACC faculty member during the Practicum course.

### V. RENEWAL AND TERMINATION.

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 four [4] months prior to the time when AGENCY would ordinarily be assigned as an instructional site.