

Iowa Board of Mortuary Science

INTERN GUIDELINES

MISSION STATEMENT: To provide an intern training guide of the areas and items that shall be observed, learned or performed during the internship.

I. PRECEPTOR AND INTERN REQUIREMENTS DURING THE INTERNSHIP PERIOD

- A. Rules pertaining to interns and preceptors
- B. Forms to Complete
 - 1. Embalming/Funeral Directing Reports (25)
 - 2. Six month Intern Evaluation
 - 3. Year-end confidential evaluation of Intern (completed by preceptor)
 - 4. Year-end confidential evaluation of Program (completed by intern)

II. INTERN TRAINING

- A. Funeral Service as a Business
 - 1. Federal Trade Commission
 - a. General Price List
 - b. Casket Price List
 - c. Outer Burial Container Price List
 - d. Statement of Funeral Goods and Services
 - e. Telephone price disclosures
 - f. Prohibited practices
 - 2. Occupational Safety and Health Act
 - a. Occupational safety and health – Iowa Code (Laws) chapter 88
 - b. IOSH address (Iowa’s website) www.iowaworkforce.org/labor
 - c. IOSH manual – Federal OSHA standards online at www.osha.gov
 - 3. Americans with Disabilities Act <http://www.usdoj.gov/crt/ada/adahom1.htm>
 - 4. Vital Statistics
 - a. Vital Statistic – Iowa Code (Laws) chapter 144
 - b. Vital Records – Iowa Administrative Code (Rules), Public Health 641, chapters 99 and 101
 - 5. Environmental Health
Iowa administrative Code (Rules) Public Health 641, chapter 86, Preparation Room & Crematorium Chambers
 - 6. Social Security Administration forms <http://www.ssa.gov/>
 - a. SSI exclusion
 - b. Death benefit
 - 7. Veterans Administration forms
 - 8. Commission of Veterans Affairs
 - a. Veterans Affairs, Iowa Code (Laws) Chapter 35
 - b. Veterans Affairs Commission, Iowa Code (Laws) Chapter 35A
 - 9. Medical Examiner
 - a. Medical Examiners, Iowa Code (Laws) chapter 691
 - b. County Home Rule, Iowa Code (Laws) Chapter 331
 - c. Victim Rights, Iowa Code (Laws) Chapter 915
 - d. Medical Examiner, Iowa Administrative Code (Rules) 641 IAC, Chapter 127
 - 10. Prearranged Funeral Plans
 - a. Trust Funds, Iowa Code (Laws) Chapter 523A
 - b. Door-to Door Sales, Iowa Code (Laws) Chapter 555A

- c. Cemetery and Funeral Merchandise and Funeral Services, Iowa Code (Laws) Chapter 523A
 - 11. Cemeteries
 - a. Cemetery Management, Iowa Code (Laws) Chapter 566
 - b. Cemetery Regulations, Iowa Code (Laws) Chapter 566A
 - 12. Dead Bodies for scientific purposes, Iowa Code (Laws) Chapter 142
 - 13. Uniform Anatomical Gifts, Iowa Code (Laws) Chapter 142A
 - 14. Funeral Procession Law is in Department of Transportation Iowa Code (Laws) Chapter 321.324A
- B. Technical Training
 - Perform 25 embalmings of human remains per year of internship.
 - a. Removal procedures from residence, institution or accident site
 - 1. Equipment
 - 2. Necessary documentation
 - 3. Universal precautions
 - 4. Assisting family members present
 - b. Embalming (including autopsied)
 - 1. Verify permission to embalm
 - 2. Removal from stretcher or cot
 - 3. Placement on preparation table
 - 4. Pre-embalming analysis
 - 5. Bathing, shampooing, disinfecting
 - 6. Setting features
 - 7. Selection of injection and drainage sites
 - 8. Techniques for raising vessels
 - 9. Chemical selections and mixing
 - 10. Injection and drainage methods
 - 11. Embalming machine operation and maintenance
 - 12. Cavity treatment
 - 13. Aspiration techniques
 - 14. Methods of closing incisions
 - 15. Suturing techniques
 - 16. Restorative techniques
 - c. Preparing remains for viewing
 - 1. Dressing
 - 2. Cosmetizing
 - 3. Casketing
 - d. Preparing remains for cremation
 - 1. Contact Medical Examiners
 - 2. Required cremation forms
 - 3. Crematory requirements
 - 4. Procedures for handling human remains
- C. Funeral Directing
 - Assist/direct 25 funerals per year of internship
 - a. Service and merchandise selection
 - 1. Be familiar with the merchandise offered by the funeral home
 - 2. Be familiar with service options available to client families
 - 3. Be familiar with the credit policies of the funeral home
 - b. Make funeral arrangements
 - 1. Complete arrangement paperwork

2. Contact ministers
 3. Contact cemeteries/crematories
 4. Contact outer burial container provider
 5. Contact florist
 6. Contact musicians
 7. Contact vocalists
 8. Complete obituaries
- c. Conduct funerals
1. Clean the chapel, family room, foyer, vehicles and garage
 2. Set up floral arrangements
 3. Set up register book
 4. Prepare memorial folders
 5. Assess special needs
 6. Assess clergy needs
 7. Greet funeral attendees
 8. Assist casket bearers
 9. Prepare for funeral procession
 10. Drive a vehicle in procession
 11. Assist at graveside committal
 12. Transport flowers
 13. Care for funeral attendees at cemetery
 14. Complete aftercare follow-up for client families

III. STATE LAWS AND RULES RELATING TO FUNERAL SERVICE

A. Funeral Directing, Mortuary Science and Cremation

Board of Mortuary Science – Iowa Code (Laws), Chapter 156

1. Definitions
2. Provision of services
3. Persons excluded
4. Eligibility requirements
5. Funeral directors
6. Internships
7. Student practicum
8. Revocation of license to practice mortuary science
9. Inspection
10. Funeral directors – solicitation of business – exceptions – penalty
11. Certificate of national board in lieu of examination
12. Funeral establishment and cremation establishment license
13. Funeral establishments and cremation establishments – license required – discipline, violations, and penalties
14. Unlicensed practice – injunctions, civil penalties, consent agreements

B. Administrative and Regulatory Authority for the Board of Mortuary Science

Iowa Administrative Code Rules, 645 – Chapter 4

1. Definitions
2. Purpose of board
3. Organization of board and proceedings
4. Official communications
5. Office hours
6. Public meetings
7. Licensure by reciprocal agreement

8. Duplicate certificate or wallet card
9. Reissue certificate or wallet card
10. License denial
11. Audit of continuing education report
12. Automatic exemption
13. Grounds for disciplinary action
14. Continuing education exemption for disability or illness
15. Order for physical, mental, or clinical competency examination or alcohol or drug screening
16. Noncompliance rules regarding child support, loan repayment and nonpayment of state debt

C. Iowa Administrative Code Rules, 645 – Chapter 5.9

1. Mortuary science license fees

D. Iowa Administrative Code Rules, 645 – Chapter 100

Board of Mortuary Science – Practice of Funeral Directors, Funeral Estab, and Cremation Estabs

1. Definitions
2. Funeral director duties
3. Permanent identification tag
4. Removal and transfer of dead human remains and fetuses
5. Burial transit permits
6. Prepreparation and embalming activities
7. Arranging and directing funeral and memorial ceremonies
8. Unclaimed dead human remains for scientific use
9. Disinterments
10. Cremation of human remains and fetuses
 - a. Record keeping
 - b. Employment of a funeral director by a crematory
 - c. Authorizing person and preneed cremation arrangements
 - d. Authorization to cremate
 - e. Cremation procedures
 - f. Disposition of cremated remains

E. Iowa Administrative Code Rules, 645 – Chapter 101

Board of Mortuary Science – Licensure of Funeral Directors, Funeral Estab, and Cremation Estabs

1. Definitions
2. Requirements for licensure
3. Educational qualifications
4. Examination requirements
5. Internship and preceptor
 - a. Internship
 - b. Preceptorship
6. Student practicum
7. Funeral establishment license or cremation establishment license or both establishment licenses
8. Licensure by endorsement
9. License renewal
10. Renewal of a funeral establishment license or cremation establishment license or both establishment licenses
11. Inactive funeral establishment license or cremation establishment license or both establishment licenses

12. Establishment license reinstatement
 13. Reinstatement of a funeral establishment license or a cremation establishment license or both establishment licenses
 14. License reactivation
 15. License reinstatement
- F. Iowa Administrative Code Rules, 645 – Chapter 102
Board of Mortuary Science – Continuing Education for Funeral Directors
1. Definitions
 2. Continuing education requirements
 3. Standards
 - a. General criteria
 - b. Specific criteria
- G. Iowa Administrative Code Rules, 645 – Chapter 103
Board of Mortuary Science – Disciplinary Proceedings
1. Definitions
 2. Disciplinary authority
 3. Grounds for discipline against funeral directors
 4. Grounds for discipline against funeral establishments and cremation establishments
 5. Method of discipline
 6. Board discretion in imposing disciplinary sanctions
 7. Order for mental, physical, or clinical competency examination or alcohol or drug screening
 - a. General criteria
 - b. Specific criteria
 8. Informal discussion
- H. Iowa Administrative Code Rules, 645 – Chapter 104
Board of Mortuary Science – Enforcement proceedings against nonlicensees
1. Civil penalties against nonlicensees
 2. Unlawful practices
 3. Investigations
 4. Subpoenas
 5. Notice of intent to impose civil penalties
 6. Requests for hearings
 7. Factors to consider
 8. Enforcement options