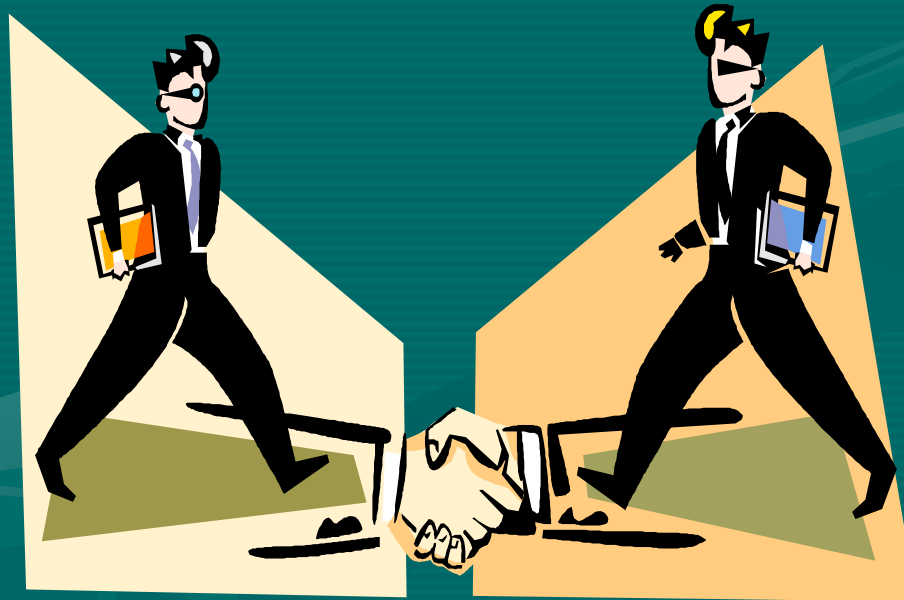


# Preceptors & Interns

A Funeral Service Necessity



# Preceptors & interns

- Terms defined
- Significance in funeral service
- Role of the preceptor
- Expectations

# What is a preceptor?

- An expert or specialist (such as a physician) who gives practical experience and training to a student (especially of medicine or nursing).
- A teacher; an instructor.
- Role model / mentor.
- Employer.



- Preceptors are used in clinical teaching.
- Preceptors mentor and train in professional education.
- Preceptors communicate knowledge.

# What is a NJ funeral service preceptor?

- "Preceptor" means a duly licensed practitioner of mortuary science who is responsible for the supervision of an intern during the intern's practical training period & has annual case volume of 25 not including stillbirths.

NJ State Board of Mortuary Science definition: (NJAC 13:36-2.1(a)1

# What is an intern?

- A student or a recent graduate undergoing supervised practical training.
- An advanced student or recent graduate in a professional field.
- One trained in a profession (allied to medicine) who undergoes a period of practical clinical experience prior to practicing the profession.

# NJ Funeral Service intern

- formerly known as apprentice & trainee
- Part of the learning process in preparation for *professional* licensure.



- Internship is *not* indentured servitude.

# Registered trainee intern

- Person who is duly registered with the Board and who is engaged ... in learning to practice ... mortuary science under the personal instruction and supervision of a duly licensed practitioner of mortuary science ... in the State of New Jersey.
- NJS45:7-34(i)



# Internship

- 2 years
- 75 funerals / 75 embalmings
- 25 arrangements

while attending college or after completion  
full-time or part-time

Requires monthly reports; every month that  
intern holds a card.

# Obligations & responsibilities of a preceptor

## Obligations to:

- Intern
- Firm/Employer/Self
- Profession
- Public

## Responsibilities:

- Legal
- Moral / Ethical

# Legal



- Statutes (federal & state), rules & regulations
  - Mortuary Science
  - OSHA
  - FTC
  - ADA
- Mandated training

- General business law:  
responsibilities & liability
- Employment law  
Wage & hour  
Sexual harassment

# Just to name a *few* others

- Fair Labor Standards Act (FLSA)
- Social Security
- Federal Insurance Contributions Act (FICA)
- Medicare
- Equal Pay Act (EPA)
- Immigration Reform and Control Act (IRCA)
- Federal Unemployment Tax Act (FUTA)

The following additional laws apply if you have more than 10 employees:

- Occupational Safety & Health Administration Act (OSHA)

The following additional laws apply if you have more than 14 employees:

- Title VII Civil Rights Act
- Americans with Disabilities Act (ADA)
- Pregnancy Discrimination Act

The following additional laws apply if you have more than 19 employees:

- Age Discrimination in Employment Act (ADEA)
- Older Worker Benefit Protection Act (OWBPA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA)

The following additional laws apply if you have more than 49 employees:

- Family Medical Leave Act (FMLA)

The following additional laws apply if you have more than 99 employees:

- Worker Adjustment and Retraining Notification Act (WARN)
- Employee Retirement Income Security Act (ERISA)

# Preceptors should

- Encourage the intern to assume responsibility
- Encourage questions & critical thinking





- Offer feedback
  - Reinforce what was done well
  - Give guidance about errors and omissions
- Provide constructive comments

# Characteristics of an effective preceptor

- communication

*is a complex exchange of information between the parties involved. Clear communication of goals is vital.*

- demonstration of skill

*"talk the talk" and "walk the walk."*

- personable and approachable

# More characteristics

- transfer clinical information
- share knowledge
  - but be open to views in conflict with 'his' own*
- respect ideas and opinions
- explain the basis for actions and decisions
- answers questions
- be consistent in what you say and do in relations with public and staff

# Preceptors' responsibility for training

## NJAC 13:36-2.14

NJ rules and regulations charge the preceptor with professional responsibility to:

- ensure interns are thoroughly trained in the theory and practice of mortuary science, and the laws, rules and regulations pertaining thereto,  
and

ensure interns are proficient in the following areas:

- Removal of remains
- Embalming
- Restorative art
- Dressing and casketing remains

## ensure interns are proficient in:

- Making funeral arrangements with families,  
*includes selling of merchandise, taking statistical information from families,*
- filing death certificates,
- preparing obituary notices and placing same with newspapers,
- attending viewings;

## interns are to be proficient in:

- ordering and pricing funeral merchandise
- arrangement of flowers
- *arranging for / coordinating schedule for:* clergy, church, crematory or cemetery, livery, pallbearers, visitation of various organizations, transportation by common carrier, and delivery of outer enclosures to the cemetery.

interns are to be proficient in:

- Performing such other incidental duties related to the practice of mortuary science and the maintenance of the funeral establishment.





# Anything else?

- Preceptor must write to Board to request intern application (NO PHONE CALLS).
- Preceptor must review and sign monthly reports which are to be submitted in a timely fashion.

# You mean there's more?

- Preceptor must complete a report to the Board whenever an internship is terminated or is completed, (e.g. intern completes training or changes mortuaries during the internship period.)
- failure of a preceptor to file any reports required by the rules will be deemed professional **mis**conduct and will subject a preceptor to penalties.

# Intern expectations

- What do interns expect from the intern experience?
- Opportunity to learn
  - Includes instruction & tactful discipline
  - Exposure to all aspects of the profession (the good **and** the bad; the clean **and** the dirty)

# What is instruction?

- Explain expectations
  - Funeral home policies
  - Dress code
  - Do's / do not's
- Learning is an on-going process and many people learn best by doing/observing

# Instruction

- Consistent instructions (*in writing?*)
- Meaningful tasks  
(employees need to understand the importance of their work to overall organizational success)

# Tactful discipline

- Interns are people and people do make mistakes.
- Interns want to do their work correctly and must be corrected if they make errors.
  - corrected by a professional, in a professional manner

# Summary

- Licensees who agree to be preceptors should understand what is expected of them.
- Not every licensee should be an preceptor.  
(but every preceptor was an intern!)

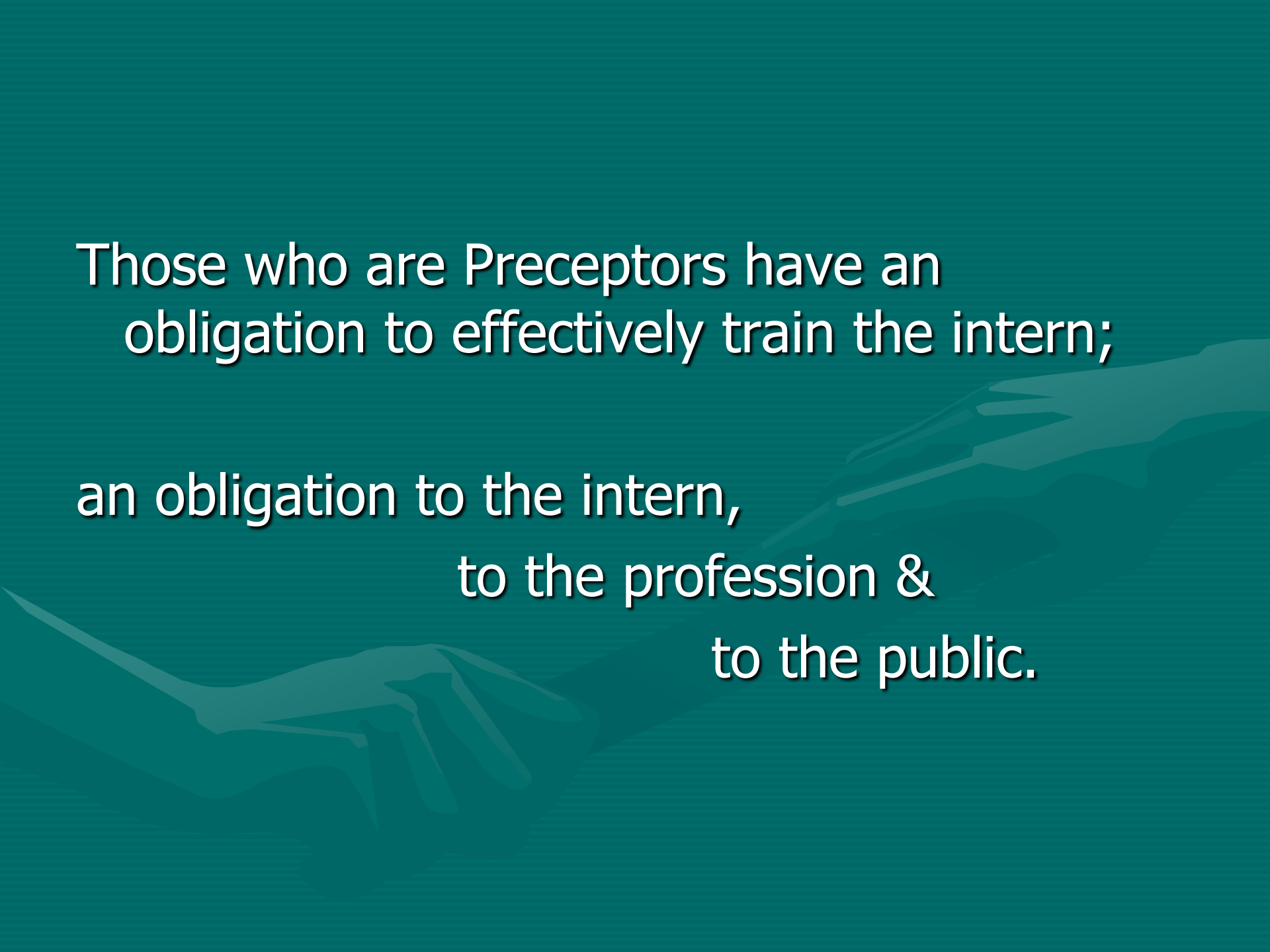
# Remember

- This is the year 2011. Life/the world is not the same as it was 20-30 years ago.
- Good internships are not necessarily a clone of your intern experience.



# The future of our profession?

- Funeral Service needs quality personnel
- We must encourage individuals with the skills and aptitude for our profession.
- We can do this through effective training of interns.  
(Training which includes academic preparation and practical application.)

The background is a solid teal color. There are faint, semi-transparent silhouettes of two hands shaking, one on the left and one on the right, positioned behind the text.

Those who are Preceptors have an  
obligation to effectively train the intern;  
an obligation to the intern,  
to the profession &  
to the public.

With a little effort, internship and preceptorship can be an experience of value for all.



# Questions?



# Thank you

- Robert C. Smith III

Director

Funeral Service Programs

Mercer County Community College