

Introduction to Mortuary Science

8354 36 weeks

Table of Contents

Acknowledgments.....	2
Course Description.....	3
Task Essentials Table.....	3
Curriculum Framework.....	7
Exploring the History of Mortuary Science.....	7
Exploring Careers in Mortuary Science.....	8
Understanding Laws Related to Funeral Service Practice and Public Health.....	9
Managing Funeral Home Facilities.....	17
Exploring the Handling and Disposition of the Decedent	18
Protecting Personal and Public Health.....	22
Communicating with Members of the Profession and the Public.....	27
Understanding the Science of Death and the Preservation of the Body.....	31
Performing the Basic Techniques of Embalming	36
Exploring the Purposes, Procedures, and Values of Funeral Services.....	41
Counseling People Regarding Funeral Business	43
Planning the Funeral	49
Understanding Business Principles and Practices for a Funeral Service	60
Continuing Professional Growth Through Education and Research	62
Understanding the Relationships and Responsibilities of a Funeral Director.....	62
Recognizing Potential Concern of the Forensic Pathologist.....	65
Fulfilling the Responsibilities of Licensure.....	66
Participating in Community Affairs.....	68
SOL Correlation by Task	69
Appendix: Career Cluster Information	74

Acknowledgments

The components of this instructional framework were developed by the following business panelists:

Larry "L.C." Corey, Manager, Morrissett Funeral and Cremation Service, Richmond
Wendel Givens, Manager, Johnson Funeral Home, Locust Grove
Richard E. Pearson, Owner, R. E. Pearson and Son Funeral Services, Emporia
Alfreda Jarrett Reynolds, Brunswick County Public Schools, R. E. Pearson and Son
Funeral Services, Emporia

The following educators served on the curriculum development panel:

Anne E. Hudson, The Pruden Center for Industry and Technology, Suffolk Public
Schools
Janet M. Stephens, John Tyler Community College
Crystal Taylor, The Pruden Center for Industry and Technology, Suffolk Public Schools

Correlations to the Virginia Standards of Learning were reviewed and updated by:

Norma J. Bonney, Kempsville High School, Virginia Beach City Public Schools
Vickie L. Inge, Mathematics Committee Member, Virginia Mathematics and Science
Coalitions
Anne F. Markwith, New Teacher Mentor, Gloucester County Public Schools
Cathy Nichols-Cocke, PhD, Fairfax High School, Fairfax County Public Schools
Caroline C. Wheeler, M.T., Secondary English, Richmond

The framework was edited and produced by the CTE Resource Center:

Leanne Forbes Tipton, Writer/Editor
Kevin P. Reilly, Administrative Coordinator

Michele Green-Wright, Specialist, Health and Medical Sciences and Related Clusters
Office of Career, Technical, and Adult Education
Virginia Department of Education

Dr. Tricia S. Jacobs, CTE Coordinator of Curriculum and Instruction
Office of Career, Technical, and Adult Education

Virginia Department of Education

Course Description

Suggested Grade Level: 11

Introduction to Mortuary Science explores the profession of mortuary science as it relates to embalmers, funeral attendants, funeral directors, and morticians. The content includes but is not limited to techniques of embalming and restorative art, mortuary administration, funeral law, public health, and sanitation. Students will be guided through simulated labs regarding the administrative and technological field of mortuary science.

As noted in [Superintendent's Memo #058-17 \(2-28-2017\)](#), this Career and Technical Education (CTE) course must maintain a maximum pupil-to-teacher ratio of 20 students to one teacher, due to safety regulations. The 2016-2018 biennial budget waiver of the teacher-to-pupil ratio staffing requirement does not apply.

Task Essentials Table

- Tasks/competencies designated by plus icons (⊕) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (○) are optional
- Tasks/competencies designated by minus icons (⊖) are omitted
- Tasks marked with an asterisk (*) are sensitive.

8354	Tasks/Competencies
	Exploring the History of Mortuary Science
⊕	Describe the history of mortuary science.
	Exploring Careers in Mortuary Science
⊕	Describe careers associated with mortuary science.
⊕	Identify areas of professional growth through continuing education.
	Understanding Laws Related to Funeral Service Practice and Public Health
⊕	Identify the laws relating to the decedent's body.
⊕	Explain the legal obligations of funeral director.
⊕	Explain the status of a funeral bill as a charge against the estate.
⊕	Explain preplanning services to client families.
⊕	Explain the responsibilities of a funeral director.
⊕	Identify civic laws with which a funeral director should be familiar.
⊕	Identify the reports/contracts/licenses associated with death.
⊕	Identify possible issues encountered when preparing a decedent for burial.
⊕	Explain how and why a decedent is embalmed.
⊕	Explain the cremation process.
⊕	Define all authorizations required to maintain legality of cremation including informed consent.

8354	Tasks/Competencies
+	Describe the rights of the decedent in pre-arranging his/her own funeral.
+	Identify the rules, qualifications, and regulations governing burial in national and state cemeteries.
Managing Funeral Home Facilities	
+	Identify necessary equipment used in the funeral home business.
+	Describe the regulations governing an embalming room.
+	Identify the kind of software used in mortuary services.
Exploring the Handling and Disposition of the Decedent	
+	Distinguish the varieties of funeral customs in America.
+	Explain modern theories concerning death, dying, bereavement, and mourning in America.
+	Discuss the interplay in society of customs and contemporary practices.
+	Differentiate among sociological terms applied to American funerals.
+	Identify changes in funerals and embalming methods during the last half century.
+	Describe the philosophies regarding death in different cultures.
+	Describe respect for human remains.
+	Identify means to promote acceptance of racial and cultural diversity.
Protecting Personal and Public Health	
+	Explain the embalming-disinfection process.
+	Describe the six components of the infectious processes.
+	Identify cases that require special treatments.
+	Recognize the conditions which require special procedures in the removal, handling, preparation, and disposition of human remains.
+	Implement infection control techniques according to Centers for Disease Control (CDC) guidelines.
+	Explain the benefits of a healthy lifestyle on the human body.
+	Describe personal and environmental disinfection and decontamination procedures.
Communicating with Members of the Profession and the Public	
+	Define the terminology that allows effective communication between members of the profession and the lay public.
+	Identify the focus of common laboratory tests of the decedent and the common units of scientific measurement.
+	Identify the characteristic features of solutions, suspensions, and emulsions.
+	Describe the processes of diffusion.
+	Explain the benefits of being a donor.
Understanding the Science of Death and the Preservation of the Body	
+	Explain the common causes associated with death.
+	Identify the physical states of matter.
+	Identify the characteristics of the chemistry of decomposition.
+	Identify the characteristics of basic biochemistry.
+	Define organic chemistry.
+	Describe the characteristic features of organic chemical compounds.
+	Explain the prerequisites for specified restorative and cosmetic treatments.

8354	Tasks/Competencies
Performing the Basic Techniques of Embalming	
+	Demonstrate knowledge of the body systems.
+	Specify representative chemicals and their respective functions in embalming fluids.
+	Identify the basic theories and laws of chemistry.
+	Describe problems encountered before and during embalming.
+	Describe different methods of preservation.
+	Identify the correct colorants (from a specified cosmetic medium) to achieve a natural appearance under various conditions.
+	Reconstruct/cosmeticize features of the face (direct and profile views), using photographs.
+	Identify the bone structures of the face and skull.
Exploring the Purposes, Procedures, and Values of Funeral Services	
+	Identify the psychological purposes that the funeral serves for the family, friends, church, occupational associates, and community of the deceased.
+	Identify the philosophical values of the funeral.
+	Identify the sociological purposes and values of the funeral.
Counseling People Regarding Funeral Business	
+	Describe the major financial considerations that confront a bereaved family.
+	Identify the times or situations during which a funeral director will make use of counseling.
+	Describe the areas of counseling normally covered during the loss of a loved one.
+	Identify the psychological and sociological value of the funeral arrangement meeting.
+	Describe the process of planning a funeral.
+	Determine the important information to obtain during each type of counseling situation.
+	Identify the basic personality problems that may appear during counseling situations.
+	Describe contemporary opinions regarding sociology of death, grief, and bereavement.
+	Explain types of counseling techniques applicable to funeral services.
+	Identify the stages of dying.
Planning the Funeral	
+	Develop a relationship with the family at the first meeting.
+	Describe how to complete the following forms.
+	Identify the person(s) who is qualified to give permission for release of the deceased from a hospital, or to sign the hospital death record, if required.
+	Identify the information to be secured from and/or given to the family upon initial family contact.
+	Describe the steps required between initial notification of death and removal of the deceased.
+	Identify the qualified person(s) to authorize an autopsy and embalming.

8354	Tasks/Competencies
+	Identify the items and considerations usually included in the arrangement conference.
+	Identify the types of death certificates and their uses.
+	Identify the consideration normally involved in setting the order for the processional and recessional of a funeral service.
+	Describe the items of clothing ordinarily required for the deceased.
+	Describe the proper techniques and equipment employed in the dignified removal of remains under diverse conditions.
+	Define who should obtain and/or why a burial transit permit should be obtained.
+	Write obituary and death notices.
+	Describe considerations involved in the dignified movement of casketed remains.
+	Coordinate a variety of committal rites when these are a part of a funeral.
+	Explore methods of dealing with interpersonal conflicts among family members.
+	Discuss dismissal procedures for leaving the gravesite.
+	Explain the elements involved in harmonizing the colors of caskets in the funeral setting.
+	Describe the various types of floral arrangements and the considerations involved in their placement.
+	Identify requirements and procedure pertaining to cremation, calcination, and burial at sea.
Understanding Business Principles and Practices for a Funeral Service	
+	Identify the various types of outer burial container.
+	Differentiate between methods of quoting the price(s) of funeral service.
+	Identify the insurance needs of a funeral director and funeral service practice.
Continuing Professional Growth Through Education and Research	
+	Cooperate in community programs for controlling disease and promoting medical research.
Understanding the Relationships and Responsibilities of a Funeral Director	
+	Identify common interest areas.
+	Identify the major funeral director associations.
+	Describe the structure and function of the International Conference of Funeral Service Examining Boards Inc. and American Board of Funeral Service Education.
+	Describe the structure of “multi-unit” funeral home organizations.
+	Identify permits and forms required.
Recognizing Potential Concern of the Forensic Pathologist	
+	Identify special conditions attending a death whereby notification of the death is required.
+	Identify the technical manifestations of death, which may be of medicolegal significance.
Fulfilling the Responsibilities of Licensure	
+	Identify the responsibilities of the funeral director.
+	Identify the responsibilities of the funeral director to the profession.
+	Identify the responsibilities of the funeral director to the clergy.

8354	Tasks/Competencies
+	Perform tasks applicable to Virginia.
Participating in Community Affairs	
+	Identify the methods to establishing a funeral home public relations program.

Legend: + Essential ○ Non-essential - Omitted

Curriculum Framework

Exploring the History of Mortuary Science

Task Number 39

Describe the history of mortuary science.

Definition

Description should include

- Stone age
- Egyptians
- Hindi
- Greeks/Romans
- 17th century
- 19th-20th century
- future trends.

For more information concerning the history of funerals <http://www.thefuneralsource.org/>.

Process/Skill Questions

- What are a few of the key historical events in mortuary science?
- How has mortuary science evolved over time? How is mortuary science still evolving?
- What changes have been made recently?

HOSA Competitive Events (High School)

Teamwork Events

- HOSA Bowl

Exploring Careers in Mortuary Science

Task Number 40

Describe careers associated with mortuary science.

Definition

Description should include

- funeral director
- embalmer
- funeral service licensee
- counselors (preneed, grief)
- after-care coordinator
- crematory operator

and the requirements of each. Requirements vary by state.

Curriculum requirements for the Commonwealth of Virginia can be found at

www.dhp.virginia.gov/funeral/fun_laws_regs.htm.

Process/Skill Questions

- What is the difference between a dual license and a specific license?
- What requirements must be met to become a licensed professional in mortuary science?
- What are the barrier crimes to being licensed as a funeral director?

Task Number 41

Identify areas of professional growth through continuing education.

Definition

Identification should include

- seminars
- certifications
- required credits.

Process/Skill Questions

- What are continuing education requirements for funeral directors in Virginia?
- How can you obtain continuing education credits?
- How can you become a crematory operator?
- How can someone donate his/her body to science?
- What are the requirements to be considered a donor?
- Why should you not be deterred from organ or tissue donation?

Understanding Laws Related to Funeral Service Practice and Public Health

Task Number 42

Identify the laws relating to the decedent's body.

Definition

Identification should include

- Federal Trade Commission (FTC) regulations
<https://www.consumer.ftc.gov/articles/0300-ftc-funeral-rule>
- Occupational Safety and Health Administration (OSHA) regulations
<http://www.funeralcourse.com/wp-content/uploads/coursebooks/FuneralBook-OSHA-Compliance-for-Funeral-Homes.pdf>
- Regulations of the Virginia Board of Funeral Directors and Embalmers
http://www.dhp.virginia.gov/funeral/fun_laws_regs.htm
- Compliance with the Magnuson-Moss Warranty Act (1975)
www.ftc.gov/enforcement/statutes/magnuson-moss-warranty-federal-trade-commission-improvements-act.

Process/Skill Questions

- What is the importance of the FTC Funeral Rule to the industry?
- What are safety data sheets (SDS) and where can they be obtained?

- How often does the Virginia Board of Funeral Directors and Embalmers require license renewal?

Task Number 43

Explain the legal obligations of funeral director.

Definition

Explanation should include

- liability for the negligence of a volunteer driver in a funeral procession
- legal limitation on funeral expenses charged if creditors' claims exceed the assets of the estate
- compliance with the provisions of Department of Labor's (DOL) Wage and Hour Division (WHD)
- personal effects of a decedent
- permits required by law
- testator's provision payment for funeral expenses
- tort laws.

Process/Skill Questions

- What are funeral directors' responsibilities with regard to product warranties?
 - What are the sixteen disclaimers required by the FTC to be on the general price list (GPL)?
 - What year was the FTC Funeral Rule originally put into effect?
-

Task Number 44

Explain the status of a funeral bill as a charge against the estate.

Definition

Explanation should include

- the charge is top priority, paid first, and reasonable in proportion to the value of the estate
- a discussion of the differences between an estate and administration executor.

Process/Skill Questions

- How are the responsibilities of an administrator and an executor of an estate different?
- What is the average length of time to wait for payment from an estate?
- How does common law in most states determine/influence who is to be paid first out of estate funds?

Task Number 45

Explain preplanning services to client families.

Definition

Explanation should include

- preplanning
- wills (administrator, power of attorney)
- end-of-life planning
- insurance
- real estate
- estate planning
- notarizing
- referrals for professional services
- out-of-state transport.

Process/Skill Questions

- What elements of one's life should be reviewed as important during end-of-life planning?
- What three forms of payment are legally acceptable for payment of funeral expenses?
- What are the benefits of preplanning funeral services and expenses?

Task Number 46

Explain the responsibilities of a funeral director.

Definition

Explanation should include

- handling deceased
 - first call
 - transfer process
- meeting grieving family
- procedures for a family requesting an autopsy
- liability of an embalmer for shaving a beard, cutting hair, or otherwise altering the appearance of a body

- handling the personal effects of a decedent
- extent of control a funeral director has over a funeral
- determination of the validity of funeral expenses
- items allowable on a funeral bill.

Process/Skill Questions

- What are the significant factors of a funeral director's first meeting with surviving family members at the arrangement conference?
- What are the circumstances under which family may request an autopsy?
- How long can a human body remain unrefrigerated if not embalmed, according to Virginia regulations?

Task Number 47

Identify civic laws with which a funeral director should be familiar.

Definition

Identification related to a ceremony or decedent should include

- liability of a volunteer who individually contracts to pay a funeral bill
- liability of an executor, nominated personal representative, or administrator for funeral expenses law of disinterment
- circumstances under which exhumation is permitted in criminal cases and in civil cases
- usual procedure for obtaining a disinterment authorization and the legal principles under which disinterment statutes are upheld
- who has the primary right to disinter a body and the nature of the crime of disinterment without proper authorization.

Curriculum requirements for the Commonwealth of Virginia can be found at www.dhp.virginia.gov/funeral/fun_laws_regs.htm.

Identification related to land should include

- prohibition from further operation in a residential district
- exclusion from a subdivision by agreement of the property owners.

Identification related to a state's rights should include

- when a funeral home or cemetery may be considered a nuisance per se
- power of eminent domain invoked to acquire land for a public cemetery
- regulation by the state and what specific action must be taken to convert land to cemetery use.

Identification related to private cemeteries should include the

- authority under which a private cemetery may enforce rules which control burial in it
- prohibited use for purposes other than burial and whether the owner has the right to decorate and mark the grave
- authority under which cemeteries are required to provide admittance to graves
- kind of classification offense grave desecration is.

Process/Skill Questions

- What are the Virginia regulations regarding disinterment of human remains? Explain movement within the same cemetery and movement to a different cemetery located in a different area.
- What is the responsibility of a volunteer who signs a Statement of Funeral Goods and Services contract with a funeral home?
- Who has the right to request the disinterment of a human body?

Task Number 48

Identify the reports/contracts/licenses associated with death.

Definition

Identification should include

- valid contract
- death certificates
- transportation by common carrier
- embalming report for each body prepared by the funeral home
- function of a court of equity
- legal doctrine regarding the photographing of a dead body
- privileges and limitations of one holding the power of attorney
- cremations authorization process (long distance)
- embalming authorization (verbal and written).

Process/Skill Questions

- Why is embalming required by law?
- What are the requirements for shipping human remains by airplane between states?
- What are three methods a funeral director can acquire legal signatures for cremation authorization from family living in another state?

Task Number 49

Identify possible issues encountered when preparing a decedent for burial.

Definition

Identification should include

- restrictions on burials of those dying of a communicable disease
- when a decedent is the subject of an action of replevin (holding a body for ransom)
- effect of the decedent's wishes with respect to exercising the right and duty of disposition
- a decedent's survivors dispute the right of disposition.

Process/Skill Questions

- What are the legal rights of the funeral home to hold cremated remains until the family pays their funeral expenses in full?
- Whose rights take precedence when death occurs, the decedents or the surviving family's wishes?
- How might a funeral director handle family disputes regarding what type of services should be given a deceased?

Task Number 50

Explain how and why a decedent is embalmed.

Definition

Explanation should include situations and/or concerns such as

- death at sea
- body transported on airplane
- crossing state lines
- preservation and public viewing.

Process/Skill Questions

- Why is embalming an important element of an open casket viewing?
- What is the purpose of embalming?
- What would be an important consideration in the embalming process if you had to hold a deceased body for seven days before relatives could come to make arrangements?

Task Number 51

Explain the cremation process.

Definition

Explanation should include

- operation of a cremation retort
- environmental regulations
- different processes (e.g., fire vs. chemical)
- process/handling of ashes.

Process/Skill Questions

- Why are there environmental regulations for cremation?
- What are the differences between fire and chemical processes?
- How should cremation ashes be handled?

Task Number 52

Define all authorizations required to maintain legality of cremation including informed consent.

Definition

Definition should include

- authorization form
- means of identification (visual, medical, body marks, genetics)
- permission form from medical examiner
- Department of Environment Quality (DEQ) permit number
- release form
- standards of cremation
- handling of cremation.

Process/Skill Questions

- What are the Environmental Protection Agency (EPA) Standards with regard to crematorium emissions and air quality?
- What are the two different types of cremation processes?
- What is the importance of radioactive implant removal and the cremation process?

Task Number 53

Describe the rights of the decedent in pre-arranging his/her own funeral.

Definition

Description should include

- exercising rights to designate someone to be in charge
- understanding that change can occur in preplanning after death.

Process/Skill Questions

- How do you complete a form preplanning a funeral and selecting someone to be solely in charge of funeral services of the deceased?
- What are the FTC regulations regarding pricing at the time of preplanning vs. at the time of death planning?
- How can a person make changes to preplanned arrangements after someone's death, or can she/he?

Task Number 54

Identify the rules, qualifications, and regulations governing burial in national and state cemeteries.

Definition

Identification should include application to

- veterans and members of the U.S. Armed Forces
- members of the Reserve components and Reserve Officer Training Corps (ROTC)
- Commissioned officers, National Oceanic and Atmospheric Administration (NOAA)
- public health services
- World War II Merchant Marines
- spouses and dependents.

Process/Skill Questions

- What form is required to attain military services and benefits for a veteran of the U.S. military?
- What are the process and requirements for setting up military honors for a veteran of the U.S. military?
- What form is needed to request burial benefits for the cost associated in burial of a veteran of the U.S. military?

Managing Funeral Home Facilities

Task Number 55

Identify necessary equipment used in the funeral home business.

Definition

Identification should include equipment needed in

- removing an adult, child, or infant from a hospital, residence, or other place of death
- dressing and casketing the remains
- accomplishing interment, inurnment, and entombment.

Process/Skill Questions

- How would the removal of a body vary depending upon location?
 - What circumstances affect the dressing and casketing of remains?
 - How might funeral homes meet the requirements of the American Disabilities Act (ADA)?
-

Task Number 56

Describe the regulations governing an embalming room.

Definition

Description should include

- sanitation
- OSHA (formaldehyde, personal protective equipment (PPE), ventilation, hazardous communication, safety data sheets [SDS] standards)
- all items in prep room must be made of specific non-porous materials.

Process/Skill Questions

- What PPE must be worn when handling formaldehyde?

- What sanitation procedure should be followed on a daily/weekly/monthly basis?
- What are some industry standard materials used to design and construct the embalming room?

Task Number 57

Identify the kind of software used in mortuary services.

Definition

Identification should include

- preplanning
- forms
- financial
- lot management
- merchandising.

Process/Skill Questions

- What are the preferable brands of software in the mortuary profession?
- How do you decide which software works best for your business?

Exploring the Handling and Disposition of the Decedent

Task Number 58

Distinguish the varieties of funeral customs in America.

Definition

Distinction includes

- types (e.g., traditional, memorial, graveside, non-commemorative)
- religions (e.g., Judaism, Christian, Buddhism, Hinduism, Islam, Sikhism, Japanese, etc.)
- locations (e.g., funeral homes, places of worship, cemetery chapel, graveside, home, other)

- fraternities or rites (e.g., free masons, veterans, American Legion, Knights of Columbus, Elks, Moose, New Orleans Jazz, etc.)
- ethnicity/race (e.g., African, Viking, Scottish, Japanese, etc.)
- military (e.g., active duty, Selected Reserve, enlisted, former active duty or Selected Reserve, or those discharged due to disability uncured or aggravated in the line of duty).

Process/Skill Questions

- What is a traditional funeral vs. a memorial?
- Who, if anyone, is needed to conduct a funeral service?
- What are funeral customs associated with various religions?

HOSA Competitive Events (High School)

Teamwork Events

- HOSA Bowl

Task Number 59

Explain modern theories concerning death, dying, bereavement, and mourning in America.

Definition

Explanation should include

- sociological (e.g., Elizabeth Kübler-Ross and the 5 stages of grief)
- theological (e.g., Lucy Bregman and the role of religion in the acceptance of death)
- philosophical.

Process/Skill Questions

- What are recent developments pertaining to the theologies of death, grief, and bereavement?
- How do you recognize the stages of grief?
- What are sources of comfort for someone who is grieving?

HOSA Competitive Events (High School)

Teamwork Events

- HOSA Bowl
-

Task Number 60

Discuss the interplay in society of customs and contemporary practices.

Definition

Discussion should include

- religious funeral customs
- ethnic funeral customs
- secular or societal funeral customs
- public servant funeral customs
- eco-friendly funeral customs.

Task Number 61

Differentiate among sociological terms applied to American funerals.

Definition

Differentiation should include

- taboos
- mores
- folkways
- customs
- habits
- laws
- rites
- rituals
- ceremonies.

Task Number 62

Identify changes in funerals and embalming methods during the last half century.

Definition

Identification should include

- types (e.g., funerals, cremations, wakes, mass, shivas)
- locations (e.g., church graveyard, mausoleum, crypt, family plots)
- embalming (e.g., formaldehyde or glutaraldehyde)
- green/natural cemeteries.

Task Number 63

Describe the philosophies regarding death in different cultures.

Definition

Description should include

- religion
- values
- myths
- family structure.

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Transcultural Health Care
-

Task Number 64

Describe respect for human remains.

Definition

Description should include

- treating with respect and dignity
- showing respect for descendants
- handling with care and peacefulness
- treating equally.

Task Number 65

Identify means to promote acceptance of racial and cultural diversity.

Definition

Identification should include

- allowing differing ceremonial rites
- displaying racial/cultural items and gifts
- supporting differing dress, music, and/or food.

Protecting Personal and Public Health

Task Number 66

Explain the embalming-disinfection process.

Definition

Explanation should include

- drain tube for arterial embalming
- aspiration and trocar for cavity embalming
- wash body with germicidal solution
- feature setting
- orifice disinfection.

Process/Skill Questions

- How do you disinfect remains?
- What is the embalming process?
- How do you differentiate between mandibular suture and needle injection?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling

- Medical Terminology
-

Task Number 67

Describe the six components of the infectious processes.

Definition

Description should include

- causative agent
- mode of transmission
- portal of exit
- susceptible host
- portal of entry into host
- reservoir.

Process/Skill Questions

- What are the methods of transmission?
- How do you control common infectious diseases?
- How would that apply to the environment of the embalmer? To the funeral director? To the public?
- What is beneficial between microorganisms and the actual pathogens?
- How do pathogens trigger an immune response?
- What are the requirements for successful parasitism?
- What are defense mechanisms involving innate, natural, and active immunologic responses?
- What are basic bacterial, fungal morphology, and physiology?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
-

Task Number 68

Identify cases that require special treatments.

Definition

Identification should include

- universal precautions
- traumatic injuries
- pathological conditions.

Process/Skill Questions

- What are universal precautions?
- What are ways to treat remains that have trauma?
- What are some traumas that require special treatments in preparing remains?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
-

Task Number 69

Recognize the conditions which require special procedures in the removal, handling, preparation, and disposition of human remains.

Definition

Recognition should include

- earthquakes
- hurricanes
- tornadoes
- floods
- landslides
- wildfires
- winter weather
- decomposition.

Process/Skill Questions

- How do you treat bodies that are decomposed?
 - What are signs of decomposition?
 - What are some specific techniques used in handling drowning victims?
-

Task Number 70

Implement infection control techniques according to Centers for Disease Control (CDC) guidelines.

Definition

Implementation should include

- chemical solutions
- transportation
- preparation and dressing
- casketing and viewing
- terminal disinfection and waste removal
- cremation and burial
- Occupational Safety and Health Administration (OSHA) bloodborne pathogens
- OSHA personal protective equipment (PPE).

Process/Skill Questions

- Where should your SDS be located in a funeral home?
- When must hazardous waste be removed?
- What PPE is required?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
-

Task Number 033

Explain the benefits of a healthy lifestyle on the human body.

Definition

Explanation should include

- living longer
- reducing risk of certain diseases
- controlling weight
- improving mood
- boosting energy.

Process/Skill Questions

- Why is it important to have an annual check-up?
- What are some ways to achieve a healthy lifestyle?
- How important are family and life balance?

HOSA Competitive Events (High School)

Leadership Events

- Healthy Lifestyle
-

Task Number 72

Describe personal and environmental disinfection and decontamination procedures.

Definition

Description should include

- alcohol
- chlorine and chlorine compounds
- formaldehyde
- glutaraldehyde
- hydrogen peroxide
- iodophors
- ortho-phthalaldehyde
- peracetic acid
- phenolics
- quaternary ammonium compounds.

Process/Skill Questions

- What instruments in the preparation room can be disposable?
- How can you differentiate between formaldehyde and glutaraldehyde?
- What are ways to disinfect or decontaminate instruments?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Communicating with Members of the Profession and the Public

Task Number 73

Define the terminology that allows effective communication between members of the profession and the lay public.

Definition

Identification should include

- bereaved
- cemetery
- casket
- crematory
- death certificate
- display room
- embalming
- eulogy
- display room
- grave liner
- pallbearers
- remains
- vault

- visitation.

For more information, visit <http://thefuneralsource.org/>

To prepare students for certification <https://quizlet.com/194834638/regulations-of-the-va-board-of-funeral-directors-and-embalmers-flash-cards/>.

Process/Skill Questions

- What are the types of caskets?
- What are the items in a display room?
- How do you describe the different types of vaults?

Task Number 74

Identify the focus of common laboratory tests of the decedent and the common units of scientific measurement.

Definition

Identification should include

- blood, urine, liver specimen collection
- stomach contents
- bone and bone marrow
- hair and nails
- testing
- poisons
- metric measurements (autopsy records)
- U.S. measurements (legal documents).

Process/Skill Questions

- What precautions would you use in handling blood and urine specimens?
- What are examples of poisons that might be tested?
- What can stomach contents tell us about the deceased?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 75

Identify the characteristic features of solutions, suspensions, and emulsions.

Definition

Identification should include

- solutions
- suspensions
- emulsions.

Process/Skill Questions

- What are the characteristics of solutions?
- What are the characteristics of suspensions?
- What are the characteristics of emulsions?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 76

Describe the processes of diffusion.

Definition

Description should include

- osmosis
- dialysis
- hydrolysis.

Process/Skill Questions

- How does osmosis play a part in diffusion?
- What is the process of dialysis?
- What is the process of hydrolysis?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 77

Explain the benefits of being a donor.

Definition

Explanation should include kinds of donations, including

- organ
- tissue
- bone
- whole body donation (upon request)

and timing of donation.

For information about Virginia State Anatomical Program <http://www.vdh.virginia.gov/medical-examiner/vsap/>.

For information about the process to become an organ donor <https://www.dmv.org/va-virginia/organ-donor.php>.

Process/Skill Questions

- What is the process of harvesting organs for donation?
- How can organ donation delay funeral services?
- Where do bodies go for scientific donation?

HOSA Competitive Events (High School)

Teamwork Events

- HOSA Bowl

Understanding the Science of Death and the Preservation of the Body

Task Number 78

Explain the common causes associated with death.

Definition

Explanation should include

- heart disease
- cancer
- chronic lower respiratory disease
- accidents
- stroke
- Alzheimer's disease
- diabetes
- influenza and pneumonia
- substance abuse
- suicide
- mass trauma
- homicide.

Process/Skill Questions

- What the three most common causes of death in the U.S.?

- What are three examples of situations classified as mass trauma?
- What are the determining factors of deaths classified as suicide and homicide?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
 - Knowledge Test: Pathophysiology
-

Task Number 79

Identify the physical states of matter.

Definition

Identification should include

- solids
- liquids
- gases
- plasma
- Bose-Einstein condensates (BEC).

Process/Skill Questions

- How do you differentiate between physical and chemical changes?
- How are gases formulated?
- What is BEC?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 80

Identify the characteristics of the chemistry of decomposition.

Definition

Identification should include

- autolysis
- hydrolysis and fermentation
- putrefaction.

Process/Skill Questions

- What is autolysis?
- What are hydrolysis and fermentation?
- What is putrefaction?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 81

Identify the characteristics of basic biochemistry.

Definition

Identification should include

- carbohydrates
- lipids
- proteins.

Process/Skill Questions

- What are the basics of biochemistry?
- What are the elements distinctive to carbohydrates and lipids?
- What are the chemical properties that make up a protein?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 82

Define organic chemistry.

Definition

Definition should include

- structures
- properties
- organic compounds.

Process/Skill Questions

- What are some examples of structure as an element of organic chemistry?
- What is an example of organic properties?
- What are organic compounds?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 83

Describe the characteristic features of organic chemical compounds.

Definition

Description should include

- aliphatic and cyclic compounds
- hydrocarbons
- alcohols
- aldehydes
- ketones
- acids
- esters
- ethers
- amines.

Process/Skill Questions

- What are hydrocarbons?
- How are esters and ethers different?
- What is a ketone?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
- Medical Terminology

Health Professions Events

- Biomedical Laboratory Science
-

Task Number 84

Explain the prerequisites for specified restorative and cosmetic treatments.

Definition

Explanation should include techniques for

- styling hair
- applying makeup
- preparing bodies that have suffered a trauma
- camouflaging bruises and scrapes
- facial reconstruction.

Note: Authorization is needed for major restorative work.

Process/Skill Questions

- What are two methods of applying base make up?
- What is the significance of orifice sanitation?
- How does the aspiration process benefit the embalming results?

Performing the Basic Techniques of Embalming

Task Number 85

Demonstrate knowledge of the body systems.

Definition

Demonstration should include a working basis for studies in subjects such as

- embalming
- pathology
- public health
- restorative art
- human anatomy.

Process/Skill Questions

- Why is the vascular system important to embalming?
- How does pathology affect the embalming process?
- How does understanding human anatomy of the face and skull impact restorative art?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
-

Task Number 86

Specify representative chemicals and their respective functions in embalming fluids.

Definition

Specification should include

- arterial
- cavity
- accessory
- supplemental
- topical embalming.

Process/Skill Questions

- When is topical embalming necessary?
- What is the difference between arterial and cavity embalming?
- What is the difference between accessory and supplemental chemicals?

Task Number 87

Identify the basic theories and laws of chemistry.

Definition

Identification should include

- basic theories of chemistry

- basic laws of chemistry
- embalming chemistry
- elements in the periodic table.

Process/Skill Questions

- How do these laws and theories relate to both the living and deceased?
- What are problems faced by the embalmer and funeral director resulting from the periodic table?
- What is embalming chemistry? What are some chemical changes you see in deceased remains?

Task Number 88

Describe problems encountered before and during embalming.

Definition

Description should include

- case analysis and causation factors
- natural progression of a disease.

Process/Skill Questions

- What are the steps involved in a case analysis?
- How important is the time of death and preparation of remains in the case analysis?
- How does disease impact embalming?

Task Number 89

Describe different methods of preservation.

Definition

Description should include

- arterial injection
- hypodermic
- topical
- gravity
- cavity

- multiple point
- immersion.

Process/Skill Questions

- How arterial injections preserve the human remains?
- What can determine the need for multiple point injection?
- What is immersion?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
-

Task Number 90

Identify the correct colorants (from a specified cosmetic medium) to achieve a natural appearance under various conditions.

Definition

Identification should include

- principles of pigmentary (color) mixtures (color theory)
- skin tones colors and shades
- powders
- eyeshadow
- mascara
- lip colors
- nail polish.

Process/Skill Questions

- What is a hue?
 - What are the colors of the color wheel?
 - How is dye used to aid in the color of the deceased's remains?
-

Task Number 91

Reconstruct/cosmeticize features of the face (direct and profile views), using photographs.

Definition

Reconstruction should include use of

- wax (heat)
- moisturizing cream
- airbrushing
- contouring

and attention to

- facial features
- facial proportions
- chief characteristics of each feature
- hair
- teeth
- physiognomy.

Process/Skill Questions

- What are the different types of wax?
 - What are the different types of facial profiles?
 - What is physiognomy?
-

Task Number 92

Identify the bone structures of the face and skull.

Definition

Identification should include their formal names and locations.

Process/Skill Questions

- How does each body structure influence the surface form?
- What are the bones of the skull and face?

- How does bone structure differ in various races?

HOSA Competitive Events (High School)

Health Science Events

- Medical Spelling
 - Medical Terminology
-

Exploring the Purposes, Procedures, and Values of Funeral Services

Task Number 93

Identify the psychological purposes that the funeral serves for the family, friends, church, occupational associates, and community of the deceased.

Definition

Identification should include

- providing support
- allowing reminiscence
- celebrating a life
- beginning the healing process
- allowing closure.

Process/Skill Questions

- How is the funeral service the beginning of the healing process?
 - How and why is the funeral service a celebration of life?
 - Why can a successful, meaningful funeral service help family and friends gain closure?
-

Task Number 94

Identify the philosophical values of the funeral.

Definition

Identification should include

- acknowledging death
- honoring the loved one
- grieving the loss
- offering support
- gathering of family and friends.

Process/Skill Questions

- What are the three purposes of a funeral ritual?
 - What is the importance of the grieving process?
 - Who are the various groups that gather when death occurs?
-

Task Number 95

Identify the sociological purposes and values of the funeral.

Definition

Identification should include the purpose of providing a social function and acknowledging values that are representative of

- family structures
- cultural mores
- reflection of contemporary tendencies
- universal ties.

Process/Skill Questions

- What are current trends in funeral services?
 - Where is cremation completed?
 - What is the meaning of bereaved?
 - What are some examples of the differences between a cemetery and a memorial park?
-

Counseling People Regarding Funeral Business

Task Number 96

Describe the major financial considerations that confront a bereaved family.

Definition

Description should include

- funding sources (prepaid funeral, life insurance, preplanning)
- funeral director's professional fee
- coffin or casket
- crematorium or cemetery fees
- floral tributes
- clergy fees
- newspaper notice
- transport (if necessary).

Teacher Resource: [Board of Funeral Directors and Embalmers](#), Virginia Department of Health Professions

Process/Skill Questions

- What percentage of people have life insurance?
- What are the options for those who don't have insurance?
- What is the major expense in planning a funeral?

Task Number 97

Identify the times or situations during which a funeral director will make use of counseling.

Definition

Identification should include

- loss of child
- violent death
- abuse/trauma history
- poor coping style
- low self-esteem
- depression
- unsupportive family
- high dependency.

Process/Skill Questions

- What is grief counseling?
- Why is counseling different based on the type of death?
- What are some signs of grief/depression?

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Behavioral Health

Task Number 98

Describe the areas of counseling normally covered during the loss of a loved one.

Definition

Description should include

- sadness
- anger
- guilt
- anxiety
- loneliness
- helplessness.

Process/Skill Questions

- What is the cycle of grief/emotion that families go through?
- Which characteristics may lead to medical intervention?
- How can the signs of grief overcome medical complications? Do they always?

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Behavioral Health
-

Task Number 99

Identify the psychological and sociological value of the funeral arrangement meeting.

Definition

Identification should include

- individual works through stages of grief
- family provides support to one another
- individual and family honor loved one.

Process/Skill Questions

- What are the therapeutic stages of grief?
- How does grief unite family and friends?
- Who can provide counseling?

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Behavioral Health
-

Task Number 100

Describe the process of planning a funeral.

Definition

Description should include

- first call contact (embalming authorization, written authorization to handle services)
- obtaining the remains
- meeting with the family to discuss funeral details
- assisting the family in choosing a casket, plot/final spot, times for services
- filling out the designated section of the death certificate
- filing the death certificate with the registrar of vital records
- preparing the body
- viewing of the body by family, then friends (if desired)
- overseeing funeral services
- processing payment, paperwork
- after-care follow-up.

Process/Skill Questions

- What is the first call?
- What information do you need for the death certificate?
- Where is the death certificate filed if it occurs in another country, city, or state?

Task Number 101

Determine the important information to obtain during each type of counseling situation.

Definition

Determination of information should include

- suicidal or homicidal ideation
- disorientation
- physical responses (dizziness, headache, vomiting, etc.)
- hopelessness
- anxiety.

Process/Skill Questions

- What are the signs that a person may be suicidal?
- What should you do if any person exhibits physical symptoms of grief?
- Who do you refer a client to for serious grief signs?

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Behavioral Health

Task Number 102

Identify the basic personality problems that may appear during counseling situations.

Definition

Identification should include

- simple grief
- complicated grief.

Process/Skill Questions

- What are the signs of simple/complicated grief/normal coping skills?

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Behavioral Health

Task Number 103

Describe contemporary opinions regarding sociology of death, grief, and bereavement.

Definition

Description should include

- end-of-life expectations
- word terminology (e.g., end-of-life euphemisms)
- body handling during organ donation
- legal and ethical issues
- cultural mourning practices
- funeral preferences.

For information about Virginia State Anatomical Program <http://www.vdh.virginia.gov/medical-examiner/vsap/>.

For information about the process to become an organ donor

<https://www.dmv.virginia.gov/drivers/#organs.asp>.

For information about legal and ethical issues related to organ donation

optn.transplant.hrsa.gov/resources/ethics/ethical-principles-in-the-allocation-of-human-organs

<https://organdonor.gov/about-dot/laws.html>.

Process/Skill Questions

- What are the various cultural terms used for death?
- How do you go about incorporating funeral preferences?
- Who mainly handles the body?

HOSA Competitive Events (High School)

Health Science Events

- Knowledge Test: Behavioral Health
-

Task Number 104

Explain types of counseling techniques applicable to funeral services.

Definition

Explanation should include

- writing a letter to the deceased or to a higher being expressing your thoughts
- putting together a memory book that includes stories about family events, photos, poems, etc.
- reading about grief to normalize the grief experience
- videotaping tributes
- creating journal entries (written, electronic)
- sending electronic condolences
- writing an electronic obituary
- creating grief jewelry
- following social media norms.

Process/Skill Questions

- How has social media played a large part in expressions of grief?
- When does social media become offensive in relation to a funeral service?
- What are electronic condolences?

Task Number 105

Identify the stages of dying.

Definition

Identification should include

- body system shutdown
- disorientation or confusion
- level of consciousness
- changes in circulation to extremities
- changes in skin color
- labored breathing
- physical weakness
- loss of appetite
- incontinence
- hearing/sensory
- legal definition of death.

Process/Skill Questions

- What is skin slip?
- What is the last sense to leave a dying person?
- What is the legal definition of death?

Planning the Funeral

Task Number 106

Develop a relationship with the family at the first meeting.

Definition

Development should include

- having a warm, friendly, and compassionate attitude
- engaging in personal consultation
- adhering to state and federal laws
- advising family in difficult choices
- working with police and/or detectives in special circumstances
- maintaining knowledge of modern technology.

Process/Skill Questions

- How should you greet a family experiencing a loss?
- What are the state regulations surrounding funerals?
- What role does law enforcement play in conducting a funeral?

Task Number 107

Describe how to complete the following forms.

Definition

Description should include

- obituary
- death certificate via the Electronic Death Registration System (EDRS)
- Social Security forms (SSA 719, SSA 721)
- veteran's forms (marker, flag, burial allowance)
- burial/transportation permits
- release/authorization forms
- insurance forms
- assignment forms.

Process/Skill Questions

- What is an obituary?
- Where can you get a flag application?
- Who is responsible for completing insurance documentation?

Task Number 108

Identify the person(s) who is qualified to give permission for release of the deceased from a hospital, or to sign the hospital death record, if required.

Definition

Identification should include

- medical professional
- medical examiner and/or coroner.

Process/Skill Questions

- What is the role of a medical coroner?
 - What is the role of next-of-kin in releasing a deceased person from the hospital?
 - Who must you have permission from before moving the remains?
-

Task Number 109

Identify the information to be secured from and/or given to the family upon initial family contact.

Definition

Identification should include

- general price list (GPS) according to FTC rule
- vital statistics from family
- statement of itemized goods and services
- written permission to embalm.

Curriculum requirements for the Commonwealth of Virginia can be found at https://www.dhp.virginia.gov/funeral/fun_laws_regs.htm.

Process/Skill Questions

- What is contained in the GPS?
 - What are vital statistics?
 - What are the itemized goods and services on the contract?
-

Task Number 110

Describe the steps required between initial notification of death and removal of the deceased.

Definition

Description should include

- transporting body to morgue, crematory, or funeral home
- providing a pronouncement of death
- granting a release of the body.

Process/Skill Questions

- What happens after the official first call?
 - Who transports the body to the funeral home?
 - Who grants the release of the body?
-

Task Number 111

Identify the qualified person(s) to authorize an autopsy and embalming.

Definition

Identification should include

- surviving spouse
- child of decedent (18 or older)
- one of the parents of the decedent
- any adult brother or sister of the decedent
- any other person or agency authorized or under an obligations to dispose of the remains.

Note: Review statute of order.

Process/Skill Questions

- Who approves the purpose and disclosure statement?
 - What is a surviving spouse?
 - What is the order of hierarchy of relationship to the deceased?
-

Task Number 112

Identify the items and considerations usually included in the arrangement conference.

Definition

Identification should include

- compiling information for the death certificate
- planning the services
- choosing a casket/urn and/or other
- writing an obituary
- coordinating payment details.

Process/Skill Questions

- What forms are used to plan a funeral?
 - What information is included in an obituary?
 - What payment options can be used to take care of the funeral expenses?
-

Task Number 113

Identify the types of death certificates and their uses.

Definition

Identification should include

- standard
- medical/legal
- fetal.

Process/Skill Questions

- What is the standard death certificate?
 - What is the medical/legal death certificate?
 - What is the fetal death certificate?
-

Task Number 114

Identify the consideration normally involved in setting the order for the processional and recessional of a funeral service.

Definition

For a processional and recessional, identification should include

- casket
- pallbearers (including honorary)
- family
- chief mourners
- floral bearers
- clergy/celebrant

Note: This varies according to region. In some cases, the family is seated in a section separate from the congregation.

In most cases, the immediate family will form a receiving line at the back of the funeral home hall, church, or outside to thank those who attended the service.

Process/Skill Questions

- What is the order of processional in a funeral procession?
- How can the processional order be modified?
- Who are the chief mourners?

Task Number 115

Describe the items of clothing ordinarily required for the deceased.

Definition

Description should include

- favorite outfit
- military uniform
- pajamas
- sports outfit
- underclothes

- outfit with high neckline
- long sleeves.

Process/Skill Questions

- What are the specific clothing guidelines, if any?
 - Who selects the clothing for the deceased?
 - What specifics do you need to know about military uniforms?
-

Task Number 116

Describe the proper techniques and equipment employed in the dignified removal of remains under diverse conditions.

Definition

Description should include

- respectful way of asking for logistics
- placing an identification bracelet and/or toe tag on the body
- removing personal effects
- wrapping homicides/suicides/suspicious deaths in a clean white sheet
- placing the body in body bag
- zippering and sealing the bag with a numbered lock
- taking a picture of the locked body bag
- transferring and securing the remains to a removal stretcher
- loading the remains into the mortuary vehicle
- transporting the remains.

Process/Skill Questions

- Why is it necessary to ID the remains?
- Why does the color of the sheet matter with a homicide or suicide?
- Why is demographic logistic information needed?

Task Number 117

Define who should obtain and/or why a burial transit permit should be obtained.

Definition

Definition should include

- funeral director who has custody of the body and is going to transport it first assumes custody of the dead body or fetus, prior to removal from the commonwealth
- registrar of the district where a satisfactorily completed certificate of death or fetal death was filed
- required when transporting a body across state lines.

Process/Skill Questions

- Why do you need a permit to transport remains?
- Who obtains the permit?
- Who receives the permit?

Task Number 118

Write obituary and death notices.

Definition

Writing should include

- full name of person
- date and location of death
- cause of death (optional)
- names of surviving family members
- details of funeral service (if public, date, time, location of service)
- name of charity to which donations may be made
- personal message from family.

Process/Skill Questions

- What is an electronic obituary?
- Who provides the information for the obituary?
- What details are essential in the obituary?

Task Number 119

Describe considerations involved in the dignified movement of casketed remains.

Definition

Description should include

- handling of arrival of military casket
- placing casket in hearse
- moving casket to graveside
- ceremonial specific (e.g., military, religion, cultural).

Process/Skill Questions

- What special guidelines are required in handling the arrival of a military casket?
- What ceremonial procedures are conducted involving the dignified movement of remains?
- What special graveside services are conducted when moving a body to the grave?

Task Number 120

Coordinate a variety of committal rites when these are a part of a funeral.

Definition

Coordination should include

- rite of committal
- rite of committal with final commendation
- position of burial
- winter delays
- ashes interred after cremation.

Process/Skill Questions

- What is the rite of committal?
- How does the weather affect the rite of committal?
- What are ways to inter ashes after cremation?

Task Number 121

Explore methods of dealing with interpersonal conflicts among family members.

Definition

Exploration should include

- maintaining neutrality
- a mediator
- considering the decedent's wishes.

Process/Skill Questions

- What are therapeutic stages of grief?
 - How does grief unite family and friends?
 - Who can provide counseling?
-

Task Number 122

Discuss dismissal procedures for leaving the gravesite.

Definition

Discussion should include

- clergy speaks with family members
- ceremonial specific considerations
- announcements
- escorting family members back to cars.

Process/Skill Questions

- What are cultural and religious differences in dismissal procedures?
- What are some specific ceremonial procedures at dismissal?
- Who directs the dismissal procedures?

Task Number 123

Explain the elements involved in harmonizing the colors of caskets in the funeral setting.

Definition

Explanation should include

- type of finish

- metal variations
- wood variations
- type of interior (customization)
- size
- purpose
- clothing choice for decedent
- floral arrangements
- cost.

Process/Skill Questions

- What are the differences between metal and wood caskets?
- Why is clothing coordination important in selecting caskets?
- How can a specialty-sized casket cause delay of service?
- What function does a vault serve?
- Why is there a wide range of price variation?

Task Number 124

Describe the various types of floral arrangements and the considerations involved in their placement.

Definition

Description should include

- casket spray (family)
- wreath
- spray
- basket
- vase
- funeral flowers vs. sympathy (keepsake) flowers.

Process/Skill Questions

- What is the significance of the casket spray?
- What cultures include flowers in funeral proceedings?
- What is the difference between funeral and keepsake flowers?

Task Number 125

Identify requirements and procedure pertaining to cremation, calcination, and burial at sea.

Definition

Identification should include

- refrigeration of a body not buried or cremated within 48 hours
- signed cremation authorization
- signed identification
- medical examiner examination
- allowing the scattering of ashes
 - in specified private gardens
 - on private land
 - on certain zoned public land
 - with permission, on federal land
 - cremation certificate (for burial at sea).

Process/Skill Questions

- What legal guidelines exist regarding burial at sea?
 - What laws and regulations exist in Virginia regarding land burials?
 - Why must you have signed authorization for cremation before the procedure?
-

Understanding Business Principles and Practices for a Funeral Service

Task Number 126

Identify the various types of outer burial container.

Definition

Identification should include

- vault
 - metal
 - concrete (grades of reinforcement)
- wood boxes
- grave liners.

Process/Skill Questions

- Why are there different types of burial containers?
 - What is the importance of the differences?
-

Task Number 127

Differentiate between methods of quoting the price(s) of funeral service.

Definition

Differentiation should include

- functional
- unit
- bi-unit
- itemization.

Information regarding funeral service associations can be found at <http://www.nfda.org/>.

Process/Skill Questions

- What would be included in an itemized price quote?
 - What is the difference between a unit and bi-unit?
-

Task Number 128

Identify the insurance needs of a funeral director and funeral service practice.

Definition

Identification should include

- general liability
- property insurance
- business owner
- directors and officers
- commercial auto
- professional liability

- workers' compensation
- umbrella insurance
- social media.

Process/Skill Questions

- What would a general liability policy protect the funeral protector from?
 - Would any of the policies extend to other employees (umbrella)?
 - Why would it be important for you to purchase a social media insurance policy?
-

Continuing Professional Growth Through Education and Research

Task Number 129

Cooperate in community programs for controlling disease and promoting medical research.

Definition

Cooperation should include

- awareness clinics
- wellness trade shows
- open houses.

Process/Skill Questions

- What happens during an awareness clinic?
 - Who attends open houses?
-

Understanding the Relationships and Responsibilities of a Funeral Director

Task Number 130

Identify common interest areas.

Definition

Identification should include

- funeral directors
- florists
- cemeterians
- monument dealers
- news media
- the legal profession
- the judiciary
- hospital administrators
- governmental agencies
- local police.

Process/Skill Questions

- Who are the funeral service providers in your area?
- What roles do those affiliated professionals serve?
- How could you maintain professional associations with these individuals/groups?

Task Number 131

Identify the major funeral director associations.

Definition

Identification should include

- National Funeral Directors Association (NFDA)
- National Funeral Directors and Morticians Association Inc. (NFD&MA)
- Virginia Funeral Directors Association (VFDA)
- Virginia Morticians Association (VMA)
- International Cemetery, Cremation & Funeral Association (ICCFA).

Process/Skill Questions

- What are the state associations vs. federal?
- What benefits would membership in professional organizations provide?

Task Number 132

Describe the structure and function of the International Conference of Funeral Service Examining Boards Inc. and American Board of Funeral Service Education.

Definition

Description should include

- national board exam (NBE)
- licensure
- national board exam committee.

Process/Skill Questions

- What steps do you need to take to be eligible to sit for state/federal licensure?
- What are the recertification requirements?

Task Number 133

Describe the structure of “multi-unit” funeral home organizations.

Definition

Description should include

- family-owned
- corporate
- numerous locations
- job-growth opportunities.

Process/Skill Questions

- What are the differences between funeral home organizations?
- How might a family-owned business be impacted differently by regulatory changes than a corporate business?
- What are the job-growth opportunities in a family owned vs. corporate organization?

Task Number 134

Identify permits and forms required.

Definition

Identification should include

- filing the death certificate at the proper agency
- obtaining related permits, if required
- completing insurance forms
- recording information in a register book.

Process/Skill Questions

- What permits are required to operate a facility?
- What issues could arise from failure to accurately and/or completely fill out insurance forms?
- What agencies require the filing of a death certificate?

Recognizing Potential Concern of the Forensic Pathologist

Task Number 135

Identify special conditions attending a death whereby notification of the death is required.

Definition

Identification should include

- injury/trauma
- abuse
- suspicious circumstances
- multiple scenes
- rape.

Process/Skill Questions

- What constitutes a suspicious death?
 - What authorities must be notified in the event you suspect abuse?
-

Task Number 136

Identify the technical manifestations of death, which may be of medicolegal significance.

Definition

Identification should include

- responsibility in case of injury or ailment
- burn injury
- vehicular accident
- suspected homicide
- poisoning
- sexual assault
- hospital deaths.

Process/Skill Questions

- What are the procedures for maintaining the chain of evidence in a suspected criminal case?
 - What are common signs of poisoning?
 - What signs seen at a hospital death might warrant police involvement?
-

Fulfilling the Responsibilities of Licensure

Task Number 137

Identify the responsibilities of the funeral director.

Definition

Identification should include

- providing services and merchandise as selected
- explaining the financial aspects of the funeral and pricing method used
- explaining death benefits and/or burial allowances
- notifying the clergy of the death, if appropriate
- coordinating with the clergy regarding religious aspects of the funeral
- explaining applicable laws, rules, and regulations
- referring families for professional counseling as appropriate.

Process/Skill Questions

- What are some practices that demonstrate respect as well as disrespect for the deceased?
 - What are some practices that demonstrate respect as well as disrespect for the family?
 - How might your personal beliefs and ethics impact your professional ethics?
-

Task Number 138

Identify the responsibilities of the funeral director to the profession.

Definition

Identification should include

- costs, procedures, and communication when transferring human remains to another funeral establishment
- public education regarding funeral etiquette.

Process/Skill Questions

- What are some cultural practices that you might find in your region?
 - How could you facilitate a family's cultural identity in the funeral rites?
 - How could you support the family to feel comfortable in expressing their wishes?
-

Task Number 139

Identify the responsibilities of the funeral director to the clergy.

Definition

Identification should include

- policies
 - rules and regulations of religious institutions.
-

Task Number 140

Perform tasks applicable to Virginia.

Definition

Performance should include

- limitations placed upon the practice of the funeral director/embalmer
- law, rules, and regulations pertaining to:
 - transportation of the dead
 - requirements and specifications of the funeral home, including the preparation room
 - terms specified in the license laws, rules, and regulations
 - qualifications required of applicants for funeral director/mortician license
 - grounds for issuance, revocation, suspension, or refusal to renew or issue licenses
 - requirements for the conducting of funerals
 - procedures for filing a complaint concerning a violation of the licensing law
 - provisions regarding reciprocity endorsement and emergency licensing.

Participating in Community Affairs

Task Number 141

Identify the methods to establishing a funeral home public relations program.

Definition

Identification should include

- blogging
- creating videos
- using social media

- giving guided tours
- participating in local events
- sponsoring local teams/events
- providing branded merchandise
- partnering with hospice and other cross-industry
- educational seminars and workshops
- membership in community organizations.

Process/Skill Questions

- What educational topics do you feel the general public would benefit from?
- How could participation in community affairs help alleviate fears and concerns surrounding death?
- What are the advantages with hospice and other related industries?

SOL Correlation by Task

Describe the history of mortuary science.	English: 11.5, 11.8 History and Social Science: WHI.2, WHI.3, WHI.4, WHI.5, WHI.6, WHI.7, WHI.11, WHI.14, WHII.3, WHII.4, WHII.14
Describe careers associated with mortuary science.	English: 11.5, 11.8
Identify areas of professional growth through continuing education.	
Identify the laws relating to the decedent's body.	English: 11.5, 11.8 History and Social Science: GOVT.14
Explain the legal obligations of funeral director.	
Explain the status of a funeral bill as a charge against the estate.	English: 11.5
Explain preplanning services to client families.	English: 11.5
Explain the responsibilities of a funeral director.	English: 11.5
Identify civic laws with which a funeral director should be familiar.	English: 11.5, 11.8
Identify the reports/contracts/licenses associated with death.	English: 11.5
Identify possible issues encountered when preparing a decedent for burial.	English: 11.5
Explain how and why a decedent is embalmed.	English: 11.5
Explain the cremation process.	English: 11.5
Define all authorizations required to maintain legality of cremation including informed consent.	English: 11.3

Describe the rights of the decedent in pre-arranging his/her own funeral.	English: 11.5
Identify the rules, qualifications, and regulations governing burial in national and state cemeteries.	English: 11.5
Identify necessary equipment used in the funeral home business.	
Describe the regulations governing an embalming room.	English: 11.5
Identify the kind of software used in mortuary services.	
Distinguish the varieties of funeral customs in America.	English: 11.5, 11.8 History and Social Science: WHI.3, WHI.4, WHI.8, WHI.9, WHII.2
Explain modern theories concerning death, dying, bereavement, and mourning in America.	English: 11.5, 11.8
Discuss the interplay in society of customs and contemporary practices.	English: 11.5
Differentiate among sociological terms applied to American funerals.	English: 11.5
Identify changes in funerals and embalming methods during the last half century.	English: 11.5
Describe the philosophies regarding death in different cultures.	English: 11.5
Describe respect for human remains.	English: 11.5 History and Social Science: GOVT.16
Identify means to promote acceptance of racial and cultural diversity.	English: 11.5
Explain the embalming-disinfection process.	English: 11.5
Describe the six components of the infectious processes.	English: 11.5
Identify cases that require special treatments.	
Recognize the conditions which require special procedures in the removal, handling, preparation, and disposition of human remains.	
Implement infection control techniques according to Centers for Disease Control (CDC) guidelines.	English: 11.5 History and Social Science: GOVT.14 Science: BIO.2, BIO.3
Explain the benefits of a healthy lifestyle on the human body.	English: 11.5
Describe personal and environmental disinfection and decontamination procedures.	English: 11.5

Define the terminology that allows effective communication between members of the profession and the lay public.	English: 11.3, 11.5, 11.8
Identify the focus of common laboratory tests of the decedent and the common units of scientific measurement.	
Identify the characteristic features of solutions, suspensions, and emulsions.	
Describe the processes of diffusion.	English: 11.5 Science: BIO.4b
Explain the benefits of being a donor.	English: 11.5, 11.8
Explain the common causes associated with death.	English: 11.5 Science: BIO.4d
Identify the physical states of matter.	Science: CH.5
Identify the characteristics of the chemistry of decomposition.	
Identify the characteristics of basic biochemistry.	Science: BIO.2
Define organic chemistry.	English: 11.3, 11.5 Science: CH.6
Describe the characteristic features of organic chemical compounds.	English: 11.5 Science: CH.6
Explain the prerequisites for specified restorative and cosmetic treatments.	English: 11.5
Demonstrate knowledge of the body systems.	Science: BIO.4
Specify representative chemicals and their respective functions in embalming fluids.	Science: CH.3
Identify the basic theories and laws of chemistry.	Science: CH.2, CH.3, CH.4
Describe problems encountered before and during embalming.	English: 11.5
Describe different methods of preservation.	English: 11.5
Identify the correct colorants (from a specified cosmetic medium) to achieve a natural appearance under various conditions.	
Reconstruct/cosmeticize features of the face (direct and profile views), using photographs.	
Identify the bone structures of the face and skull.	Science: BIO.4
Identify the psychological purposes that the funeral serves for the family, friends, church, occupational associates, and community of the deceased.	
Identify the philosophical values of the funeral.	
Identify the sociological purposes and values of the funeral.	

Describe the major financial considerations that confront a bereaved family.	English: 11.5, 11.8
Identify the times or situations during which a funeral director will make use of counseling.	
Describe the areas of counseling normally covered during the loss of a loved one.	English: 11.5
Identify the psychological and sociological value of the funeral arrangement meeting.	
Describe the process of planning a funeral.	English: 11.5
Determine the important information to obtain during each type of counseling situation.	
Identify the basic personality problems that may appear during counseling situations.	
Describe contemporary opinions regarding sociology of death, grief, and bereavement.	English: 11.5, 11.8
Explain types of counseling techniques applicable to funeral services.	English: 11.5
Identify the stages of dying.	
Develop a relationship with the family at the first meeting.	English: 11.5
Describe how to complete the following forms.	English: 11.5, 11.8
Identify the person(s) who is qualified to give permission for release of the deceased from a hospital, or to sign the hospital death record, if required.	
Identify the information to be secured from and/or given to the family upon initial family contact.	
Describe the steps required between initial notification of death and removal of the deceased.	
Identify the qualified person(s) to authorize an autopsy and embalming.	
Identify the items and considerations usually included in the arrangement conference.	
Identify the types of death certificates and their uses.	
Identify the consideration normally involved in setting the order for the processional and recessional of a funeral service.	
Describe the items of clothing ordinarily required for the deceased.	
Describe the proper techniques and equipment employed in the dignified removal of remains under diverse conditions.	English: 11.5
Define who should obtain and/or why a burial transit permit should be obtained.	English: 11.5, 11.8
Write obituary and death notices.	English: 11.5, 11.6, 11.7
Describe considerations involved in the dignified movement of casketed remains.	English: 11.5

Coordinate a variety of committal rites when these are a part of a funeral.	
Explore methods of dealing with interpersonal conflicts among family members.	
Discuss dismissal procedures for leaving the gravesite.	English: 11.1, 11.5
Explain the elements involved in harmonizing the colors of caskets in the funeral setting.	English: 11.5
Describe the various types of floral arrangements and the considerations involved in their placement.	English: 11.5
Identify requirements and procedure pertaining to cremation, calcination, and burial at sea.	
Identify the various types of outer burial container.	
Differentiate between methods of quoting the price(s) of funeral service.	
Identify the insurance needs of a funeral director and funeral service practice.	
Cooperate in community programs for controlling disease and promoting medical research.	
Identify common interest areas.	
Identify the major funeral director associations.	History and Social Science: GOVT.14
Describe the structure and function of the International Conference of Funeral Service Examining Boards Inc. and American Board of Funeral Service Education.	English: 11.5
Describe the structure of “multi-unit” funeral home organizations.	English: 11.5
Identify permits and forms required.	English: 11.5
Identify special conditions attending a death whereby notification of the death is required.	
Identify the technical manifestations of death, which may be of medicolegal significance.	
Identify the responsibilities of the funeral director.	
Identify the responsibilities of the funeral director to the profession.	
Identify the responsibilities of the funeral director to the clergy.	
Perform tasks applicable to Virginia.	English: 11.5
Identify the methods to establishing a funeral home public relations program.	History and Social Science: VUS.14

Appendix: Career Cluster Information

Career Cluster: Health Science	
Pathway	Occupations
Support Services	Mortician

Career Cluster: Human Services	
Pathway	Occupations
Personal Care Services	Embalmer Funeral Attendant Funeral Director Funeral Service Managers Mortician