

**RESIDENT TRAINEE WORK REPORT - FUNERAL SERVICE**

Trainee Name: JOHN DOE

Trainee Signature: JOHN DOE

Hours Worked: 160

Month: January 2017

FUNERAL DIRECTING ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Core Arranging Activities</b>																															
At-need or preneed arranging (includes all related documents and records)																								X							
Imminent/pending death (hospice) arranging										X					2																
Observe sale of funeral service										X										3											
<b>Core Ceremony &amp; Disposition Activities</b>																															
Assist with funeral or memorial or interment/committal ceremonies for casketed remains																							2								
Assist with funeral or memorial or interment/committal ceremonies for cremated remains																				X											
<b>Secondary Funeral Directing Activities</b>																															
Attendance at funeral home			X	X						X					X		X		X	X	X	X	X	X							
Answer telephone/correspondence, handle records, bookkeeping			X	X						X					X		X		X	X	X	X	X								
Care for equipment & premises																															
Prepare death notices/obituaries				X											X																
Ship in/Ship out arrangements															X																
Prepare death certificate															X		X														
Secure permits, prepare VA or social security forms																															
Receive visitors				X																	X			X							
Funeral procession and arrangement																								X							
Transport survivors and clergy																								X							
Witness/arrange cremation services																								X	X						
Complete cremation authorization forms																										X					
ID authorizing agent/next of kin																										X					
Evaluate OCME jurisdiction																										X					

COMPLETE BOTH THE FRONT AND THE BACK OF THIS REPORT

**RESIDENT TRAINEE WORK REPORT - FUNERAL SERVICE**

NUMBER OF CASES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
<b>Core Embalming Activities</b>																										
Setting features	X		X	X																						
Mixing fluids	X	X		X		X																				
Raising vessels & inserting tubes	X	X	X	X		X																				
Injecting fluids	X	X	X			X																				
Suturing incisions	X	X	X			X	X																			
Cavity treatment			X			X	X																			
<b>Secondary Embalming Activities</b>																										
Removal & disinfecting of body						X																				
Positioning of body			X																							
Restorative art treatment including hypodermic treatment	X																									
Preparation of autopsied body including treatment of viscera			X																							
Treatment of remains following organ and/or tissue donation			X																							
Application of cosmetics																										
Dressing & casketing				X	X	X																				
Cleaning and disinfection of preparation room					X	X																				
Handling and/or disposing of biomedical waste					X	X																				

Each time that you complete five (5) of the six (6) "core embalming activities" while embalming a decedent, you will receive credit for one (1) embalming case. Each time that you complete one (1) "core arranging" activity, you will receive credit for one (1) funeral arranging case. Each time that you complete one (1) "core ceremony and disposition" activity, you will receive credit for one (1) ceremony and disposition case. Completion of "secondary funeral directing activities" and "secondary embalming activities" is necessary to demonstrate that you obtained experience in all other aspects of funeral service, but you will not receive credit toward the twenty-five (25) funeral arranging cases; twenty-five (25) ceremony and disposition cases; and twenty-five (25) embalming cases required to complete your funeral service traineeship.

In the example above, Trainee John Doe assisted with six (6) embalming cases. In Case Nos. 1, 3, and 6, Trainee Doe performed five of the six "core embalming activities." Therefore, Trainee Doe will receive credit for three (3) embalming cases. Trainee John Doe will receive credit for nine (8) funeral arranging activities: two (2) arrangements on Jan. 10; two (2) arrangements on Jan. 16; three (3) arrangements on Jan. 20; and one (1) arrangement on Jan. 23. Trainee John Doe will receive credit for three (3) ceremony and disposition activities: one (1) ceremony and disposition activity on Jan. 20; and two (2) ceremony and disposition activity on Jan. 23.

Every embalmed decedent should be listed as a separate case in the embalming activities portion of your monthly work report. Each column on the embalming portion of the monthly work report correlates with a case number and not with the date on which the case was performed. You must maintain a separate daily embalming checklist for each case on which you work. On the funeral directing portion of your monthly work report, each column correlates with a date rather than a case number. Therefore, all activities performed on particular date should be listed in the same column (e.g. all funeral directing work done on January 20 should be listed under the column labeled "20"). Again, you must maintain a separate daily funeral directing checklist for each decedent with which you assist.

**COMPLETE BOTH THE FRONT AND THE BACK OF THIS REPORT**