

PROCEDURE:

5.1.11p5. Funeral Service Education Live Work Projects

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Adopted: January 2009

I. PURPOSE

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum. The Funeral Service Education program utilizes human remains as part of the clinical instruction in areas of embalming and restorative art.

II. RELATED AUTHORITY

Ogeechee Technical College Procedure 5.1.11p1. Business Office Procedures for Live Work Projects

III. APPLICABILITY

This procedure applies to the Ogeechee Technical College Funeral Service Education program.

IV. DEFINITIONS

None.

V. ATTACHMENTS

Funeral Service Education Live Work Project Approval Form
Funeral Service Education Live Work Projects Log Form
Funeral Service Education Certificate for Gift of a Body Form
Funeral Service Education Procedure at the Time of Death
Funeral Service Education Embalming Report Form

VI. PROCEDURE

1. Forms

The instructor will use the following forms to manage the Live Work Project.

- a. Form A: Funeral Service Education Live Work Project Approval Form

- b. Form B: Funeral Service Education Live Work Project Log Form
 - c. Form C: Funeral Service Education Certificate for Gift of a Body Form
 - d. Form D: Funeral Service Education Procedure at the Time of Death
 - e. Form E: Funeral Service Education Embalming Report Form
2. Responsibility
- a. The Funeral Service Education instructors are responsible for the operation of the Live Work projects.
 - b. Student shall always participate in Live Work projects, and the work may not be solely performed by the instructors.
 - c. The Funeral Service Education instructors will maintain a list of requested live work and will schedule appointments when that particular course of study is being covered.
 - d. All Live Work projects shall comply with the Governor's Executive Order on Ethics.
3. Permissible Projects
- a. The Funeral Service Education Program will perform live work when referred by representatives of funeral homes, medical facilities, coroners' offices, state agencies, or families wishing to donate the body of a deceased family member.
 - b. Live Work Projects will be scheduled to facilitate the education and development of Funeral Service Education students. All Live Work Projects will be in support of the curriculum being taught during the current academic term.
 - c. The Funeral Service Education instructors will decide on the number of donations that can be received during the academic term.
4. Work Performed
- a. No Live Work Project is to be scheduled or performed without the approval of the Funeral Service Education instructors, the Dean for Academic Affairs, and the Executive Vice President for Academic and Student Affairs.
 - b. No Live Work Project is to be scheduled or performed until the following steps are completed:
 - i. If the Funeral Service Education instructors determine that a donation request may be accepted, the donor must complete the Funeral Service Education Certificate for Gift of a Body form.
 - ii. The Funeral Service Education instructors will also complete the Funeral Service Education Live Work Project Approval form.
 - iii. Upon approval by the Dean for Academic Affairs and the Executive Vice President for Academic and Student Affairs, the Funeral Service Instructor will be notified that the Live Work is approved and arrangements may be made with the donor.
 - c. The Live Work Project will be scheduled during the College's normal hours of operation.
 - d. All work performed is under the direct supervision of the Funeral Service Education instructors.
 - e. The Funeral Service Education instructors shall be assigned to Live

Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overload policies.

- f. The Funeral Service Education instructors will make arrangements with local crematories (Joiner-Anderson Crematory—Statesboro and Tomlinson Crematory—Swainsboro) for the cremation of the case after the completion of the Live Work, or within 30 days.
5. Ethical Considerations
 - a. As a funeral service and/or health care professional, an encounter with a body (cadaver) is one of the events that mark a milestone in the profession. At all times the privacy of the deceased must be guarded and maintained in a complete, professional and dignified manner.
 - b. Not only should the physical privacy of the deceased be maintained, but respect for the deceased should also include abstaining from any discussion in person, in writing, or through electronic means (including photography and social media) about the deceased outside the clinical setting, and discussion should at all times be respectful and clinical in nature.
 - c. These deceased bodies represent a substantial contribution to the College, to the programs, and the student. The opportunity to participate with these donated bodies will provide valuable experience, which might not otherwise be possible.
 - d. The bodies are donated for the purpose of education.
 - e. Students, faculty, and staff should always respect the gift that was given and learn from the opportunity presented.
 6. Financial Administration
 - a. Ogeechee Technical College will be fully reimbursed for all direct costs associated with the delivery of Live Work Projects.
 7. Collection of Fees
 - a. The family member(s) sign, agreeing to the charge for the ultimate cremation that occurs following the clinical use of the body.
 - b. While the distance of the required transport of the body may impact the total charge, for cases retrieved from an area within 60 miles of the College campus, the fee is typically \$350.00-\$500.00. This fee covers the removal to Ogeechee Technical College and the ultimate transport to the crematory and crematory charges.
 - c. Family members are required to pay through cash or credit card prior to the acceptance of the donated case.
 - d. Through either method, the payment is made to the Business Office, where the payment is recorded and a receipt written for the donor family.
 - e. Any additional charges that may be incurred are explained to and approved by the families prior to the acceptance of the body donation.
 - f. The fee is designed to offset any expenses the College incurs relative to the donation of the anatomical specimen.
 8. Liability, Defense and Indemnification

- a. Although Live Work Projects, as an integral part of the College's academic curriculum, are governed by the State of Georgia's constitutional doctrine of sovereign immunity and its related statutes, Ogeechee Technical College shall take all necessary steps to ensure that its Live Work Projects are managed in a way so as to minimize or eliminate the risk of harm to patrons, students and employees. Moreover, the Commissioner and the President shall take appropriate steps to legally protect the Technical College System of Georgia and Ogeechee Technical College from legal liability arising out of Live Work Project activities.
- b. Potential donors and other recipients of Live Work Project services will sign declarations of assumption of risk and waivers of liability. Each person requesting live work will be required to sign the Live Work Approval Form and a waiver of liability and declaration of assumption of risk with the understanding that there is no warranty, express or implied.

VII. RECORD RETENTION

- . All completed forms will be retained according to the TCSG Records Management Policy.