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GUIDELINES GOVERNING ACCREDITATION OF TRAINING CENTERS/ INSTITUTION: AND TRAINER CONDUCTING TRAINING PROGRAM OR REVIEW/SEMINAR COURSES FOR EMBALMERS IN THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 155, S. 2002, SEPTEMBER 30, 2002, September 30, 2002

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I
Rationale

The Department of Health, Committee of Examiners for Undertakers and Embalmers shall exercise accreditation and regulatory function under these guidelines. These rules for accreditation are issued to implement the provision of (P.D. 856) pursuant to Section XI of the Implementing Rules and Regulations of Chapter XXI — "Disposal of Dead Persons" which was approved on 30 September 1996, these guidelines are formulated for the implementation and strict compliance by all concerned. The need to regulate potential trainors and training institution or centers for embalmers is rightly in time due to increasing demand in the practice of the profession.

Currently, the need to uplift and institutionalized activities undertaken in the field of lecture and activities including actual application plays a vital role in the practice of such profession.

II
Objective

These guidelines and criteria are promulgated in order to establish, regulate and uplift standards of training centers/institutions including trainers conducting training program or review/seminar courses for embalmers in the Philippines.

III
Scope

These guidelines and criteria shall apply to all duly licensed or registered training centers or institutions and trainer/conducting training programs or review/seminar courses of embalmers.

IV
Definition of Terms

1. Embalmer — a duly licensed person who applies, injects or introduces any chemical substance, drug or herb internally or externally to a dead human body or deceased person for the purpose of burial or cremation.

2. Committee — the Department of Health Committee of Examiners for Undertakers and Embalmers.

3. Certificate of Registration — a written certification issued by the Department of Health Registration Committee of Examiners for Undertakers and Embalmers authorizing to perform embalming procedures.

4. Training Institution — refers to a facility/establishments that render training services relative o the practice of embalming and undertaking.

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5. Accreditation — an act of recognition or a method of determining that an eligible organization, or individual complies with approved standards.

6. Embalming — preparing, disinfecting and preserving a dead body before it is finally disposed.

7. Embalming Establishment — a place where dead body is embalmed or treated for burial.

8. Trainer. — refers to a qualified individual who complies with accreditation requirements.

9. Allied Medical Professions — pertain to other professions other than Doctor of Medicine, but limited to the following: Nurses, Midwives, Physical Therapist, Med. Technologies, OT, Rad Tech, BS Public Health.

10. Category I Funeral Establishment — facilities offering funeral services with available chapels embalming facilities.

11. Undertaker — a duly licensed person who practices undertaking.

V
Accreditation Requirements (Training Centers/Institution)

a. There shall be submission of pertinent documents relative to application for accreditation of their training centers/institutions to Committee of Examiners for Undertakers and Embalmers for screening and evaluation.

b. There shall be submission of floor plan layout including location/vicinity map of training center/institution signed by the owner.

c. There shall be provision of training program or training course that includes:

c.1 session plan with short description of each topic

c.2 methodologies to be used for each topic emphasis on actual procedures

c.3 time allotment per topic

c.4 expected output for each activity

VI
Standard Facility Requirements

A. There shall be an adequate space provision with minimum of 12 square meters allocated to the floor area to accommodate a maximum of 12 trainees:

B. There shall be sufficient ventilation and lighting for the use of the facility.

C. The facility should be affiliated with Category I funeral establishments for the purpose of actual demonstration.

D. There shall be sufficient equipment and instrument to facilitate lectures and demonstration

D.1 Standard size Embalming Table

D.2 Hydro Aspirator

D.3 Nasal Tube Aspirator'

D.4 Trocar Set

D.5 Curved Threaded Arterial Tube Set

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D.6 Scissors Set

D.7 Forceps Set

D.8 V-Tubes Set

D.9 Half Curved Needles Set

D.10 Chairs with side arm set

D.11 Blackboard/Chalk/Eraser

D.12 Cabinet

D.13 Typewriter/PC set

D.14 Personal Protective Equipment Set (PPE)

D.15 Chemical Supplies (for Embalming Procedures)

E. There shall be provision of continuous supply of potable water for the facility.

F. There shall be provision of toilets and lavatories for male and female.

Note: Reference shall be made to the number of fixtures corresponding with ratio stipulated in existing IRR of PD 856.

G. Vermin abatement control program shall be provided for the facility

H. Training Center/Institution shall practice corresponding waste management program.

I. The Training Center shall be complemented with staff that corresponds to day to day activity.

1.1 Administrator

1.2 Lecturer/Trainor

1.3 Clerk

VII
Accreditation Fee

A. There shall be a non-refundable accreditation fee in the amount of P1,000.00 payable to Department of Health your filing of application for accreditation of the facility.

B. A non refundable fee of One thousand Five Hundred Pesos (P1,500) shall be paid upon approval of the application for accreditation of the facility.

VIII
Inspection and Monitoring

A. All new applications for accreditation of training centers/institutions shall be subject to ocular and facility inspection. No accreditation shall be issued unless initial inspection has been conducted by the Committee of Examiners for Undertakers and Embalmers or its duly representative.

B. Annual inspection shall be implemented by CEUE for accredited training center/institution.

C. There shall be records that shall be made available to determine compliance with accreditation requirements.

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IX
Terms and Conditions of Certificate of Accreditation for Training Facility/Institution

A. There shall be separate accreditation fee for each branches of training centers or institutions.

B. The certificate of accreditation is non-transferable.

C. Accreditation shall be automatically cancelled upon-change in location of the facility or training institution/center. A re-accreditation has to be applied and approved by the Committee of Examiners for Undertakers and Embalmers.

D. The certificate of accreditation of the training center/institution shall be placed in a conspicuous place readily seen by the public for the purpose of information and guidance.

E. The certificate of accreditation for the training center/institution shall automatically expires every 31 of December of the current year.

F. There shall be sufficient number of passers in the examination by CEUE or equivalent to 30% of enrollees in the training center/institution to facilitate renewal of accreditation.

X
Trainor Accreditation Payments

A. There shall be submission of pertinent documents relative to application for accreditation of trainor to the Committee of Examiners for Undertakers and Embalmers.

B. Screening Process shall be conducted by the Committee upon presentation of the following documents by the candidate:

B.1 Certificate of Recent Physical and Medical Examination conducted by a government physician.

B.2 Certified True Copy of Transcript of Records or Diploma.

B.3 Current Professional Tax Receipt.

B.4 Copy of relevant Training attended

B.5 NBI Clearance

XI
Qualification Requirements

A. Individual applying for accreditation as trainor shall have the following qualifications;

A.1 Duly licensed Embalmer

A.2 Has earned at least 80 units in college

A.3 A minimum of 5 years actual embalming practice from the Date of first registration.

XII
Accreditation Fee

A. There shall be a non-refundable fee in the amount of P600.00 payable to the Department of Health upon filing of application for accreditation of trainor.

B. A non-refundable fee of P750.00 shall be paid upon approval of application for trainor accreditation.

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C. All payments shall be made to the Department of Health:

XII
Quality Assurance

A. The applicant for accreditation as trainor should have passed the proficiency test administered by the DOH Committee of Examiners for Undertakers and Embalmers.

B. The proficiency test given by the Committee shall consist of oral and practical examination

C. The applicant for accreditation as trainor shall file the corresponding requirements under oath or notarized.

XIV
Violation and Penalty

Any violation of this Administrative Order governing accreditation of Training Institution or Center and Trainor for Embalmers and/or P. D. 856 and its implementing laws shall be a ground for denial or, revocation of issued accreditation.

XV
Investigation of Charges or Complaints

The Committee or its duly authorized representative/s shall investigate the complaint or charges and verify whether the training centers/institution, trainer is liable thereof. If proven liable, the corresponding penalty shall be imposed.

XVI
Effectivity

These accreditation guidelines shall take effect upon approval and publication in a newspaper of general circulation.

Adopted: 30 Sept. 2002

(SGD.) MANUEL M. DAYRIT, M.D. MSc.
Secretary of Health

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