

**National Association of Funeral Directors & North Tees NHS Foundation Trust**

**Frontline Funeral Service Operations**

**Session programme 1:**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>	<b>Linked Module (s)</b>
	<b>Introduction to the course:</b>		
10.00 – 10.45	Web site navigation - Exam revision - Training plan	Darren Makin	All Modules
10.45 – 11.00	Break		
11.00 – 12.15	<b>Microbiology and infection control</b>	Darren Makin	Module 3
12.15 – 13.00	Lunch		
13.00 – 14.00	<b>Understanding Risk assessments</b>	Darren Makin	Module 2
14.00 – 14.15	Break		
14.15 – 15.00	<b>Introduction to Portfolio:</b>  • Evidence gathering for Assignments 1, 2 and 3	Darren Makin	Module 1, 2 and 3
15.00 – 15.15	Break		
15.15 – 16.00	<b>Group activity</b>  • Health and Safety • Infection Control	Darren Makin	Module 2 and 3






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**Session programme 2:**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>	<b>Linked Module (s)</b>
10.00 – 10.45	<b>Recap / questions:</b>  Web site navigation - Assignment help	Darren Makin	All Modules
10.45 – 11.00	Break		
11.00 – 12.15	<b>Quality Management Systems (QMS)</b>	Darren Makin	All modules
12.15 – 13.00	Lunch		
13.00 – 14.00	<b>Principles of effective communication</b>	Darren Makin	Module 1
14.00 – 14.15	Break		
14.15 – 15.00	<b>Portfolio continued:</b>  • Evidence gathering for Assignments 4, 5 and 6	Darren Makin	Module 4, 5 and 6
15.00 – 15.15	Break		
15.15 – 16.00	<b>Group activity</b>  • Anatomy and physiology	Darren Makin	Module 5

## Modules and assessment criteria

<p>Assignment</p> <p><b>Module 1</b></p> <p>Sensitive communication</p> 	<p>Assignment + H&amp;S Quiz</p> <p><b>Module 2</b></p> <p>Health and Safety</p> 	<p>Assignment + Microbiology Quiz</p> <p><b>Module 3</b></p> <p>Handling of the deceased</p> 
<p>Assignment</p> <p><b>Module 4</b></p> <p>Mortuary practice</p> 	<p>Assignment + Anatomy Quiz</p> <p><b>Module 5</b></p> <p>Care and preparation</p> 	<p>Assignment</p> <p><b>Module 6</b></p> <p>Visitation of the deceased</p> 