I. SCOPE / PURPOSE

As a means of achieving its Purpose, Vision and Values and as space and staffing permits, NH allows post-secondary students to participate in observation, clinical, and non-clinical experiences in order to complete course objectives.

II. POLICY

Prior to entry of students into NH facilities, a current agreement must be in place with the student’s educational institution. NH student programs in conjunction with educational institution faculty are accountable for assuring adherence to agreements. When post-secondary students will be/are completing educational experiences, and in order to protect the safety and welfare of patients, students, faculty, and employees, the procedure prescribed below shall be carried out.

III. QUALIFIED PERSONNEL

N/A

IV. EQUIPMENT

N/A

V. PROCEDURE

The procedure serves as a guideline to assist personnel in accomplishing the goals of the policy. While following these procedural guidelines personnel are expected to exercise judgment within their scope of practice and/or job responsibilities.

NH Director of Student Programs/Designee responsibilities:

- Manage educational institution requests for post-secondary student placement.
- Assure that a current, signed agreement is in place between the requesting educational institution and the specific NH facility prior to student placement.
• Manage information as needed related to post secondary student assignments and communicate assignment conflicts to appropriate educational institution faculty.
• Forward required orientation documentation/information for students to appropriate educational institution faculty.
• Coordinate orientation for faculty to NH facilities.
• Establish a process to assure that information is forwarded to appropriate educational institution faculty regarding major changes in facility policy and procedure as well as in-service opportunities.
• Monitor evaluative feedback from students, educational institution and NH staff to identify trends and make improvements as needed.

**NH Department Leadership, NH team member, NH preceptor responsibilities:**
- Coordinate department specific orientation experiences with faculty as needed.
- Establish a process to assure that information is communicated with faculty and/or students regarding major changes in department policy and procedure as well as department in-service opportunities.
- Make decisions regarding department's ability to meet student's (s') educational objectives.
- Assure validation of competency of faculty members in high-risk procedures they are expected to perform while in the facility/department/unit.
  - Retain accountability and responsibility for department outputs in collaboration with student and/or faculty.
  - Supervise students when they provide patient care, treatment, and services as part of their training.
  - Assist students as appropriate to integrate the academic curriculum into professional practice.
  - Refer problems, questions or concerns related to students, faculty, or clinical non-clinical experience to the NH Department Leadership.

**Educational Institution Responsibilities**
The Educational Institution shall:
- Communicate with the student programs team regarding educational needs.
- Identify faculty member(s) to coordinate and manage student experiences and communicate with the NH Director of Student Programs/designee or responsible coordinating department.
- Provide signed letter of agreement and all documentation listed on the student programs website, including written verification of completion of facility/department/unit orientation; annual written verification to NH Director of Student Programs/designee or responsible coordinating department re: licensure (as appropriate); and competency of each faculty member who provides on-site instruction.
- Notify NH Director of Student Programs and the NH Department Leadership in writing where the clinical or non-clinical experience shall take place four weeks prior to the beginning of the work experience regarding:
  1. Number of post-secondary students
  2. Student status (i.e. first semester, junior, senior, etc.)
  3. Discipline (i.e. business, respiratory therapy, nursing, etc.)
  4. Dates and times of work experience
  5. Course objectives and clinical expectations
6. Specific locations of experience
7. Names and phone numbers of faculty
8. Emergency phone numbers for students to access in case of student emergency (in instance when faculty will not be on-site with student).

- Notify NH Director of Student Programs and NH Department Head (as appropriate) of any revisions (deletions or additions) to student experience locations, dates, and times prior to the beginning of the work experience.
- Maintain the following (with immediate access available by phone and fax):

Post-Secondary Clinical/Non-Clinical Student Requirements:
1. Complete documents as listed on NH student programs website.

Student Programs website

Educational Institution Faculty Responsibilities

The Educational Institution Faculty shall:
- Assure a current signed agreement and certificate of insurance has been provided to Student Programs.
- Assure students receive and complete required orientation information prior to entry into NH facilities.
- Contact NH Director of Student Programs or responsible coordinating department to arrange faculty orientation. Faculty orientation should take place at least two weeks in advance of arrival of students. Faculty orientation shall occur in instances where faculty will be providing on-site instruction to students. Faculty shall be re-oriented if they have not been to the facility/department/unit for more than one year.
- Abide by all NH policies and procedures.
- Wear educational institution identification according to their school policy when in NH facilities.
- Participate in in-service opportunities as needed in order to provide information and/or training to students.
- Refer problems, questions, or concerns to the NH Department Leadership or NH Director of Student Programs/designee or responsible coordinating department.
- Use designated cafeteria/break areas for lunch or breaks.

Post-secondary Clinical and Non Clinical Student Responsibilities

The Post-secondary student shall:
Abide by all NH policies and procedures including the expectations in the NH educational agreement. Educational Experience Agreement

VI. DOCUMENTATION

Letter of Agreement between Schools and Novant Health; all documents on student portal

VII. DEFINITIONS

Post-secondary student: A student of a community college, university, or other accredited post-secondary institution participating in undergraduate or graduate studies.

Post-secondary Clinical student: A student of a community college, university, or other
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| APPLIES TO | Novant Health: BMC, FMC (FMC main, CMC, KMC & all other locations), HMC, MHMC, MMC, MPH, PMC (PMC main, COH & all other locations), RMC, TMC, NHMG, Freestanding Imaging Centers, Freestanding Surgery Centers, Rehabilitation Centers, Pharmacy Services, Corporate Departments and Entities, Foundations, and Finance Focused  
NH UVA: HAMC, PWMC, Caton Merchant House, Cancer Center, NHMG, Prince William Foundation, Prince William Health Physician Services |
| ACTION | Revised                                      |

**APPROVED BY:**

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<td>VP Learning and Development</td>
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<td>EVP &amp; Chief HR Officer</td>
<td>Janet Smith-Hill</td>
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**COMMITTEES APPROVED BY:**

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