



Vice President and Chief Executive Officer of the Medical Center

MEDICAL CENTER POLICY NO. 0316

- A. SUBJECT: Management of Student Practicums/Preceptorships
- B. EFFECTIVE DATE: April 1, 2014
- C. POLICY STATEMENT:

This policy sets forth a standardized process for the onboarding and management of students seeking to use Medical Center resources while participating in the training for and/or delivery of patient care.

For information on the management of high school students, college students, and adults seeking to use Medical Center resources for observation and/or career exploration, refer to [Medical Center Policy No. 0315 "Management of Observers"](#).

For information on the management of Non-UVA GME Trainees, contact the GME Office (434-243-6297).

For information on the management of visiting physicians, contact the Clinical Staff Office (434-243-5896).

1. Definitions

- a. "Practicum" or "Preceptorship" shall refer to a Student's period of training and/or practical experience under the supervision of an Instructor.
- b. "Student" shall refer to a person who seeks the use of the Medical Center facilities, programs, and services while participating in the training for, and/or the delivery of, direct patient care and treatment services pursuant to an affiliation agreement between his/her sponsoring educational institution ("home school") or a healthcare facility by which he/she is employed.
 - i. A Student shall include:
 - any medical student enrolled at the University of Virginia School of Medicine "School of Medicine", or visiting the School of Medicine pursuant to an agreement between the School of Medicine and a student's educational institution;
 - any nursing student enrolled at the University of Virginia School of Nursing "School of Nursing", or visiting the School of Nursing pursuant to an agreement

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between the School of Nursing and a student's education institution;

- a person pursuing a course of study to become an Allied Health Professional at the University of Virginia or other educational institution;
 - a healthcare professional (other than a visiting physician) from another hospital or healthcare facility; or
 - a student of patient support services
- ii. No Student may participate in a practicum/preceptorship at the Medical Center unless, before the practicum/preceptorship begins, there is an affiliation agreement in place between the Medical Center and the student's sponsoring educational institution "home school" or healthcare facility. Affiliation agreements shall be arranged through the Medical Center Contracts Management Office (434-924-5039) and may take up to eight weeks to be fully executed.
- c. "Instructor" shall refer to a Medical Center healthcare provider with applicable certification/credentials who is responsible for providing Student training or supervision within Medical Center facilities. Instructors shall, at all times, supervise Students providing or observing the delivery of patient care or participating in other services or programs included as part of their practicum/preceptorship experience.
- d. "Sponsor" shall refer, to an external entity such as the Student's home school or employer or a representative of an external entity.

2. Responsibilities of Students

- a. Students shall comply at all times with Medical Center policies and procedures.

3. Responsibilities of Instructors

- a. The Instructor shall be responsible for the completion of all documentation required of the Student's home school or employer under this policy, as well as documentation required for the particular training program in which a Student shall participate. The Instructor is also responsible for ensuring that applicable policy requirements are met by the Student both prior to and during the practicum/preceptorship experience.
- b. The Instructor shall be responsible for approval and scheduling of the Student's experience.
- c. The following criteria shall be considered by the Instructor prior to accepting/scheduling any Student:
- i. Adequate supervision at all times
 - ii. Ability to maintain patient privacy
 - iii. Ability to provide training experience in a safe environment
- d. *Special Responsibilities when Students are employed by the Medical Center during Practicums/Preceptorships:* When Students are employed at the Medical Center, Instructors

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must contact Medical Center Human Resources before the Practicums/Preceptorships commence to inform Human Resources of the arrangement. Instructors and Medical Center Human Resources shall ensure that the roles and responsibilities of the Practicums/Preceptorships are clearly differentiated from the Students' roles and responsibilities as employees, and shall communicate the differences in the roles and responsibilities to the Students prior to the commencement of the Practicums/Preceptorships.

4. Responsibilities of Sponsors

- a. Sponsors must provide the Instructor with a list of the Student(s) being placed, a letter (or Employee/Student Health form) stating that the Students meet the specified infectious requirements set forth in Section D of this policy, and a name and address of a contact person (preferably a Student Health staff member) from the home school or healthcare facility in case of medical emergency.
- b. *Special Requirements for Students employed by another hospital or healthcare facility:* When Students are healthcare professionals from another hospital or healthcare facility, their Sponsor shall work with the Medical Center to mutually agree, in writing, upon the number of Students and dates for each rotation.
 - i. The Sponsor shall provide a list of Student names, along with a proposed rotation schedule, to the Medical Center before commencement of any rotation.
 - ii. The list of names shall be accompanied by documentation of each Student's education background, professional licensures and certifications, as appropriate, background checks, work experience, health insurance, and immunization history requirements outlined in Section D of this policy, and such other requirements as the Medical Center may deem appropriate to the particular arrangement.
 - iii. The Sponsor shall affirm each of the Students is in good standing as an employee of the Sponsor's institution.
 - iv. The Medical Center shall have final decision-making authority as to whether to accept a Student for rotation.

D. INFECTIOUS DISEASE REQUIREMENTS

1. To ensure a safe training environment, all Students shall be required to meet specific infectious disease requirements based on the nature of their practicum/preceptorship experiences. Medical Center Hospital Epidemiology, in collaboration with University of Virginia Student Health and others as appropriate, shall be responsible for establishing infectious disease requirements for all Students.
2. Students, or their Sponsors, must provide the following documentation prior to commencement of the Practicum/Preceptorship:
 - a. Negative Tuberculin Skin Test (TST) within the past 12 months and appropriate care if positive. If unable to receive a TST, a negative TB signs and symptoms review plus documentation of a past negative chest x-ray.

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- b. 2 MMRs or the equivalent or positive titers to all three diseases or medical documentation of having all three diseases
- c. Tdap (tetanus, diphtheria and acellular pertussis) if it has been > 2 years since the last Td (tetanus-diphtheria)
- d. 2 doses of Varicella vaccine or report of history of disease or positive titer to the disease
- e. Three doses of appropriately spaced Hepatitis B vaccine along with a positive titer to the disease by the end of the individual's first clinical rotation in the Medical Center
- f. Influenza vaccination, as required for compliance with Medical Center Infectious Disease Standards. Refer to the Infection Prevention and Control Manual

Note: In the event of an outbreak of any vaccine preventable disease, Hospital Epidemiology, in conjunction with the State Department of Health, will determine restrictions to be placed on individuals that lack evidence of immunity.

- g. Respiratory Fit Testing:
 - i. Students who may be exposed to patients who are on airborne precautions shall have respiratory fit testing to a N95 mask (manufacturer and type used by the Medical Center) and shall be required to wear a fit-tested N95 mask for all such observation/care experiences.
 - ii. The University of Virginia Medical Center shall provide the Student/Instructor and/or Home School/Student's employer, upon request, with information regarding the manufacturer and type of N95 masks that are in use at the Medical Center.
 - iii. N95 masks other than those types available at and provided by the University of Virginia Medical Center shall be provided by the Student/Instructor.
3. Additional questions regarding infectious disease requirements may be directed to Medical Center Employee Health, University of Virginia Student Health, or Hospital Epidemiology.

E. PROCEDURE

1. Orientation
 - a. **Medical Center Orientation Mandatory Training:** Instructor must contact the Learning & Organizational Development office (434- 243-3344 or email LMS@healthsystem.virginia.edu) to register the Student for mandatory training.
 - b. **Standard Precautions/Infection Control:** Instructor must provide documentation of the Student's Standard Precautions training, and training in TB prevention measures within the past 12 months. If documentation is not available, the Student must complete University of Virginia Standard Precaution/Infection Control Computer Base Learning Module prior to working in clinical areas. Additional infectious disease requirements are listed below.
 - c. The Instructor shall ensure documentation of each Student's completion of the orientation

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requirements.

- d. Additional orientation to department or area specific policies may be required as determined by the department/area specific manager involved in the Student's practicum/preceptorship experience.

2. Identification Badge

- a. The Instructor is responsible for obtaining a University ID for the Student at least 48 hours prior to the Student's first day.
- b. Once the Student has arrived, the Instructor must take the Student to ID Badge Services (434-982-4009) and acquire an identification badge using the provided University ID.
- c. The badge must be worn by the Student at all times while on Medical Center premises.
- d. Following the preceptorship/practicum, the Instructor is required to collect the ID badge from the Student and return to ID Badge Services; refer to [Medical Center Policy No. 0004 "Medical Center Identification"](#) for more information.

3. Parking

- a. Students who wish to request parking at a Medical Center site are responsible for contacting University Parking and Transportation prior to their first day.
- b. A temporary parking pass is available for purchase.
- c. Additional questions regarding parking information may be directed to Parking and Transportation Services (434-924-7231).

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center

DATE:

3/21/14

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Approved March 2014

Approved by Associate Vice President for Hospital and Clinics Operations

Approved by Medical Center Administration

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