

This procedure applies to all Primary Health Solutions (PHS) departments.

PURPOSE

This procedure outlines the steps required for students to participate in a student experience at Primary Health Solutions (PHS) for the purpose of OPCWI.

- Physician Assistant Programs
- APRN Programs
- Medical Schools
- Dentistry Schools
- Behavioral Health Programs

PROCEDURE

A. Initial Student Placement and Onboarding:

1. School representative (*instructor, advisor, dean or placement coordinator*) contacts Primary Health Solutions Human Resources department via email at student@myprimaryhealthsolutions.org.
2. PHS Human Resources confirms that student is from an approved partner program and confirms a current School Affiliation Agreement is in place between school and PHS.
 - If Affiliation Agreement is not in place, school will contact Primary Health Solutions Human Resources department via email at:
student@myprimaryhealthsolutions.org to establish agreement.
3. PHS Human Resource department determines if placement opportunity exists after affiliation agreement is confirmed.
 - PHS Human Resource department notifies school designated contact of successful placement or inability to meet request within 5 business days.
4. School representative submits completed forms stated below to student@myprimaryhealthsolutions.org:
 - a. PHS Clinical Student Application (obtained from PHS Human Resources)
 - b. OPCWI Student Demographic and Consent Form
 - c. PHS Student Confidentiality Agreement
 - d. Employee Handbook Acknowledgment (obtained from PHS Human Resources)
5. Computer and NextGen access will be requested, if required for rotation, by PHS Human Resources department and communicated to Health Center Practice Manager and Preceptor.
6. Following approval and acceptance, PHS Human Resources will contact school representative prior to any student experience to verify:
 - a. Specific date of rotation and specialty area of rotation
 - b. Name of Health Center and Preceptor
 - c. Health Center Practice Manager Name & Contact Number
7. School contact to communicate directly to PHS Human Resource department regarding any requirements needed for verification or evaluation of clinical rotation.
8. PHS Human Resources will arrange and conduct all educational experiences in accordance with the PHS Affiliation Agreement.

9. PHS Human Resources reserves the right to remove any student from a rotation upon request of the health center practice manager (or designee) and/or director for any cause deemed sufficient, provided that said removal is accomplished in a reasonable and non-discriminatory manner.

10. Health Center Practice Manager will ensure that occurrences are documented and communicated to the staff person in charge.

11. Failure on behalf of the student, school representative or PHS preceptor to follow this process will result in denial of clinical rotation request.

B. Student/Faculty Identification

1. All school instructors and students will wear a picture ID badge with name, title, and school's name at all times when present at PHS facilities.
2. Badges are to be provided by the school/agency, with the exception PHS sponsored training programs.
3. Badges will be worn above the waist per PHS practice.

C. Health Center Practice Manager/Designee Activities:

1. Designate a preceptor/buddy; for a clinical rotation, the preceptor/buddy will retain accountability for the care of those patients who are assigned to a student.
2. Meet with the instructor prior to the student rotation when applicable.
3. Create a positive environment for the student experience.
4. Keep the instructor and PHS Human Resources department informed of opportunities for learning experiences on the unit when applicable.
5. Provide feedback on student performance to the instructor.
6. Provide normal staffing without considering the students as replacement staff.
7. Notify the instructor of changes that would affect the presence of the students on the unit.
8. Ensure that students are signing in and out on the login form for the dates and times that they are on-site in the health center.
9. If unapproved students are in the building, Health Center Practice Manager must ensure that they are escorted out of the health center immediately.

D. Preceptor Activities:

1. Determine the student's capabilities, limitations, legal limitations specified by the training program, and the limitations imposed by PHS.
2. Create a positive environment for the student experience.

3. For a rotation:
 - a. Retain ultimate accountability and responsibility for ensuring that quality care is provided to the patient.
 - b. Verify that the patient is aware that a student will also be caring for him or her. If the patient refuses to have a student involved in their care, accommodate their wishes and assist the student with finding another patient.
 - c. Co-Sign all appropriate documentation, including NextGen

E. Student Activities

1. Sign and return the Student Orientation Packet prior to the start of the clinical experience. The student packet includes:
 - a. PHS Clinical Student Application (obtained from PHS Human Resources)
 - b. OPCWI Student Demographic and Consent Form
 - c. PHS Student Confidentially Agreement
 - d. Employee Handbook Acknowledgment (obtained from PHS Human Resources)
2. Sign in and out on health center clinical student login form.
3. Assume responsibility for providing care of the highest quality possible within the guidelines of the college, university, and PHS.
4. Adhere to PHS policies, guidelines and standards of practice.
5. Function within their course guidelines unless contraindicated by PHS.
6. Utilize the department guideline manuals as a reference for activities.
7. Notify the PHS Health Center Practice Manager prior to the beginning of the shift if unable to report for a scheduled experience.
8. For clinical experiences:
 - a. Maintain confidentiality of patients.
 - b. Verify the patient's willingness to have a student as caregiver at the start of the visit.
 - c. Collaborate and communicate with the preceptor responsible for his or her patient(s) to define aspects of care:
 - i. Within student's scope of practice
 - ii. Within the scope of practice, but where experience is minimal or absent
 - iii. Not within the student's scope of practice.
 - d. Frequently communicate with the preceptor:
 - i. The patient's progress
 - ii. Any abnormal assessments
 - iii. Assistance needed during the course of the shift
 - iv. When leaving the unit for lunch, post clinical conferences, etc.
 - v. Patient status, when leaving for the day
 - vi. Report to the charge person the patient assignment for the following day and communicate with the instructor.

F. Evaluation

1. All student participants in clinical student rotation must complete an OPCWI evaluation and submit it online via http://www.ohiochc.org/surveys/?id=OPCWI_Student_Eval (please



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email confirmation to student@myprimaryhealthsolutions.org) or on paper and submit to PHS's Human Resources. Students will have an opportunity at the end of their rotation to express the strengths and areas for improvement of the health center and specific preceptor.

2. All student participants in clinical student rotation must complete a preceptor specific evaluation and return it to PHS Human Resources Department via email at: student@myprimaryhealthsolutions.org.

3. All preceptor participants in clinical student rotation must complete a student specific evaluation and return it to PHS Human Resources via email at: student@myprimaryhealthsolutions.org.