

Subject: STUDENT/RESIDENT/INTERN/EXTERN
Section: General and Other

Policy: No: 7.01
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Date Reviewed: 07/06, 01/08, 6/08

7.01 – STUDENT/RESIDENT/INTERN/EXTERN

I. POLICY:

The Princeton HealthCare System (PHCS) is dedicated to providing exceptional medical and health education. The Princeton HealthCare System strongly supports the development and education of future healthcare providers by offering learning experiences in a variety of fields and disciplines. It is the goal of Princeton HealthCare System to ensure the best possible learning experience for students while maintaining outstanding patient care.

II .PROCEDURE:

Each student/Resident coming to PHCS in a student affiliation, as a Resident, Extern, Intern or to complete a clinical rotation must be treated in the same way as the regular and contracted staff with regards to the pre-employment/screening process. They must provide proof, individually or thru their school, of compliance with our requirements:

- Negative two-step TB-test within the past year
- Immunity to Rubella, Rubeola, and Varicella documentation
- Recent Drug Test (negative)
- Criminal Background Check (if over 18 yrs old) must be completed at least two weeks prior to start of program
- Review of Orientation packet which includes:
 - Emergency Codes
 - Right to Know Info
 - Fire & Safety
 - Code of Conduct
 - Confidentiality Statement
 - HIPAA
 - Caring Service Agreement
 - Harassment Policy

The PHCS Education Department is responsible for establishing agreements with educational institutions and administration for nursing student programs as well as some Med Tech/OR Tech programs at UMCP. The Laboratory, Radiology and Pharmacy Departments are responsible for the agreements and administration of programs for students in their areas. Diversified Services and Princeton House Behavioral Health have specific policies with regards to their student programs.

Students must comply with the PHCS policies and procedures at all times

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Students are under the direct supervision of their preceptor and/or clinical instructor at all times.

Proof of professional liability insurance must also be demonstrated by the student or per the Affiliation Agreement.

- Students/Residents/Externs/Interns must wear a PHCS identification badge issued by the Human Resources Department. An hour log must be maintained.
- On the first day of the program, students will be oriented to their role and the facility. This orientation will include completion of the Mini-Orientation Checklist with the student/Resident/Extern/Intern.
- Evaluation of the student's performance will be completed as per the sending educational institution's policy.

Site Visits / Observations by Students

Princeton HealthCare System recognizes that some students are required to complete a site visit/observation at a Healthcare facility as part of their learning experience. Prior to the completion of a site visit, student must:

- Register as a volunteer by completing the College Volunteer Application.
- Sign the Volunteer Confidentiality Agreement.
- Maintain a log of their hours as per Volunteer Services' policy.
- Have any schoolwork related to their site visit reviewed by the onsite supervisor.

Site Visits by Academic Educators

Princeton HealthCare System welcomes visits by members of the faculty of the sending college or university in connection with student programs. The site visit will be scheduled through the onsite supervisor.

Dress Code

All students will adhere to the Princeton HealthCare System Dress Code Policy.