

Office of the Executive Vice President for Health Affairs

HSG-008: Management of Student Practicums/Preceptorships

Date: September 1, 2021 (R)

Applies To: The Medical Center, the School of Medicine, the School of Nursing, Claude Moore Health Sciences Library, Transitional Care Hospital, the Health System Development Office/UVA Health Foundation (“Health System Development Office”), and the University of Virginia Physicians Group (“UPG”).

Reason for Policy: To set forth a standardized process for onboarding and managing Students (as defined below) seeking to use Health System Resources while participating in training for patient care and related services.

This policy does not apply to management of high school students, college students, or adults seeking to use Health System Resources for clinical observation and/or career exploration. It also does not apply to Non-UVA GME Trainees, or visiting physicians.

For information on the management of high school students, college students, and adults seeking to use Health System resources for clinical 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).

Definition of Terms: **Health System** - for purposes of this and all other Health System policies, the term “Health System” shall refer to the following entities: the Medical Center, the School of Medicine, the School of Nursing, Claude Moore Health Sciences Library, Transitional Care Hospital, the Health System Development Office, and UPG (hereinafter referred to collectively as “Entities” or each individually as an “Entity”)

Health System Facilities – includes all facilities operated by, or otherwise under the control of, the Medical Center, the School of Nursing, the School of Medicine, the Transitional Care Hospital, and UPG, including those facilities leased by an Entity from the University of Virginia or UPG.

Practicum or Preceptorship - a Student’s period of training and/or practical experience.

Student - a person seeking to use the Health System facilities, programs, and services while participating in Training pursuant to an affiliation agreement between his/her sponsoring educational institution (“home school”) or a healthcare facility by which he/she is employed. For purposes of this policy, Students are not considered employees of any Entity in the Health System, and are not Team Members, as that term is used in other Health System policies.

A Student ("Student") shall include, but not be limited to, the following:

- any medical student enrolled at the University of Virginia School of Medicine (SOM) or other Liaison Committee on Medical Education (LCME)-accredited school of medicine, or visiting the SOM pursuant to an agreement between the SOM and a student's educational institution;
- any nursing student enrolled at the University of Virginia School of Nursing (SON), or other Commission on Collegiate Nursing Education (CCNE) or Accreditation Commission for Education in Nursing (ACEN) -accredited school of nursing, or visiting the SON pursuant to an agreement between the SON and a student's educational institution;
- a person pursuing a course of study to become an Allied Health Professional (AHP) 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

Instructor – Health System healthcare provider with applicable certification/credentials who is responsible for providing Student training or supervision within Health System facilities during a Student's preceptorship. For purposes of this policy, the term "Instructor" does not denote or refer to a faculty rank or status.

Sponsoring Institution - The Student's home school or employer or a representative thereof.

Policy Statement:

Students shall be appropriately on boarded and managed *via* a standardized process while participating in training for patient care and related services. No Student may participate in a practicum/preceptorship within the Health System unless, before the practicum/preceptorship begins, there is an affiliation agreement in place between the Health System and the student's Sponsoring Institution and documented compliance with its requirements. Affiliation agreements shall be arranged through the Medical Center Contracts Management Office (434-924-5039), the School of Medicine Office for Educational Affairs, the UPG Office of Legal Affairs, or the School of Nursing Contracts Coordinator (434-243-0023), as appropriate, and may take up to eight weeks to be fully executed.

To ensure a safe Training environment, all Students shall also be required to comply with (i) all screening, vaccinations, testing and associated requirements of OCH-002 Occupational Health Screening and Maintenance ([OCH-002 Link](#)); (ii) the [screening, vaccination, testing and associated requirements established by Student Health for University of Virginia students](#); and (iii) any other screening, vaccination, testing and

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associated requirements as may be imposed by the Medical Center's Hospital Epidemiologist for each such Student's program of study. In the event of a conflict between or among such requirements, the requirements imposed by the Medical Center's Hospital Epidemiologist shall govern.

1. Responsibilities of Students

- a. Students shall comply at all times with Medical Center, UPG and Health System policies and procedures.
- b. If a Student is employed by a Health System Entity, or is providing services within the Health System pursuant to contract, he/she must contact his/her Health System manager before the Practicum/Preceptorship commences to inform the manager of the arrangement.

2. Responsibilities of Instructors

- a. Instructors shall ensure that applicable policy requirements are met by the Student both prior to and during the practicum/preceptorship experience.
- b. 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.

3. Responsibilities of Sponsoring Institutions

For information specific to the supervision of pre-licensure nursing Students, please refer to Patient Care Services Administrative Policies A08: Supervision of Pre-Licensure Nursing Students During Clinical Placement Experiences. For all other Students, Sponsoring Institutions must provide a list of the Student(s) being placed, a letter (or Employee/Student Health form) stating that the Students meet the infection control requirements described in 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.

PROCEDURE:

1. Orientation

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 and Computing Account

- a. Students must have an HIT account in order to access and use Health System secure networks in accordance with applicable Health System, Medical Center/TCH and UPG policies.

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- b. Students must wear a Health System ID badge at all times while on Health System premises.

3. Parking

Students who wish to request parking at a Health System site are responsible for contacting University of Virginia Parking & Transportation and are recommended to do so prior to their first day. Questions regarding parking information may be directed to Parking & Transportation (434-924-7231).

Approved by/Date: Executive Vice President for Health Affairs/September 2016
Health System Leadership/September 2016
Health System Policy Committee/September 2016

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