



# Guidelines for Student Placement within Piedmont Healthcare

These guidelines are to assist in defining the accountability for patient care and other duties within Piedmont Healthcare as it relates to the practice of schools, faculty and students. These are intended to supplement the responsibilities as described in the Academic Affiliation Agreement.

Schools utilizing Piedmont Healthcare as an educational setting for students, must have a current Academic Affiliation Agreement and Certificate of Insurance on file with Piedmont Healthcare before the start of any student rotations.

All required credentialing must be completed prior to the start of any clinical hours.

## **Piedmont Healthcare Responsibilities:**

1. Piedmont Healthcare is accountable for patient care and other duties when students are functioning in a learning capacity within Piedmont Healthcare.
2. Piedmont Healthcare will provide appropriate learning experiences for the students to facilitate accomplishing their established, written learning goals and objectives. Piedmont Healthcare will provide these areas within the limitations of space and staffing availability.

## **School Responsibilities:**

1. The school, clinical faculty and students are required to follow all Piedmont Healthcare policies, procedures and applicable standards of practice and behaviors.
2. The school is responsible for the competence of the clinical faculty and the appropriate supervision of the student's placement. Clinical Faculty must be oriented to the facility and individual unit.
3. Clinical Faculty must be available to supervise students and as needed by the staff, according to the contractual agreement for the specific type of student rotation. All cohort rotations must be supervised by the clinical faculty at all times.
4. All clinical faculty must complete all required credentialing and orientation prior to bringing any students on-site.
5. The school will ensure that each student and clinical faculty meet all of our required credentialing and documentation is kept on file with the school, available to Piedmont Healthcare upon request.
6. The school will ensure that all students and clinical faculty meet the physical requirements for the matching job description of the intended role.

7. Injuries- In the event that a student or clinical faculty sustains an injury or has an exposure incident, they will be referred to Employee Health Services or the Emergency Department, as indicated. All expenses related to the injury are the responsibility of the student and/or clinical faculty.
8. Badges- Clinical Faculty and students are expected to properly display a school ID badge at all times which includes the student's name, title and school affiliation.
9. Dress Code- Clinical Faculty and students' uniforms should be clean and neat. Uniform requirements are established by the school.
10. Preceptor Rotations- Preceptors are assigned by Piedmont Healthcare. The preceptor is responsible for completing the student's unit-based orientation with appropriate documentation. Preceptors should review the syllabus and course objectives at the start of the rotation.
11. Any clinical faculty or student observed not meeting the facility requirements and/or contractual agreements may be removed from Piedmont Healthcare immediately and the school affiliation privileges may be suspended or terminated.

**Request Procedure:**

1. All requests should be submitted through the credentialing platform. There is no guarantee of placement on a specific day, shift or unit.
2. The school coordinator will be notified when a request has been approved or denied.
3. All clinical nursing requests should be submitted during the open request period:
  - a. Spring Semester: August 1<sup>st</sup> through August 31<sup>st</sup>
  - b. Summer Semester: February 1<sup>st</sup> through February 28<sup>th</sup>
  - c. Fall Semester: April 1<sup>st</sup> through April 30<sup>th</sup>

**Required Documentation:**

1. The school is responsible for submitting all required documentation at least 10 days in advance of the start date or the start date may be delayed.
2. If students or clinical faculty do not meet all credentialing requirements, they will not be permitted to participate in an educational experience within Piedmont Healthcare.
3. All students must have an approved background and drug screening completed through the required vendor.