

These guidelines are to assist in defining the accountability for patient care and other duties at 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 contract and current certificate of insurance** on file with Piedmont Healthcare before the start of any student rotations. The contract defines the respective roles and responsibilities of Piedmont Healthcare and the Schools, their faculty and students.

An online orientation presentation is provided for your use as you provide orientation to the students prior to their rotation at Piedmont Healthcare. **The orientation presentation should be reviewed at off-site prior to any student rotation at Piedmont Healthcare.**

**Schools must guide their students through the required documentation, steps #2 through #6.**

**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 student 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 and Students are required to follow Piedmont Healthcare policies, procedures, and applicable standards of practice and behaviors.
2. The School is responsible for the competence of the faculty and the appropriate supervision of the student's placement. Faculty must be trained on specific equipment related to direct patient care.
3. Faculty must be available to supervise students and as needed by staff, according to the contractual agreement for the specific student rotation type. The only nursing students who do not require faculty supervision are precepted nursing students because of the one on one preceptorship. All other nursing students must be supervised by faculty at all times.
4. All faculty supervising onsite are responsible for having evidence of current licensure/certification in the State of Georgia, a current American Heart Association CPR card, a cleared criminal background check and drug screen and attend in-person orientation as requested by Piedmont Healthcare.
5. The School will ensure that Piedmont Healthcare has on record each student's and faculty's required immunizations and the professional liability/student malpractice insurance required for each student, as requested.
6. The School will ensure that all students meet the physical requirements for the matching job description of the student role.
7. Injury-In the event that a student or faculty member sustains an injury or has an exposure incident, they will be referred to Occupational Health Services or the Emergency Department if indicated. All expenses related to the injury are the responsibility of the student or faculty.

8. Dress Code - Faculty members and students are expected to display at all times an official school name badge which includes the student's name, title, and school affiliation. Faculty and student uniforms should be clean and neat. Uniform requirements for students are set by each School.
9. All faculty and students must view Piedmont Healthcare's Student Orientation presentation.
10. Faculty ensures the fully signed Student Participation Agreement is on file at Piedmont Healthcare prior to the start of any educational rotation. **The faculty are responsible for completing the orientation requirements for themselves and for the students prior to the first educational experience.**
11. For Practicum level nursing students, preceptors are assigned by Piedmont. The preceptor is responsible for completing the student's unit-based orientation with appropriate documentation. Prior to the practicum, faculty must make arrangements to provide the preceptor with the syllabus and course objectives.
12. Alternate learning experiences other than those specified in the initial agreement must be arranged and approved with the department manager prior to any student participation.
13. Any faculty or student observed not meeting the facility requirements and/or contractual agreements may be removed from Piedmont Healthcare immediately and the school practice privileges may be suspended or terminated.

#### **REQUEST PROCEDURE**

1. The online request form requesting rotations must be completed and submitted to the Piedmont Healthcare representative **two months** prior to the start date of the requested rotation. **There is NO guarantee of placement on a specific unit, days on a specific unit or shift on a specific unit.**
2. The contact person designated on the request document will be notified via email by the Piedmont Healthcare representative **one month** prior to the start of rotations. The email will note any changes to the requested unit days and shifts.

#### **REQUIRED DOCUMENTATION**

1. The school must submit all required paperwork to the appropriate Piedmont Site Coordinator at least 10 days in advance of the start date, or the start date may be delayed.
2. **If students or faculty do not meet the stated requirements, they will not be permitted to participate in an educational experience at any Piedmont Healthcare facility.**
3. All students must have an acceptable background/drug screening completed within the last 12 months through the required vendor.