Student Affiliate Requirements

Affiliation Agreement
An affiliation Agreement between Virtua and the school/university must be completed prior to a student beginning a rotation and **may require several weeks for completion**. This agreement will be initiated by Virtua's legal department once the student's placement forms have been reviewed and placement considered by the Student Affiliations Coordinator.

Note: The individual placement process can be expected to be finalized within **approximately 90 days**. Submitting a request for a rotation at Virtua does not guarantee placement. A student is not authorized to begin a rotation or internship until all documentation has been returned, reviewed and approved by the Student Affiliations Coordinator.

Documentation
Virtua's placement forms (the Request for Individual Student Placement and the Student Documentation Verification Checklist) must be completed and returned to the Student Affiliations Coordinator according to the instructions provided on each form. Original documentation of records will be kept by the student's respective academic organization.

Request for Individual Student Placement
Provides the student's demographic information, the contact information for the academic organization and a minimum of three (3) learning objectives for the student's program of study.

Student Documentation Checklist
Provides certification that the regulatory compliance requirements for the student have been completed and are on file at the academic organization. **The student's advisor (or designee) is required to provide his/her signature certifying that these documents are on file.**

Health Screening
The student's health screening must include the following: Rubella, Rubeola (Mumps), Varicella and Hepatitis B proof of immunity and an annual PPD. For a previous positive PPD, a recent chest x-ray report or an annual health evaluation report from the student's PCP, reflecting the student exhibits no signs and symptoms is necessary.

Criminal Background Check
The criminal background check must extend back seven (7) years and must be a national check. The academic organization must submit a certification statement to Virtua's legal department, which states the student's background check "has been completed with no outstanding issues".
Note: The actual criminal background check documents should not be forwarded, only a certification statement as described above.

Liability Insurance
The academic organization must provide Virtua's legal department with a copy of the insurance certificate, which verifies professional and general liability coverage exists for the student. If the student has personal professional liability insurance, the student will need to provide a copy of the actual certificate of insurance as proof of insurance.

Current Life Support Certification
CPR is required. ACLS/PALS/NALS are required, as appropriate.

Safety Review and Confidentiality Agreement
Students (non-employee) are required to complete Virtua’s online Safety Training prior to the first day of a clinical rotation or internship. Students employed at Virtua are required to complete all annual competencies as normal.

Student Evaluation of Learning Experience

This form is to be completed by the student and returned to the Center for Learning upon the completion of the rotation.