

## VIRTUA

<b>MANUAL TITLE</b> NURSING ADMINISTRATIVE MANUAL		<b>POLICY NAME</b> STUDENT CLINICAL AFFILIATIONS		
<b>MANUAL OWNER</b> NEC	<b>DATE OF ISSUE</b> 10/00	<b>DATE OF LAST REVIEW</b> 8/12, 7/15	<b>DATE OF REVISION</b> 11/03; 8/05; 3/09;	<b>EFFECTIVE DATE</b> 8/12
<b>REVIEW INTERVAL</b> 36 Months	<b>REVIEWED / APPROVED BY: (Committees)</b> NEC; Clinical Education			

### **POLICY:**

Virtua supports and values education by providing student clinical experiences which are safe and within the scope of students' practice. All student affiliations and clinical experience require a written contractual agreement between Virtua and the participating school/program. Affiliating schools are responsible for ensuring all students and faculty meet Virtua's health and liability insurance requirements, meet criminal background check requirements and complete Clinical Regulatory documentation to meet requirements. A Virtua contract is necessary between the school/program and Virtua. All current, signed contracts will be maintained in Virtua's Corporate Legal Office. All Clinical Regulatory documentation will be collected, stored and audited by the Office of Student Affiliations.

### **ELEMENTS OF THE STUDENT AFFILIATION CONTRACT INCLUDE:**

1.Orientation of faculty and students includes but is not limited to: physical layout, fire safety, infection control procedures, documentation, unit specific resources, policies and procedures, including all policies related to affiliating students, as well as the Virtua dress code.

2.All on-site faculty and students must sign a Confidentiality Statement, complete Clinical Regulatory Documentation competencies, and comply with Virtua Identification Badge requirements, and health and liability insurance requirements.

3.Responsibility of the School / Program faculty:

- a. To meet with the department / unit manager to discuss student experience dates, times and clinical objectives.
- b. To discuss student evaluation and staff input where applicable as well as evaluation of the student clinical experience.
- c. To clarify the students' scope of practice and level of involvement in patient care.
- d. To provide the manager with faculty telephone / beeper number so that they can be contacted in the event of an emergency.
- e. Accept responsibility for students at all times.

4.Virtua department / unit responsibility related to students:

- a. Each clinical department identifies roles and responsibilities for staff who will be involved with the student clinical experience. When necessary departments will have additional policies and procedures related to student clinical affiliations.

5.All students will comply with Virtua requirements for proper student identification as well as Virtua's Dress Code (HR Policy-REG06-05).

6.Requirement that all Clinical Affiliates send only students with acceptable criminal checks for the past seven (7) years, which include a minimum of:

- Sex Offenders Index
- Social Security Number Confirmation

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- County of Residence
- Residence History
- Criminal Convictions

And, that they send written certification to Virtua in advance of students' arrival. A sample letter will be provided with the Affiliation Agreement.