

Post Secondary Non-Clinical Students Requirements		
Per Agreement and/or Policies		
Required documentation:		Completed
1	Signed Letter of Agreement between School and Novant Health and current Certificate of Insurance (verify on file)	
2	Faculty/Student/School information sheet request and contact information	
3	Signed confidentiality agreement (Non-Employed Worker packet)	
4	Signed orientation/compliance roster (Non-Employed Worker packet)	
5	Signed Tobacco Free Form (Non-Employed Worker packet)	
6	Signed Education Experience Agreement	
7	Flu Vaccine (October-March)	
8	Criminal Background check (nationwide SS# trace, OIG, Sex Offender Register)	
Students, Please submit this check list as well as the above documents to your <u>school professor/advisor</u> to submit to the hospital designee.		
<u>*NOTE: Please submit all of the required documentation in one packet sent directly from the school.</u>		

Type in information and save to your computer.
Then submit electronically to **Instructor/Advisor**

Student/School/Faculty Information Sheet

Student Information:

Date:	
Name (enter first, middle & last):	
Address:	
Telephone #	Email
Date of Birth:	
Last 4 SSN/ID	Nursing License # if applicable:
Liability Insurance Carrier: If provided by school leave blank	
Have you ever been employed by Novant Health?	Yes No

Educational Facility:

Educational Facility:	
Educational Program:	Graduation Date:
Supervising Faculty:	
Faculty Email Address:	
Rotation Service/Course Name:	
Rotation Dates:	Start Date End Date
Total number of Hours	

Rotation Facilities:

Select the primary Novant Health facility where you most likely will be rotating:

Select the secondary Novant Health facility where you may be rotating:

If NHMG specify practice:

Dimensions training completed (check all that apply): Amb Acute IP OB/GYN ED Surgery View Only none	Rotation in Practice only Rotation in Acute Care Facility only Rotation in Practice and Acute Care
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Supervising Physician/Preceptor:

Preceptor's Name:	
Preceptor's email address:	
Preceptor's Telephone #:	
Supervising Physician/ Preceptor's Office Address:	

EDUCATION EXPERIENCE AGREEMENT

Novant Health (Novant) allows certain students (“Students”) to participate in education experiences in Novant facilities in an effort to assist the student in achieving educational objectives. In order to protect the safety and welfare of the patients and employees, as well as myself, I agree as follows:

- I will fulfill the responsibilities assigned to me by the Facility during the clinical training program. I agree to comply with Facility’s rules, regulations and policies.
- I will follow the *Faculty and Student Dress Code* and will wear an Identification Badge prominently at all times during my education experience.
- I will be on time. I will remember to bring money for lunch and parking fees.
- I will treat patients, visitors, employees, and physicians with respect. Patients have the right to refuse to allow me to participate and/or observe their care and I will honor that.
- I will cooperate with Novant staff in arranging the dates, times, and length of my education experience.
- I will follow the *Confidentiality Agreement* and hold all information I learn about patients in strict confidence.
- I will follow the direction of my preceptor and remain with her/him at all times.
- I will work with my preceptor and others to make sure that my education experience is meaningful.
- I will observe proper hand hygiene and other infection control measures.
- In the event I am involved in an accident on Novant property and need help, Novant will provide access to first aid or emergency care. If I am seen in the Emergency Department, I will be charged normal Emergency Department fees.
- I am responsible for my own actions while I am participating in the education experience, including any negligent or intentional acts that may result in a claim against a Novant employee or facility.
- I will not make or receive personal calls and/or text messages during the workday, regardless of the phone used, may result in the student being removed from the facility. Please leave your cell phone with your personal belongings. You may make personal calls and send text messages on non-work time (breaks, lunch, etc). Please make sure that your friends and family members are aware they should not call during the workday unless it is an emergency.
- I authorize Novant and my educational institution to exchange a copy of my records, including health and immunization records.
- In the event that I am employed by Novant, apply for employment at Novant or provide services in any capacity to Novant outside the scope of this clinical training program, I authorize Novant to disclose the results of my Criminal Background Check, Office of Inspector General Report, Drug Screen and any other information related to my performance during this experience to Novant Health’s Human Resources Department and Employee Occupational Health Department if the results of those reports would disqualify me or otherwise impact my employment or other relationship.

Print Name of School	
	Date:
Student Signature	
Student Printed Name	
	Date:
Instructor/Advisor Signature	

Instructor/Advisor Printed Name