

TITLE	Post-Secondary Students, Educational Experiences		
NUMBER	NH-HR-8001	Last Revised/Reviewed Effective Date:	Mar13+
TJC FUNCTIONS	HR, IM, RI		
APPLIES TO	All Novant Health including but not limited to BMC, COH, FMC (FMC Main, KMC only), FRMC, GMC, HAMC+, HMC, MMC, MPH, PMC, PWMC, RMC, TMC, NHMG		

I. SCOPE / PURPOSE

As a means of achieving its Purpose, Vision and Values and as space and staffing permits, NH allows post-secondary students to participate in observation or work experiences in order to complete course objectives.

II. POLICY

Prior to entry of students into NH facilities, a current agreement must be in place with the student’s educational institution. NH department heads, in conjunction with educational institution faculty are accountable for assuring adherence to agreements. When post- secondary students will be/are completing educational experiences, and in order to protect the safety and welfare of patients, students, faculty, and employees, the procedure prescribed below shall be carried out.

III. QUALIFIED PERSONNEL

N/A

IV. EQUIPMENT

N/A

V. PROCEDURE

The procedure serves as a guideline to assist personnel in accomplishing the goals of the policy. While following these procedural guidelines personnel are expected to exercise judgment within their scope of practice and/or job responsibilities.

NH Director of Student Programs or Coordinating Department Responsibilities

NH Director of Student Programs or Coordinating Department shall:

- manage educational institution requests for post-secondary student placement.
- assure that a current, signed agreement is in place between the requesting educational institution and the specific NH facility prior to student placement.
- manage information as needed related to post secondary student work assignments and communicate work assignment conflicts to appropriate educational institution faculty.

- Forward required orientation documentation/information for students to appropriate educational institution faculty.
- coordinate orientation for faculty to NH facilities
- establish a process to assure that information is forwarded to appropriate educational institution faculty regarding major changes in facility policy and procedure as well as in-service opportunities.
- monitor evaluative feedback from students, educational institution and NH staff to identify trends and make improvements as needed.

NH Department Head Responsibilities

The NH Department Head shall:

- coordinate department specific orientation experiences with faculty as needed.
- establish a process to assure that information is communicated with faculty and/or students regarding major changes in department policy and procedure as well as department in-service opportunities.
- make decision regarding department's ability to meet student's (s') educational objectives.
- Assure validation of competency of faculty members in high-risk procedures they are expected to perform while in the facility/department/unit.

NH Employee Responsibilities

The NH employee shall:

- retain accountability and responsibility for department work outputs in collaboration with student and/or faculty.
- supervise students when they provide patient care, treatment, and services as part of their training.
- assist students as appropriate to integrate the academic curriculum into professional practice.
- refer problems, questions or concerns related to students, faculty, or work experience to the NH Department Head.

Educational Institution Responsibilities

The Educational Institution shall:

- Communicate with the director of student programs regarding educational needs.
- identify faculty member(s) to coordinate and manage student work experiences and communicate with the NH Director of Student Programs or responsible coordinating department.
- Provide signed letter of agreement and all documentation listed on the student programs website, including written verification of completion of facility/department/unit orientation; annual written verification to NH Director of Student Programs or responsible coordinating department re: licensure (as appropriate); and competency of each faculty member who provides on-site instruction.
- Notify NH Director of Student Programs and the Department Head in writing where the work experience shall take place four weeks prior to the beginning of the work experience regarding:
 1. number of post-secondary students.
 2. student status (i.e. first semester, junior, senior, etc.)
 3. discipline (i.e. business, respiratory therapy, nursing, etc.)

4. dates and times of work experience
 5. course objectives and clinical expectations
 6. specific locations of work experience
 7. names and phone numbers of faculty
 8. emergency phone numbers for students to access in case of student emergency (in instance when faculty will not be on-site with student).
- notify NH Director of Student Programs and NH Department Head (as appropriate) of any revisions (deletions or additions) to student work experience locations, dates, and times prior to the beginning of the work experience.
 - maintain the following (with immediate access available by phone and fax):

Post Secondary Clinical Student Requirements:

1. Completed School information sheet indicating request and contact information
2. Signed confidentiality agreement. (Non-Employed Worker packet)
3. Signed orientation/compliance roster. (Non-Employed Worker packet)
4. Signed Education participation agreement
5. **Training Modules:**
 - Medication Safety Module
 - Prevention of Central Line Associated Bloodstream Infections
 - Prevention of Multi-Drug Resistant Organism
 - Prevention Surgical Site Infections
 - Pharmaceutical Waste Management
6. Student immunization record (birth to present).
 - MMR: #1 & #2: **(or Titer for Rubeola, Mumps, Rubella)**
 - Varicella: #1 & #2: **(or Titer for Varicella)**
 - TB/PPD: #1 & #2: (within the last 12 months)
 - Hepatitis B (HepB): #1, #2, & #3: **(or Titer for Hepatitis)**
 - DPT: #1, #2, & #3: **(or Td /Tdap)**
7. Criminal Background check (nationwide SS# trace, Sex Offender, and OIG)
8. Drug Screen (12 panel)

Post Secondary Non-Clinical Student Requirements:

1. Completed School information sheet indicating request and contact information
 2. Signed confidentiality agreement. (Non-Employed Worker packet)
 3. Signed orientation/compliance roster. (Non-Employed Worker packet)
 4. Signed Education participation agreement
 5. Criminal Background check (nationwide SS# trace, Sex Offender, and OIG)
- maintain student documentation regarding completion of required orientation information (with immediate access available by phone and fax).
 - verify student's liability insurance coverage and send Certificates of Insurance
 - provide student the opportunity to evaluate the work experience. This evaluation shall serve as a tool for the NH Department Head, NH Director of Student Programs, faculty, student and for the NH staff to identify areas where the experience went well as well as opportunities where the experience can be improved.

Educational Institution Faculty Responsibilities

The Educational Institution Faculty shall:

- assure a current signed agreement and certificate of insurance has been provided to the Director of Student Programs.
- assure students receive and complete required orientation information prior to entry into NH facilities.
- contact NH Director of Student Programs or responsible coordinating department to arrange faculty orientation. Faculty orientation should take place at least two weeks in advance of arrival of students. Faculty orientation shall occur in instances where faculty will be providing on-site instruction to students. Faculty shall be re-oriented if they have not been to the facility/department/unit for more than one year.
- abide by all NH policies and procedures.
- wear educational institution identification according to their school policy when in NH facilities.
- participate in in-service opportunities as needed in order to provide information and/or training to students.
- refer problems, questions, or concerns to the NH Department Head or NH Director of Student Programs or responsible coordinating department.
- use designated cafeteria/break areas for lunch or breaks.

Post-secondary Clinical and Non Clinical Student Responsibilities

The Post-secondary student shall:

- abide by all NH policies and procedures.
- wear educational institution identification according to their school policy when in NH facilities.
- read and document completion of required orientation information/documentation prior to entry into NH facilities.
- Use designated cafeteria/break areas for lunch or breaks.

VI. DOCUMENTATION

Letter of Agreement between Schools and Novant; all documents on student portal

VII. DEFINITIONS

Post-secondary student: A student of a community college, university, or other accredited post-secondary institution participating in undergraduate or graduate studies.

Post-secondary Clinical student: A student of a community college, university, or other accredited post-secondary institution participating in undergraduate or graduate studies that involves direct patient contact and assignment to patient care area during their educational experience.

Post-secondary Non Clinical student: A student of a community college, university, or other accredited post-secondary institution participating in undergraduate or graduate studies that will not have patient contact or be on a patient care area during their educational experience.

Work experience: An educational opportunity to actively participate in work experiences in order to achieve course objectives.

Observation experience: An educational opportunity to watch a NH employee perform role-related responsibilities. The student is a passive observer and does not participate in actual role duties.

VIII. RELATED DOCUMENTS

Letter of Agreement between Novant and Schools

IX. REFERENCES

N/A

X. SUBMITTED BY

Director of Student Programs
Melissa Phipps, Assistant General Counsel

XI. KEY WORDS

Student, College, University

XII. INITIAL EFFECTIVE DATE	4-12-1999
DATES REVISED	4-8-2002, 1-7-2004, 10-31-2005; 12/15/2012, 3/2013
DATES REVIEWED	4-8-2002, 1-7-2005, 10-31-2005, 10-1-2008 (sp corrections), add HAMC 11/25/13+
Date Due for Next Review	3/2016

SIGNATURE SHEET

TITLE	Post-Secondary Students, Educational Experiences
NUMBER	NH-HR-8001
TJC FUNCTIONS	HR, IM, RI
APPLIES TO	All Novant Health including but not limited to BMC, COH, FMC (FMC Main, KMC only), FRMC, GMC, HAMC+, HMC, MMC, MPH, PMC, PWMC, RMC, TMC, NHMG
ACTION	Revised

APPROVED BY:

Title	Approved By	Signature	Date
VP Learning and Development	Debbie Kiser		See electronic approval
Sr Vice President of Human Resources	Janet Smith-Hill		See electronic approval

COMMITTEES APPROVED BY:

Committee	Chairperson/Designee	Date
Haymarket Policy Team	Jason Jenkins, RN, BSN	11/25/13+

Faculty and Student Dress Code

While participating in educational or observation experiences at Novant Health (NH) facilities, students shall adhere to the following dress code guidelines:

- Faculty and Students must be clean and neat while in an NH facility.
- School Identification/Name badges must be worn at all times.
- Clothes must be clean, pressed, in good repair and the appropriate size.
- Clothing made of spandex, chiffon, metallic, leather, sheer or clinging fabrics cannot be worn.
- Casual clothes (jeans, bib overalls, leggings, shorts, skorts, culottes, sleeveless or low cut garments, halters, sweat shirts/pants, wind suits, sunglasses, hats, etc.) cannot be worn in a health care environment. However, conservative slacks, dress pants or Dockers are acceptable.
- Casual knit clothing with writing or graphic messages is not acceptable.
- Plain white or colored knit shirts may be worn but tee shirts manufactured as undergarments are not acceptable.
- Underwear must not be visible.
- Clothing with rhinestones and glitter is not acceptable.
- Sandals and boots are not appropriate. No opened toed shoes in the clinical area.
- Shoes must be clean and polished. Shoelaces must be tied and be of the same color as the shoe.
- Heels should be less than 3 inches high. Flat heels are recommended.
- Hosiery or socks of a single color (without a pattern) are acceptable if they are coordinated with clothing.
- Socks cannot be worn with dresses or skirts.
- Bare legs are not acceptable.
- Pants must be worn at waist level.
- Hemlines on pants and slacks must be crisp and may not touch the floor.
- Small, tasteful jewelry is acceptable. This includes a small gauge necklace, 2 small rings on each hand, a single bracelet, an unobtrusive ankle bracelet, 2 small earrings in each ear and a watch.
- No extreme body piercing (nose rings, etc.) or tattooing is allowed.
- Hair should be well-groomed and not of an extreme or exotic style or color. Beards and mustaches must be neatly trimmed.
- Make-up must be conservative.
- Nails must be clean and short. Nail polish must be free of chips and of a conservative color.
- Artificial or acrylic nails are not permitted for students who will come in contact with patients.

TITLE	Student and Faculty Criminal Record Check and Drug Screens		
NUMBER	NH-HR-8015	Last Revised/Reviewed Effective Date:	Feb13+
TJC FUNCTIONS	HR, SO		
APPLIES TO	NH Students and Faculty		

I. SCOPE / PURPOSE

This policy outlines the goals and objectives of Novant Health Criminal Record Check (CRC) and Drug Screen (DS) for students and faculty.

II. POLICY

- A.** Novant Health (NH) has a vital interest in maintaining a safe, healthy and efficient working and patient care environment. Being under the influence of drugs or alcohol poses a serious safety and health risk to the patient, user and all those who work with a user. The use, sale, transfer, possession of alcohol or drugs (illegal or illegally obtained) poses an unacceptable risk in maintaining a safe and healthy work and/or patient environment.
- B.** Novant Health expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.
- C.** Use, consumption or possession of alcohol, or illegal or illegally obtained drugs by a student or faculty while on Novant Health property is strictly prohibited and cause for dismissal from the property.
- D.** As a condition of participation for clinical assignment at Novant Health, all students and faculty are required to abide by the terms of this policy. The school must notify the Director of Student Programs (or designee) of any criminal statute charge or conviction.
- E.** Students and faculty will be held to the same standards for criminal record checks and drug screens as Novant Health employees.

III. QUALIFIED PERSONNEL

Vice President of Learning and Development, Director of Student Programs, Coordinator of Student Programs (or designee); Sr. Director of Human Resources

IV. EQUIPMENT

Not Applicable

V. PROCEDURE

The procedure serves as a guideline to assist personnel in accomplishing the goals of the policy. While following these procedural guidelines personnel are expected to exercise judgment within their scope of practice and/or job responsibilities.

Prior to the student or faculty's first clinical rotation or internship:

- A.** School designee will be required to submit the following information on all students and faculty to the NH Director of Student Programs or designee.
- i. Results of a minimum 12-panel urine drug screen. The 12-panel must include: AMP (amphetamine), BAR (barbiturates), BZO (benzodiazepines), COC (cocaine), THC (marijuana), mAMP (methamphetamine), OPI (opiate), PCP (phencyclidine), PPX (propoxyphene), OXY (oxycodone) and MDMA (ecstasy) and methadone.
 - ii. Verification that criminal records check has been completed. Criminal records check (CRC) includes a nationwide check in each state for the past 7 years. The check will be based on the student or faculty social security number and address history. The check also must include a sex offender registry check and OIG check. Additional record checks may be required as applicable for a clinical rotation in accordance with state and federal law.
 - iii. Summaries or school interpretation of positive CRC or DS will not be acceptable. A student's positive results are to be shared with the NH Director of Student Programs or designee to determine if access to NH will be granted.

The above results will remain in effect for the student as long as they are progressing in their course of study, and for faculty as long as they are continuously employed.

Drug and Alcohol testing of Students and Faculty

- B.** Novant Health may request alcohol or drug testing of any student or faculty who is:
- i. Exhibiting symptoms consistent with being impaired (i.e. slurred speech, inappropriate reactions, irrational behavior or the smell of alcohol on the breath).
 - ii. Involved in an accident that did or could result in harm to a student, employee or patient.
 - iii. Observed alcohol or drug use while on duty.
 - iv. Near or involved in actual incidents/accidents (i.e. narcotic count discrepancies/tampering, accidents involving careless acts with apparent safety violations, documentation and patient report discrepancies, etc.)
 - v. Unusual pattern of medication administration as reported by an automated medication administration system such as PYXIS.
 - vi. Any other causality as outlined under Drug and Alcohol testing of Employees in Novant Health Fitness for Duty/Substance Abuse Policy HR-3060.

House Supervisor or designee and Director of Student Programs or designee will be immediately notified by faculty or unit manager of any student or faculty suspected of impairment.

Drug and alcohol testing will be done at the expense of the student or faculty except when a general suspicion testing is done of a group and the student/faculty was part of that group, (i.e. all day or night shift) at which time Novant Health may elect to incur the cost of testing.

Student will be escorted to EH/EOH Department by a minimum of a faculty member and hospital supervisor or designee. If there is not a known faculty member on site, an attempt will be made to contact the school. If a faculty member is involved, nursing administration/Director of Student Programs (or designee) will attempt to notify the Dean of the program for school representation. Faculty or students will be escorted to EH/EOH or Emergency Department after hours, by the hospital supervisor or designee and program Dean or designee if available.

All students and faculty are informed of their rights and responsibilities prior to testing and will receive a written confirmation of the test results if confirmed positive. The student and faculty will review their rights and responsibilities before testing.

Students and faculty have the right to have their drug and alcohol testing done at the facility of their choice so long as the testing is done under the guidelines recommended by Employee Occupational Health and the North Carolina Controlled Substance Examination Regulation N.C.G.S. 95-230 et seq. The drug screen will contain a minimum 12-panel drug screen and alcohol samples. This must be completed within 120 minutes of the notification received by the manager of the unit or hospital supervisor.

Any student/faculty tested in a “reasonable belief/suspicious behavior” situation will be suspended from participation in a clinical assignment pending receipt of written test results. Any student or faculty whose drug or alcohol test is reported positive will communicate with the Medical Review Officer (MRO). The purpose of this conversation is to determine if a positive finding could come from a source other than drugs or alcohol. The MRO will then communicate their findings with the appropriate NH representative (EOH, Director of Student Programs or designee) to determine if further review is indicated based on the input from the MRO.

Refusal to consent to drug/alcohol testing as a condition of participation at NH for a clinical site or for causality will prohibit or revoke the student/faculty’s clinical assignment.

Any student/faculty that is drug/alcohol tested for causality will be asked not to drive a vehicle off the hospital campus. For the safety of the student/faculty and the public, any student/faculty that refuse to arrange for alternate transportation, will be reported to the NH Public Safety Department. If the student/faculty is clearly impaired and insists on driving, NH Public Safety will inform the student/faculty that law enforcement will be notified.

Criminal Records Check

- C. Students and faculty must notify the school/college/university of the following: charges, convictions, pleas of no contest, or prayers for judgment of a criminal offense. Upon receiving notification from student or faculty member, the school/college/university will notify NH Director of Student Programs (or designee) in writing prior to the student or faculty member's next day of clinical. Failure of a student/faculty to report a charge, conviction, plea of no contest or prayer for judgment will be grounds for immediate termination of participation in his or her clinical placement.
 - i. Upon the notification to NH Director of Student Programs (or designee) of a events on a criminal record check, pending charges and or a new conviction the Director of Student Programs (or designee) with the assistance of Human Resources as needed, will evaluate and determine if the individual will be allowed clinical placement.
 - ii. Novant Health has the right to exclude any student or faculty from the facility for any reason, unless otherwise specified in the Clinical Education Agreement.

Former Employees

- D. Students and faculty who are former employees of NH and not eligible for rehire, upon request to HR will have their employee files reviewed to determine if this status will prevent them from being approved for a clinical assignment.

VI. DOCUMENTATION

School/College/University will submit evidence of a negative drug screen and verification of a Criminal Record Check to NH Director of Student Programs (or designee) Office. NH Director of Student Programs (or designee) Office will maintain records in accordance with Novant Health's Records Management Policy and Retention Schedules.

VII. DEFINITIONS

Alcohol means any beverage that contains ethyl alcohol (ethanol), but not limited to beer, wine and distilled spirits.

Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue and other specimens of the human body for the purpose of detecting a drug or alcohol.

Illegal/Illegally obtained drug means any drug that is not legally obtainable; any drug that is legally obtainable, but has not been legally obtained; any prescribed drug not legally obtained; any prescription drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other

than intended by the manufacturer; and any drug not being used in accordance with bona fide medical therapy. Illegal drugs include, but are not limited to, marijuana, hashish, cocaine, crack cocaine, heroin methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

Legal drugs are those drugs that are prescribed by the user's treating physician and are taken for the specific condition for which the drugs were prescribed.

Under the influence means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical and mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being "under the influence" can be established by a professional opinion, a scientifically valid test such as urinalysis or blood analysis and, in some cases, by the opinion of a lay person.

Clinical rotation or internship is an experience performing direct patient care as appropriate while under the faculty supervision (direct or indirect). Also refers to indirect patient care; when patient records or business information are assessable and availed by the student.

Post-Secondary student is a student of a community college, university or other accredited post secondary institution participating in an undergraduate or graduate course of studies.

VIII. RELATED DOCUMENTS

Clinical Education Agreement (ADM 200.13), NH Fitness for Duty/Substance Abuse (NH,LD, 3060), NH Reportable Situations (NH, LD, LG, 110) Non-employed workers Policy (NH, LD, 3110), NH High School Students, Educational Experiences (NH, HR, 8000), Post-Secondary Students, Educational Experiences (NH, HR, 8001), Nursing Students in Presbyterian Healthcare facilities, Addendum A: Recognizing the Signs and Symptoms of Substance Abuse.

IX. REFERENCES

None

X. SUBMITTED BY

Miranda Ingram MA, RN, Director of Student Programs
Glenda Livengood, RN, MHA,MBA, Director of Student Programs

XI. KEY WORDS

Drug Testing, Clinical Education Agreement, Criminal Record Check, Criminal Background Check, Illegal Drugs, Alcohol Testing, Students, Drug screens.

XII. INITIAL EFFECTIVE DATE	January 1, 2011
DATES REVISIONS EFFECTIVE	Jan2012, Feb 2013

DATES REVIEWED (No changes)
Date Due for Next Review

Add HAMC 11/25/13+
Feb 2016

SIGNATURE SHEET (one copy only to be maintained by author)

Company / Facility(s)	Novant Health
Department(s)	All
Title of document	Student- Criminal Record Check and Drug Screens
Action	Revised

APPROVED BY:

Title	Approved By	Signature	Date
Senior Vice President of Human Resources	Janet Smith-Hill		See electronic approval

COMMITTEES APPROVED BY:

Committee	Chairperson/Designee	Date
Haymarket Policy Team	Jason Jenkins, RN, BSN	11/25/13+