

## **Guidelines for Processing Nursing Students/Interns/Instructors**

Refer to NPPM B-08

**All paperwork required by these guidelines is submitted to Director, Educational Services at St. Luke's University Hospital regardless of the site of the experience.**

**Exception: MSN students for Warren Hospital contact Annette Santos in Staff Development at Warren Hospital**

### **A. Undergraduate (BS, diploma, AD)**

*The following guidelines apply to all students and/or instructors who are seeking a clinical placement within St. Luke's University Health Network and includes those who are St. Luke's employees as well as those who are non-employees.*

1. Educational Services provides the **school/program liaison** with instructions for completion of required paperwork and orientation materials.
  - a. Paperwork is required at the start of each academic year (August) and is considered valid for one academic period (September-August).  
Exception: students who do not maintain active matriculation in or who withdraw from the program during the course of the academic year must re-submit paperwork and repeat screening requirements as outlined in the affiliation agreement
  - b. Paperwork should be received in Educational Services at least 4 weeks in advance of the prospective assignment in order to clear the student(s)/instructor(s) for participation.
2. School collects and maintains a file of the required forms and supporting documents as outlined in the affiliation agreement\*. School submits a **RECORDS VERIFICATION** Form and submits to Educational Services (hardcopy with original signature)
  - a. A student roster should be attached to the Records Verification form
    - a student roster per graduating class is acceptable
    - a separate student roster indicating the clinical site/instructor/dates is also required each semester or rotation
  - b. A separate Records Verification form is submitted for instructors
    - each rotation, the form must include the location(s) the instructor will be covering in order to provide medication cabinet access
  - c. \*At present, the forms include:
    - Registration form
    - Student/Instructor Statement of Accountability
    - Commitment to Privacy and Confidentiality
    - Agreement of Non-Employed Personnel for IT Access
    - Child Protective Services Law Affirmation Form and Prohibitive Criminal Offenses
    - Orientation/Essentials Completion Acknowledgement form indicating the student has read, understands and will follow the Standards of Performance, Essentials Newsletter & Intern Orientation Guidelines

- Student/Volunteer/Instructor Research Consent and Release Agreement
- 3. School ensures all requested information is complete and on file with the school including the following:
  - a. FBI Fingerprinting original verification letter issued from the Department of Public Welfare (DPW).
    - Those students who do not have “**No Record**” marked on the DPW’s FBI report are to complete and submit to Educational Services the “Student Criminal Background Investigation Report” form along with the original FBI results and rap sheet which was received from the Department of Public Welfare.
    - These documents will be reviewed by St. Luke’s Human Resources department for approval.
  - b. Drug Screen to be within 30 days of student intern’s first day at St. Luke’s unless affiliation agreement indicates a different schedule.
  - c. Health History to be in compliance with requested immunizations
  - d. PA Child Line and PA State Police Criminal History to be on file at the school for positions having significant likelihood of contact with children. If the PA State Police Criminal History check indicates a record or the PA Child Abuse History Clearance reveals the individual was on a founded or indicated report of child abuse, those original documents must also be available for review.
- 4. Educational Services will notify the school liaison and the hosting St. Luke’s sites when students are approved to begin
- 5. **Instructors** are required to attend an initial computer documentation class before receiving access to the patient documentation system.
  - a. Instructors who do not use the computer documentation system in 1 year may be required to attend a refresher class
  - b. Instructors may be required to attend computer documentation update classes as needed due to system upgrades
  - c. Instructors will not be issued computer ID numbers or medication number access until these requirements have been met.

#### **FORMS the School Collects and Submits for Students and Instructors**

- Registration Form
- Student Statement of Responsibility
- Commitment to Privacy and Confidentiality
- Agreement of Non-Employed Personnel for IT Access
- Child Protective Services Law Affirmation Form and Prohibitive Criminal Offenses
- Orientation/Essentials Completion Acknowledgement form indicating the student has read, understands and will follow the Standards of Performance, Essentials Newsletter & Intern Orientation Guidelines
- PA RN License number
- Current Curriculum Vita or Resume

#### **In addition, instructors must submit:**

PA RN License number

Proof of current BLS/CPR

#### **B. Graduate Students (MSN) and RN-BS**

*The following guidelines apply to all students who are seeking a clinical or non-clinical placement with a St. Luke's preceptor and includes students who are St. Luke's employees as well as those who are non-employees.*

- St. Luke's hosting preceptor completes the Intern Request Form and forwards to Educational Services upon receiving a request for a student to complete an internship/clinical practicum/clinical rotation.
- Educational Services will verify if a new affiliation agreement or revision is needed and communicate needs to the prospective student/affiliate.
- Educational Services provides the **student** with instructions to complete required paperwork and orientation materials. Paperwork must be received in Educational Services at least 4-6 weeks in advance of the prospective assignment in order to clear the student for participation.
  - paperwork for students who are employees is streamlined to the extent possible
- School collects and maintains a file of the required forms and supporting documents as outlined in the affiliation agreement. School submits a RECORDS VERIFICATION Form and submits to Educational Services (hardcopy with original signature) School ensures all requested information is complete and on file with the school including the following:
  - FBI Fingerprinting original verification letter issued from the Department of Public Welfare (DPW).
    - Those students who do not have “**No Record**” marked on the DPW's FBI report are to complete and submit to Educational Services the “Student Criminal Background Investigation Report” form along with the original FBI results and rap sheet which was received from the Department of Public Welfare.
  - These documents will be reviewed by St. Luke's Human Resources department for approval.
  - Drug Screen to be within 30 days of student's first day at St. Luke's
  - Health History to be in compliance with requested immunizations
- Educational Services notifies the St. Luke's hosting preceptor and the prospective students has been approved to begin their internship.
- St. Luke's hosting preceptor notifies Educational Services of the student intern's last day.

#### **FORMS the Student Submits**

- Registration Form
- Student Statement of Responsibility
- Commitment to Privacy and Confidentiality
- Agreement of Non-Employed Personnel for IT Access
- Child Protective Services Law Affirmation Form and Prohibitive Criminal Offenses
- Orientation/Essentials Completion Acknowledgement form indicating the student has read, understands and will follow the Standards of Performance, Essentials Newsletter & Intern Orientation Guidelines
- Student/Volunteer/Instructor Research Consent and Release Agreement
- PA RN License number
- Current Curriculum Vita or Resume
- Proof of current BLS/CPR