

These guidelines are to assist in defining the accountability for patient care and other duties at Piedmont Healthcare as it relates to the practice of Schools, faculty and students. They are intended to supplement the responsibilities as described in the Academic Affiliation Agreement.

Schools utilizing Piedmont Healthcare as an educational setting for students **must have a current Academic Affiliation contract and current certificate of insurance** on file with Piedmont Healthcare before the start of any student rotations. The contract defines the respective roles and responsibilities of Piedmont Healthcare and the Schools, their faculty and students. This contract will be reviewed and may be revised as needed by Piedmont Healthcare and each School.

A Student Orientation PowerPoint presentation and PHC Code of Conduct are provided for your use as you provide orientation to the students prior to their rotation at Piedmont Healthcare. **The orientation presentation and the PHC Code of Conduct are to be reviewed at your institution prior to any student rotation at Piedmont Healthcare.** Orientation for Electronic Documentation and Blood Glucose Monitoring, as needed (nursing students), will be provided at Piedmont Healthcare on designated orientation dates.

This website provides the standard required documents for requesting student rotations including those to be submitted prior to the start of any student rotation.

Faculty and Schools must follow the Request for Placement found on the main page of the website.

Piedmont Healthcare Responsibilities:

1. Piedmont Healthcare is accountable for patient care and other duties when students are functioning in a learning capacity within Piedmont Healthcare.
2. Piedmont Healthcare will provide appropriate learning experiences for the student to facilitate accomplishing their established written learning goals and objectives. Piedmont Healthcare will provide these areas within the limitations of space and staffing availability.

School Responsibilities:

1. The School and Students are required to follow Piedmont Healthcare policies, procedures, and applicable standards of practice and behaviors.
2. The School is responsible for the competence of the faculty and the appropriate supervision of the student's placement. Faculty must be trained on specific equipment related to direct patient care .
3. Faculty must be available to supervise students and as needed by staff, according to the contractual agreement for the specific student rotation type. The only nursing students who do not require faculty supervision are precepted nursing students because of the one on one preceptorship. All other nursing students must be supervised by faculty at all times.
4. All faculty supervising onsite are responsible for presenting and having on file at Piedmont Healthcare evidence of current licensure/certification in the State of Georgia, a current American Heart Association CPR card, and a cleared criminal background check and drug screen. Instructions for completing the Criminal Background Check (CBC) and Drug Screen (DS) are on the student orientation homepage.
5. The School will ensure that Piedmont Healthcare has on record each student's and faculty's required immunizations, TB and hepatitis testing as well as the professional liability/student malpractice insurance required for each student. **Students and faculty will not be allowed to start**

any aspect of their rotation (including additional orientation) without confirmation of receipt of this information by the designated PHC coordinator. This information must be on file at Piedmont Healthcare no later than ten business days prior to the start of any student rotation.

6. In the event that a student or faculty member sustains an injury or has an exposure incident, they will be referred to Occupational Health Services and then to the Emergency Department if indicated.
7. Parking is at a premium at all our locations. There is no charge for parking at any location. For Piedmont-Atlanta: please see the main page of this website for parking information.
8. Dress Code - faculty members and students are expected to display at all times an official school name badge which includes the student's name, title, and school affiliation. The student will not be permitted to perform patient care if not wearing their official school badge. Faculty and student uniforms should be clean and neat. Uniform requirements for students are set by each School.
9. All faculty and students must complete Piedmont Healthcare's Student Orientation. This process only needs to be completed once and will be valid regardless of the number of rotations or locations within Piedmont Healthcare.
10. Faculty ensures the completed student orientation documentation (part of Signature Page) is on file at Piedmont Healthcare prior to the start of any educational rotation. **The faculty is responsible for completing the orientation requirements for themselves and for the students prior to the first educational experience.** Department specific orientation will be arranged by Piedmont Healthcare.
11. For Practicum level nursing students, preceptors are assigned by Piedmont. The preceptor is responsible for completing the student's unit-based orientation with appropriate documentation. Piedmont Healthcare orientation must be completed prior to the first clinical experience and is the responsibility of each School to coordinate orientation with Piedmont. Prior to the practicum, faculty must make arrangements to provide the preceptor with the syllabus with course objectives.
12. For Practicum level students, the faculty or preceptor is responsible for making all student assignments. These assignments must be appropriate for the level of competence of each student.
13. The faculty is responsible for approving all documentation prior to entry in the medical record. The staff member approving the documentation must sign the note with the student.
14. Alternate learning experiences other than those specified in the initial agreement must be arranged and approved with Piedmont Healthcare prior to any student participation.
15. Any faculty or student observed not meeting the facility requirements and/or contractual agreements may be removed from Piedmont Healthcare immediately and the school practice privileges may be suspended or terminated.

REQUEST PROCEDURES

1. The online request form requesting rotations must be completed and submitted to the Piedmont Healthcare representative **two months** prior to the start date of the requested rotation. **There is NO guarantee of placement on a specific unit, days on a specific unit or shift on a specific unit.**
2. The contact person designated on the request document will be notified via email by the Piedmont Healthcare representative **one month** prior to the start of rotations. The email will note any changes to the requested unit days and shifts.
3. Piedmont Healthcare login identification numbers will be obtained by the Piedmont Healthcare representative. It is the responsibility of the school to provide the login identification numbers to faculty and students.
4. **Ten business days** prior to the start of the rotation, the school must submit all required paperwork to the appropriate Piedmont Site Coordinator (listed on the main page of website).
5. **If students or faculty do not meet the stated requirements, they will not be permitted to participate in an educational experience at any Piedmont Healthcare facility.**