

TITLE: STUDENT PLACEMENTS

I. PURPOSE

The purpose of this policy is to:

- A. Further the Zuckerberg San Francisco General Hospital and Trauma Center (ZSFG) mission to educate and train future health care providers and professionals;
- B. Provide guidelines by which educational experiences may be arranged within the ZSFG campus; and
- C. Clarify roles and responsibilities of hospital staff, students and schools and their faculty.

II. STATEMENT OF POLICY

It is the policy of ZSFG to provide opportunities for students from academic programs to receive clinical and/or non-clinical job-related experiences. Responsibility for the care of patients assigned to students and work projects is retained by the unit staff. This policy does not apply to the University of California at San Francisco (UCSF) medical students enrolled in clerkships or classes. Contact the [UCSF Medical Education Department](#) for more information.

III. DEFINITIONS

- A. **Students** are individuals who are enrolled in an approved academic program that has a current student placement agreement with the San Francisco Department of Public Health (SFDPH). Agreement is established for the use of SFDPH facilities for clinical and/or non-clinical job-related experience and does not guarantee a placement opportunity. Approved academic programs include, but are not limited to, Rehabilitation, Health Administration, Paramedicine, Public Health, Radiology, and Nutrition. A student must earn academic credit or merit to be placed at ZSFG. If student does not earn academic credit or receives payment, please contact the Department of Education and Training (DET) BEFORE processing the student for clarification. Or contact one of the following departments as these students may be a ZSFG volunteer (contact Volunteer Services Office at 415-206-8495) or an actual hire (contact ZSFG Human Resources at 415-206-5528). **This policy does not apply to Nursing Students.**
- B. **Faculty** are instructors employed by an academic program to provide instruction to students (this includes teaching on the ZSFG campus).
- C. **School** is an academic institution with which the SFDPH has executed an agreement for use of SFDPH facilities for clinical and/or non-clinical job-related experience. Schools include universities, colleges, technical schools, institutes, high schools (16 or older) or community colleges that offer education or training opportunities resulting in academic credit or merit for enrolled students.

- D. **Preceptor/ZSFG staff** are employed by the San Francisco Department of Public Health (SFDPH) or a SFDPH subcontractor (e.g., UCSF) and located at a SFDPH facility.

IV. PROCEDURE

A. Student Placements

1. For new placements:
 - a) Schools **without** a current student placement agreement or memorandum of understanding (MOU) that are interested in placing students at ZSFG should contact the appropriate ZSFG preceptor/ZSFG staff.
 - b) The designated ZSFG preceptor/ZSFG staff will assess the feasibility of a new placement. If the new placement can be accommodated currently or in the future, the preceptor/ZSFG staff will contact the Department of Education and Training (DET) at (415)206-4655, to coordinate the completion and approval of the process for a MOU between SFDPH and the academic institution. No student may be placed without **first** executing an agreement for use of facilities.
2. For all placements:
 - a) The designated preceptor/ZSFG staff will assess the unit/department's capacity for new and ongoing placements. The preceptor/ZSFG staff must determine the level of supervision needed by ZSFG staff to meet the course objectives and skills needed for the student's placement. Accommodations will be made based on availability of patients and staff, effect of placement on care or service, and the outcome or impact of past placements. ZSFG staff has the right to refuse placement even if there is a valid MOU. The MOU/Agreement is established for the use of SFDPH facilities for clinical and/or non-clinical job-related experience and does not guarantee a placement opportunity.
 - b) If placements can be accommodated, faculty must provide and assist students with completing the Student Form. The form includes dates/locations of placement, contact information in the event of a clinical or risk management issue, verification of required health screening, the mandatory online version of New Employee Orientation, and oaths of confidentiality. Requests for student/faculty computer passwords, access to the electronic health record and photo ID's are completed by the preceptor or appropriate department or unit manager (follow ZSFG Human Resources policies). Failure to submit the above may result in a delay or cancellation of placement.
 - c) All students must complete the online version of New Employee Orientation via Litmos Learning Management System. There are no exceptions. Please visit www.zsfglearn.org for online orientation instructions.

3. For students functioning in a "provider" capacity (e.g. physician assistant, social worker, physical or respiratory therapist):
 - a) The Chief of Service or appropriate authority (e.g. clinical or department administrator) needs to approve the student placement.
 - b) The student functioning in a "provider" capacity must have all patient medical findings and documentation co-signed by the designated physician, supervising social worker, therapist, or assigned clinical supervisor.
 - c) The student and/or school needs to provide proof of a completed background check before the student is placed. Background checks are the responsibility and expense of the school.
4. Preceptor/ZSFG Staff supervision includes:
 - a) Reviewing the medical record documentation and assuring the care provided was directly supervised and documented appropriately. Co-signing the documentation is required by the licensed supervisor. Student signatures should reflect the name of the student and the student's status (e.g., D. Jones, MSW SFSU) and the faculty's name and license (e.g., S. Smith, MSW SFSU) or the supervising preceptor or licensed supervisory ZSFG staff's name and license.
 - b) Being responsible for and keeping original documents (student and faculty forms) or any documentation regarding the student and their placement for three (3) years. These files can be kept electronically.

B. Roles and Responsibilities

1. Department of Education and Training

- a) Is the authority on student placements. The department is not responsible for promotion or placement of students or knowing the availability of placements at ZSFG. It is the sole responsibility of the ZSFG department or clinic to recruit students for available placements. Any questions or concerns about the student placement process must be directed to the department at (415) 206-4655.
- b) The department is not responsible for any original student or faculty documentation. It is the sole responsibility of the preceptor/ZSFG staff to keep student and faculty documentation.
- c) Will review copies of the application (if needed), but only electronic or scanned copies will be accepted (originals or paper copies will be returned without review).

- d) DET will monitor and update the [student placements public webpage](#) with relevant information and ZSFG department contacts who frequently place students.
- e) DET will address conflicts between the preceptor/ZSFG staff and the student, faculty or school. If needed, DET will address conflicts between students, faculty or school staff if the preceptor/ZSFG staff is unsuccessful with the first attempt.

2. The Preceptor/ZSFG Staff

- a) Will be solely responsible for the student and faculty. This includes all required paperwork, health screening, mandatory New Employee Orientation (online version), course requirements and department/unit orientation.
- b) Maintains required records for three (3) years (scanned or electronic copies can be the originals) and can easily access records if requested.
- c) Addresses conflicts or concerns with students, faculty and school staff.
- d) Will evaluate placements and share any concerning information before, during or after the placement to the DET immediately

3. The School

- a) Provides the preceptor with information about each placement and student. This includes background checks when requested by the hospital.
- b) Ensures that on-site faculty are competent and qualified (e.g., licensed) and that faculty and students meet all ZSFG campus requirements by completing the appropriate paperwork (application), processing (orientation, badge, health screening) and/or background checks.
- c) Provides all requested documentation and review needed to initiate and complete a school placement agreement/MOU. This includes working with the San Francisco Department of Public Health Office of Contracts Management and Compliance.

4. Faculty

- a) Shall receive orientation to the physical layout, policies and procedures, health and safety, infection control, bloodborne pathogens, and clinical standards on an annual basis and as needed by the preceptor/ZSFG staff.
- b) Shall orient the students prior to the learning experience with the assistance of preceptor/ZSFG staff when appropriate.

- c) Will supervise students as required by the licensing body in the State of California that oversees each school's clinical training program and the contract between the school and DPH.
- d) Faculty and their students will communicate with preceptor/ZSFG staff to insure transmission of all necessary patient care information and information regarding the patient care assignments of all students.

CROSS REFERENCES

ZSFG Administrative Policies and Procedures:

- 3.07 [Performance Appraisal and Competency Assessment](#)
- 5.04 [Employee Health Service](#)
- 8.05 [HIPAA Compliance Privacy Policy](#)
- 8.29 [Policy for Social Networking and Other Web-Based Communications](#)
- 9.15 [Provider Identification](#)
- 12.01 [Verification and Maintenance of Licensure and Certification for Non-Credentialed Clinical Staff](#)
- 13.03 [Code of Professional Conduct](#) 13.10 [Health Information Services \(HIS\): Confidentiality, Security, and Release of Protected Health Information](#)
- 15.05 [Hospital Orientation](#)
- 16.04 [Patient Rights and Responsibilities](#)
- 18.11 [Request for Human Subject Research at ZSFG](#)
- 22.02 [Volunteer Services at San Francisco General Hospital and Trauma Center](#)

Nursing Policy and Procedure

- 1.21 [Nursing Student Placements](#)

APPROVAL

Nursing Executive Committee	10/18/17
Medical Executive Committee	10/19/17
PIPS	10/25/17
Exec Committees B-25 Readiness	12/17/15

Date Adopted: 01/05/88

Reviewed: 04/99

Revised: 10/92, 09/95, 02/2000, 09/2002, 10/05, 09/09, 10/12, 12/13, 09/17

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