

[TOP]

Administrative Policy Number: 19.05

TITLE: STUDENT PLACEMENTS

I. PURPOSE

The purpose of this policy is to provide an overview of student placements at Zuckerberg San Francisco General Hospital & Trauma Center (ZSFG) and to outline the responsibilities related to the provision of student placements at ZSFG.

II. STATEMENT OF POLICY

ZSFG strives to provide placement opportunities for students to support their ongoing academic and training pursuits. Placement activities within a hospital setting provide students with experiences that cannot be sufficiently acquired in a classroom or other learning environment. Through these opportunities, students can apply their learned knowledge, skills, and abilities, as well as acquire new, experiential, and role-related knowledge, skills, and abilities necessary to transition into the healthcare workforce. By offering clinical and nonclinical placements, we aim to support our organizational goals of continuous improvement, patient and staff safety, and workforce development.

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.

III. RELEVANT INFORMATION

- This policy does not apply to The University of California at San Francisco (UCSF) School of Medicine and School of Pharmacy students and trainees. These programs are still required to have a current Student Training Agreement.
- For additional policies and procedures related to nursing and nursing allied health student placements, refer to Nursing Policy 1.21 Nursing Student Placements.
- A current Student Placement Agreement between the school and San Francisco Department of Public Health (SFDPH) must be in place before students can be placed at ZSFG. Student Training Agreements are managed by the SFDPH Contracts Management and Compliance Office. Establishing a contract with SFDPH does not guarantee a placement opportunity; rather, opportunities are provided at the discretion of the department in which the school/student is seeking a placement.

- Failure to submit a Student Placement Form may result in a delay or cancellation of a placement.

III. DEFINITIONS

- A. Students** are individuals who are enrolled in an accredited school or program and earn academic credit or merit while in a clinical or nonclinical placement at ZSFG. If an individual is enrolled in an academic or training program and is not earning academic credit or merit and/or receives payment while placed at ZSFG, please contact the Department of Education and Training (DET) for clarification **before** processing the student.
- B. Faculty** are instructors employed by an academic program to provide instruction to students.
- C. School** includes 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. Student Preceptor** are ZSFG staff employed by SFDPH or a SFDPH subcontractor (e.g., UCSF) assigned to guide activities and experiences for the student while they are placed at ZSFG.
- E. Student Training Agreement** is a memorandum of understanding (MOU) established between SFDPH and the academic or training school.
- F. Student Placement Form** is an intake document used to gather information about the school and program, student demographic and contact information, and verification of health information including immunizations.

IV. PROCEDURE

A. Student Placements

1. For new placements with students enrolled at a school without a Student Training Agreement:

- a. The designated department and/or Student Preceptor will assess the feasibility of accommodating the placement request.
- b. School will be provided with information to establish a Student Training Agreement with the SFDPH Contracts Management and Compliance Office.

c. Designated department and/or Student Preceptor shall provide the student/school with instructions for student onboarding and orientation. Please visit [ZSFG DET](#) for more information.

2. For new placements with student(s) enrolled in a school with a Student Training Agreement

a. The designated department and/or Student Preceptor will assess the feasibility of accommodating the placement request.

b. Designated department and/or Student Preceptor shall provide the student/school with instructions for student onboarding and orientation. The department and/or Student Preceptor Contact ZSFG DET for more information.

2. For all placements:

a. The designated department and/or Student Preceptors assess the capacity of the unit/department to accommodate the student placement. The department and/or Student Preceptor must determine the level of supervision needed by hospital staff to meet the academic or training programmatic objectives ZSFG departments and/or Student Preceptors may refuse the placement despite a current Student Training Agreement. Reasons for refusal of a student placement include but are not limited to concerns for patient, staff and/or student safety, inability to meet the programmatic objectives for the placement, and department/unit staffing or competing priorities.

b. If placement(s) can be accommodated, faculty must provide and assist students with completing the [Student Placement Form](#) .

c. 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). Only students placed for 40 hours or more in a calendar year will be granted EHR access.

d. All students must complete the online version of Student Orientation. There are no exceptions. Please visit <http://zsfglearn.org/orientation/online-orientation/> for online orientation instructions.

3. For students functioning in a provider capacity (e.g. physician assistant, nurse practitioner, nurse midwives, physical therapists):

a) The Chief of Service or an appropriate authority (e.g. clinical or department administrator) needs to approve the student placement.

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.

B. Roles and Responsibilities

1. Department of Education and Training

a) Governs the student placement policy and processes within ZSFG. The department is not responsible for promotion or placement of students or knowing the availability of placements at ZSFG. Any questions or concerns about the student placement process must be directed to the Department of Education & Training at (628) 206-4655.

b) Is not responsible for any student or faculty documentation. It is the sole responsibility of the preceptor/ZSFG staff to keep student and faculty documentation.

c) DET will monitor and update the student placements webpage with relevant information and ZSFG department contacts who frequently place students.

2. The Student Preceptor

a) Will be solely responsible for the student and faculty. Must adhere to the [Preceptor Responsibility Checklist](#) which includes required paperwork, health screening, mandatory Student Orientation, 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. Escalates conflicts or concerns immediately to their supervisor, division, Department, ZSFG Administration, and/or DPH, if necessary.

3. The School

- a) Provides the designated department or Student Preceptor with information about each placement and student. This includes background checks when requested by the hospital. The school is responsible for ensuring that the placement at ZSFG will meet the objectives of the academic or training program. Under no circumstances is ZSFG and/or the ZSFG designated department and/or Student Preceptor required to modify assignments, alter patient treatment plans, and/or change the employee's scope, roles, and responsibilities to meet the objectives of the student's academic or training program.
- 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.

4. Faculty

a) **Faculty orientation to ZSFG**

- **If on-campus with students**, 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.
- **If not on-campus with students**, shall receive orientation to policies and procedures, health and safety, infection control, bloodborne pathogens, and clinical standards on an annual basis and as needed by the

b) Shall orient the students prior to the learning experience with the assistance of designated department or Student Preceptor.

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 Student Training Agreement.

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.

5. Student

- a) All students must adhere to the **Student Responsibility Checklist**.

CROSS REFERENCES

ZSFG Administrative Policies and Procedures:

- 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](#)
- 3.13 [Code of Professional Conduct](#)
- 13.10 [Health Information Services: Confidentiality, Security, and Release of Protected Health Information](#)
- 15.05 [New Employee Orientation](#)
- 16.04 [Patient Rights and Responsibilities](#)
- 18.11 [Request for Human Subject Research at Zuckerberg San Francisco General Hospital \(ZSFG\)](#)
- 22.02 [Volunteer Services Within the San Francisco Department of Public Health \(DPH\)](#)

APPROVAL

Nursing Executive Committee	9/20/2023
Medical Executive Committee	9/21/2023
Performance Improvement and Patient Safety Committee	9/27/2023

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