

**Office of Advanced Practice Providers**

**APP Student Educational Experience Services Placement Assistance Program Policy**

1. All CRNA, CRNP, CNM and PA students who participate in a UPMC clinical preceptorship shall be matriculated in an accredited nurse anesthesia, nurse practitioner, nurse midwife or physician assistant program.
2. Prior to a rotation request being processed, a student experience agreement must be signed between UPMC and the academic program.
3. Rotation placements in Emergency Medicine, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Pediatrics, Psychiatry, and Women's Health must be coordinated by the program/student via an established relationship. The OAPP is no longer able to assist with these requests. Programs should not cold call any UPMC site.
  - a. An established relationship is deemed as any preceptor/clinical site that the APP program has placed a student with in the past. If a student or APP Program Faculty member works/previously worked ***directly*** with a clinician, they are permitted to reach out to the clinician regarding potential placement. Students should not be given a list of preceptors that have been utilized by other students in the past. The program should reach out to these contacts directly regarding potential placement.
  - b. The only exception to this rule is for:
    - i. UPP Emergency Medicine sites and UPMC Community Medicine sites (listed in blue below); these requests should be directed to the OAPP from the designated contact at the APP program. The OAPP will need to be the liaison for these requests. \*\*This applies to any individual who may directly work with/know of an UPP Emergency Medicine clinician, or to any program that has an established relationship at one of these sites. Students/Programs should not reach out to these sites/clinicians without contacting the OAPP first.

1. Please note, there are several Emergency Medicine Departments at UPMC
  - a. UPP Emergency Medicine
    - i. UPMC Shadyside
    - ii. UPMC Mercy
    - iii. UPMC Magee
    - iv. UPMC Presby
    - v. UPMC Urgent Care
  - b. UPMC Community Emergency Sites
    - i. UPMC Cranberry
    - ii. UPMC East
    - iii. UPMC Horizon/Greenville
    - iv. UPMC Horizon/Shenango
    - v. UPMC Jameson Hospital
    - vi. UPMC McKeesport
    - vii. UPMC Passavant
    - viii. UPMC Somerset
    - ix. UPMC St. Margaret
    - x. Monongahela Valley Hospital
    - xi. St. Clair Hospital
  - c. All other UPMC Hospitals
- ii. CCP sites; all rotation requests should originate from a clinical coordinator or a professor from the academic program.
  1. Academic programs are only to reach out to CCP practices in which they have an established relationship with, or for a student that is interested in rotating with a clinician in which they have an established relationship with (students should not reach out to their established relationships at CCP directly).
- c. In the event that an APP program receives an unexpected cancellation from one of their preceptors in one of the specialty areas listed above, the designated program contact should reach out to the OAPP for potential assistance.

4. Students should submit an online application via the OAPP's application website no later than three months prior to the requested start date for rotation placement assistance for their elective rotation, and no later than six weeks prior to the start of their rotation if their preceptor was confirmed by their program via an established relationship. \*CRNA students should submit their application no later than three weeks prior to the start of their first clinical experience at UPMC.

Students will be required to submit the following documents when applying online:

- a. Official documentation (a certificate or letter from the training agency) stating that you've completed approved training in child abuse recognition and reporting requirements.
- b. Pennsylvania Act 33 Clearance (within five years) \*
- c. Pennsylvania Act 34 Clearance (within five years) \*
- d. Fingerprints (Act 73) (within five years) \*
- e. Health examination demonstrating fit for clinical rotation, within one year of the start of the rotation
- f. Documentation of tuberculin skin test or chest x ray (cannot be older than one year)
- g. Evidence of Flu Vaccination (only required for students requesting a rotation during the time period of August-March)
- h. Hepatitis B titer or documentation of completion of hepatitis B immunization series
- i. Documentation of Rubella immunity titer
- j. History of varicella contraction or documentation of varicella immunity titer.
- k. Certificate of liability insurance from the participating school
- l. Exhibit A
- m. HIPAA Compliance Form
- n. Signed last page of the UPP Handbook
- o. HIPAA Quiz
- p. HIPAA Questions

- q. Computer Access forms (Student Agreement A for IMS Codes and Student Third Party Agreement for IMS Codes)
- r. Results of a 5-panel drug screen taken within 1 year of their first requested start date
- s. Certificates indicating that the following training modules were passed – these will now be completed as a part of the application they do not need to be completed beforehand

\*UPMC reserves the right to prohibit a student from participation in clinical rotations at UPMC facilities if information contained in the criminal records submitted by the student causes reasonable concern about the student's competency or trustworthiness. This determination is made by the UPMC review committee.

- 5. Every CRNA/NP/PA/CNM student will complete HIPAA training prior to the start of their rotation.
- 6. Each NP/PA student will have the opportunity to complete a survey at the end of their rotation to evaluate their preceptor and site. These surveys will be anonymous, and the results of the surveys will be used for quality improvement.
- 7. A NP student will not be placed with a physician assistant for their rotation. This is in accordance to The Pennsylvania State Code 21.373. Facility and Resource Requirements,
  - iii. Onsite clinical preceptors for NP students may include:
    - a. Advanced practice nurses who are currently licensed
    - b. Physicians who are currently licensed
    - c. CRNPS who are currently licensed and certified
- 8. The OAPP will grant and monitor computer access as needed.
- 9. All communication regarding academic performance, goals of the rotation, or other information not related to the facilitation of the preceptorship by the OAPP shall occur between the preceptor site and the academic program/student.
- 10. Any change in the expectations of a rotation should be communicated to the OAPP by the academic program/student.
- 11. The following shall be communicated to the OAPP during the course of the rotation:

- a. Any incident which involves a CRNA/NP/PA student which either resulted in or may have contributed to the harm or death of a patient directly or indirectly.
- b. All incidents in which the CRNA/NP/PA student was injured including needlesticks and body fluid exposures.
- c. Any incident involving interpersonal violence or law enforcement involvement in the practice site involving a CRNA/NP/PA student.
- d. Any incident which resulted in the CRNA/NP/PA student being expelled from the practice site.
- e. Any other situation described here deemed as appropriate by the preceptor.