

Checklist for Student Experiences in Public Health

When orienting students to respective sites, it is helpful to include discussion of the following areas:

- ☞ **Site Approval:** All student placements must be approved by the Personal Health Services Supervisor and the Site Manager prior to the student's first day. This includes individual agreements with specific staff.
- ☞ **Passengers in County/City Cars:** Students whose placement involves field work requiring riding in cars with Health Department staff must have divisional approval to do so. Additionally, before riding in Health Department cars, the student must sign a waiver. This waiver, along with the divisional approval, must go to Risk Management before the student is allowed to ride with staff. (Divisional approval would come from: CHS- Marcy Maurer; Prevention- Hikari Tamura; CHARS- Judy MacCully.)
- ☞ **Privacy and Security of Protected Health Information:** Remind students that they will have access to a great deal of protected health information (PHI) which must be handled in a confidential manner that follows State and Federal Law. The students should have received information and training on this from their respective schools of nursing prior to placement at the training site. If this is not the case, direct them to their school advisor. They must be oriented to the site specific practices for handling and storing PHI. Prior to starting their assignment, each must sign a "Workforce Confidentiality Statement," which is then forwarded to The Department Privacy Officer, Kristi Korolac. Additionally, they must go over the "Student Role in Maintaining Client Privacy and Confidentiality" Handout, and check the place on the confidentiality form indicating that they have done so.

NOTE: Photocopying chart notes is NOT allowed, nor is taking charts off site.

- ☞ **Reporting of Abuse and Neglect:** If there is a domestic violence situation or child abuse situation where there is imminent danger, the student should call 911 for assistance. If the student is already a licensed professional, they must personally report suspected abuse and neglect. In all cases, issues involving abuse or neglect should be discussed with a preceptor as soon as possible, and the preceptor would assist with decision making around reporting requirements. If there are questions, the student should discuss the case with their school instructor and/or the site nursing supervisor.
- ☞ **Learning Goals:** There should be some record of the learning goals or expected outcomes to review with the student prior to the assignment. Most school contracts include this as the responsibility of the school, and should be available to supervisors/preceptors prior to the student's arrival at the site.
- ☞ **Basic Safety of the student:** Students should receive instructions regarding what to do if they encounter a dangerous situation and what to do if there is a substantial exposure to body fluids or hazardous substances. Students should be shown where "Substantial Exposure Packets" and "Incident/Accident Reports" are kept.



§ **Documentation of Care:** Remind students that it is necessary to have their preceptor review and sign off on their notes.