

TITLE: PRACTICUM STUDENTS, INTERNS AND PHYSICIAN RESIDENTS IN CENTER PROGRAMS

PURPOSE: To establish guidelines for approval, training and placement of undergraduate and graduate students and physician residents in Center practicums, internships, and psychiatric residencies (hereinafter referred to as students). This policy supersedes the policy by the same title dated November 20, 2003.

[Key Words: Practicum Students, Interns, and Physician Residents]

POLICY STATEMENT:

The Center endorses the educational value and mutual benefit of students through practicums, internships and psychiatric residences that enhance the Center's mission of Behavioral Health services to our community.

POLICY ELABORATION:

I. JUSTIFICATION:

To ensure that the mission and goals of the Center are met, the Chief Operating Officer approves all student placements.

II. ADMISSION PROCESS

- A. All practicum students, physician residents and interns, are referred to the Human Resources Department for intake and screening.

- B. A drug screen and criminal background investigation shall be conducted by the Center prior to the beginning of any required training. For all practicum, intern and residency students, investigations are conducted in the Employee Misconduct Registry, the Nurse Aid Registry and Texas Department of Public Safety.
- C. Upon clearance, participants will be scheduled for training in accordance with Center and Department of State Health Services (DSHS) policies. No participant shall be allowed to work in direct services until they have completed the appropriate orientation and training.

III. PLACEMENT

- A. Practicum students and Interns who have completed all intake and screening shall receive training for functions to be within the assignment.
- B. Resident Physicians who have completed all required documentation and training may begin their practice as approved by the Chief of Staff of Medical Services.
- C. Each participant will be assigned a supervisor.

IV. TRACKING AND REPORTS

- A. Supervisors of practicum students must complete the required documentation, according to the set schedule, of each of the colleges and/or universities that agreed to the placement.

- B. Approved licensing and/or certification boards supervisors of interns must complete the required documentation according to the set schedule of each board of examiners or certifying agency.

- C. A quarterly report to the Board of Trustees of the Center is submitted by Human Resources, specifying the number of participants during the past quarter at the Center. This report will also indicate the college, university, licensing board or certifying agency's name with whom the Center is cooperating.

REFERENCES/BIBLIOGRAPHY:

Memorandum of Agreement, UTHSC- CFHCS, Dept. of Psychiatry
Texas State Board of Examiners of Psychologists
Texas State Board of Examiners of Social Workers
Texas State Board of Examiners of Professional Counselors
Texas State Board of Examiners of Marriage and Family Therapists
Texas Commission on Alcohol and Drug Abuse
AHIMA: American Health Information Management Association
Title 25, Texas Administrative Code, Chapter 414

OFFICE OF PRIMARY RESPONSIBILITY:

Human Resources