# ARIA HEALTH VISITING STUDENT POLICY AND PROCEDURE

## I. PURPOSE:

- To provide guidelines for the effective coordination of visiting medical student rotations and scheduling by the Medical Education Coordinator.

- To maintain and monitor the number of students and weekly rotation scheduling.

## II. POLICY:

- Medical Education Coordinator ensures that every student rotation adequately meets the requirements of Aria Health Department of Academic Affairs;
- Medical Education Coordinator, in conjunction with the faculty members/program directors and Director of Advanced Practice Professionals, ensures the correct number of students is in each rotation;
- Medical Education Coordinator coordinates student schedules based on slot availability.

## III. PROCEDURE:

1.  Any and all visiting medical students must complete the online application and return it to the Medical Education Coordinator.  (This includes Physician Assistants, Nurse Practitioners, Physical Therapists, Occupational Therapist, etc.).

2. We have specific Affiliation Agreements for CORE students and students that do not need to complete the online application.  Students from these institutions are automatically reserved a certain number of slots.

    **The Affiliation Agreement is designed to:

    - spell out roles and responsibilities between a medical education program and its clinical affiliates;
    - comply with accreditation standards;
    - ensure an appropriate learning environment for the medical students; and
    - provide a consistent framework for managing an increasing number of students participating in clinical training away from their home institutions.

3. Upon receipt of the completed application, Medical Education Coordinator emails application to the appropriate faculty member/program director and Director of Advanced Practice Professionals who approves student applications to:

   1) Receive approval for the student to rotate in to Aria Health;

      and

   2) Determine if there is an available faculty/preceptor and space for the student without overbooking.

4. Student Applications should be approved by the each of the following:

   Family Medicine – Dr. Robert Danoff

   Internal Medicine – Dr. Amy Penza

   Emergency Medicine – Dr. Kim Reich Groen

   Advanced Practice Professionals (Fast Care) – Patrice Bachman

   Advanced Practice Professionals (Surgery) – Liz Matray

   Advanced Practice Professionals (Internal Medicine) – Erin Little

   Advanced Practice Professionals (Hem/Onc) – Lisa Marie Ulmer

   Advanced Practice Professionals (Urology) – Dr. Milton E. Coll

   Advanced Practice Professionals (Emergency) – Thomas Kurtz

   **Above list of programs and faculty/directors is for information purposes.  Every program has a faculty/program director who approves student applications.  Each program and faculty/director should keep a schedule/record of rotating students.

5. Once the student application is approved by the appropriate faculty member/program director or Director of Advanced Practice Professionals, the student is then notified by Medical Education Coordinator via email that their application has been approved.  The Medical Education Coordinator gives the student instructions and a list of required supporting documents  which they will need to provide prior to starting their rotation.  The required documents are as follows:

   A. Letter in Good Standing - Students must be in good academic standing to be eligible to participate in a rotation.

   B.  Child Abuse Clearance - (http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/)

   C. FBI Fingerprinting Clearance - (https://www.pa.cogentid.com/index.htm)

D. <u>PPD Test Results</u> - Valid for one (1) year

E. <u>Flu Shot Verification</u> - Valid for one (1) year

E. <u>Mask Fit Test Results</u> - Provide a letter or a copy of your mask fit certification to show that you have successfully passed the Respiratory Mask Fit Test. Valid for one (1) year.

6. Once all documents are received and saved, the student will receive an email with instructions for their first day of their rotation (including ID Badge, Sunrise Username and Password, Scrub access if needed).