



## Student Placement Guidelines

### **Our Clinics**

Neighborhood HealthSource (NHS) offers a full spectrum of health maintenance, screening and disease prevention and health maintenance services for all ages. Students should expect to learn in a primary health care and family practice setting.

### **How to Request a Placement or Shadowing Experience**

All student placement experiences including clinical rotations, MA externships, and shadowing experiences, must be set up through the Human Resources department. **Note:** We do not accept placements from online or out-of-state programs. Please email [hr@neighborhoodhealthsource.org](mailto:hr@neighborhoodhealthsource.org) with your inquiry, including clinical learning objectives and your timeframe for placement. Someone will get back to you asap but within a week.

Due to our small size and other factors, NHS has very limited ability to take students. Placements are based on availability, provider preference, existing agreements with the institution, and date received. We generally limit preceptor plans to 1-2 semesters. Placement is subject to approval with the Medical Director or Clinical Operations Manager/Director, as relevant.

### **Information Needed to Establish a Clinical Placement**

Schools or students seeking clinical rotations or externships at Neighborhood HealthSource must make the following information **available upon request**.

- Proof of Junior or Senior year status
- Criminal Background Check results (within one year)
- Drug Screen
  - Proof of Immunizations
  - TB Skin Test
  - MMR
  - Tetanus/Diphtheria
  - Hepatitis B
  - Chickenpox or proof of immunity
  - Influenza Vaccine

### **The following must be provided**

- The school curriculum must include an overview of HIPAA, universal precautions and on patient safety. Proof of training is required.
- Malpractice liability coverage for the student during their field experience
- Completion of a Clinical Rotations Agreement (for providers)
- Business Associate Agreement with NHS