

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Administrative Policy and Procedure**

**SECTION: ADMINISTRATION**

**Number: AD12**

**Number of Pages: 1 of 1**

**Issue Date: May 1996**

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**TITLE: AFFILIATING STUDENT POLICY**

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**PURPOSE:**

The purpose of this policy is to establish uniform requirements and procedures for affiliating/internship/externship students.

**POLICY:**

1. Health requirements must be satisfied to ensure students are free of communicable diseases. School representatives must fulfill one of the following:
  - A. Completion of "Clinical Requirements for Students" form - available from Employee Health.
  - B. Provide a letter from the school advising of the students health requirements for admission to the program. The requirements must be at least equal to the hospital requirements.
2. Employee Health to review all "Clinical Requirements for Students" forms or letters from the school and to maintain records of same.
3. School must maintain professional liability and general liability insurance for the students and provide documentation of same.
4. The school must provide education of OSHA requirements and standards and provide documentation of same.
5. School must provide certification that a criminal background screening has been completed on the student and that there are no findings that would preclude the student from employment with the hospital.
6. Students must receive orientation to their assigned department as stated in the respective department's Standards Manual. Documentation of same to be maintained in the department.
7. Each student will receive a copy of the Rules and Regulations for Affiliating Students.