



## **Pennsylvania Institute of Technology**

### **Extern Placement Policy and Procedure**

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### **School of Professional Programs**

#### **I. Hepatitis B Vaccination, Evidence of Childhood Immunization and Physical Examination Policy**

##### **A. Hepatitis B Vaccination Policy**

1. It is the policy of the College that all students enrolled in an Allied Health or Allied Health related program of study offered by the School of Professional Programs are fully immunized for Hepatitis B **prior to being placed at an externship site.**
2. Students who are not fully immunized at the time of enrollment in a program of study at P.I.T. will be required to be vaccinated by a third party health care provider retained by the College, or a licensed health care provider selected by the student.
3. Immunizations will span a period of six months beginning with the first courses in the program of study and ending prior to the last course required in the program of study.

##### **B. Evidence of Childhood Immunization Policy**

1. Students must submit to the Externship Coordinator substantive evidence from a licensed health care provider that childhood immunizations have been administered or evidence of childhood immunization by means of a titer. If students are unable to access child immunization records, the College will administer during the third and fourth courses in the program of study through a third party health care provider a titer at the students' expense that will verify childhood immunizations. Students will be required to have **child immunizations as determined by the Externship Coordinator prior to assignment at an externship site.**

##### **C. Physical Examination Policy**

If a student is unable to provide documentation of a recent physical examination and PPD by a licensed health care provider, the College, at the student's expense will arrange for the physical examination and PPD during the third and fourth classes, no later than the fifth class in the program of study. In the case of evening students, the physical examination and PPD (Tuberculosis Skin Test) will be due during the seventh and eighth classes, no later than the ninth class to prevent their expiration (good for one year) prior to the student's externship experience. Students will execute a release allowing the Externship Coordinator access to the results of the physical examination.

## **D. Critical Timing of Vaccinations, Childhood Immunizations, PPD, and Physical Exam Documentation**

Students who do not provide the required documentation by the end of their sixth class will *not be "health cleared"* to go on externship. Students who have not turned in all required medical documentation by the end of the sixth class will be contacted by a Student Services' Representative. Students will be informed that if the required documentation is not submitted within 48 hours that their program completion dates will be delayed and their extern placement may be jeopardized.

## **II. Extern Placement and Training Procedure**

1. All students will receive a *Student Handbook for Externship* during an orientation conducted by the Extern Coordinator within the first two weeks of their first module. The Handbook will be reviewed in its entirety; required documentation and deadlines will be discussed. All students will sign an acknowledgment form at that time stating that they understand the requirements and the critical timing involved.
2. All students preparing to go on externship will be trained on the following usually within two days of their extern experience: the proper way to complete time sheets while on externship; the purpose of the midpoint and final evaluations, and the insurance policy. All students will sign the *Student Externship Responsibilities Form* which verifies that they have received and understand the specific rules governing the College's externship process.
3. Each student will have their extern file reviewed at the end of their sixth course. If there is any missing paperwork, their names will be sent to the Dean of Student Services, the Dean of Academic Affairs and the Academic Manager for review. These students will be informed that they have not met the requirements for extern, and may not be permitted to return to class until they have received a note from the Extern Coordinator stating that their paperwork is in order. A list of these students will be sent to the Business Office, Financial Aid and to their instructors.
4. Approximately three months prior to a student's extern date:
  - a. Grades will be reviewed and printed out to ensure that the extern date is correct:
    - i. If the extern date is correct all records will remain the same.
    - ii. If the extern date has changed, the extern date and graduation date will be changed in Campus, the file folder will be updated and all documents will be revised to reflect the new date.
  - b. Each student's file will be reviewed to ensure that all paperwork is present. All students with complete paperwork will be required to fill out a *Clinical Externship Student Information Form* (see attachment 188B), to be submitted to the Extern Coordinator.
  - c. An updated list of students for a specific extern date will be sent to the Business Office, Academic Development, and Financial Aid to ensure that there are no "holds" or "issues:"
    - i. If a student is required to take ADP then its completion is mandatory. Students that have not completed ADP prior to the assigned extern date may be registered for AHT 200 at the end of their program or registered for AHT

100 during their program, or removed from class to participate in an ADP class, at the discretion of the Externship Committee.

The Externship Committee consists of the Dean of Student Services or the Externship Coordinator, the ADP representative, and 2 faculty members who had the student in class. The Externship Committee determines whether or not the student can function and successfully practice their field of training. The student will be assigned technical or academic developmental classes (AHT 200 and AHT 201) to complete before going on externship. Accuplacer scores are not the sole determinant of the need for additional academic developmental classes.

- ii. Students are required to check their Student Account Status. If a student has a Business Office issue, they are required to provide electronic documentation from the Business Office stating that they are eligible for extern.
  - iii. Students are accountable for their meeting their Financial Aid requirements. If a student has a Financial Aid issue, they are required to provide a note from the Financial Aid Department stating that they are eligible for extern.
- d. Students cleared by Financial Aid, Business Office and Externship Committee will begin the process of being placed at an extern site:
- i. Each student's demographic (home locations, childcare facility locations, job locations etc) is checked against all possible sites in their area.
  - ii. Each student's preference is cross referenced with available sites in their preferred area. The student should understand that there is a possibility that the College may not be able to accommodate their preferences.
  - iii. The Extern Coordinator will contact sites on behalf of the student for an externship experience, and will forward paperwork, run background checks, run drug screens and set up interviews as requested or required by the site.
  - iv. After two unsuccessful Extern interviews, the student must meet with Dean of Student Services and the Extern Coordinator to discuss the issues that may be prohibiting the student from succeeding.
  - v. Occasionally, instructor input may be requested for assistance in placing a student.
  - vi. Students that have particular sites that they are interested in must:
    1. Bring a business card to the Externship Coordinator with their name on the back. The card must also include the name of the person that they spoke to regarding their experience.
    2. When necessary the Extern Coordinator will contact the site to request an Affiliation Agreement.
    3. If the site is agreeable to the student, an Agreement will be sent to the site for review.
    4. Once the Affiliation Agreement is signed, the student may begin at the site on their assigned extern date.
5. Usually, two days prior to extern, the Extern Coordinator will conduct Extern Training for the student.
6. When the Extern Coordinator receives the midpoint evaluation, it will be reviewed for potential issues. The site will be contacted to review the student's progress, if necessary.

7. All students are instructed at Extern Training to contact the SPP Job Placement Coordinator at 90 hours to begin the process of receiving Job Placement assistance. If a student indicates that they are interested in continuing their education, they will be referred to the Admission's Department.
8. Students that violate any of the Externship rules or regulations that are part of either their "Student Responsibilities Contract" or the "Externship Rules and Regulations Policy", and are asked to leave their assigned clinical site by the site management, must return to P.I.T. to meet with the Externship Coordinator. The Externship Coordinator will conduct an investigation to determine if there are any serious extenuating circumstances that absolve the student of fault. Should the violation be egregious, the documented fact data will be reviewed by the President and should the President agree, the student will not be offered a second site and will receive a "final site letter." At this time, the student will be required to read, sign and date the letter during a meeting with the Externship Coordinator and the Dean of Student Services. It will be explained to the student that due to the egregious externship violation, he/she will be dropped from the Externship program.
9. Students who successfully complete all required prerequisite courses, and have no Business Office or Financial Aid issues, and have successfully completed the Academic Developmental Program, and do not have an extern start date within two weeks of the completion of their final class may be required to attend academic classes, at no additional tuition costs, geared towards assisting them maintain their clinical skills.