

PRACTICUM II
MANUAL
REQUIREMENTS AND GUIDELINES



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Practicum II – HLST 4003

Course Description

The Health Studies Practicum II (HLST 4003) is a 3 credit hour course designed to place a student at a healthcare agency during their senior year. Its purpose is to allow students the opportunity to have on-the-job experiences in healthcare while under supervision in an approved agency. It also allows students to explore their interests and career options while in school and see how what they have learned in classes applies to real-world employment. Students must register for HLST 4003 and serve a minimum of 104 hours on site at the agency during the semester.

Objectives

At the conclusion of the course, the student will be able to:

- 1) Observe and actively participate in decision-making and strategic planning involved in program design, implementation, and evaluation at the healthcare agency.
- 2) Perform all roles and responsibilities effectively, demonstrating professionalism and a strong work ethic.
- 3) Identify organizational techniques for responding to pressure from social, political, regulatory, competitive and other external forces.
- 4) Explain the purpose of selected internal programs such as community education, employee education, and quality improvement; then describe them in relation to the organization.
- 5) Describe management styles observed and self-critique personal management style relative to site observations.
- 6) Apply principles of problem-solving and decision-making to one of the organization's problems and present solutions in PowerPoint presentation to administrative personnel.

Pre-Practicum II Checklist

(Students who do not meet all of the requirements on this checklist will not be allowed to enroll in practicum.)

Pre-Practicum

Meet with Practicum Coordinator prior to submission deadline of the “Intent to Register for Practicum II” form to discuss your interests and potential practicum sites.

Meet academic requirements.

Complete the “Intent to Register for Practicum II” form found on the Health Studies Program website and e-mail it to Dr. Griswold at griswold@ulm.edu **along** with your resume’.

Students must submit the names of 4 sites to which they would like to secure a practicum experience. Three of the sites can be chosen from the list of current practicum sites to which the Health Studies Program has already established contracts. For the 4th site, the student must contact a healthcare facility (physician’s office, clinic, sports/rehabilitation facility, home health agency, non-profit organizations, etc) not on the list to inquire as to their need for utilization of a ULM senior student for a major project. The student must submit the facility’s response, along with the name of the facility, type of facility, address, phone number, contact person, e-mail address, and any other important information.

Interview with Practicum sites when instructed by Practicum Coordinator.

Obtain final approval from Practicum Coordinator for practicum site. (see Sample Acceptance and Decline Letter).

Register for HLST 4003. (**Note: There is an extra \$250.00 Practicum fee associated with this course. This fee is in addition to normal fees associated with the course. The fee is assessed with other semester fees.**)

Practicum II Checklist

Practicum

Meet with Practicum Coordinator and site supervisor as needed.

Complete Practicum II Orientation (Topics to be covered: Professionalism, HIPAA, Safety, Harassment, Blood borne Pathogens, Code of Conduct, Patient Rights, Customer Service)

Student and site supervisor complete Academic Learning Objective Agreement Form.

Complete Practicum II Information form.

Complete weekly work logs, discussion postings, and assignments.

Site supervisor completes mid-term evaluation and affective skills assessment of student at mid-term. The site supervisor reviews the evaluation with student and returns form to the Practicum Coordinator.

Site supervisor completes final evaluation and affective skills assessment of student the last week at practicum site. The site supervisor reviews the evaluation with student and returns form to the Practicum Coordinator.

Student completes Practicum project.

Student completes and submits the Self-Evaluation of Practicum Learning Objective form.

Site Supervisor completes and submits the Student Academic Practicum Learning Objective Evaluation form and returns form to the Practicum Coordinator.

Student prepares and submits a Reflection paper on the practicum experience.

Student completes Practicum Site Evaluation form.

Student completes Description of Practicum Experience form.

Researching a Practicum II Site

Potential Practicum Sites

The practicum experience allows ULM to partner with the community in educating students. Although healthcare agencies vary, potential practicum sites include: 1) pharmaceutical companies where the student partners with a pharmaceutical sales representative; 2) hospitals where the student partners with business office administrators or unit supervisors; 3) rehabilitation centers where the student partners with marketing directors; and 4) nursing homes where the student partners with administrators.

Students, in conjunction with the practicum coordinator, are responsible for finding and securing their own practicum sites. However, the Health Studies Practicum II Coordinator may be able to provide information about potential sites. Additional information regarding the Health Studies Practicum II is listed on the program's website.

How to Secure a New Practicum Site

Health Studies Students, *especially online students*, are strongly encouraged to identify and help secure a **NEW** practicum site for their practicum II.

Steps in securing a **NEW** site:

1. Re-read the definition of Practicum II.
2. Think about your interests and where you might like to complete a Practicum II.
3. Remember, many times, that Practicum II could open employment opportunities for you upon graduation.
4. Research and identify 2-3 **NEW** healthcare sites that are reputable, longstanding that are in your area and offer services that you are interested in working.
5. Identify a contact person that is in leadership position at the **NEW** site that would be willing to talk with you about a practicum opportunity.
6. Before talking with the person, talk with Practicum Coordinator about your approach.
7. Also, before talking with the person, practice explaining what a practicum is, which would include total number of hours, your job responsibilities while there, what you hope to gain from being there, type of projects you could work on while at the site and how your practicum could benefit the company.
8. Arrange for a time to talk with the contact person.
9. Then, send the contact names to Dr. Griswold at griswold@ulm.edu

Be sure to gather as much information as possible about the practicum site. Information should include:

- Name of Organization
- Type of Organization
- Address and Phone number of Organization
- Name of Contact Person and Responsibilities
- Web-site
- Type of Programs available
- Target of Community Needs
- Business Hours

Academic Eligibility for Practicum II

What are the eligibility requirements for Practicum II?

To be eligible to begin practicum, students must meet the following criteria:

- 1) Students must have declared a major in Health Studies.
- 2) Students must have completed at least 90 hours in the Health Studies curriculum.
- 3) Students must be in good standing with the University.
- 4) Students must have a minimum overall GPA of 2.0.
- 5) Students must have a minimum of 2.75 GPA in Health Studies courses, with C grade or better in HLST courses.
- 6) Students must have completed all 2000 and 3000 level HLST courses.

(See other student requirements under Student Requirements and Guidelines)

*Failure to maintain satisfactory GPA requirements will result in removal of enrollment in HLST 4003.

ULM
Health Studies
Practicum II (HLST 4003)

STUDENT REQUIREMENTS and GUIDELINES

Registration will not be permitted without approval from Health Studies faculty.

Practicum II Requirements/Guidelines:

- 1) The student must contact the Practicum Coordinator prior to early advising the semester before registering for Practicum II to secure permission for enrollment and discuss course requirements. In collaboration with the Practicum Coordinator, the student is responsible for contacting, negotiating, and securing a site for placement. The final decision of a student to be allowed to attend practicum at a given site rests solely on the practicum site.

When multiple students have requested the same site and the site can only take a limited number of students, ranking of students based on GPA will be performed. Those with the highest GPA will have priority for the site.

In the event that a site(s) does not choose a student and another site can't be secured, the student will not be allowed to attend practicum that semester and must resubmit their intent to register information again the following semester.

- 2) The student must submit the "Intent to Register" form by the established deadline.
- 3) The student must prepare a Practicum resume'. The resume' should contain the student's interests, professional, educational, and personal histories. This will allow for the communication of the student's interests with the Practicum Coordinator and site supervisor.
- 3) The student must meet all academic requirements to register for Practicum II (HLST 4003).
- 4) The student is responsible for working with the Practicum Coordinator and site supervisor to complete the Practicum Contract/ Memorandum of Understanding (MOU).
- 5) Students can only attend practicum at contracted sites.
- 6) Student registers for HLST 4003. The CRN# is e-mailed to students. Students will not find HLST 4003 listed in the schedule of classes in Banner.

- 7) Once a student has registered for Practicum II, they cannot drop the course without the express permission of the Program Director or Practicum Coordinator. **Only students with extenuating circumstances will be allowed to drop the course.**
- 8) The student must function professionally at the site.
- 9) The student must comply with the policies and procedures of the site and university.
- 10) The student must successfully complete a minimum of 104 hours at the site during the semester in order to earn the 3 hours of credit for (Practicum II). Typically, sites only allow students to obtain practicum hours between 8:00 am – 5:00 pm, Monday through Friday. Occasionally, there may be activities after hours or on weekends.
- 11) The student is required to provide his/her personal transportation and living arrangements while placed in practicum. Student is responsible for their personal safety. Student must always be aware of their surroundings.
- 12) The student cannot receive payment from the practicum site for hours worked to satisfy the requirements of HLST 4003.
- 13) **There is an extra \$250.00 Practicum fee associated with this course. This fee is in addition to normal fee associated with the course. The fee is assessed with other semester fees.** The student may be expected to pay for police checks, background checks, drug testing, and parking if the site requires it.
- 14) A written report of the practicum experience must be submitted at the end of the semester. In addition, the practicum site supervisor will be required to complete a mid-term evaluation, final evaluation, mid-term affective skills assessment, final affective skills assessment, and learning objectives evaluation assessing the student's performance.
- 15) The student is subject to drug and alcohol testing as stated in the School of Health Professions and School of Nursing Substance Abuse Policy (See ULM – SHP website for specific policy) and/or the policy of the Practicum site. Student is responsible for all costs associated with drug/alcohol testing
- 16) The student is strongly recommended to maintain personal health insurance.
- 17) Some sites require evidence of additional immunizations. Student is responsible for meeting all immunizations requirements of the site. All costs associated with immunizations and testing are the responsibility of the student. Students who do not meet site-specific requirements will not be allowed to attend practicum which may impact their graduation date.
- 18) Student must dress professionally and honor the dress code of the practicum site.

Some sites require a name tag. Names tags can be obtained from Unique Trophy in West Monroe, LA. Their phone number is 318-322-2444. The cost is approximately \$6. The name tag must contain your “name” and “ULM student”.

- 19) Students must keep all patient information confidential and follow the regulations under the Health Insurance Portability and Accountability Act (HIPAA). Any breach of patient confidentiality will result in immediate removal from the course with an F letter grade.
- 20) The student cannot take photos of patients at any practicum site due to HIPAA. Students must obtain permission from the site supervisor prior to any other photos (non-patient) being taken.
- 21) If an injury occurs at the practicum site, the student should seek help immediately. The injury should be reported immediately to the site supervisor and ULM Practicum Coordinator. The practicum coordinator will inform the Health Studies Program Director of the injury.

The University does not provide insurance coverage for students traveling in their personal vehicle for academic internship/practicum activities. The student is responsible if involved in a wreck or any other type of vehicle accident.

- 22) Students must report any issues to the Practicum Coordinator that may arise at the Practicum site that may impede the learning process.
- 23) This practicum experience does not guarantee any employment at any practicum site.
- 24) International students should direct all employment questions to the ULM director of international students.

Expectations for Professional Behavior While at Practicum

- Arriving to class or practicum ahead of time
- Appropriate discussions and questions during class/practicum
- Demonstrates full attentiveness during lecture or while at practicum (Absolutely no sleeping during class or while at the practicum site. You will be asked to leave if this occurs!)
- No use of cell phones or laptops, etc (period!!) without prior permission from faculty or site supervisor.
- Prepared for class/practicum, organized and ready to participate.
- Dress is **professional**: no shorts of any kind, no see-thru apparel or bareback, no sheer or tight fitting attire, no visible tattoos or body piercing, no tank tops, no jeans with holes or rips, no flip flops or tennis shoes, no exercise apparel. Body piercings or tattoos must not be visible. Students at practicum must follow the dress code of the practicum site!
- Men should wear a nice collar shirt/golf shirt or dress shirt with casual full-length pants. Students at practicum must follow the dress code of the practicum site!
- Women should wear a nice blouse/shirt dress or sweater and/or casual dress pants/skirt. Students at practicum must follow the dress code of the practicum site!
- No talking/laughing with others during class/lecture/practicum
- Do not work on other class assignments or projects during class/practicum – this is disrespectful!
- Complete all assignments according to timelines and in the correct format
- Independently complete all assignments without assistance from others
- Use appropriate discussions/questions with the professor/ classmates/site supervisor during the course
- Show respect to your fellow students, professor, site supervisor, and other faculty
- Students who display unprofessional behavior during class may not be allowed to remain in class during the class period in which the infraction occurs and in extreme cases the student may be dismissed or dropped from the course.

ULM
Health Studies
Intent to Register for Practicum II Form

- Student must contact Dr. Griswold in advance of submission of this form to discuss practicum sites and assure that all requirements are met.
- This form is due the semester prior to the student enrolling in Practicum II.
- Fall Deadline: This form must be submitted by **October 1** in order for the student to register for Practicum II (HLST 4003) in **Spring**.
- Spring Deadline: This form must be submitted by **March 1** in order for the student to register for Practicum II (HLST 4003) in **Fall** and **Summer**.

Name: _____
CWID: _____ E-mail: _____
Phone number: Home _____ Local _____ Cell _____

Address to which you wish you all correspondence mailed:

Major: HSMM or DLHS _____ Expected Date of Graduation: _____

Semester to serve Practicum II: Fall Spring Summer Year _____

Student must check the following requirements:

Yes No

- Completed 90 hours of the Health Studies curriculum
- Overall GPA of 2.0
- Minimum Health Studies GPA of 2.75 with grade of "C" or higher in all HLST courses
- Completed all 2000 and 3000 HLST courses

What kind of Practicum II work assignments interest you? _____

List 4 healthcare facilities that you would like to serve in Practicum II. Only three can be chosen from the current list of practicum sites. The fourth must be from a new site. When multiple students have requested the same site and the site can only take a limited number of students, ranking of students based on cumulative and HLST GPAs will be performed. Those with the highest GPA will secure the site. **Students must obtain immunizations if required by the site.**

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Submit resume' with this form.

I agree to the release of my resume and/or GPA to any practicum site (if requested by the site) by Health Studies in securing a site for my practicum experience.

Student Signature

Date

Submit to Dr. Paula Griswold Office: Sugar Hall 156 Fax: 318-342-1692 E-mail:griswold@ulm.edu

SITE SUPERVISOR/PRACTICUM SITE /RESPONSIBILITIES

The site supervisor/agency is expected to provide adequate professional supervision for the practicum student. The site supervisor/agency is expected to do the following:

- 1) Provide student with an appropriate orientation to the agency.
- 2) Provide student with any necessary agency forms for signing regarding confidentiality/HIPAA or other agency policies.
- 3) Work in conjunction with student in developing learning objectives. Select objectives based on the students needs. Clearly define goals and objectives. They are the foundation for learning projects and measurements.
- 4) Complete Academic Learning Objective Agreement.
- 5) Provide student with a realistic experience.
- 6) Sign each week, the student's weekly log sheet. The student is required to submit this form to the Practicum Coordinator weekly. The site supervisor's signature verifies the accuracy of information documented by the student.
- 7) Complete mid-term and final student evaluations. Each mid-term and final evaluation should be reviewed with student prior to returning to the Practicum Coordinator.
- 8) Complete the Academic Learning Objective Evaluation and return to the Practicum Coordinator.
- 9) Communication is very important during the practicum experience. Please notify the Practicum Coordinator of any situations or behaviors regarding the student, which may be problematic.

Background and Drug Screens - Affiliation Agreements

Please note, this information is specific to Health Sciences, for Pharmacy information, view their site.

Background Checks and Drug Screenings (Prior Disclosure)

Background checks and drug screening tests are required in some SHP and SON departments before a student can initiate a clinical rotation or internship. Some programs may require students to disclose to program personnel information from their past which may surface, prior to initiation of the background check or drug screen. In such cases, program personnel should have specific written recommendations outlining the students' options and action plan. There is a no tolerance policy for failed drug screen.

Initial Background Checks and Drug Screening

1. College wide policies for Background Check and Drug Screening must meet contractual requirements for each internship or clinical facility site per the affiliation site agreement and/or program policy.
2. The affiliation agreement dictates the type and screening criteria required.
3. Students applying for internships or clinical facility site rotations must be notified in writing and sign an acknowledgement of the following:
 - a. That they will be subject to background checks and drug screening.
 - b. That payment for screening is the student's responsibility.
 - c. That they give permission for the Associate Dean to view the results on a secure website.
 - d. That they understand that the Dean or Associate Dean will report to the Program Director or their designee that screening results did or did not include information of concern.
 - e. That they understand that if the background check reveals screening "information of concern", they may not be allowed to commence their internship or clinical facility site rotation.
 - f. That they understand that if the drug screening reveals "information of concern", they will not be eligible to commence their internship or clinical facility site rotation, and that they will be dismissed from the SHP and SON as the SHP and SON has a no tolerance policy for a failed drug test.
 - g. That any appeals should be submitted to the Dean's office.
 - h. That they understand that CertifiedBackground.com will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM's record retention policy.
 - i. That additional testing could be required at any time if suspicious behavior is observed.

4. Programs will notify pre-intern or clinical facility site rotation students that they must complete a Background Check and/or Drug Screening.
5. Students will be given a program account number and directed to the website for www.CertifiedBackground.com where they will register and pay for the Background Check and Drug Screening.
6. Students should proceed according to the instructions.

Drug Screening and Suspicious Behavior

1. If a student displays suspicious behavior during a rotation, it is the responsibility of the facility and/or the clinical supervisor at the facility to notify the Program Director.
2. The Program Director will notify the Associate Dean of the concern who will confer with the Dean to determine whether a drug screen should be initiated.
3. If the determination is made to initiate a drug screen, the Program Director will notify the faculty/clinical supervisor who will notify the student.
4. The Associate Dean/Dean's office will contact Lab Corp or the designated laboratory that a student will arrive for a drug screen within two hours and that the SHP and SON will pay for the drug screen.
5. The Associate Dean/Dean's office or designee will contact the cab company to request round trip transportation to the lab facility.
6. Once the cab arrives, the faculty/clinical supervisor will pay the cab driver for round trip transportation of the student.
7. The Program Director will submit the receipt for reimbursement to the Dean's office.
8. The same policies and procedures as were used in the initial drug screening apply: that if the drug screening reveals "information of concern", they will not be eligible to continue their internship or clinical facility site rotation, and that they will be dismissed from the SHP and SON as the SHP and SON has a no tolerance policy for a failed drug test.
9. They have the right to appeal to the Dean's office.
10. They understand CertifiedBackground.com will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM's record retention policy.

UNIVERSITY OF LOUISIANA AT MONROE

Health Studies

DRUG SCREENING/ BACKGROUND CHECK ACKNOWLEDGEMENT and RELEASE FORM

I understand that before beginning practicum in the Health Studies program I may be subject to a drug screening and a background check according to contractual requirements of agreements with practicum sites. I understand that I am responsible for the cost of these procedures and that the results of the procedures will be released to the University of Louisiana at Monroe, College of Health and Pharmaceutical Sciences (CHPS)-Dean/Associate Dean and I give permission for the Associate Dean to view the results on a secure website. I understand that the Dean or Associate Dean will report to the program director or their designee that screening results did or did not include information of concern. I understand that if the background check reveals information of concern, that I may not be allowed to commence to my practicum./internship. Additionally, I understand that if the drug screening reveals that a positive finding exists, that I will not be eligible to commence to my practicum/internship, and that I will be dismissed from the CHPS, as the CHPS has a no tolerance policy for a failed drug test. Any appeals should be submitted to the CHPS Dean's office. I also understand that CertifiedBackground.com/CastleBranch will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM's record retention policy. Additional testing could be required at any time if suspicious behavior is observed.

PRINT NAME

SIGNATURE

DATE

UNIVERSITY OF LOUISIANA AT MONROE

Health Studies

DRUG SCREENING/ BACKGROUND CHECK RELEASE FORM

I understand that before beginning practicum in the Health Studies Program I may be subject to a drug screening and a background check according to contractual requirements of agreements with practicum sites. I understand that I am responsible for the cost of these procedures and that the results of the procedures will be released to the University of Louisiana at Monroe College of Health and Pharmaceutical Sciences-Dean/Associate Dean. If there is any information of concern as a result of these procedures, I understand that I will not be allowed to begin the practicum component of the program which may affect my ability to graduate.

PRINT NAME

STUDENT SIGNATURE

DATE

Practicum II

Course Requirements Acknowledgement

I, _____, agree to keep all sensitive information, which includes but not limited to patient information, proprietary information, and budget information, of the practicum site confidential. I also understand that any breach of confidentiality or any provision of the Health Information Portability and Accountability Act (HIPAA) will result in dismissal from the HLST 4003 (with F letter grade) and legal sanctions may be filed against me from the practicum site.

If background checks and/or drug screens are required by the university or practicum site, I give my permission for these to be performed and the results of these be released to university officials and the practicum site. I also agree to abide by all university and practicum site policies related to this. I also give my permission for any of my relevant education information to be released to the practicum site, as requested.

I recognize and acknowledge that some practicum sites have immunization requirements for students. I understand that failure to meet the requirements of the practicum site may result in dismissal from the practicum site. I give my permission for University of Louisiana at Monroe, Health Studies Program, to release my immunization information, including TB, to the site if requested.

I understand that failure to abide by any university or practicum site policies may result in dismissal from the course (HLST 4003) (with letter grade of F) and university.

Student Name _____

Student Signature: _____

CWID _____

Date _____