

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 and 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 Department of Health Studies 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 Department Health Studies 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 Department of Health Studies Practicum II Coordinator may be able to provide information about potential sites. Additional information regarding the Department of Health Studies Practicum II is listed on the departmental 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
Department of Health Studies
Practicum II (HLST 4003)

STUDENT REQUIREMENTS and GUIDELINES

Registration will not be permitted without signed approval from DHS 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 secure the site. In the event that a site(s) does not choose a student, 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 contacted sites.
- 6) Student registers for HLST 4003.
- 7) Once a student has registered for Practicum II, they cannot drop the course without the express permission of the Department Head 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).
- 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 College of Health Sciences Substance Abuse Policy (See ULM – COHS 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 the 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.
- 19) Students must keep all patient information confidential and follow the regulation 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 Department of Health Studies Department Head of the injury.
- 22) Students must report any issues to the Practicum Coordinator that may arise at the Practicum site that may impede the learning process.

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
Department of 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 semester in which the student plans on completing practicum.
- 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: HSPP or HSMM or HSME Expected Date of Graduation: _____

Semester to serve Practicum II: Fall Spring Summer Year ____

Student must check the following requirements:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Completed 90 hours of the Health Studies curriculum
<input type="checkbox"/>	<input type="checkbox"/>	Overall GPA of 2.0
<input type="checkbox"/>	<input type="checkbox"/>	Minimum Health Studies GPA of 2.75 with grade of "C" or higher in all HLST courses
<input type="checkbox"/>	<input type="checkbox"/>	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 the Department of 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

ULM
Department of Health Studies

Student Practicum II Information Form
(To be completed by student following site conformation)

STUDENT INFORMATION:	
Student Name:	
Address:	
City, State, Zip	
Phone:	
E-mail Address:	
Emergency Contact and Phone #:	
PRACTICUM SITE INFORMATION:	
Company Name:	
Supervisor (Point of Contact):	
Company Address:	
Business Phone and Fax:	
E-mail Address:	
Student's Position Title	
Days and Hours Worked Per Week:	
Starting Date of Practicum:	
Ending Date of Practicum:	
Brief Description of Duties and Responsibilities:	

Student Signature Date

Practicum Coordinator Signature Date

Approved Not Approved Reason: _____

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.

UNIVERSITY OF LOUISIANA AT MONROE
Academic Learning Objectives Evaluation

(To be completed by Practicum Site Supervisor)

Semester of Internship _____
 Student's Name _____ CWID _____
 Practicum Site _____
 Practicum Site Supervisor/title _____
 ULM Faculty/Staff Advisor _____

LEARNING OBJECTIVES (as stated in Learning Objectives Agreement)

	Met objective (5)	Partially met objective * (3)	Did not meet objective * (0)	Comments
Objective 1				
Objective 2				
Objective 3				
Objective 4				
Objective 5				

*** Must add comments**

Site Supervisor's Signature **Date**

UNIVERSITY OF LOUISIANA AT MONROE
Self-Evaluation of Academic Practicum Learning Objectives

(To be completed by student)

Semester of Internship _____
 Student's Name _____ CWID _____
 Practicum Site _____
 Practicum Site Supervisor/title _____
 ULM Faculty/Staff Advisor _____

LEARNING OBJECTIVES (as stated in Learning Objectives Agreement)

Student must list each objective under its respective number and describe how you met, partially met, or did not meet objective.

	Met objective	Partially met objective	Did not meet objective	Comments
Objective 1				
Objective 2				
Objective 3				
Objective 4				
Objective 5				

Student Signature

Date

WEEKLY WORK LOG

Date _____

Student Name _____ CWI _____

Name of Practicum Site Supervisor _____

Practicum Site Supervisor _____

Date Performed	Time In	Time Out	# Hours Worked

Total Hours This Week _____

Cumulative Hours for the semester _____

Describe tasks worked on this week:

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Copy must be sent to the Practicum Coordinator each week.
(griswold@ulm.edu or Fax # 318-342-1692)

ULM
Department of Health Studies
Mid-Term Practicum II
Student Evaluation

(To be completed by Practicum site supervisor)

Date _____
 Student's Name _____
 Practicum Site _____
 Name of Practicum Site Supervisor _____

Indicate the student's performance by circulating the appropriate response.

	4	3	2	1	0
1. Handles responsibility of assigned work	Excellent	Very Good	Adequate	Fair	Poor
2. Written and Oral Communication Skills	Excellent	Very Good	Adequate	Fair	Poor
3. Organizational Skills	Excellent	Very Good	Adequate	Fair	Poor
4. Uses Time Management	Excellent	Very Good	Adequate	Fair	Poor
5. Ability to Problem Solve	Excellent	Very Good	Adequate	Fair	Poor
6. Quality of Work	Excellent	Very Good	Adequate	Fair	Poor
7. Ability to Work With Others	Excellent	Very Good	Adequate	Fair	Poor
8. Takes Initiative	Excellent	Very Good	Adequate	Fair	Poor
9. Academic Preparation of Student	Excellent	Very Good	Adequate	Fair	Poor
<u>10. Overall Evaluation</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Adequate</u>	<u>Fair</u>	<u>Poor</u>
Total Score _____					

Additional Comments: _____

 Signature of Site Supervisor Date

(Please review with student and return to Practicum Coordinator - Fax 318-342-1692)

ULM
Department of Health Studies
Final Practicum II
Student Evaluation

(To be completed by Practicum site supervisor)

Date _____

Student's Name _____

Practicum Site _____

Name of Practicum Site Supervisor _____

Indicate the student's performance by circulating the appropriate response.

	4	3	2	1	0
1. Handles responsibility of assigned work	Excellent	Very Good	Adequate	Fair	Poor
2. Written and Oral Communication Skills	Excellent	Very Good	Adequate	Fair	Poor
3. Organizational Skills	Excellent	Very Good	Adequate	Fair	Poor
4. Uses Time Management	Excellent	Very Good	Adequate	Fair	Poor
5. Ability to Problem Solve	Excellent	Very Good	Adequate	Fair	Poor
6. Quality of Work	Excellent	Very Good	Adequate	Fair	Poor
7. Ability to Work With Others	Excellent	Very Good	Adequate	Fair	Poor
8. Takes Initiative	Excellent	Very Good	Adequate	Fair	Poor
9. Academic Preparation of Student	Excellent	Very Good	Adequate	Fair	Poor
<u>10. Overall Evaluation</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Adequate</u>	<u>Fair</u>	<u>Poor</u>
Total Score _____					

Additional Comments: _____

 Signature of Site Supervisor Date

(Please review with student and return to Practicum Coordinator - Fax 318-342-1692)

Affective Skills Assessment

Student Name: _____ Supervisor's Signature: _____ Date _____

Professionalism	Exceeds Expectations (2)	Meet Expectations (1)	Does Not Meet Expectations (0)
1. Uses a respectful communication style	Consistently demonstrates <u>and</u> promotes respectful communication with all individuals in a professional setting	Consistently demonstrates respectful communication with all individuals in a professional setting	Does not demonstrate respectful communication with all individuals in a professional setting
2. Demonstrates ethical behavior in professional situations	Consistently demonstrates <u>and</u> promotes ethical behavior in self and others	Consistently demonstrates promotes ethical behavior	Does not demonstrate ethical behavior
3. Arrives promptly at practicum	Facilitates a timely start of all activities	Consistently on time for all activities	Not consistently on time for all activities
4. Is prepared for all activities	Consistently prepared and facilitates activities	Consistently prepared for all activities	Not consistently prepared for activities
5. Demonstrates respect for others	Consistently respectful and promotes respect towards others	Consistently respectful towards others	Not consistently respectful towards others
6. Listens to feedback and recommendations without becoming defensive	Consistently listens to and facilitates discussion of feedback and recommendations	Consistently listens to feedback and recommendations without being defensive	Does not consistently listen to feedback and recommendations without being defensive
7. Responds appropriately to feedback and recommendations	Consistently responds to feedback and recommendations in a positive manner and changes in behavior(s)	Consistently responds to feedback and recommendations in a positive manner	Does not consistently respond to feedback and recommendations in a positive manner
8. Maintains composure in stressful situations	Consistently maintains composure and facilitates professional behavior in others	Consistently maintains composure in stressful situations	Does not consistently maintain composure in stressful situations
9. Adjusts to changes by remaining flexible	Consistently flexible and promotes flexibility in others	Consistently flexible to changes	Is not consistently flexible to changes
10. Limits impact of personal life on professionalism	Consistently limits impact of personal life on professional behaviors in self and others	Consistently limits impact of personal life on professional behaviors	Does not consistently limits impact of personal life on professional behaviors
Total(Possible 20 points)			

ULM
Department of Health Studies
Practicum Site Evaluation

(To be completed by student)

Date _____

Student's Name _____

Practicum Site _____

Name of Practicum Site Supervisor _____

Please indicate by circulating the appropriate response.

- | | | | | | |
|--|-----------|-----------|----------|------|------|
| 1. Supervisor and staff were available to answer questions and provide support | Excellent | Very Good | Adequate | Fair | Poor |
| 2. Supervisor and staff were available to provide useful feedback concerning my work | Excellent | Very Good | Adequate | Fair | Poor |
| 3. Supervisor and staff were willing to offer suggestions and directions | Excellent | Very Good | Adequate | Fair | Poor |
| 4. Supervisor and staff were helpful in accomplishing my project goals | Excellent | Very Good | Adequate | Fair | Poor |
| 5. Supervisor is experienced in his/her field of work | Excellent | Very Good | Adequate | Fair | Poor |

Additional Comments:

Student Signature

Date

(Please return to Practicum Coordinator - Fax 318-342-1692)

Student Description of Practicum Experience

Your practicum experience allows you the opportunity to develop and improve your skills related to health studies. It is important to us for you to give feedback on your experience.

Please answer the following questions.

1. What were your responsibilities and duties while at practicum?
2. What new skills and knowledge did you learn while in practicum?
3. Discuss 3 different types of skills or knowledge you learned in your previous classes that you were able to apply during practicum?
4. Describe any problems or concerns you experienced while at your practicum site?
5. What suggestions do you have to improve the practicum experience?
6. Identify two of your supervisor's most important strengths in his/her role as your practicum supervisor. Also, identify two suggestions as to how your supervisor might have further enhanced your learning experience.
7. Additional comments?

Student Name _____ Date _____

Background and Drug Screens - Affiliation Agreements

College wide policies for Background Check and Drug Screening must meet contractual requirements for each internship or clinical facility site (I/CFS) affiliation agreement. The affiliation agreement dictates the screening criteria needed. Students applying for internships or clinical facility site rotations must be notified in writing that they will be subject to background checks and drug screening. Pre-intern or clinical facility site rotation students will be given a department account number and directed to the website for CertifiedBackground.com. In summary, type and criteria of screenings are mandated by I/CFS affiliation agreements.

Results will be reported to the Associate Dean. The Dean and/or Associate Dean will report to department heads or their designee that screening results did or did not include information of concern. If information of concern exists, the department head notifies the student that they are not eligible to commence their internship or clinical facility site rotation until it is resolved following department policy. Appeals are submitted to the Dean.

- **Background Check Procedures** include the following. The department notifies the student that background checks for their intended internship or clinical facility site requires criteria as listed in the affiliation agreement. The student is directed to the website for CertifiedBackground.com and told that they must pay for the background check. All results will be available for the Associate Dean via CertifiedBackground.com website. The Dean and/or Associate Dean will inform the department head if information of concern exists. If information of concern exists, the student will not be allowed to commence their internship or clinical facility site rotation until it is resolved following department policy. Appeals are submitted to the Dean.
- **Drug Screen** Procedures include the following. The department notifies the student that a drug screen, at the student's expense, must be completed to meet I/CFS affiliation agreement criteria. Students are directed to the CertifiedBackground.com. web site. They are told that they must pay for the ten panel drug screen. All results will be available for the Associate Dean via CertifiedBackground.com website. The Dean and/or Associate Dean will inform the department head that there was or was not a positive finding. If a positive finding exists, the student will not be allowed to commence their internship or clinical facility site rotation until it is resolved following department policy. Appeals are submitted to the Dean.
- **Confidentiality** includes the following. During application to the professional programs or HLST practica, students will sign a waiver giving permission for their background and drug screen results to be sent to the COHS Dean/Associate Dean.

Records will be archived by CertifiedBackground.com. The Associate Dean will have access to electronic results. Hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained in pursuant to ULM's record retention policy.

Additional testing could be required at any time if suspicious behavior is observed.

UNIVERSITY OF LOUISIANA AT MONROE
COLLEGE OF HEALTH SCIENCES
Department of Health Studies

**DRUG SCREENING/ BACKGROUND CHECK ACKNOWLEDGEMENT and
RELEASE FORM**

I understand that before beginning practicum in the Department of Health Studies 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 Sciences 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 department head 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 College of Health Sciences, as the College of Health Sciences has a no tolerance policy for a failed drug test. Any appeals should be submitted to the COHS Dean's office. I also 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. Additional testing could be required at any time if suspicious behavior is observed.

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, Department of Health Studies, 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 _____