

Student Placement Guidelines

1. All student placement experiences including clinical rotations and MA Externships must be set up through a Volunteer Coordinator.
Volunteer Coordinator, Jamie Bachaus – (612) 287-2479
E-mail: volunteer@neighborhoodhealthsource.org
2. Schools wishing to have students do clinical rotations or externships at Neighborhood HealthSource must have the following information on all students and it must be made available upon request.
 - Background Checks
 - Drug Screen
 - Proof of Immunizations
 - TB Skin Test
 - MMR
 - Tetanus/Diphtheria
 - Hepatitis B
 - Chickenpox or proof of immunity
 - Influenza Vaccine
 - Certification or Proof of Appropriate Training
3. The school curriculum must include an overview of HIPAA and information on patient safety. Students must be able to answer basic questions on these topics prior to clinical rotations.
4. Schools or students must complete the Student Placement Request Form and submit it to volunteer@neighborhoodhealthsource.org at least one month in advance.
5. Placements will be based on availability and date received. Special requests will be considered, but not guaranteed. We will respond within 14 working days of the request due date.
6. A list of Clinical Learning objectives must accompany each request. This will be shared with providers and staff to ensure a positive learning experience for the student.
7. Every student placed at Neighborhood HealthSource must attend orientation with our Volunteer Coordinator.
8. Students must complete and sign a Confidentiality and Proprietary Information Agreement, HIPAA and You Agreement, Electronic Medical Record User Agreement, and receive instruction on the use of Electronic Medical Record before their first clinical experience.

Placement Process

1. Complete the Neighborhood HealthSource Student Placement Request form.
2. Send the completed request and forms via email to volunteer@neighborhoodhealthsource.org
3. When clinical positions are confirmed, provide copies of the requested information (listed above).
4. Coordinate with Volunteer Coordinator to schedule orientation and training.