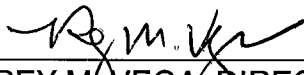


Guam Behavioral Health and Wellness Center		
TITLE: Preceptorship and Student Volunteer	POLICY NO.: CW-10	PAGE: 1
APPLICABILITY: Center Wide	REFERENCES: GBHWC, UOG Memorandum of Agreement	
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 7/18/16	
	REVISED:	

PURPOSE:

To exchange and share resources with the University of Guam in providing educational training experience for students of Sociology Program, Social Work Program, Psychology program, Nursing Program, Master in Science in Clinical Psychology Program, and the Master of Arts in Counseling Program.

POLICY:

- A. Guam Behavioral Health and Wellness Center (GBHWC) shall provide a facility for students to augment educational direct service patient care and student skills in providing service.
- B. GBHWC shall permit some of its employees who have been approved by the University faculty to serve as on-site supervisors of students from the Sociology program, Social Work Program, Psychology Program, Nursing Program, Master of Science in Clinical Psychology Program, and the Master of Arts in Counseling Program.
 - a. The services of the employee student supervisors shall be deemed to be within the scope of their employment with GBHWC.
- C. GBHWC shall provide students participating in this preceptorship program, a safety training and orientation of appropriate rules, regulations and policies of the agency.
 - a. Students shall respect and maintain the confidentiality nature of all information which they may obtain from clients and records of the Department.
 - b. Any deviation from established rules, regulations, and policies must be accounted for via special policy statements arrived at through joint collaboration between GBHWC and the University.
- D. A student Intern room and locker shall be provided to the students
- E. Students shall be processed by GBHWC Human Resources section, and MIS prior to the beginning of and at the end of the preceptorship program.
- F. The physical and emotional care of clients shall be the joint responsibility of the staff and the designated faculty during student learning experiences.
 - a. The GBHWC staff has the ultimate responsibility for the quality of services provided to consumers

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- b. The designated faculty member has the responsibility for student learning experiences and ensuring that students provide optimal, safe care to assigned consumers.

- G. GBHWC shall notify the University of any situations or behavior involving student and faculty, where the safety of any person is threatened or whereby the cooperative intent of the Memorandum of Understanding (MOU) between GBHWC and the University is jeopardized

- H. GBHWC shall make available emergency care to students and faculty who may become ill or who may be injured while on duty. Reports and billing of each serious illness or accident will be sent to the University.

- I. GBHWC reserve the right after consultation with the University to exclude any student or faculty from the Agency, in the event that such person's conduct or state of health is deemed objectionable or detrimental to the best interest of the consumer.

PROCEDURE:

Student Processing by Human Resources

- A. An Orientation on Health Information Portability and Accountability Act (HIPAA) will be provided to the student.
- B. A Confidentiality form must be signed and dated by the student.
- C. An Identification Card will be provided.
- D. At the end of the preceptorship program, the student must return the Identification card and get clearance from Human Resources.

Management Information System (MIS) Processing

- A. An Orientation and Training with MIS personnel will be conducted prior to start of the program.
- B. A limited Access to the Electronic Behavioral Health Record shall be provided to the student based on the extent of his/her direct service contact, training and duration of preceptorship program (minimum of 3 months).
- C. GBHWC email address will only be provided to student if the preceptorship program will last more than 6 months.
- D. At the end of the preceptorship program, the student shall get clearance from MIS, and all computer access shall be terminated.

GBHWC Clinical Supervisor

- A. Ensure student completes review of GBHWC policies and procedures
- B. Train student in the use of the electronic behavioral health record system
- C. Ensure student receives training in treatment planning, documentation process and other relevant training

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Faculty Supervisor

- A. The Faculty supervisor shall orient the student on the planned schedule of student assignment and written objectives.
- B. Shall provide MIS with the list of computer access to be granted to the student
- C. Shall instruct the student to respect and maintain the confidential nature of all information which they may obtain from clients and records of the agency.

Health & Safety

- A. A health and Safety orientation will be provided to students.
- B. PCM overview training shall be completed by the student prior to start of the internship program

Assigned Locker Rooms

- A. A room shall be designated for the Interns
- B. Key to the Interns room shall be kept at the registration area.
- C. A designated Intern shall sign out the key from the registration personnel in the morning and must return the key at the end of the afternoon shift.

REFERENCES:

Memorandum of Understanding between Guam Behavioral Health and University of Guam 2015

SUPERSEDES:

- A. Title; Policy No.; Effective date/signature date; Approving individual's name