

**Request for Group Tour
Sampson Regional Medical Center**

Group Name _____

Proposed Purpose _____

Proposed Date & Time _____

Group Representative

Contact Number

I hereby agree I will provide supervision and take responsibility for the above group while on Sampson Regional Medical Center grounds. This group is at Sampson Regional Medical Center strictly in an observatory capacity.

Sponsoring Staff/Date

Director/Vice President Signature/Date

Approved Not Approved

Director of Human Resources Signature/Date

Adopted: May 1, 2012

Connie/Students/Request for Group Tour

Policy/Procedure
Sampson Regional Medical Center

Title: Role of Students at Sampson Regional Medical Center

Date Effective: May 1, 2012

Formulated By: Administration

Distribution: All Departments

Purpose: To outline the mechanisms by which a student can be participate at Sampson Regional Medical Center (SRMC).

Policy: It is the policy of SRMC to foster student involvement in the health care industry. Our first priority is to the care and safety of our patients; therefore, it is the expectation that students and staff strictly adhere to this policy. Prospective students will only be allowed to participate at SRMC if they follow this procedure. Human Resources has ultimate authority on approving or denying student access to SRMC based on the information supplied.

Procedure:

A. Types of Students

Our organization recognizes three types of students: Sponsored, Independent, and Group Tour.

- **Sponsored Student** -- is a student that is part of a formal professional education curriculum. These students sponsoring organization will have a contract with Sampson Regional Medical Center which clearly defines their capacity to interact with patients and their required supervision.

Requirements:

1. Student of a professional education curriculum that has a contract arrangement with SRMC defining their role and supervision
2. Be in good standing with their educational institution
3. Provide Emergency Contact information
4. Complete Student Orientation Packet (Just In Time Training)
5. Provide current immunization record
6. Provide a copy of appropriate Tuberculosis screening.
7. Submit to a Criminal records check
8. Submit to Drug screening

9. Identification badge that clearly identifies their student status and their educational institution

- **Independent Student** -- is a student that must have an educational purpose. They will serve strictly in an observatory capacity in regards to our patient's care.

Requirements:

1. Have a defined educational purpose
 2. Complete a SRMC Sponsorship request form
 - a. Including Department Director/VP permission
 3. Provide Emergency Contact information
 4. Complete Student Orientation Packet (Just In Time Training)
 5. Provide current immunization record
 6. Provide a copy of appropriate Tuberculosis screening.
- **Group Tour Students** -- are students that must have an educational purpose and are presenting to SRMC for one group tour activity. They will serve in an observatory capacity and must remain in public areas of the hospital.

Requirements:

1. Must have a defined educational purpose
2. Must have a designated instructor
3. Must have a sponsoring SRMC tour guide

B. Approval Process for Prospective Students

Sponsored Student:

1. Applicant reads and completes the Student Application Packet:
 - a. Acknowledgement of orientation signature sheet*
 - b. Security Code of Ethics signature sheet*
 - c. Immunization Record
 - d. Tuberculosis screening documentation
2. Application is returned to their sponsoring organization.

3. Sponsoring instructor completes student summary check-off sheet
 - a. Including student's emergency contact information
 - b. Criminal background
 - c. Drug screen
4. Sponsoring instructor provides student packages and summary to Human Resources
5. Human Resources approves or denies student.
6. Sponsoring instructor provides Human Resources with a list of student(s) and date(s) expected at SRMC
 - a. Must be submitted ten (10) business days prior to attending.
7. Human Resources will maintain a database of students at SRMC.

Independent Student:

1. Applicant completes a sponsorship request form.
2. Applicant and sponsor request director/VP approval.
3. Applicant reads and completes the Student Application Packet:
 - a. Acknowledgement of orientation signature sheet*
 - b. Security Code of Ethics signature sheet*
 - c. Tuberculosis screening documentation
4. Completed application is provided to Human Resources for approval.
 - a. Must provide at least ten (10) business days for processing
5. Human Resources approves or denies student.
6. Human Resources will maintain a database of students at SRMC.
7. Approved student will report to Human Resources on arrival of approved date
 - a. Human Resources will provide a temporary ID Badge
 - i. ID Badge will provide dates badge is valid

*Minors require guardian's signature

Group Tour Student:

1. SRMC Sponsor must complete tour request form.
 - a. Educational purpose and scope must be clear.
2. Present request form to director/VP for permission.
3. Approved tour requests are presented to Human Resources for final permission.
 - a. Must provide five (5) business days for processing
4. Human Resources provides temporary ID Badges to SRMC sponsor for event.