

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Students/Interns/Practicum Staff
POLICY NUMBER: HR-6.00
EFFECTIVE DATE: February 1998
SUPERSEDES: N/A
LAST REVISION DATE: February 2012

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to accept applications for students, interns, and/or practicum staff. It is the policy of this facility not to discriminate in the selection of appropriate students, interns, or practicum staff based on age, color, sex, disability, national origin, race, sex (wages), religion, genetics or retaliation.

PURPOSE:

To provide additional support and care to the clients who receive services from SBHS.

PROCEDURES:

Student practicum/internships are conducted in accordance with the terms and conditions specified in Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the educational institutions sponsoring the practicum/internships.

Supervision, Orientation, and Training

- I. The supervisor for students and/or interns providing direct client services must be a Licensed Independent Practitioner unless there is a facility member from the educational institution on site.
- II. The supervisor for students and/or interns providing direct client services in the Developmental Disabilities Program will be supervised by a Developmental Disabilities Professional (DDP).
- III. Regular supervision will be provided to the student/intern by their immediate supervisor.
- IV. Upon request from the sponsoring educational institution, SBHS staff shall assist in the evaluation of the learning and performance of participating students.
- V. Students and interns may not be assigned to work activities or services where they would be alone or isolated from other employees.

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- VI. The Human Resources Manager will be responsible for discussing the terms of the MOA or MOU with an academic representative/professor.
- VII. Clinical students/interns must show proof of liability insurance prior to placement and other information as required.
- VIII. The MOA or MOU between SBHS and sponsoring educational institution will be renewed at a minimum every three years. Students do not apply individually.
- IX. The supervisor will be responsible for ensuring the student/intern receives relevant on the job training including but not limited to: Ethics, Rights and Responsibilities, HIPPA/Confidentiality and Health and Safety.

Discontinuation of Student and/or Intern Services

When a student fails to comply with the terms and conditions specified in SBHS's agreement with the educational institution, the sponsoring educational institution's liaison is notified. The educational institution has the full responsibility for disciplinary proceedings up to and including discontinuance of the internship/practicum.

Steps in Termination

- I. The student/intern will be notified of the unsatisfactory performance prior to actual termination.
- II. The supervisor will counsel with the student/intern and the institution facility regarding performance and efforts set in place to correct the problems.
- III. Written goals will be prepared and presented to the student/intern for the purpose of assisting the person with improving their performance.
- IV. If performance remains unsatisfactory, written notice of discontinuance will be given to the educational facility.
- V. All students/interns must comply with SBHS policies and procedures. Failure to follow SBHS policies and procedures, to treat clients with respect and dignity or to behave unprofessionally will lead to the discontinuance of the student/intern placement.

ATTACHMENTS:

- I. Students/Interns [Application](#) SBHS Form 306

