

**NORTH MONTCO TECHNICAL CAREER CENTER  
POLICY AND AGREEMENT GOVERNING THE IMPLEMENTATION OF INTERNSHIP AND  
OBSERVATION PROGRAMS**

**PURPOSE**

The purpose of a community-based experience in vocational Programs is to provide the student with an opportunity to observe and participate in the duties of a particular occupation and understand its challenges. Internship and shadowing Programs (herein “Programs”) are not obligatory elements of the North Montco Technical Career Center (herein “NMTCC”) Program, but rather a privilege extended to students to enhance their employability. The following represents the policy and the regulations pursuant to which the Program eligibility and Program implementation shall be implemented:

1. Prior to participating in the Program, the student must have satisfactorily completed the required number of competencies of the course. However this requirement is not a prerequisite for being considered for the Program.
2. In order to be eligible to participate in the Program, the student must maintain a satisfactory discipline record during the previous school year in either the student’s school of residence or NMTCC. In the event a student were to be suspended from class for any infraction of the school district or resident’s discipline code or rule or regulation or the NMTCC discipline code or any school rule or regulation, as student may be suspended from the participation in this voluntary and non-obligatory Program.
3. In order to be considered for this Program, the student must receive the affirmative recommendation of the student’s NMTCC instructor.
4. All parties, including but not limited to the student, the student’s parent or guardian, the training institution, and NMTCC, must agree to the terms and provisions of this policy and must execute the consent to the same incorporated herein by reference.
5. All six (6) of the following criteria must be met in order that the student will not be considered to be an employee within the meaning of the Fair Labor Standards Act and the Pennsylvania Minimum Wage Act:
  - a. The training of the student must be similar to that which would be given the student at NMTCC.
  - b. The training shall be for the benefit of the student.
  - c. The student shall not displace any regular employee, but shall observe or participate in work occupational activities under close supervision.
  - d. The training institution providing the training shall derive no immediate advantage from the activities of the student; and on occasion, the training Program’s operations may actual be impeded.
  - e. The student understands that he/she is not necessarily entitled to a job at the conclusion of the Program. This determination is solely within the discretion of the training Program.
  - f. The training Program and the student understand that the student is not entitled to wages for time spent in training, observing, or participating in the Program.
6. Students will be assigned to the community-based experience Program during days and hours that school is in session. Schedules will be worked out with the training Program, based upon the requirements of the training site.
7. Students will be expected to wear a uniform and will not be permitted to participate in the Program without proper attire.
8. Transportation to the Program shall be provided by the school for Health Occupations and the responsibility of the student for Allied Health.

**STUDENT RESPONSIBILITIES**

1. The student will adhere to all training site policies, rules, and regulations. The student may be dismissed by the training Program for the same reasons as those for regular employees of the training Program.
2. Each student is expected to be in attendance at the training site each day of the Program. Early dismissal from the training Program is not acceptable. The student must call NMTCC and the training site on any day that the student cannot attend the Program for any reason whatsoever.
3. The student understands that no wages will be paid for the time spent in this training Program and that any employer/employee relationship is not being created in this matter.
4. The student agrees to confer with the NMTCC instructor prior to the training Program and complete any and all required assignments.
5. The student further agrees to comply with any and all requirements as may be imposed by the training Program and NMTCC.

**PARENT RESPONSIBILITIES**

1. By virtue of executing the consent to this Agreement, the student’s parents or guardian shall hereby consent to the student’s participation in this offsite Program.
2. The parents or guardian recognize and agree that it is their responsibility to provide for health insurance coverage in the event that medical care shall be necessary.
3. The parents or guardian hereby grant NMTCC and/or the training institution permission to send the student to the nearest hospital or physician available in the event of any emergency, injury, or illness.

**SCHOOL RESPONSIBILITIES**

1. This Program is under the direct supervision of a certified professional of NMTCC.
2. The student will receive related and safety instructions prior to placement in the training Program.
3. NMTCC and the training institution agree to indemnify, save, and hold harmless, each other from any and all liability, claims, demands, or expense, including but not limited to reasonable and necessary attorney’s fees, arising out of, or in any way connected to the determinable negligence, or negligent acts or omissions by either parties’ employees, agents, representatives, student, or assigns. The indemnification contained in this paragraph shall survive the termination or expiration of the Agreement.

**COOPERATING AGENCY/TRAINING INSTITUTION RESPONSIBILITIES**

1. The training institution will arrange for a representative to provide the necessary coordination of basic experiences for the student.
2. The cooperating agency/training institution recognizes that the student will not replace any employees or an employee, but will work along with an employee of the training institution. The experience will supplement formal instruction at NMTCC.
3. The training institution agrees that in the operation of its Program, it will follow the policies and procedures of NMTCC as they pertain to this Program and as incorporated herein.
4. The training institution agrees to submit to NMTCC a written copy of its policies and procedures, assuming they exist.
5. NMTCC shall have a right of access to the training institution’s facilities pursuant to this policy and agreement in a manner, which does not jeopardize the operations of the training institution.
6. The training institution agrees that it shall not discriminate against the students on the basis of their sex, handicap, disability, race, color, national origin, or age by Title IX, Section 504 of the Rehabilitation Act, Title VII and the Americans with Disabilities Act.
7. NMTCC and the training institution agree to indemnify, save, and hold harmless, each other from any and all liability, claims, demands, or expense, including but not limited to reasonable and necessary attorney’s fees, arising out of, or in any way connected to the determinable negligence, or negligent acts or omissions by either parties’ employees, agents, representatives, students, or assigns. The indemnification contained in this paragraph shall survive the termination or expiration of the Agreement.

We the undersigned, agree to the conditions and statements contained in this Policy and agree to make it as part of a formal agreement between all parties. It is also understood that the Program may be terminated at any time by North Montco Technical Career Center after due notice being given.

Training Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student’s Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Student/ Intern Date

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
NMTCC Instructor Date

# NORTH MONTCO TECHNICAL CAREER CENTER CLINICAL CONTRACT

This contract is to be strictly observed at all times during your clinical rotation.

In the medical profession, there has evolved a system in which governing bodies dictate safe, effective, quality health care delivery.

1. I will make it my responsibility to know, understand, and keep within the guidelines of each clinical rotation and my scope of practice in order to assume the health and well being of each client.

Invariably the client will be in varying stages of health and have different outlooks. They can be anxious, nervous, and quite often, impatient. The afflicted require the best use of our technical and human relations skills.

2. I will make every effort to be courteous, efficient and accurate when helping clients through this stressful time. I will project an enthusiastic spirit. I will manage my stress in a positive way. I will display empathy and tact in working with my peers. I will utilize abuse prevention strategies in working with clients. I will report any unusual, inappropriate, or negative behavior problems immediately to my instructor.

Clients will often gain confidence in us and share their innermost thoughts. We also come to know a great deal about a patient from hearing reports and reading charts.

To violate these confidences is wrong legally and ethically.

4. I understand that discussing a client's

- disease
- diagnosis or prognosis
- family history
- treatment

with other students, friends, or family is in violation of the sacred trust of confidentiality and a violation of HIPAA law. Parents and students will sign a HIPAA training and acknowledgement form.

5. I will uphold the client's rights to privacy.

6. I will wear

- a clean, lab coat (completely buttoned) or scrub uniform (Instructor will inform student which uniform is required.)
- comfortable nursing shoes (low-heeled, closed-toe with a non-skid sole)
- a watch with a second hand
- hair pulled back or worn short (off the collar)
- minimal cosmetics and jewelry
- the proper name badge at all times

7. I will not visit other units or departments.

8. I will not take or make personal calls at the nursing station or in other departments. I will not use personal cell phones while on clinical or during transportation to and from the clinical site.

9. I will not leave the unit without checking with the person in charge.

10. I will notify the assigned unit and the coordinator or instructor if I will be absent or late.

11. I will conform to any directive from the clinical coordinator immediately without question while in the clinical setting. Any questions of such matter will be handled in a private setting.

12. I will not discuss my private life in the presence of clients.
13. Illness I have observed will not be discussed in the present of clients.
14. If an accident occurs while in the clinical area (regardless of how minor), I will report such immediately to the clinical coordinator/instructor and file the necessary incident report as directed by my instructor or coordinator.
15. I will respect and properly care for all equipment and supplies.
16. I will complete and understand the self-study prior to my assigned clinical rotation.  
If I am unable to do so, I will discuss this with my coordinator/instructor.
17. I will complete all assignments related to each clinical experience.
18. I intend to arrange the priorities in my life in order to make this a learning experience that will benefit me in my future health career.
19. If I feel that I cannot meet the expectations of this contract, I will request a conference with my coordinator/instructor immediately.
20. I understand that if I break this contract, disciplinary measures will be taken and termination from the program may be necessary.

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Parent's Signature                      Date                      Coordinator's Signature                      Date