

**TITLE: STUDENT ROTATION OR ASSIGNMENT**

**I. PURPOSE**

To comply with Southern Ohio Medical Center’s policies, the following procedures must be followed before a student may start their rotation or assignment. Students may include, but are not limited to, clinical, non-clinical, allied health or medical students who are provided supervised clinical or other fieldwork experience or instruction as part of an educational program.

**II. POLICY**

1. A current [School Affiliation Agreement](#) must be approved and on file between SOMC and the educational institution/organization. (SOMC should have the contract approved/signed at least 30 days prior to “student request for placement”)
2. The educational institution/organization’s program director must contact SOMC’s Workforce Development department at 740-356-2712 to request a Student Placement packet, to include all required forms:
  - a. Request for Placement form
  - b. Educational Institution/Organization Checklist
  - c. Instructor Certification of Compliance
  - d. Student Certification of Compliance/Emergency Contact Form
3. The educational institution/organization must complete and submit the “Request for Placement” form to Workforce Development at least thirty (30) days prior to student rotations or assignments are to commence. All other required forms must be submitted prior to the start of rotations or assignments.
4. All students and instructors are required to attend SOMC Orientation annually prior to the start of student rotations or assignments.
5. All students and instructors must abide by all policies/procedures of SOMC.