Student Training and Experience Program (STEP)

MISSION:
Portneuf Medical Center as a regional provider of healthcare in eastern Idaho works in partnership with learning institutions to provide experience, both clinical and non-clinical, for secondary, undergraduate and graduate students, while continuing to provide quality health care.

WHERE:
Student experiences may occur at on- or off-site locations governed by Portneuf Medical Center.

WHO:
The Student Training and Experience Program is open to students of accredited learning institutions, who meet the participation requirements and is subject to the availability of training opportunities.

PARTICIPATION REQUIREMENTS:
1. Signed STEP Affiliation Agreement between Portneuf Medical Center and University/College
2. Application from the Student
3. Job Description or Rotation Objectives on file
4. Completed Credentialing process, when applicable
5. Completed Health Screening Form (see attached requirements)
6. Completed Background Check performed within the last 6 months
7. Signed STEP Student Agreement Form
8. Signed Access and Confidentiality Agreement Form
9. Completed Student Orientation Self Study Guide and Post test
10. Signed Physician Agreement of Supervision Form, when applicable

PROCEDURE:
Instructors wishing to arrange for STEP contact the Human Resources Department at 239-1484 at least 30 days prior to the anticipated rotation dates. Individual students are referred back to the instructor of their program.

Human Resources notifies the rotation site and requests approval from the site manager who determines if the training opportunity is available.

Human Resources sends a packet to the instructor/learning institution with the forms to be completed:
- STEP Manual
- STEP Affiliation Agreement
- Job Description/Rotation Objectives
- Health Screening form
- STEP Student Agreement
- Confidentiality Agreement
- Student Orientation Self Study Guide and Post test

All forms must be completed and returned to the Human Resources Department before the student can be accepted into the program. STEP Affiliation Agreements are reviewed annually for changes.

Forms will be kept in the Human Resources Department. Copies of the objectives and student rotation schedule are forwarded to the rotation site.

For more information call 239-1484
Health Screening Requirements

All students of the STEP Program are required to meet the Center’s standards for Health Screening. Students must complete these requirements prior to the first day of the experience. The Center is not responsible for the cost of any required testing.

A completed Health Screening form signed by the student’s instructor is sent to the Human Resources Department for approval.

The student must provide documentation of:

- TB skin test within the last 11 months or if positive documentation of negative chest X-ray within the last 11 months.
- Immunity to Rubella by 2MMR’s, history of disease or positive titer
- Immunity to Rubeola by 2 MMR’s, history of disease, born prior to 1957, or positive titer
- Hepatitis B Vaccine in progress, completed series, or signed declination form
- Immunity to Varicella (Chicken Pox) by history of disease, positive titer, or 2 doses of varicella vaccine

For questions regarding the health screening contact the Employee Health Nurse at 208-239-1897.