

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Students

**POLICY:** Any delegate agency providing work experience to institutions of higher education for students, e.g., medical, nursing, social work, medical assistants or nutrition, must have a letter of understanding with that institution.

**GUIDELINES:**Medical Students

1. A letter of understanding between the delegate agency and the institution of higher education must be established which delineates at least the following:
  - a. orientation to the program philosophy and policies and procedures, client relations and dress code
  - b. supervision of medical students is the responsibility of the institution of higher education; the physician-instructor must accompany the students while they provide any family planning services.
  - c. how many students will be accepted at one time
  - d. the hours and the days that they may be present in the clinic
  - e. which clients they may work with
  - f. which areas they are allowed to work in the clinic
  - g. the importance of confidentiality
  - h. that charts will be co-signed by the physician-instructor
  - i. compensation issues
  - j. that malpractice of the institution of higher education will cover the students
  - k. adherence to Title X guidelines.
2. The agreement shall be reviewed annually.
3. Copies of the agreement shall be kept on file at the delegate agency and available for review by the State office of Family Planning upon request.
4. Delegate agencies shall not reimburse students nor the institution of higher education when the students work in the clinics to gain educational experience.

**FAMILY PLANNING PROGRAM  
POLICY AND PROCEDURE MANUAL****SECTION:** Program Administration**SUBJECT:** StudentsNursing Students, Students of Social Work, Medical Assistants or Nutrition:

1. A letter of understanding between the delegate agency and the institution of higher education must be established which delineates at least the following:
  - a. orientation to the program philosophy and policies and procedures, client relations and dress code
  - b. how many students will be accepted at one time
  - c. the hours and the days that they may be present in the clinic
  - d. which clients they may work with
  - e. which areas they are allowed to work in the clinic
  - f. the importance of confidentiality
  - g. compensation issues
  - h. that malpractice of the institution of higher education will cover the students
  - i. adherence to Title X guidelines.
2. The agreement shall be reviewed annually.
3. Copies of the agreement shall be kept on file at the delegate agency and available for review by the state office of family planning upon request.
4. Delegate agencies shall not reimburse students or the institution of higher education when the students work in the clinics to gain educational experience.