

# Procedure for Students, Residents, and Interns Requesting Placements

## Document History

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- Review by: March 29, 2029

## About Neighborhood Health

[Neighborhood Health](#) is a nonprofit federally qualified health center with 12 locations in Nashville, Lebanon, and Gallatin. We have proudly served the people of Middle Tennessee for almost 50 years without regard to their insurance status or ability to pay. Today, we provide medical, prenatal, dental, and behavioral health care to over 30,000 people of all ages, more than half of whom have no health insurance. Neighborhood Health may be the most interesting medical practice in the region: We have two clinics focused on public housing communities, two clinics focused on immigrants and refugees, two clinics focused on those experiencing homelessness, and two clinics in rural areas. Because of the trust we have earned with patients, Neighborhood Health has become the largest safety net provider of primary care in Middle Tennessee – and the largest both for African Americans and for Hispanic residents. Neighborhood Health holds accreditation from The Joint Commission and was one of the first multi-site group practices in Tennessee to achieve NCQA recognition as a Patient-Centered Medical Home.

## Explanation of Procedure for Placement Requests

Neighborhood Health supports students, residents, and interns who plan to serve the uninsured and underserved in their future careers in medicine, nursing, behavioral health, pharmacy, and dentistry. However, requests for placements now far exceeds the number we can offer.

The detailed procedure we describe below helps us address this concern while we seek to support the work of future providers for the uninsured and underserved. This process also helps to minimize our unreimbursed administrative costs for placements and ensure we comply with legal and accreditation requirements. Students, residents, and interns who do not fully comply with this procedure will be ineligible for placement at Neighborhood Health. We make **no** exceptions to the procedures below.

Submission of a Placement Application constitutes the consent of the student, resident, or intern to Neighborhood Health's sole and exclusive discretion to grant and withdraw placement opportunities. Applicants should not assume the submission of a Placement Application constitutes any approval. Until Neighborhood Health provides written final (not just preliminary) approval of the placement, applicants should continue to pursue other options.

Before submitting a Placement Application, potential applicants should confirm with their school that the school has a current and executed affiliation agreement with Neighborhood Health. Neighborhood Health must have an executed affiliation agreement with the institution of the student, resident, or intern in order to consider the applicant for a placement.

Note: We do **not** accept students of online programs except those from Frontier Nursing University who seek to work in rural areas.

Please also see the “Important Notice to Applicants” on the Placement Application.

### Placement Types and Institutional Affiliations

- **Counseling Students:** We may accept counseling students (seeking to become an LPC) from Belmont University, Vanderbilt University, or from in-state public universities. Eligible students must have a specific interest in working in integrated primary care settings rather than in traditional therapy or counseling. **We give priority to students who are proficient in Spanish, Arabic, and/or Kurdish.** We do not accept students matriculating in online programs unless they speak Spanish, Arabic, or Kurdish. If you attend Belmont, Vanderbilt, or an in-state public university, follow the procedure below to request a placement.
- **Social Work Students:** We may accept social work students (seeking to become an LMSW/LCSW) from in-state public universities. Eligible students must have a specific interest in working in integrated primary care settings rather than in traditional therapy or counseling. **We give priority to students who are proficient in Spanish, Arabic, and/or Kurdish.** We do not accept students matriculating in online programs unless they speak Spanish, Arabic, or Kurdish. If you attend an in-state public university, follow the procedure below to request a placement.
- **Pharmacy Students:** We may accept pharmacy students from Belmont University or from in-state public universities. Ask your institution to contact Neighborhood Health on your behalf.
- **Nurse Practitioner (NP) Students:** We may accept NP students from TSU, MTSU, UT, Frontier Nursing University, Union, and Belmont. **We give priority to students who are proficient in Spanish, Arabic, and/or Kurdish.** We do not accept students matriculating in online programs unless they speak Spanish, Arabic, or Kurdish or unless they are online students at Frontier who seek to work in rural settings. Follow the procedure below to request a placement.
- **Physician Assistant (PA) Students:** We may accept PA students from Meharry Medical College, Trevecca Nazarene University, or an in-state public university. **We give priority to students who are proficient in Spanish, Arabic, and/or Kurdish.** We do not accept students matriculating in online programs unless they speak Spanish, Arabic, or Kurdish. Ask your institution to contact Neighborhood Health on your behalf about a placement.
- **Medical Students:** We do accept medical students matriculating at Meharry Medical College. If you attend Meharry, ask your institution to contact Neighborhood Health on your behalf.
- **Medical Residents:** If you are interested in rotating at Neighborhood Health and are a resident at an institution other than Meharry Medical College or Vanderbilt's School of Medicine, contact Brian Haile with your request. If you attend Meharry or Vanderbilt, ask your institution to contact Neighborhood Health on your behalf.

- **Physicians Completing Fellowship:** Contact Brian Haile directly to explain your circumstances and propose a placement.

### Special Note for Certain Students and Residents from Meharry and Lipscomb

Because they have onsite faculty preceptors, the following students and residents may follow an expedited procedure as determined by Neighborhood Health:

- Medical students and medical residents of Meharry Medical College; and
- Counseling students (ultimately seeking an LPC) of the Lipscomb University Department of Psychology, Counseling and Family Sciences.

However, if the institution fails to consistently and reliably furnish all materials on or before all deadlines, Neighborhood Health will require the full 11-step procedure for all students, residents, and interns of that institution.

### Detailed Procedure

**Step 1:** The interested student, resident, or intern (hereinafter collectively referred to as “student”) emails Placement Application, application question responses, and resume to [administrative.assistant@neighborhoodhealthtn.org](mailto:administrative.assistant@neighborhoodhealthtn.org) and note in subject line: STUDENT PLACEMENT REQUEST. This must be submitted at least 3 months before placement is to begin.

*Note:* Students should **not** contact potential preceptors directly. Also, students should not submit more than one application in order to avoid delays in processing.

**Step 2:** The CEO will include the student’s request in the staff newsletter, asking providers whether they may be interested in hosting the particular student. Interested providers at Neighborhood Health would contact the CEO, and the CEO would grant preliminary approval as appropriate.

**Step 3:** The Administrative Assistant emails any “accepted” student a preliminary approval and a Neighborhood Health Placement Intake Packet, Required Attestations from Academic Institution form, and Policy Booklet for Placements.

**Step 4:** The student watches the following brief videos:

- Life Safety: <https://youtu.be/BNTq9WAGhzo>
- Infection Control: <https://youtu.be/DwpV1VWQANM>
- HIPAA: <https://youtu.be/ok7BTXhKr50>
- Title VI: [https://www.youtube.com/watch?v=MU\\_SfdA6E5w](https://www.youtube.com/watch?v=MU_SfdA6E5w)

These videos help to introduce students to the basics of life safety, infection control, and HIPAA. Students will receive site-specific orientations about life safety and infection control on the first day of their placements. Students will learn additional information about Neighborhood Health’s confidentiality and privacy policy in the Intake Packet and the Policy Booklet for Placements.

**Step 5:** After the student views the videos referenced above, the student's academic institution emails the completed Required Attestations from Academic Institution form directly to the [administrative.assistant@neighborhoodhealthtn.org](mailto:administrative.assistant@neighborhoodhealthtn.org). The institution shall carbon copy the student on this correspondence.

*Note:* The Administrative Assistant cannot accept faxed or hand-delivered copies; the letter must come from an email address associated with the academic institution.

**Step 6:** After Administrative Assistant receives the completed and signed Required Attestations from Academic Institution form directly from the academic institution, the student may make an appointment with Administrative Assistant to come to 2711 Foster Ave. The student shall bring completed onboarding packet along with photocopies of:

1. Checklist itemizing each of the documents below
2. Completed Emergency Contact Form
3. Copy of completed Placement Application (even if submitted electronically)
4. Copy of application question responses (even if submitted electronically)
5. Copy of resume (even if submitted electronically)
6. Proof of current health insurance
7. Health and immunization record including:
  - TB skin test within the last calendar year
  - COVID-19 series (completed)
  - Hepatitis B series (completed) or titer
  - Measles immunization or titer
  - Mumps immunization or titer
  - Rubella immunization or titer
  - Varicella immunization or titer
  - Meningococcal immunization or titer (if the student is less than 22 year of age)
  - TDAP immunization within the past 10 years or proof of booster
  - Flu shot within the previous 12 months
8. Copy of driver's license or other government-issued identification
9. Copy of ID badge from the academic institution
10. Completed IT Form
11. Signed and dated Statement of Agreement
12. Signed and dated Confidentiality Policy
13. Completed Pre-Orientation Quiz (for which the student can use the Policy Booklet as a reference)
14. Completed Required Attestations from Academic Institution form
15. Copy of current affiliation agreement with the institution (this requirement does not apply to medical students and medical residents of Meharry Medical College counseling students of Lipscomb University).
16. Proof of required malpractice coverage through your institution (this requirement does not apply to medical students and medical residents of Meharry Medical College and counseling students of Lipscomb University).

The student shall also show the Administrative Assistant that he or she has a printed copy of the Policy Booklet as a reference. This is a requirement to move to the next step.

*Note:* We encourage students to complete this step **as quickly as possible** after receiving preliminary approval.

Also, it is the student's responsibility to provide all hard copies of all documents at the same time: The Administrative Assistant shall **not** accept any incomplete packets under any circumstances. If the student is missing any document or needs to make copies, the Administrative Assistant shall return all information and refer the student to a local FedEx/Kinkos, Staples, or other copy center. Likewise, Neighborhood Health will not provide student with printed copies of the policy booklet; the student is expected to have printed and read the policy booklet and bring it with him or her.

**Step 7:** If the student provides **all** requested materials in the order above, the Administrative Assistant would lend the student the Answer Key to the Pre-Orientation Quiz. If the student scores above a minimum threshold on the Pre-Orientation Quiz, the Administrative Assistant would provide the student with a generic visitor badge, a lanyard with badge cover and emergency codes card, an Emergency Contact Form, and a site-specific Map Quiz for the student's health center site. Additionally:

- The Administrative Assistant would refer student to the health center for a start date no sooner than 7 days later. Neighborhood Health may require the student to start more than 7 days later as circumstances dictate.
- The Administrative Assistant would forward the student's IT form to the IT Department, scan a copy of all documents for the student, and place all documents (including Required Attestations from Academic Institution form) in a student-specific folder in the appropriate directory. The Administrative Assistant would then email the student's IT credentials to the Health Center Manager and supervising/precepting provider.

If the student fails to score the minimum requirement, the Administrative Assistant would advise the student their placement had been denied because the student could not satisfy the credentialing requirements.

*Note:* Neighborhood Health will accommodate a desired start date whenever possible. However, for reasons of safety and security, Neighborhood Health shall make no exceptions to the minimum 7-day turnaround or otherwise expedite processing of student's credentialing. Also, Neighborhood Health is not bound or otherwise obligated to allow a student to begin 7 days later; the actual timeframe may be longer if competing demands at the organization require additional time.

**Step 8:** The student reports to the health center wearing the required uniform (e.g., professional attire including institution-issued white coat) and the ID badge issued by the student's institution. The student provides completed copies of the Emergency Contact Form to both the Health Center Manager and the supervising/precepting provider.

*Note:* The student must sign in and out as a visitor at **each and every** visit to the approved Neighborhood Health location, noting the reason for the visit as "STUDENT" in the log book. The student must always comply with the dress code policy and wear the ID badge issued by the student's institution.

**Step 9:** The Health Center Manager completes onsite orientation and provides "Map Quiz" form to assess student's knowledge of the location of:

- All exits

- Evacuation route(s)
- Fire extinguisher(s)
- Fire alarm(s)
- AED equipment
- Emergency kit
- Eyewash station(s)
- Emergency Action Plan (EAP)
- SDS

If the student correctly places all items on the Map Quiz, the Health Center Manager would briefly re-review with student the procedures regarding infection control, security and lock down, and incident reporting. The Health Center Manager then signs Map Quiz and attestation of orientation. Only at that point does the Health Center Manager provide the student with the IT credentials.

**Step 10:** The student's supervising/precepting provider provides an orientation to the electronic health record.

**Step 11:** The student emails [administrative.assistant@neighborhoodhealthtn.org](mailto:administrative.assistant@neighborhoodhealthtn.org) a scanned version of the completed, signed Map Quiz within one business day or brings it to 2711 Foster Avenue within one business day of starting at his or her health center site. The Administrative Assistant saves an electronic copy of the signed, completed Map Quiz to the student's file.

*Note:* A student's failure to return this document promptly would result in immediate suspension of privileges for at least 5 business days.