St. Clair County Community Mental Health
Providing Opportunities for Health, Wellness, & Connection

Administrative Policy

Policy Title:	**Personnel: Student (PMHNP) Workers**
Policy #:	**06-002-0055**
Effective Date:	11/16/2026
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Kristy Dennis, Human Resource Manager
Applies to:	Directly Operated Programs

Purpose: To establish a structured clinical training framework for Psychiatric Mental Health Nurse Practitioner (PMHNP) students completing clinical rotations.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to promote the use of students for the purpose of enhancing the quality and quantity of services available to the individuals we serve; to promote positive relationships between SCCCMH and the community; and, for the ongoing growth of students and learning within SCCCMH. This policy ensures clinical experiences meet national certification standards, align with Michigan scope of practice laws, provide high-quality psychiatric training, and ensure appropriate supervision and patient safety.

II. Standards

A. The Human Resources Director, in collaboration with the Medical Director, oversees and coordinates all student-related activities.

B. All clinical activities will be supervised by a PMHNP or Psychiatrist and will: comply with the Michigan Public Health Code; meet American Nurses Credentialing Center (ANCC) clinical hour requirements; and align with the clinical objectives of the student's academic program.

C. Students may participate in psychiatric evaluations, medication management visits, and treatment planning while under supervision. Students can only see individuals with Medicaid, not private insurance due to billing guidelines. The prescriber must be in the room with the student to be considered compliant with time-based selection billing.

D. The Privileging and Credentialing Committee will assign privileges, when qualified, related to what services can be provided by students.

E. All student workers shall be provided with the same working conditions as SCCCMH staff. Working hours and conditions shall be regulated with SCCCMH guidelines. Student workers will be expected to participate in staff meetings and other meetings as appropriate. Student workers will have access to case files as determined by the supervisor and in accordance with HIPAA and the existing SCCCMH confidentiality policy.

F. Students shall not be paid for their services, nor shall they replace paid staff. They shall be used to enhance the programs and services provided by SCCCMH.

G. Student workers shall be made aware, by their designated supervisor/field instructor, of all applicable policies, procedures, and rules impacting their service delivery. Student Workers are expected to conduct themselves according to the ethical guidelines of the SCCCMH. Please refer to Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training, for areas to be covered.

H. Student Workers are expected to present themselves as students participating in field experience, not as regular employees, and abide with the wishes of the individuals we serve if they are not willing to have students providing services.

I. Students are asked to provide a copy of their *professional* liability insurance to SCCCMH if they have it. Students will be covered under SCCCMH comprehensive liability insurance policy. Student workers are not covered under SCCCMH personal injury, Workers Compensation, or other insurance.

J. All students must attend Recipient Rights training and the New Employee Orientation. Prior to attending New Employee Orientation, the student must complete all required background checks. Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training, must be followed. Training assigned as deemed appropriate by the supervisor will also be required and documented.

K. Students must be enrolled in an accredited PMHNP program (CCNE or ACEN) and have completed prerequisite coursework. Students must provide documentation of an active RN license.

III. Procedures, Definitions, and Other Resources

A. Procedures

Actions – For Students

Action Number	Responsible Stakeholder	Details
1.0	Human Resources Director/Designee	1. Develop linkages with colleges regarding student placement/internship programs. a. Determine differential roles and responsibilities of the college and SCCCMH per signed contract or Affiliation Agreement prior to any placement. 2. Discuss and then document the nature, conditions, and extent of the proposed placement with the individual and their placement advisor, unless this is more appropriately done by a *SCCCMH supervisor/field instructor*. 3. Forward information to the Medical Director for consideration.
2.0	Student	6. Accept or reject the placement.
3.0	Human Resources Director/Designee	7. Finalize arrangement with individual, Placement Advisor, and Supervisor/Field Instructor. 8. Complete a personnel file on each individual to include the following information: a. Form #0820 Student/Volunteer Workers Data Sheet b. Form #0824 Student/Volunteer Information and Authorization c. Application/Resume/Field Education Placement Application and Personal Interest Statement and any other materials supplied by the university or college, as applicable. d. Previous evaluation(s) in the event of prior placements or related experience, as applicable. e. Copy of any licenses held. f. Other correspondence which is generated during employment. g. Perform Criminal Background Check. h. Perform Department of Health and Human Services Check. i. Perform Recipient Rights Authorization to Disclose Employee Information j. Perform Driving Record Check if applicable. k. Send for drug testing if interning in direct service capacity.

Action Number	Responsible Stakeholder	Details
		9. Schedule student for orientation. (Review Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training). 10. Forward application for Privileging and Credentialing and await disposition prior to assignment of duties other than observation. 11. Utilize the Help Desk Ticketing System to place a Help Desk ticket for new user setup, as appropriate, per Administrative Policy #08-001-0005, IT Department Technical Support, and submit to IT Department. 12. Complete form #0281 Provider Enrollment – Update or Disenrollment for OASIS, as appropriate, per Administrative Policy #01-003-0005, Provider Enrollment, Update or Disenrollment in OASIS
4.0	Student	13. Perform only work that has been authorized by the supervisor/field instructor 14. Maintain a clinical log of patient encounters and submit logs to their academic institution. 15. Obtain preceptor verification of hours.
5.0	Supervisor/Field Instructor	14. Provide on-the-job training to include the limitations and privileges of the placement in regard to access to files, meetings, etc. a. Inform individuals of applicable Mental Health policies, standards, and rules, including provisions concerning confidentiality. 15. Supervise patient care activities, verify clinical hours, and complete student evaluations in accordance with the Affiliation Agreement with the school. 16. All documentation must reviewed and co-signed by the supervising provider. The supervising provider is legally responsible for the care provided. 17. Discuss individual's performance with the HR designee as appropriate. 18. Continue or terminate placement based upon performance.

Actions – Student Worker's Termination

Action Number	Responsible Stakeholder	Details
1.0	Field Instructor/Superviso	1. Notify HR designee of projected termination date at least ten (10) working days prior to the termination of

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	r/Designee of Program Site	placement, whenever possible. 2. Complete form #0821 Student Evaluation form or the school evaluation form, if provided. 3. Forward the completed original evaluation form to the HR designee and a copy to the student.
2.0	Human Resources Director/Designee	4. Forward copies to appropriate parties, ensuring the original is placed in the student personnel file.

B. Related Policies

Administrative Policy #01-003-0005, Provider Enrollment, Update or Disenrollment in OASIS

Administrative Policy, #06-001-0030, Personnel: Employee Annual Assessment

Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training

Administrative Policy #07-003-0020, Travel and Business Reimbursement

Administrative Policy #08-001-0005, IT Department Technical Support

C. Definitions

1. *SCCCMH Supervisor/Field Instructor:* The individual responsible for supervising the specific placement of the student.
2. *Non-employee Student:* A student placed for training purposes within a direct operated Community Mental Health program(s).
   a. *Professional:* Any student enrolled in an accredited program at a college or university who must complete an internship/student placement within the provisions of their academic program. The accredited program will generally lead to a bachelor's or graduate level degree. Internships/student placements shall consist of pre-defined service experiences supervised by a professional in the same field within the Agency.
   b. *Paraprofessional:* Any student, including high school, enrolled in a program in a human service field.

D. Forms

#0281 Provider Enrollment – Update or Disenrollment for OASIS

#0820 Student/Volunteer Workers Data Sheet

#0821 Student Evaluation

#0824 Student/Volunteer Information and Authorization

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

1. Mental Health Code, 1996, Code 330, 1748 and 330.1750
2. Work Permit Requirements for Minors, Michigan Department of Labor
3. CARF Human Resources 1.I.7.

IV. History

- Initial Approval Date: 11/2026
- Last Revision Date:
- Last Reviewed Date:
- Non-Substantive Revisions: N/A
- Key Words: student, PMHNP, intern, internship