


**GUAM MEMORIAL HOSPITAL AUTHORITY
HUMAN RESOURCES MANUAL**

APPROVED BY:  THEODORE M. LEWIS Interim Hospital Administrator/ CEO	RESPONSIBILITY: Human Resources Hospital Wide	EFFECTIVE DATE: May 29, 2012	POLICY NO. 8650-1.208	PAGE 1 of 1
TITLE: PRECEPTORSHIP – STUDENTS/INDIVIDUALS				
LAST REVIEWED/REVISED: May 2012, 2015				
ENDORSED: EMC May 2012, 2015				

PURPOSE:

To exchange and share resources with the objective of increasing professional skills and augmenting the education experiences of healthcare professionals.

POLICY:

Guam Memorial Hospital provides a facility for healthcare students to support the delivery of planned, appropriate and effective patient care.

Preceptorship will provide services under the direct supervision of their respective preceptor and/or instructor in accordance with established agreements with the educational institution and the Authority.

PROCEDURE:

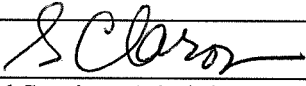
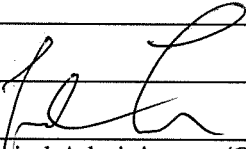
1. Preceptorship experiences for healthcare students may be established through collaboration with the hospital’s respective department, who assumes responsibility for establishing agreements with the educational institution and the Authority.
2. Students shall comply with the hospital’s policies and procedures at all times.
3. Students are under the direct supervision of their preceptor and/or clinical instructor at all times.
4. Students under preceptorship must comply with GMHA Administrative Policy #6100-9.
5. Students referred by other Government of Guam Agencies must comply with the GMHA’s Administrative Policy #8650-1.200 -New Hire policy and compliance to the Memorandum of Understanding (MOU) between agencies.
6. Respective departments should maintain student files.
7. Any agency and/or company requesting for individuals to observe processes in a department would require a written request to the Hospital Administrator for approval.

GUAM MEMORIAL HOSPITAL AUTHORITY

REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and endorsed the following:

- | | |
|---|---|
| <input type="checkbox"/> Bylaws | Submitted by |
| <input type="checkbox"/> Rules & Regulations | Department/Committee: <u>Human Resources Department</u> |
| <input checked="" type="checkbox"/> Policies & Procedures | Title: <u>Preceptorship/Student/Individuals</u> |
| | Policy Number (if applicable): <u>8650-1.208</u> |

	Date	Signature
Reviewed	8/11/15	
Endorsed		
Title	Elizabeth M. Claros: Personnel Services Administrator	
Reviewed		
Endorsed		
Title	Associate Administrator, Operations	
Reviewed	10-3-15	
Endorsed		
Title	Theodore M. Lewis, Interim Hospital Administrator/CEO, EMC Committee	
Reviewed		
Endorsed		
Title		
Reviewed		
Endorsed		
Title		
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Endorsed		
Title		