

Effective 3-1-2011
NEW UPDATE FOR STUDENT PLACEMENT
PHYSICAL THERAPY, OCCUPATIONAL THERAPY
&
SPEECH THERAPY PROGRAMS

Each year we receive numerous requests for placement of physical therapy (PT), occupational therapy (OT), and speech therapy students in one of our Novant Health (Winston Salem) facilities. We believe the reason that we receive so many requests is because our leaders and staff strive to provide positive clinical experiences for students.

The process for placing students in one of Novant Health's Winston Salem facilities has changed. School representatives will continue to make the initial contact with the facility PT, OT or speech designee to request student placement. After securing placement for the student(s), the school will be directed to submit all required student paperwork to the director of student programs (DSP) at Forsyth Medical Center. Along with the student requirements, information such as the name of the student, the projected start and completion date, total number of hours required and the Novant Health contact who accepted the student should be submitted.

Schools may now access required orientation information and education through a ***Novant Health Internet Homepage*** portal. See attached for direction to the portal.

Once the DSP office receives all requirements, the school as well as the designated NH contact for the area will be notified via e-mail that the student has been cleared and may begin his or her internship.

Please remember that the contract is between the school and the hospital and not the student/parent. We request all requirements be submitted to the DSP office at least four weeks prior to the beginning of the internship. The information may be e-mailed, faxed, or submitted by postal mail.

Please do not hesitate contacting me if you have any questions.

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Student/Faculty & Contract Worker's Portal

Schools may now access required orientation information and education through *Novant Health's Internet Homepage*. The portal is designed for schools to provide information to students and faculty to complete NH requirements on their own time or as the school schedules.

This portal should not be used for students to complete and submit requirements on his or her own. Please remember that the contract is between the school and the hospital and not the student/parent. All requirements must be submitted by the school.

In addition, on January 1, 2011, NH implemented a new policy requiring a satisfactory criminal background check (CBC) and drug screening (DS) on students and/or faculty prior to the beginning of an observation/shadowing/participatory experience.

A list of student/faculty names must be submitted by the school or vendor stating that the CBC/DS are negative or positive. A copy of all CBC/DS that are positive must be submitted along with all other requirements.

The goal of the web portal is to assist schools in meeting the requirements of Novant Health. You may post this information internally (i.e. blackboard) however, we respectively request that you do not post this information on your schools external website.

- From <http://www.novanthealth.org>.
- Scroll to the bottom of the page.
- Click "Employee Connections"
- Then "Non-employed Worker/Contract Worker"
- A login box will appear.

The login information must to be typed precisely as follows: (do not cut and paste)

- User name: **webnts14ph\nhcontract** (lowercase)
- Password: **nhcontract** (lowercase)

Choose the category that applies to you.

Although we do not anticipate issues with the Portal website, we ask if there is an issue with the website, students NOT contact the hospital. Students should report any issues to the school and a school representative should contact the hospital representative to identify any issues that may arise with the portal.

Please remember schools should already have the information from the Portal website for 2011.