

Student/Parent Participation Agreement

I. ACES/PRIMO Participation Agreement

The purpose of this agreement is to establish a comprehensive career planning and assistance program that will enhance the student's pre-college preparation as he/she pursues a career in Primary Care.

Program goals are to provide a meaningful learning opportunity for students interested in Primary Care and to nurture the student's career interests through educational experiences. **(center)** Missouri AHEC acknowledges that, at the conclusion of the ACES/Primary Care Resource Initiative for Missouri Program the student shall be able to describe:

- the roles and responsibilities of the health profession of their current interest;
- the training and education necessary to prepare for that health career;
- the skills, knowledge and abilities to succeed in that health career;
- the role and function of the shadowed health professional in the assigned work setting.
- Additionally, the student will have attained and documented completion of annual individualized goals (academic, community, and experiential) in pursuit of a primary care career.

As a participant of the ACES/PRIMO program, the student agrees to:

- submit this participation agreement signed by the student and parent/guardian to the (add your regional center) Missouri AHEC prior to the initial meeting;
- participate fully in the ACES/PRIMO activities including a minimum of 12 hours of workshop programming (6 hours for ACES+);
- complete a minimum number of shadowing hours (freshman – 8, sophomore – 16, junior – 24, senior – 32, ACES+ – 40);
- complete a minimum of 8 hours of a community leadership project related to healthcare within the (add your regional center) region. (The 8 hour minimum will include time spent for preparation and implementation);
- maintain conduct, which is professional with regard to spoken and written communication, behavior, punctuality, dependability, physical appearance and program etiquette;
- must meet face to face with AHEC staff a minimum of two times throughout the year;
- complete an Individual Career Plan (ICP) at the beginning of the year and meet face to face with AHEC staff at the end of the year to review progress of the goals set by the student; and
- maintain a minimum grade point average of 3.0 on a 4.0 scale.

Responsibilities of the (center) Missouri AHEC include:

- conduct an initial meeting between the student, parent and MAHEC staff (upon acceptance into the ACES Primary Care Resource Initiative for Missouri Program) to create an Individual Career Plan (ICP) that assesses student's goals, needs, resources, and steps to aide in attaining a career as a primary healthcare provider (this document will also measure individual student outcomes);
- update the ICP at least annually or more often if needed based on goal completion. Annually is defined by the academic year running from July 1 to June 30;
- provide ongoing monitoring, contact, services, and goal assessment throughout the academic year;
- must meet face to face with each student a minimum of two times throughout the year;

II. Student Commitment Statement

The ACES/PRIMO program is one of the beginning steps that the MAHEC/Missouri Department of Health and Senior Services has taken to help address the shortage of primary healthcare professionals in rural and urban underserved areas. At this point, it is my intention to become a primary care provider and potentially practice in an underserved area. As long as this continues to be my focus, to the best of my ability, I will fully participate in the ACES program. I understand that if I no longer continue to participate in the ACES/PRIMO program, there are no financial or academic obligations on my part.

III. Parental Consent for Student to Participate in ACES/PRIMO program

By signing this consent, parent/guardian consents that his/her child may participate in the ACES/PRIMO program at **(center)** Missouri Area Health Education Center or any Area Health Education Center. Parent/guardian further acknowledges that the **(center)** Missouri Area Health Education Centers or any Area Health Education Center office will not be held responsible for any injury or accident that might occur while my child is participating in this program. Medical expenses incurred as a result of injury or accident will be the responsibility of the parents.

IV. Student Agreement for Participation in Shadowing Experiences

As a participant of the ACES/PRIMO program, students are required to participate in shadowing experiences at healthcare facilities. The student agrees to:

- complete the scheduled shadowing experience as required;
- maintain conduct, which is professional with regard to spoken and written communication, behavior, punctuality, dependability, and physical appearance;
- submit confidentiality guidelines, medical release and consent for participation forms signed by the student and when applicable, by the parent or guardian;
- comply with any and all policies and procedures of the Community Health Agency. Meet and comply with the requirements of the Center for Disease Control and OSHA guidelines when applicable;
- if sick or unable to work on a given day, notify the health care provider and regional AHEC immediately; and
- submit MAHEC shadowing data form, shadowing report, and shadowing site evaluation to the **(center)** Missouri Area Health Education Center.

The **(center)** Missouri AHEC shall:

- assist student in the identification of acceptable shadowing experiences and review requirements;
- provide student with shadowing guidelines, procedures and appropriate documents;
- monitor student's performance through phone calls and/or evaluation review;
- maintain periodic contact with the healthcare facility and/or identified health care professional;
- serve as the contact point for questions, comments, or concerns from the shadowing site representative and/or the student; and
- complete documentation on the student in the shadowing experience program containing the name, address and dates of contact with the student, the healthcare facility in which the student was placed and evaluations completed by both the student and healthcare facility.

V. Parental Consent for Student to Participate in Shadowing

Parent/guardian consents that their child may participate in the ACES/PRIMO shadowing experience, which will include observing patients in healthcare settings and observing medical and laboratory procedures. Parent/guardian also releases the East Central Missouri Area Health Education Center, all Missouri Area Health Education Centers, the PRIMO program and the healthcare facility, their staff and sponsors from any responsibilities of injury or accident as a result of the shadowing experience. Any medical expenses incurred as a result of injury or accident will be my responsibility.

Student agrees to be in compliance with the requirements of the Center for Disease Control and OSHA guidelines as follows:

- Student may receive instruction provided by the healthcare facility regarding OSHA bloodborne pathogens and tuberculosis regulations before beginning the clinical experience in the healthcare facility.
- Upon request of the healthcare facility, student shall submit evidence of having an initial physical examination and current TB skin testing or chest x-ray.
- Upon request of healthcare facility, student shall submit evidence that he/she has had a rubella immunization or a positive Rubella Titer (if placed in the obstetrics department).
- Upon request of the healthcare facility, student shall submit evidence of having received Hepatitis B vaccinations or sign a waiver registering he/she is aware of the risks without vaccinations.
- **(center)** Missouri AHEC agrees to assist the healthcare facility by requiring that the student meet the above requirements as a condition of placement at the healthcare facility for the shadowing experience.

VI. Shadowing Confidentiality Guidelines

Career shadowing offers students an opportunity to spend time "on-the-job" with a practicing healthcare professional. [You must](#) make every effort to protect patients' right to privacy by maintaining confidentiality. This experience may place students in the position of overhearing or observing confidential information, oral or written. All case discussions, consultations, examinations and treatments are confidential and are to be conducted discreetly. Any unauthorized disclosure of hospital information, records or patient information can result in suspension or immediate discharge of an employee (or in this case, a student shadowing). To prevent the unauthorized disclosures of any patient information, please review the following procedures concerning patient confidentiality:

1. Any confidential information obtained from the hospital, clinic, or health department's files, records or computers must remain just that – **CONFIDENTIAL!** Anyone involved in the care of a patient should refrain from discussing the patient outside the hospital, clinic, or health department. Even casual conversations can be misunderstood and could cause legal action against the hospital and the individuals involved. Remember, **YOU NEVER KNOW WHO IS LISTENING!**

2. Gossiping about any patient is unprofessional and totally unacceptable. Never discuss the personal life of any patient with anyone. If professional matters concerning the patient must be discussed, please do so with a doctor or a nurse in a private area.

VII. Media Release

Student and parent/guardian gives permission for video/photographs to be taken of student to be used in publications, newspapers, television, website, or other visual media as related to the ACES/PRIMO Program. Videotapes/photographs become the property of the **East Central** Missouri Area Health Education Center and may be used for news, education, or other purposes related to the advancement of the program or the Missouri Area Health Education Center.

- Please list the regional newspaper(s) you would like information sent to regarding your participation in the

ACES/PRIMO program. _____ Fax: _____

Newspaper Email _____

Please list your local state representative and state senator _____

VIII. Consent for Transportation

Both student and parent acknowledge that the **East Central** Missouri Area Health Education Center, affiliated MAHEC offices and AHEC staff will not be held responsible for any injury or accident that might occur while I/my child am/is being transported from one place to another and that any medical expenses incurred as a result of such injury or accident will be the responsibility of the parents.

IX. Release of Name

I hereby allow the **East Central** Missouri AHEC office to release my/my child's name and address to undergraduate and professional schools and/or programs that may be of interest according to my/my child's intended major so that those institutions can send relevant information on programs, admissions, scholarships, visit days, et cetera.

X. Emergency Contact Information

In case of medical emergency, the **East Central** Missouri AHEC staff must be able to contact a parent/guardian or other emergency contact at all times during all ACES/PRIMO events and activities.

Primary Contact

 Parent/guardian Relationship to student

 Address City State Zip Code

 Home telephone Work telephone Cell phone

Alternate Contact (optional)

 Parent/guardian Relationship to student

 Address City State Zip Code

 Home telephone Work telephone Cell phone

I have read the above information and agree to participate in the ACES/PRIMO program.

Student signature

Date

I have read the above information and agree to allow my child to participate in the ACES/PRIMO program.

Parent/guardian

Date

Signed and agreed to on behalf of the East Central Missouri Area Health Education Center

AHEC Representative

Date

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