



OHSU POLICY MANUAL

Policy Number: 02-90-050

Policy Title: LEARNER PLACEMENT IN CLINICAL & PROFESSIONAL SETTINGS

Effective Date: August 18, 2020

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1. **Generally**

OHSU is committed to ensuring equitable and efficient access to learning opportunities that occur in clinical and professional settings as well as to safeguard high quality learning experiences for all Learners. The purpose of this policy is to establish a centralized process for determining the capacity for Clinical and Professional Learning Experiences within the OHSU Health System and select off-site locations as well as placing Learners in an equitable, efficient and cost-effective manner within those Clinical and Professional Sites.

2. **Definitions**

The following terms are defined for the purposes of this policy:

- A. **Learner.** A person who is enrolled as a student in an academic program leading to a certificate or degree or who is a participant in a training program.
- B. **Clinical or Professional Learning Experience.** The Placement of a Learner in a Clinical Site or Professional Site for the purpose of supporting instruction, developing professional skills and assessing competence.
- C. **Placement.** A Learner who has been formally assigned to a clinical or other professional facility, location, shift, service or rotation for the purposes of fulfilling degree or trainee requirements.
- D. **Clinical Site.** A site where individuals receive healthcare, including outpatient clinics, the emergency department, inpatient units and perioperative, diagnostic, therapeutic and procedural areas.
- E. **Professional Site.** A site where Learners receive professional training in areas outside of those directly related to clinical care.
- F. **On-Site Supervisor.** A licensed professional, or other professional, with or without an OHSU faculty appointment, who is responsible for overseeing the Learner during their Placement.

- G. **Faculty of Record.** An individual with an OHSU faculty appointment who is responsible for the final assessment and final grade of Learner competence for the Clinical or Professional Learning Experience.

3. **Responsibilities**

- A. The OHSU Office of Learner Placement and Housing is responsible for determining capacity and ensuring equity across programs in coordinating Learner Placement in clinical and professional settings within the OHSU Health System as well as select off-site locations. Responsibilities include but are not limited to:
 - 1) Coordination with each school/college, academic program or training program to identify Placements that meet program specific needs (e.g., learning outcomes and supervision requirements) and that include facility, location, date, shift, service or rotation.
 - 2) Respond to information requests and provide information to academic programs and training programs about Clinical and Professional Site capacity and Placement coordination.
 - 3) Track Clinical or Professional Site utilization by Learners.
 - 4) Notify Clinical or Professional Sites of specific education, training or competencies required of Learners prior to Placement.
 - 5) Coordinate with the Clinical or Professional Site to ensure a smooth onboarding process for all Learners.
 - 6) Collect and retain assessment and evaluation data provided by Learners about OHSU Clinical or Professional Sites and select off-site locations.
 - 7) Provide Clinical or Professional Sites and select off-site locations with administrative feedback based on assessment and evaluation data provided by Learners. Feedback to Clinical or Professional Sites that is related to instruction, development of professional skills and the assessment of competence shall be provided by the academic program or training program.
 - 8) Coordination with OHSU Contracting Office and select off-site locations to ensure valid institutional training affiliation agreements are in place prior to Placement.
- B. Academic programs and training programs are responsible for ensuring that Clinical or Professional Learning Experiences meet program specific learning outcomes.

- C. On-Site Supervisors are responsible for the oversight of Learners at Clinical or Professional Sites and may provide feedback to the Faculty of Record about the competence of Learners during the Clinical or Professional Learning Experience.

4. **Procedures**

The OHSU Office of Learner Placement and Housing is responsible for developing and maintaining procedures pursuant to this policy, including but not limited to related software solutions for the coordination of Placements.

Implementation Date: August 18, 2020

Related Policies and Procedures: [Policy 02-50-030, Student Learning Outcomes](#); [Policy 02-50-035, Student Evaluation of Course and Instructional Effectiveness](#)

Responsible Office: Office of Learner Placement and Housing, academicpolicy@ohsu.edu

Key Words: Student learning outcomes, assessment, academic programs, learner, clinical and professional learning experience, clinical or professional site, placement.