

Externship Handbook — 240 Supervised Hours

What the student does, what the preceptor does, what the college does, how hours are proved, and the line between a cleared task and one that is not.

STUDENT Amara J. Whitfield	RIDGEWAY ID RV-2029-004188	ASSIGNED SITE Calder Springs Regional Medical Center — Ambulatory Services	SITE ADDRESS 220 Harbor Vale Drive, Calder Springs, ST 60151
PRECEPTOR OF RECORD Yusuf Adegbite, RN — ambulatory float team	BACKUP PRECEPTOR Margarethe Volkova, RN	EXTERNSHIP COORDINATOR Hollis Barantsev · 555-0175 (cell after hours 555-0187)	SCHEDULED HOURS 240 across 8 weeks · Mon–Fri 7:00a–1:30p, 30 hours per week

THE EIGHT WEEKS, WEEK BY WEEK					
WK	DATES	HRS	CUMULATIVE	SUPERVISION AND FOCUS	WHAT MUST BE FILED THAT WEEK
1	Jun 4 – Jun 8	30	30	Shadow and assist only; badge and chart access set up	Orientation checklist signed by preceptor
2	Jun 11 – Jun 15	30	60	Direct supervision on all patient-facing tasks	First timesheet audited by the coordinator
3	Jun 18 – Jun 22	30	90	Direct supervision; independent stocking and turnover	Skills log entries 1–10
4	Jun 25 – Jun 29	30	120	Midpoint evaluation completed with the preceptor	Midpoint evaluation WF-EVL-13 and 120-hour audit
5	Jul 2 – Jul 6	30	150	General supervision permitted on tasks marked cleared	Skills log entries 11–24
6	Jul 9 – Jul 13	30	180	General supervision; student-led room preparation	Preceptor mid-cycle note
7	Jul 16 – Jul 20	30	210	General supervision; full assigned workload	Skills log complete
8	Jul 23 – Jul 27	30	240	Final evaluation, site exit, badge and locker returned	Final evaluation WF-EVL-14 and exit checklist
Total		240	240		
Site orientation on May 18, any site computer training, and any time spent waiting for a badge or a login are not externship clock hours and are not recorded on the timesheet. Only supervised time performing or observing assigned work is credited.					

HOW HOURS ARE PROVED
• Write actual in and out times, to the minute, at the time they happen. Do not reconstruct a week on Sunday night. Meal breaks of 30 minutes or more are deducted. • The preceptor signs the weekly sheet on the last shift of the week. A later signature is accepted only with a written note from the preceptor explaining why. • Submit the signed sheet by Monday at noon to externship@ridgewayvalley.example. The coordinator audits every sheet and reconciles totals at 120 and at 240 hours. • A disputed entry is raised within 5 business days; after that the audited total is the number the college will certify.

WHAT THE COLLEGE AND THE SITE EACH OWN		
TOPIC	COLLEGE	SITE
Placement assignment	Assigns	Accepts or declines
Task clearance	Sets the outer limit	Clears within it
Daily direction and site rules	None	Preceptor sets and enforces
Timesheet audit	Audits and certifies	Signs
Ending a placement	May withdraw a student	May end at any time
Program completion	Decides	Recommends
Hiring	None	Separate from the externship
The externship is unpaid. The site is not obligated to interview or hire, and a strong evaluation is not an offer. Do not accept a paid shift at the site during the placement; it ends the externship status of those hours.		

STUDENT RESPONSIBILITIES

AREA	WHAT YOU DO	HOW IT IS EVIDENCED	NOTE
Attendance	Arrive for the shift the site assigned, in uniform, badge visible, 10 minutes early. Call the preceptor and the coordinator before the shift starts if you cannot be there.	Preceptor call log and coordinator email	An unreported absence is a site incident, not only a missed shift
Hours	Record actual in and out times on the weekly timesheet each day. Have the preceptor sign the sheet on the last shift of the week and submit it by Monday at noon.	Timesheet WF-TS-01, one per week	Unsigned or late sheets are not credited until signed
Supervision	Work only within the task list below and only at the supervision level your preceptor cleared in writing for that task.	Skills clearance log	Ask before, not after
Confidentiality	Access only the records of patients you are assigned to support. No photographs, no screenshots, no patient details in messages, notes, or social posts, on or off shift.	Signed confidentiality acknowledgment WF-CNF-22	This continues after the externship ends
Professional conduct	Follow the site dress code, phone rules, break rules, parking assignment, and badge policy. The site's rules apply even where they are stricter than the college's.	Site orientation acknowledgment	The site may set rules the college did not anticipate
Reporting	Report every incident, injury, exposure, near miss, error, and equipment failure to the preceptor immediately and to the coordinator within 24 hours.	Incident report WF-INC-17	Timeliness matters more than wording
Feedback and boundaries	Sign the midpoint evaluation and write a short response if you disagree; a signature means you received it. You are a student, not staff: do not accept tips, gifts, rides, money, or private work from patients or families.	Signed evaluation, conduct acknowledgment	Tell the preceptor when someone offers

TASK LIST AND SUPERVISION LEVEL

TASK	CLEARANCE	SUPERVISION	STANDING LIMIT
Hand hygiene, room turnover, stocking, equipment cleaning	Cleared week 1	General supervision after clearance	—
Vital signs, height, weight, and rooming	Cleared week 1	Direct supervision weeks 1–4, general after	Any reading outside the site's alert range is reported to the preceptor before the student leaves the room
Point-of-care testing on the site's cleared list	Cleared week 3	Direct supervision only	Never on a device the student has not been checked off for at this site
Specimen labeling and transport	Cleared week 2	Direct supervision weeks 2–5, general after	Labeling happens at the patient's side, never later
Documenting in the site record under the preceptor's workflow	Cleared week 2	Direct supervision	The student never documents under another person's login
Assisting with mobility and transfers	Cleared week 4	Direct supervision	Two-person transfer at all times
Medication of any kind, including topical and over-the-counter	Not cleared	Not permitted at any level	Not in this program, not at this site, no exceptions
Injections, venipuncture beyond the cleared list, or any invasive procedure	Not cleared	Not permitted	Outside the program's scope
Answering a clinical question from a patient or family	Not cleared	Not permitted	Bring the question to the preceptor and say so plainly
Working a shift with no preceptor or designated backup on site	Not cleared	Not permitted	Call the coordinator; the hours cannot be credited
Counting toward staffing, covering a call-out, or being paid by the site	Not cleared	Not permitted	The externship is unpaid and supernumerary by agreement with the site

Direct supervision means the preceptor or designated backup is in the room. General supervision means that person is on the unit, immediately reachable, and has cleared the task in writing. If you cannot tell which level applies, the answer is direct supervision until the preceptor says otherwise.

The one sentence to memorize: If anyone asks you to perform a task that is not cleared, say: “That isn't cleared for me — let me get my preceptor.” That sentence is always the right answer, it is never insubordination, and no one at the college or the site will hold it against you. Report the request to the coordinator within 24 hours even when it ended well.

INCIDENTS: WHO YOU TELL, AND HOW FAST

WHAT HAPPENED	FIRST ACTION	SITE NOTIFICATION	COLLEGE NOTIFICATION
Needlestick, splash, or other exposure	Stop, follow the site's first-aid step, tell the preceptor immediately	Site occupational health same shift	Coordinator within 24 hours, then the college health record office
Patient injury or fall in your presence	Call for the preceptor and stay with the patient	Site process, immediately	Coordinator within 24 hours
Suspected error, near miss, or wrong-label event	Tell the preceptor before the shift ends	Site process, same shift	Coordinator within 24 hours, on WF-INC-17
Being asked to do something outside the task list	Decline politely and ask the preceptor	Preceptor, immediately	Coordinator within 24 hours, even if it was resolved
Harassment or discriminatory conduct at the site	Leave the situation if you can do so safely	Preceptor or site supervisor if safe	Coordinator the same day; the coordinator notifies the college Title IX Coordinator at 555-0161 when the report involves sex-based conduct
Illness that could be transmitted to patients	Do not report to the shift	Preceptor before the shift starts	Coordinator the same morning; a return note may be required

Reporting an incident is not an admission and is not itself a performance problem. Late reporting is the problem. Health-related follow-up after an exposure is handled by the site's occupational health service and the student's own clinician; the college does not provide medical care or advice.

EVALUATION RUBRIC — USED AT THE MIDPOINT AND AT THE END

DOMAIN	1 — NOT YET	2 — DEVELOPING	3 — COMPETENT	4 — STRONG
Attendance and punctuality	Absent or late without notice	Occasional lateness, notice given	Present and on time, notice given early	Present, early, and covers the handoff
Safety and infection control	Requires correction on basics	Correct with reminders	Consistently correct unprompted	Catches and corrects hazards others miss
Technical skill on cleared tasks	Cannot complete without step-by-step direction	Completes with frequent coaching	Completes correctly with general supervision	Completes correctly and adapts to a busy clinic
Documentation accuracy	Frequent omissions	Occasional omissions caught by the preceptor	Accurate and timely	Accurate, timely, and flags ambiguities
Communication with patients	Unclear or inappropriate	Adequate with prompting	Clear, respectful, within scope	Clear and calming in difficult moments
Working within scope	Exceeded scope at least once	Asked after acting	Asks before acting every time	Models the boundary for peers

A final evaluation with any domain scored 1, or with more than two domains scored 2, goes to the coordinator for a completion review before hours are certified. The rubric measures performance at this site during this placement; it is not a prediction of examination performance and not a reference letter.

IF PERFORMANCE OR CONDUCT BECOMES AN ISSUE

STEP	TRIGGER	WHO DECIDES	WHAT IS WRITTEN	EFFECT
Coaching note	A single correctable issue	Preceptor	Verbal, logged in the skills log	None if the behavior changes
Written performance alert	A repeated issue or a missed timesheet week	Coordinator	Alert letter and a 2-week improvement plan signed by all three parties	Plan is reviewed at the next weekly audit
Site pause	A safety concern that needs review	Coordinator with the site	Hours pause, up to 5 business days, while the coordinator and site review	Paused days are added to the end of the placement
Removal from the site at the site's request	The site ends the placement	Site, at its discretion under the affiliation agreement	The college is notified in writing; the student meets the coordinator within 2 business days	A second placement is attempted once if a site is available; no second placement is promised
Program withdrawal review	Conduct that would also violate SA-300 or a second removal	Dean, Workforce Programs	Written notice, the student may respond in person or in writing	Referral to the Office of Community Standards is separate from the program decision

COMPLETION CHECKLIST

- ☐ 240 audited hours on signed weekly timesheets
- ☐ Midpoint evaluation signed by student and preceptor
- ☐ Final evaluation received directly from the preceptor
- ☐ Skills log complete, all entries initialed
- ☐ All incident reports closed
- ☐ Badge, locker key, and any site equipment returned
- ☐ Site exit checklist signed by the preceptor
- ☐ Account balance current with the workforce business office

Before you plan a test date: Finishing this program is not an application to any examination and does not by itself make anyone eligible for one. Eligibility for the Certified Clinical Support Technician (CCST) examination is decided only by the National Board for Clinical Support Credentialing (NBCSC) under the eligibility handbook in effect on the day an application is reviewed, and permission to work in a regulated role in this state is a separate decision of the ST Board of Allied Health Occupations. The college does not decide either question, does not predict either answer, and does not promise examination approval, a passing score, a credential, state permission to work, employment, or a wage.

CONTACTS DURING THE PLACEMENT

SITUATION	WHO TO CALL	NUMBER	WHEN
Cannot make a shift	Preceptor first, then the coordinator	Site 555-0138 · coordinator 555-0175	Before the shift starts
Exposure or injury	Preceptor, then site occupational health	Site 555-0141	Immediately
Timesheet or hour question	Externship coordinator	555-0175	Mon–Fri 7:30a–4:00p
Sex-based harassment or discrimination	College Title IX Coordinator	555-0161 · ridgewayvalley.example/report	Any time; the form is monitored daily
Emergency on a college campus	Campus Safety	911, then 555-0199	24 hours

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