



STATE OF CONNECTICUT
Department of Mental Health & Addiction Services
Commissioner's Policy Statement and Implementing Procedures



SUBJECT/POLICY NAME:	STUDENT PLACEMENTS AT DMHAS FACILITIES
POLICY CHAPTER	HUMAN RESOURCES
APPROVED BY:	COMMISSIONER’S POLICY GROUP
EFFECTIVE DATE:	DATE: 09/04/2024
LAST REVISED DATE:	DATE: 09/04/2024
POLICY OWNER	OFFICE OF WORKFORCE DEVELOPMENT

STATEMENT OF PURPOSE: The purpose of this policy is to support the placement of students seeking educational experiences such as clinical rotations, field placements, practicums and internships. The procedure outlines the differences between the process for external candidates and those students who are also current employees of the agency.

DEFINITIONS: Career Mobility is a contractual program available to bargaining unit members.

POLICY: Students seeking placements at DMHAS for clinical rotations, field placement, internships, practicums must currently be enrolled in an accredited college or university that has a current contract with the agency. The list of schools with contracts is maintained by the Office of the Commissioner.

The agency’s capacity to place any students for clinical experience/practicum/field placement will be determined by the individual DMHAS facility and may vary from time to time.

Each DMHAS facility maintains its own process facilitating student placements. At a minimum, each facility is required to collect the name, contact information, school where enrolled, expected date of graduation, the requirements of the placement, and whether the student is an employee of the agency. This information will be accessible to the Office of Workforce Development.

Each facility will identify an individual who makes the final decision regarding placements of students and ensures that all requirements of this policy are met.

PROCEDURE: Students seeking placements should contact the facility where they are interested in working. A list of facility contacts is available in the Office of Workforce Development.

Student Placements: All students will be required to complete background checks and participate in a facility orientation as appropriate for the type and duration of the placement. Students will provide the official requirements from the academic institution for successful completion of the placement (i.e. student and DMHAS facility responsibilities).

In addition, students are required to receive DMHAS safety training. Students may request a specific DMHAS preceptor and/or supervisor when they apply. A potential match will be considered but is not guaranteed.

For those students who are currently DMHAS employees, the following applies:

Students who are DMHAS employees must be accepted into the career mobility program and use career mobility hours for all time associated with their student experience (i.e. clinical hours, field placement or practicum).

Students who are also employees are prohibited from participating in a student placement in the unit, program, or with the team, of their regular employment. Students who are also employees may request a specific DMHAS preceptor and/or supervisor when they apply. A potential match will be considered but is not guaranteed.

All students who are DMHAS employees will have the status of their safety training confirmed as current and inclusive of training required by the facility. Students who are employees will be required to participate in facility orientation as appropriate to the type and duration of the placement. The agency will attempt to give preference to student-employees for clinical hour opportunities, but not necessarily for a specific placement.