

West Virginia Rural Health Education Partnerships

Policy and Procedures

Title of Policy: Minimal Requirements for WVRHEP Student Status (Replaces Policies 95-05 and 95-06)

Approved by: State Advisory Panel

Approval date: July 21, 2003

Effective Date: July 21, 2003

Implementation Responsibility: Schools and Site Coordinators

Oversight Responsibility: Executive Director

Revision and Review Responsibility: School Committee

Policy Statement: In order to be considered a WVRHEP student, a student must meet all of the following conditions:

- 1). The student must be enrolled in a health professions program and be in good academic standing at a public or independent higher education institution in the State of West Virginia. The student's academic institution must also provide access to an email account.
- 2). The student must be assigned to a rural rotation with an approved WVRHEP preceptor (**see *Definition of Type of Student below***) for at least two full-time consecutive weeks or at least six part-time weeks (full time is defined as 40 hours/week; part-time is defined as a minimum of 2-3 days/week or 16-24 hours/week).
- 3). The student must participate in planned RHEP activities as coordinated by the RHEP Site Coordinator and communicated to the appropriate Field Faculty. (See also Policy 94-01). These activities may include: attending an on-site RHEP Consortium Orientation, attending scheduled WVRHEP interdisciplinary sessions, be precepted by WVRHEP Field Faculty or their designee, participate in community outreach activities, participate in community-based research project.

Exceptions to this policy may be made, under certain conditions, by the student's supervising Field Faculty who must communicate the exception to the Site Coordinator. The Site Coordinator may also grant these exceptions, examples of such conditions may include: illness, family emergency, inclement weather or special learning opportunities. The Site Coordinator will notify the student's respective Campus Coordinator of such exception.

Students who are present at an approved WVRHEP site, but do not meet all the criteria listed above will not be reported in the Monthly Report as WVRHEP. All WVRHEP health profession students, in good academic standing, must be provided access to site level resources, including LRC's, clinical facilities, access to IDS and assistance from the Site Coordinator while completing a mandated rural rotation. Out-of-state or non-WVRHEP health profession students are also to be provided access to WVRHEP resources and facilities as long as they in no way displace WVRHEP students.

DEFINITION of TYPE of STUDENT

Revised 11/10/08

- RHEP -** Any higher education* institution students completing a rotation with an RHEP preceptor** who meets the minimum requirements as defined and in accordance with policy 98-02 (revised and approved 7/21/03).¹ (Policy 98-02 replaced Policies 95-05 & 95-06.)
- EXTERN -** Any higher education* institution student completing a rotation within an RHEP site who is getting paid for the rotation as part of a summer externship program.²
- IN -** Any in-state higher education* institution student who is with an RHEP preceptor but does **not** meet the minimum requirements for WVRHEP student status as defined by and in accordance with policy 98-02 (revised and approved 7/21/03) - condition #2 and/or #3.³
- OUT -** Any higher education* student from an out-of-state college or university completing a rotation with an RHEP preceptor.
- OTHER RURAL** Any higher education* institution student completing a rotation in a rural area in WV that is **not** with an RHEP preceptor.⁴
- APPROVED EXCEPTION** Any higher education* student who utilizes a site (for which a school has obtained a special variance from the Executive Director of WVRHEP) in a RESTRICTED CITY for RHEP credit (either because of a lack of sites in rural areas due to accreditation restrictions or because the site serves an underserved population) OR 3rd year medical students participating in the special longitudinal curriculum in the Eastern Panhandle.
- AHEC Special** Any higher education* institution student or medical resident participating in an AHEC IDT but not participating in a rural, clinical rotation (and who has not obtained a special variance from the Executive Director of WVRHEP for RHEP credit for a rotation in a restricted city). [NOTE: **these students must still be flagged as AHEC.**]

*Only Health Sciences students in four-year professional and post-graduate training programs who are completing rural rotations to fulfill requirements for a baccalaureate or post-graduate degree will be counted in TRACKER for reporting or funding purposes. Other students may complete a rotation in a rural area and utilize RHEP resources, such as housing, at the discretion of the consortium however they will not be counted for reporting or funding purposes.

**With the exception of WVRHEP preceptors at Health Right Clinics and exceptions granted annually by the Executive Director of WVRHEP, WVRHEP preceptors cannot be located in WVRHEP “restricted cities”⁵.

¹The committee requests that any conditions (illness, family emergency, inclement weather, or special learning opportunities) which excuse students from participation in any of the WVRHEP activities scheduled for them at the consortium be placed in writing. Failure to do so will result in the student being reported under the **IN** category for TYPE of student.

²This does **not** include fellowship/SEARCH students who receive monies to defray expenses of an off-campus rotation.

³Any student for whom a letter from the schools was **not** received confirming an RHEP rotation and/or who did not fulfill the minimum requirements for RHEP student status/attendance according to Policy 98-02 (revised 7/21/03). Site coordinators should contact the schools if a student performing a scheduled RHEP rotation is being counted in this category.

⁴This designation should only be used by campus coordinators.

⁵Restricted cities are Charleston (including South Charleston, Dunbar, Nitro, and Institute), Clarksburg (including Bridgeport and Nutter Fort), Fairmont, Huntington (including Barboursville), Martinsburg, Morgantown (including Sabraton, Star City, and Westover), Parkersburg (including Vienna), and Wheeling. **Additional Cities, considered part of the eight restricted cities, are** Cross lanes, Kanawha City, Little Falls, Ridgeley, and St. Albans.

Vice Chancellor for Health Sciences
Higher Education Policy Commission

Executive Director, WVRHEP

NOTE: Weirton removed from the restricted city list per Advisory Panel vote on 9/21/09.