

# **STUDENT SOCIAL WORK INTERN GUIDELINES FOR FIELD PLACEMENTS WITH THE NORTH CAROLINA PREGNANCY CARE MANAGEMENT PROGRAM AND THE CARE COORDINATION FOR CHILDREN PROGRAM\***

**RATIONALE:** North Carolina social work students have been successfully completing student field placements in public health settings for many years. Students who graduate from a social work program accredited by the Council on Social Work Education (CSWE) and complete a field placement with the Pregnancy Care Management Program (OBCM) and/or Care Coordination for Children Program (CC4C) will facilitate the development of a workforce pipeline of future public health social workers. These graduates may be positively vetted for hire for care management positions because they will have first-hand program knowledge and experience working with the priority population for either the OBCM and/or CC4C programs.

The purpose of this document is to provide guidance to local health departments interested in working with undergraduate or graduate North Carolina social work programs as well as guidance for the local public health care management programs to successfully structure a student learning experience with the care management programs.

## **STUDENT SOCIAL WORK FIELD PLACEMENT GUIDANCE:**

- 1) North Carolina social work programs and prospective student social work interns will establish a student learning contract with staff from the local public health department who will be supervising the student's field placement. This learning contract will outline student and agency/supervisor expectations for the field placement. Samples of these student learning contracts are available by contacting the Field Placement Coordinator at any CSWE accredited North Carolina Social Work Program. A copy of the student learning contract should be kept on file with the public health department.
- 2) Students will complete a new hire orientation based on agency guidelines. Orientation should include: information on HIPAA regulations, confidentiality, record keeping, child abuse and neglect reporting, and other pertinent agency policies and procedures to allow them to work with program patients and their families.
- 3) Students will complete all OBCM and/or CC4C program orientation webinars and other training experiences outlined in the orientation guidelines for each program, including those required for the identified documentation system. Students will not be expected to travel to attend new hire orientations offered by the North Carolina Division of Public Health or Community Care of North Carolina network affiliates.
- 4) Students will maintain social work malpractice insurance coverage during their field placement and provide proof of this coverage, if requested.

## GENERAL GUIDANCE

- 1) Students will be allowed to provide student social work services under the supervision of an OBCM or CC4C care manager, employed by a care management program, who is fully qualified (BSW, MSW, RN) and who has completed all required programmatic orientation and training to provide care management services. The care manager must also be authorized by a CSWE approved Social Work Program to serve as a field instructor or field placement supervisor.
- 2) An agency care manager will be assigned to each patient/family that a student works with to oversee the services the patient/family receives, ensuring they receive client-centered professional services that address their individual needs and complies with program requirements.
- 3) Patients/families must agree to receive student social work services that are provided under the supervision of a qualified agency care manager.
- 4) Students will be assigned the required number of patients/families per their learning agreement. They are not to be assigned a caseload that would be expected of a full or part-time staff person.
- 5) Students will not be listed as the assigned care manager for any patient/family in the identified documentation system.

Student social work services should be documented in a patient's record. The documentation should be reviewed and approved by the assigned OBCM or CC4C care manager. Students may add content to the assessment document, but the assessment must be signed by the OBCM or CC4C care manager. The task note should summarize the interventions completed with the patient/family and any additional relevant information should be documented in the assessment, goals and care plans.

- 6) The internship should provide training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training. Local health departments should align the intern's projects with specific learning objectives identified by the intern's academic program.
- 7) The agency care manager will assign interns to placement activities that have identifiable outputs and manageable timelines. The agency care manager should attempt to diversify opportunities for the intern.

## **STUDENT SOCIAL WORK FIELD PLACEMENTS ACTIVITIES (SUGGESTED):**

The following activities are suggestions for social work interns/students to engage in (under supervision) while placed with care management programs:

- 1) Conduct patient assessments with OBCM and/or CC4C patients and families. Initial assessments should be done with patients/families in the presence of an agency assigned care manager until the student is deemed capable of doing independent patient assessments. Updates to the assessments can be done by the student with patient/family and the information shared with the assigned care manager.
- 2) Goal development and implementation with assigned OBCM and/or CC4C patients and families.
- 3) Referrals to community resources to assist patients/families in obtaining needed resources. Resources may include: assistance in the benefit application process, educate patients on how to utilize the resources available, or follow up to make sure services are received.
- 4) Provide patient/family support and instruction such as one on one parenting, childbirth education, health related education, infant care, and age- appropriate infant/child development activities, using evidenced based or evidenced informed interventions.
- 5) Utilize program reports to assist with local quality improvement efforts to benefit care management programs.
- 6) Participate in multidisciplinary team meetings.
- 7) Promote, design and/or implement community activities that support the goals of the OBCM and/or CC4C programs (i.e. community education efforts, needs assessments, etc.)

\*These guidelines were compiled by the North Carolina Division of Public Health, Women's Health and Children and Youth Branches and Community Care of North Carolina.