

**Cornerstone Behavioral Healthcare**  
**VS1, VS2, VS3 Students and Volunteers**  
**PM.22 Students and Volunteers**

Students and volunteers shall be selected for work at Cornerstone Behavioral Healthcare (CBH) through participation in an interview process, including reference checks, State Bureau of Investigation checks, and Child Protection Services checks. Students and volunteers will be provided with a job description for their work at CBH, which is developed by the student or volunteer, the student's or volunteer's supervisor, and the CBH supervisor responsible for the student or volunteer.

Students and volunteers will receive the same orientation as regular employees. The orientation checklist will be completed and placed in the student's or volunteer's personnel file.

Students and volunteers are to be clearly identified at all times when they are representing CBH.

Students and volunteers are provided with the same supervision as paid employees and are supervised by individuals with licensure, certification, or experience in an area appropriate to the work assigned.

Documentation related to student supervision shall include:

- Contract signed by educational institution and student
- Clinical supervision, and/or documentation of supervision meetings
- Progress of placement
- Professional Liability insurance certificate for educational institution
- Contact information for, and documentation of communications with, placement liaison (or documentation of no liaison, if applicable)

CBH will exercise its best efforts to ensure students and volunteers receive the necessary training to enable them to be successful in their respective positions.

  
Executive Director/CEO

11-2-2021  
Date