



**MONTANA STATE HOSPITAL
MENTAL HEALTH CENTER
POLICY AND PROCEDURE**

**USE OF STUDENTS, INTERNS,
AND VOLUNTEERS**

Effective Date: January 18, 2006

Policy #: TCU-10

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- I. PURPOSE:** To establish the role of students, interns, and volunteers on the Transitional Care Units (TCUs).
- II. POLICY:** Students, interns, and volunteers will not provide services on the Transitional Care Units.
- III. DEFINITIONS:**
 - A. Students: Person enrolled in higher education program.
 - B. Interns: Person completing a specific element of a course of study that includes an experiential learning component under the supervision of a qualified individual.
 - C. Volunteers: Person providing a noncompulsory, unpaid service for the institution.
- IV. RESPONSIBILITIES:**
 - A. The Team Leader is responsible to assure that students, interns, or volunteers will not be utilized on the TCU.
- V. PROCEDURE:** None
- VI. REFERENCES:** Administrative Rules of Montana -- 37.106.1907, Mental Health Center: Organizational Structure.
- VII. COLLABORATED WITH:** Director of Human Resources, Director of Quality Improvement, and Team Leaders.
- VIII. RESCISSIONS:** #TCU-10, *Use of Students, Interns, and Volunteers* dated January 10, 2003; Policy #TCU-10-99-N, *Transitional Care Unit Use of Students, Interns, and Volunteers* dated June 15, 1999.
- IX. DISTRIBUTION:** TCU Policy and Procedure Manuals

