

POLICY TITLE: Clinical Rotations & Observations (PSF)	
DEPARTMENT: Medical Staff	ORIGINATION DATE: 07/18/2013
CATEGORY: Medical Staff Services	EFFECTIVE DATE: 01/09/2014

SCOPE

This policy applies to all Centura Health hospitals that host clinical rotations or observations as defined by the Centura Cooperative Education Agreement. This policy does not include fellows, who are required to be credentialed and privileged in accordance to each respective Centura Health hospital's Medical Staff Bylaws.

PURPOSE

To outline academic faculty, students, residents, and Centura Health hospital requirements for clinical student experiences, including hands-on, observation or shadowing experiences. (For the purposes of this policy, "hospital" may be cross-referenced with the term "facility".)

STATEMENT OF POLICY REGARDING ROTATIONS

1. It is the position of Centura Health to participate in various student and residency rotation programs in order to foster clinical knowledge and support our healthcare disciplines. The following types of students currently enrolled in a graduate or post-graduate program are permitted:
 - a. Medical Students
 - b. Residents
 - c. Advance Practice Nurses
 - d. Physician Assistants
2. A written contractual agreement must be executed by both Centura Health and the participating academic institution, to include a current copy of professional liability and workers' compensation coverage, prior to students/residents applying for a learning experience at any Centura Health hospital.
3. If the academic institution is unable to provide workers' compensation coverage, written notice must be given for each student, prior to the student's rotation start date, to Centura Health's Risk Management Department. The written notification must contain the following information:
 - a. Student's/Resident's full name
 - b. School student is affiliated with
 - c. Type of rotation
 - d. Facility student/resident will be located in
 - e. Department student/resident will be located in
 - f. Timeframe for rotation
4. The academic institution and/or student/resident applying for a clinical rotation will provide documentation, in the form of Appendix A- Rotation Application , at least fifteen (15) business days prior to the scheduled start date, which includes elements outlined in #2 of this section, but are not limited to:
 - a. Legible government-issued identification such as a driver's license or passport. (For hospitals that issue a temporary ID badge for their rotations, students will be requested to present an actual physical copy for verification.)
 - b. Current Basic Life Support (BLS) certification or other certification as required for role.

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.

- c. Occupational Health and Safety Administration (OSHA) training for infection control, fire safety, and environment of care or successful completion of the OSHA quiz (attached in Appendix A), if attestation letter does not verify OSHA training.
 - d. Tuberculosis (TB) testing, influenza vaccination (or valid signed medical exemption), and other immunizations as may be required by the Centura Health's hospital's respective occupational health department. Influenza vaccinations or valid medical exemptions are required for any student rotation scheduled from September 1st through March 31st of the following year in accordance to the Centura Health Influenza Policy. Students and residents will be required to pursue vaccination at their own costs outside of Centura Health organization.
 - e. Letter of good standing from the academic institution to include an attestation or actual copies of any criminal background check conducted by the academic institution prior to the request for rotation. The letter of good standing can be accepted in lieu of an actual training program director signature on the Rotation Application.
 - f. For residents, current Colorado training license number on application or actual copy of license
 - g. Where facility requires, academic course guidelines
 - h. The signature of an identified Medical Staff Sponsor and/or Teaching Attending with appropriate privileges at the Centura Health Hospital where the rotation is taking place. It is the clinical student/resident/academic institution's responsibility to have made appropriate arrangements for supervision/sponsorship with a Medical Staff Preceptor or Teaching Attending.
 - i. Meditech Subscriber Agreement, if the rotation is greater than twenty-one (21) days in length.
5. Students and residents will be required to submit new applications for each rotation that exceeds a rolling year from the initial approval. If the precepting physician is different for each rotation, the student shall be responsible for ensuring that the precepting physician's information has been updated on the application or via a separate acceptable form.
 6. Failure of the student/resident or academic institution to request a rotation within the expressed timeframe or to complete their rotation application prior to the start date shall result in a delay of approval and a delay in the start of the requested rotation.
 7. Upon completion of the application and approval of the rotation by the Chief Medical Officer (CMO), notification shall be given to the approved student or resident. The individual student or resident shall be required to complete an orientation. The content and extent of orientations are dependent on the facility, some of which are outlined under the Procedural section entitled "Orientation of Students and Residents" of this policy. Students shall be responsible for understanding and completing requirements of all orientations necessary. Failure to complete this orientation shall result in a delay in the start of the rotation, restricted access to secured patient areas or a termination of the rotation.
 8. All students, residents and Medical Staff Sponsors and Teaching Attendings must be familiar with and adhere to the hospital's policies and procedures as well as the policies set forth by the academic institution pertaining to rotations.
 9. Students and residents must conduct themselves in a professional manner. All students and residents will comply with Centura's personal appearance and grooming policy. In addition, students and residents must adhere to any surgical attire policy required. The student or resident may be required to wear a specified uniform per their academic institution's policy, which includes some visible indication of their student or resident status.
 10. Students and residents will maintain the dignity and confidentiality of patients, associates, physicians, and visitors per Centura confidentiality and HIPAA standards. They are advised to obtain permission from patients and families as to their participation/observation in supervised

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.

care. Medical Staff Sponsors or Teaching Attendings are encouraged to document such consent or refusal in the medical record whenever possible.

11. Clinical student/resident supervision is the responsibility of the academic institution and the identified Medical Staff Preceptor or Teaching Attending.
12. If during the course of the approved rotation, the Medical Staff Sponsoring or Teaching Attending has their Medical Staff Membership and Clinical Privileges automatically relinquished, suspended, terminated or resigned, the student and/or academic institution shall be responsible for obtaining another preceptor and/or sponsor with appropriate privileges at the facility where the rotation is taking place.
13. Students and residents are expected to function within their academic institution's course guidelines and within the direction and supervision of the Medical Staff Preceptor or Teaching Attending Medical Staff. The teaching attending medical staff member(s) is ultimately responsible for the care of the patient. During the time students and faculty are on site, the teaching attending is responsible for all direct care of their patients, including documentation in the Electronic Health Record (EHR), oversight of all care provided by a student/resident or faculty member, and other duties designated by medical staff privileges.
14. Students and residents will provide supervised care/services in accordance with the appropriate level of education outlined by the academic institution and pursuant to Colorado statutes. Additional limitations may be enforced by academic institution, Centura Health hospital as well as the Colorado Department of Regulatory Agencies.
 - a. Students are not allowed to request consults nor respond to nursing questions/call. Teaching Attendings are required to make physician-to-physician requests for consultation and respond to nursing questions/calls.
 - b. Students and residents may not first assist at surgery when a qualified first assistant is required. They may scrub and assist in those cases where a qualified first assistant is not required.
 - c. Based on licensure status, students may NOT perform the following procedures:
 - Arterial blood gas (ABG) puncture unless they are a respiratory therapy (RT) student and are appropriately supervised by a competent Centura RT
 - Give or accept verbal or telephone orders or enter orders in the CIS
 - Initiate invasive monitoring
 - Invasive procedures in the Neonatal Intensive Care Unit
 - Chemotherapy
 - Narcotic counts (except pharmacy students)
 - Hold narcotic, epidural, patient controlled analgesia (PCA) keys in their possession
 - Have access to the Pyxis machine. Each Centura facility may have additional requirements regarding Pyxis machines. Each student should check with their Centura contact/preceptor for this information.
 - Pick up narcotics from the pharmacy
 - Obtain, hang or co-sign for the administration of blood products
 - d. Residents cannot delegate any duties of a fully licensed physician in accordance with CRS 12-36- 106 and cannot supervise physician assistants at any time while approved for rotation.
15. The teaching attending medical staff will supervise administration of any IV medications (not previously expressed as prohibited in section #14) by a resident. Students and residents will not administer medications or treatments (such as insulin, fractional doses) prescribed by standing

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.

orders without consultation with the Registered Nurse and teaching attending overseeing the care of the patient.

16. Where facility allows, students, residents and teaching attendings will follow EHR entry requirements as outlined in the facility specific “Guidelines for Electronic Health Record (EHR) Entries for Student and Residency Rotations Policy”.
17. It is the responsibility of the Teaching Attending to communicate to the academic institution and to the hospital on any immediate concerns pertaining to the safety, quality of patient care, treatment and services provided by clinical students and residents.
18. The Teaching Attending will be responsible for determining each student’s or resident’s progressive involvement and autonomy in specific care activities by assessing and confirming the safety, quality of care, treatment and services provided to patients prior to allowing the student to advance in the level of care provided.
19. Students and residents will not be paid by for the time spent while on rotation, and they are not considered employees of the hospital; therefore, they are not considered eligible for any benefits hospital may afford to its employees.
20. Reporting educational activities to the Medical Executive Committee and the Governing Board: Annually, the Medical Staff Services Department will report to the Medical Executive Committee on the following components: All reporting information will be forwarded to the Board of Trustees, via the minutes of the Medical Executive Committee.
 - a. The number of students and residents who have completed rotations;
 - b. The educational institutions with which students and residents were affiliated;
 - c. The Teaching Attendings who supervised students and residents during the reporting period;
 - d. Any issues/concerns arising from care or services provided by the hospital, teaching attending, Medical Staff Preceptor, and patients.

PROCEDURE

Orientation of Students and Residents

1. Orientation may be completed via written education with attestation of completion or in-person instruction, where facility allows. Each student should check with their Centura contact/preceptor for other facility orientation activities upon approval for rotation.
2. All students and residents will check in with the appropriate resource for IT access and training or other orientation prior to starting their clinical rotation. At that time, they may be required to present a legible copy of government-issued identification document (driver’s license or passport) for verification of identity and issuance of a temporary badge, where facility requires. Where facility’s policy does not allow for issuance of a temporary badge, students must wear a nametag issued from the primary sponsoring institution identifying the individual as a student at all times, while on campus. In addition and where facility prohibits, students and residents may not access the physicians lounge.
3. Students and residents with assigned stationary rotations in the operating room, emergency department, and labor & delivery units may be required to obtain department specific orientation, where facility requires.
4. Orientation elements should include, but are not limited to, the following topics:
 - a. Fire extinguishers, fire pull stations, evacuation routes, emergency exits, oxygen shut off valves, eye wash stations, personal protective equipment, sharps containers, material safety data

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.

- sheets, and other pertinent policies and procedures as it pertains to department roles and responsibilities
 - b. Occupational Safety & Occurrence Reporting resources
 - c. Cultural Competency, where facility requires
 - d. Infection control standards: Hand Hygiene, Isolation, and Transmission Based Precautions
 - e. Environmental Safety
 - f. Medication administration to include IV therapy for licensed training residents
 - g. Patient Rights and Responsibilities (as related to the students/residents educational participation)
 - h. Emergency response codes and related action steps
5. Students must be trained on the EHR- MEDITECH and the appropriate affiliated electronic modules- prior to being granted access to these communication mechanisms if the rotation is twenty-two (22) days or more in length. If previously Meditech trained through any Centura facility, there is no need to repeat training, if the facility allows view only or entry access in to the medical record.

STATEMENT OF POLICY REGARDING OBSERVATIONS/SHADOWING OPPORTUNITIES

1. Interested parties shall be required to complete Appendix B- Observation/Shadowing Form in order to participate.
2. Centura Health hospitals reserve the right to request current influenza vaccination or a valid medical exemption should the observation or shadowing request take place during September 1st through March 31st in accordance to Centura Health's Influenza Policy. If the observer has had recent exposure to TB, s/he may also be required to provide an updated TB/PPD test or formal documentation indicating no evidence of active disease, if previously tested positive.
3. All observers must conduct themselves in a professional manner and adhere to any dress or surgical attire policy facility requires.
4. Students and faculty will maintain the dignity and confidentiality of patients, associates, physicians, and visitors per Centura confidentiality and HIPAA standards. They are advised to obtain permission from patients and families as to their observation in supervised care. Medical Staff Sponsors or Teaching Attendings are encouraged to document such consent or refusal in the medical record whenever possible.
5. There is no access to the electronic health record (EHR) for observations/shadowing opportunities.

DEFINITIONS

Clinical Student: Any medical, dental, podiatric advanced practice nursing or physician assistant student that is interested in a hands-on educational experience, who is not eligible for training licensure within the State of Colorado.

Clinical Resident: An individual, who has completed medical, dental or podiatric school training and is enrolled in a graduate hands-on training program and who has been granted a resident training license by the State of Colorado.

Medical Staff Sponsor or Preceptor: An identified medical staff physician, dentist, or podiatrist privileged at the facility where the rotation is taking place, who assumes ultimate responsibility for the educational experience, conduct, and supervised care of patients provided by all students or residents assigned to or agreed upon by the academic institution. The Medical Staff Sponsor or Preceptor may not necessarily conduct the day-to-day educational experience throughout the term of the rotation; therefore, s/he

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.

may sponsor multiple students and residents at any given time, so long as they are not the teaching attending for more than two (2) students or residents at any given one time.

Teaching Attending: An identified Medical Staff physician, dentist, or podiatrist privileged at the facility that is ultimately responsible for the care of patients assigned to them and who conducts the day-to-day educational experience of students and residents assigned to them by the academic institution. No teaching attending physician, dentist, or podiatrist may supervise more than two (2) students or residents at any one time upon approval while in the facility.

Rotation: A clinical rotation is a hands-on educational experience that is supervised by a physician, dentist or podiatrist care and services to patients.

Observations/Shadowing: Observation or shadowing is defined as a short-term non-contact, observational only experience supervised by an identified Medical Staff Member. In this case, a contractual affiliation agreement with the academic institution is not required.

REFERENCES AND SOURCES OF EVIDENCE

1. The Alliance for Clinical Education, Denver, January 2012
2. The Colorado Center for Nursing Excellence, January, 2008
3. The Joint Commission. (2011) *2011 Comprehensive Accreditation Manual for Hospitals: The Official Handbook*. Oakbrook Terrace, IL
4. See attached Centura Cooperative Education Agreement template.
5. Guidelines for Electronic Health Record (EHR) Entries for Student and Residency Rotations Policy
6. Colorado Revised Statutes 12-36-106 & 122 et seq

POLICY VIOLATION

Any Centura associate who fails to abide by this policy may be subject to disciplinary action, up to and including termination.

Any student or resident who fails to abide by this policy may have their approved rotation suspended, delayed, restricted or revoked by the CMO or designee. Students and residents are not eligible for clinical privileges or medical staff membership, and shall not be entitled to any of the rights, privileges, or to the hearing or appeal rights under the hospital’s respective Medical Staff Bylaws if there is a violation of this policy that results in the suspension, restriction or termination of the rotation.

Repeated violations of this policy by any school or graduate training program shall result in a discontinuation accepting future requests for student or residency rotations.

REVIEW/APPROVAL SUMMARY

REVIEW/REVISION DATES: New Policy	
APPROVAL BODY(IES): PSF Medical Executive Committee, Gil Porat	APPROVAL DATE: 01/09/2014

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.