Title: STUDENT AFFILIATIONS WITHIN PROHEALTH CARE

Origin / Department: Center for Learning and Innovation, Human Resources
Effective Date: 02/17/2000

Department Affected: Last Revised Date: 6/20/2012

Entities Affected: Last Reviewed Date: 6/20/2012

ProHealth Care
Waukesha Memorial Hospital
Oconomowoc Memorial Hospital
ProHealth Home Care, Inc.
ProHealth Care Medical Associates

Purpose Statement:
To delineate the roles and responsibilities of affiliated colleges/universities/organizations who have requested student placement* within ProHealth Care (PHC), clinical and non-clinical settings.

*Not to include students coordinated through the Medical Staff Office such as medical, nurse practitioner, and physician assistant students.

Definitions:
N/A

Policy:
N/A

Guiding Principle:
1) PHC supports educational development activities within the following guidelines.

2) Students may only participate in clinical/ non-clinical experiences with an existing affiliation agreement.

3) PHC licensed staff member assigned to the patient will have responsibility for patient care at all times.

4) Academic affiliates will adhere to their respective discipline’s scope of practice.
Procedure:

1) **Request for clinical experiences within ProHealth Care:**

   a) Will be made to and processed by the ProHealth Care Center for Learning and Innovation.

   b) Requests made directly to an ancillary department will be redirected to the ProHealth Care, Center for Learning and Innovation for processing.

2) **Upon request for affiliation, colleges/ universities/ organizations agree to:**

   a) Provide evidence of program accreditation.

   b) Provide proof of health insurance which provides coverage for emergency services while enrolled in the program.

   c) Provide ProHealth Care with a certificate of professional liability insurance covering the acts and omissions of the college/ university/ organization faculty members and students with limits of liability of $1,000,000 per occurrence and $3,000,000 in the aggregate per year.

   d) Maintain a file on each student containing documentation of the following:

      i) Successfully completed criminal and caregiver background check required by section 50.065 of the Wisconsin Statutes.

         (1) ProHealth Care reserves the right to refuse student placement based on a positive criminal background check

      ii) A ProHealth Care Workforce Confidentiality Agreement, signed yearly.

      iii) Freedom from communicable diseases, where required, including the following:

         (1) Rubella titer indicating immunity or documentation of live MMR.

         (2) Annual tuberculosis screening.

         (3) Hepatitis B vaccine immunization dates or indication of refusal of vaccination.

         (4) Varicella vaccination or positive immunization titre.

      iv) Satisfactory completion of training in infection control, hand washing, hazardous materials and safety programs, including, but not limited to: OSHA, MSDS, blood borne pathogens, TB.

      v) Successful completion of OIG and GSA background checks for abuse and governmental fraud.
e) Provide evidence that each instructor and student have completed ProHealth Care’s Student Orientation Computer Based Learning (CBL) module (provided by the Center for Learning and Innovation) prior to beginning their student rotation, and yearly thereafter. ProHealth reserves the right to inspect individual student records as needed.

f) Prior to start of each clinical rotation, on-site Clinical instructors will:
   i) Attend PHC instructor orientation session within the academic year
   ii) Meet with the manager (or designee) of the assigned nursing unit to discuss unit specific practices / guidelines.
   iii) If applicable, attend training on the Electronic Medical Record (EMR) with their respective students
   iv) Complete Department Orientation with students.

g) Meet the additional requirements for students who will be precepted by a ProHealth Care employee:
   i) Junior or Senior standing
   ii) Provide communication regarding the clinical expectation to include: the student, preceptor, manager/ (or designee), and instructor including but not limited to: student skill level, course objectives, schedules, and evaluation plan.
   iii) Assure that an instructor is available by cell phone or pager during the student’s ProHealth Care experience; and that these numbers will be provided in advance.

h) Request clinical sites/ student experiences through the appropriate process.
   i) Prior to student placement, provide a list of the student and instructor names, along with a statement of satisfaction of the above requirement (see section 2 d.)...
   j) Inform the ProHealth Care staff of any restrictions the school may have placed on student activities.

k) Agree to indemnify and hold harmless, ProHealth Care, its directors, officers, employees and agents from any and all claims, actions or liabilities which may be asserted against them in connection with the performance of the student and/or instructor.

l) Agree to facilitate the completion of the student evaluation process and provide feedback during a closing session with the respective manager.

3) **ProHealth Care will ensure that:**

   a) All colleges/ universities/ organizations have a signed affiliation agreement on file prior to placement of students in any clinical or non-clinical area. The ProHealth Care Center for Learning and Innovation will upload agreements into PHC Comply Track program for file sharing.
b) All affiliation agreements are reviewed by the risk manager or designee prior to being signed by the PHC Director of Center of Learning and Innovation.

c) Every effort is made to accommodate the college/ university/ organization requests.

d) All ProHealth Care sites maintain responsibility for the patient at all times.

e) Students in a clinical affiliation will not be considered part of the department’s baseline staffing.

f) If at any time the placement site feels that patient care is at risk, the student clinical will be ended.

g) Any student not covered by an affiliation agreement must meet the requirements delineated in the ProHealth Care Observer Policy before beginning their observation experience.

h) Unpaid internship requests are aligned with a curriculum requirement within a dedicated course of study. Unpaid internships requested without the course requirement will not be accepted.

**All Students at ProHealth sites will:**

a) Provide specified course objectives and skills matrix (if applicable) for their clinical placement.

b) Abide by the site-specific policies and procedures.

c) Complete PHC Student online orientation.

d) Complete department orientation.

e) Wear a PHC nametag and school photo ID (if available) at all times.

**All Students at Patient Care will:**

a) Have any EMR documentation reviewed for content and accuracy by their clinical instructor. Under special circumstances, i.e. such as one-on-one precepted placements, the PHC licensed staff member caring for the patient will review student documentation for accuracy.

b) Not be fit tested while in their student role.

**Students administering medication will:**

a) Practice safe medication administration by direct observation of their clinical instructor. For one-on-one student placements, the licensed PHC staff member serving as student preceptor will check all medication administration by the student prior to administration.

b) Follow policies regarding medication administration and demonstrate safe medications practices to include: Knowledge of the Five Rights, Medication Action, Age-specific safe dosing, Side effects, special consideration for administration.
c) Not administer high alert medications with the exception of subQ Insulin with licensed RN verifier and licensed RN co-signer. (See High Alert Medication Policy)

d) Students may not have access to medication rooms or Pyxis machines. Clinical instructors request instructor access through unit leadership.

Nursing students will adhere to the following standards:

a) Students may monitor patients with Patient Controlled Analgesia or Epidural Infusions; however assigned PHC staff member caring for the patient will administer and program the PCA or Epidural Infusion pump.

b) Students will obtain a special nametag from security, before caring for patients on the Women's Health / Birthing Center.

Nursing students will not:

a) Witness a patient consent form.

b) Verify/ handle/ administer any blood products.

c) Label any blood specimens.

d) Manipulate ventilator settings or alarms.

e) Be responsible for patients with restraints.

f) Be responsible for EKG interpretation.

References:

High Alert Medication Policy

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