Providence Regional Medical Center Everett		Policy
Student Experience		
PRMCE - Volunteer Services	33535	(Rev: 3)**Official**

SCOPE:

All students and interns who are affiliated with Providence Regional Medical Center Everett (PRMCE) through a Clinical Education Agreement (CEA), and PRMCE managers/ directors who have such students in their departments. This policy includes Medical School Interns, and excludes Volunteers and Job Shadows.

PURPOSE:

To provide consistent orientation for all students at PRMCE under a Clinical Education Agreement

DEFINITIONS:

1. Student- an individual who is temporary, non-paid, and affiliated with a school that has a Clinical Education Agreement (CEA) with PRMCE or who is covered by an individual contract with PRMCE's volunteer office.
2. Clinical Education Agreement (CEA) - an agreement which outlines the responsibilities of both the educational facility and PRMCE, for students who seek an educational experience at PRMCE that is sanctioned by their educational facility. The standard contract template created by PHS Corporate Legal Services for a Clinical Education Agreement is required.
3. Clinical Group-More than one student from an affiliated school with an instructor present on site during clinical hours.
4. Single student experience- an individual student from a college. The instructor is not on site but is available and involved. AKA – Preceptorship, mentorship, internship, senior practicum.
5. On-line program practicum experience- an individual student from an on-line college, often distant in origin. The instructor is not on site but is available and involved.
6. Job Shadow- **see Volunteer Policy**

POLICY:

- All students seeking uncompensated clinical experience at PRMCE will be affiliated with a school contracted to place students at PRMCE, will be an active student in course of study relevant to the area they are placed, will participate in an orientation process, and will successfully pass a background check and TB test prior to beginning the clinical experience.
- A general hospital and department orientation is mandatory for all students. The general orientation will provide each student with an overview to PRMCE's mission and goals, Code of Conduct, HIPAA, hospital wide policies and procedures including patient and environmental safety, specific duties and responsibilities, cultural diversity and sensitivity, and patient rights.
- General orientation to hospital policies and practices may be completed in two ways: Prov Prep Portal or New Employee Orientation.
- Once the above requirements are met students will receive PRMCE badges prior to beginning their experience.

PROCEDURE:

1. The student's school and/or instructor contacts PRMCE to request clinical placement. (Nursing student schools/instructors contact the Director of Clinical Education. All other instructors contact the director of the clinical department).
2. Verify an active CEA for student experience exists between PRMCE and the school. [Contract templates are available from the Executive Assistant to the CEO. Completed contracts are kept in Administration.]
3. Departments vary in the number of students in clinical placement. In order to account for these variables a guide is posted below outlining the responsibilities placed on the schools and the departments hosting clinical students. Managers are required to follow the guidelines below when processing a student(s) in their department.

Responsibilities for College and PRMCE Departments hosting students:

4. *College is responsible for the following:*
    a. Maintaining documentation of TB testing (2-step to meet PRMCE requirements)
    b. Maintaining records immunization history including Hep B, Diphtheria, Tetanus, Rubeola, Mumps, Rubella, Varicella and Influenza
    c. Obtain and maintain records of background checks for criminal history and other required records including: Washington State Patrol, Office of Inspector General List of Excluded Individuals/Entities, General Services Administration Excluded Parties List and National Background Checks. All background checks must be completed no more than one year before the student begins with PRMCE.
    d. Maintain records of signed Non-employee confidentiality, Code of Conduct and Acceptable Use Agreement and Prov Prep Portal completion checklist.
    e. Ensure all students must have satisfactorily completed the prerequisite didactic portion of the school's curriculum prior to their student assignment. The school is responsible for identifying the expected learning objectives for each student along with a list outlining defined activities the students will be performing. PRMCE may provide documentation on each student's performance as specified by each program and upon request will provide an evaluation to the school utilizing the forms provided by the school
    f. Maintain the student records for students covered by a CEA. The items required by PRMCE (in Appendix C) must be readily available by PRMCE for 7 years for audit purposes.
5. *PRMCE Departments hosting students are responsible for the following:*
    a. Provide general hospital, content includes an overview to PRMCE's mission and goals, Code of Conduct, HIPAA, hospital wide policies and procedures including patient and environmental safety, specific duties and responsibilities, cultural diversity and sensitivity, and patient rights. This can be completed through the Prov Prep Portal or by attending New Employee Orientation.
    b. Provide department orientation. This can be completed by the department manager or designee or by the clinical instructor
        i. The department specific orientation will include at a minimum a site tour, review of pertinent policies and procedures, review of department specific safety and infection control procedures, introductions to staff and team members, job tasks, patient care responsibilities, documentation and location of supplies and equipment.
    c. The general and department orientation checklists are to be retained by the school.
    d. Provide PRMCE photo ID badge documents.
    e. Any other departmental documentation that is required to fulfill requirements specific to that area.
    f. Each student will be supervised by the appropriate academic instructor or by PRMCE staff who have demonstrated competency in the work being performed by the student.
    g. The department manager, Director, instructor or designee is responsible to return the ID badge to the Badge office on completion of the student experience.

Note: Students whose clinical rotations extend beyond one year need to complete the same mandatory checks as are required for PRMCE employees such as an Office of Inspector General (OIG) check, a General Services Administration (GSA) check, and a TB screen. These checks may be delegated to the school for completion through the Clinical Education Agreement or a separate letter of understanding. If that delegation has not occurred, then the responsibility to coordinate these checks rests with the department manager

Appendix A

Internship Students Retrieving and Reviewing Medical Records

1. It is the policy of Providence Health System, Everett that students performing internship programs, i.e., nursing, pharmacy, radiology, etc. shall have access to medical information in the record in order to assist in their learning. ***Students will not be allowed to copy any portion of the medical records.***
2. Students shall have access to the medical record if the information will facilitate program learning.
3. Internship students should only have access to the record if the information will facilitate program learning.
4. Once the record has been secured in Medical Records, students may review the record in the Department. The medical record will not be removed from the Department.
5. Medical Records staff will release the record for office review with the appropriate identification only.
6. NO RECORD SHALL BE COPIED FROM THE NURSING FLOOR OR THE MEDICAL RECORDS DEPARTMENT. PHS STAFF MAY NOT COPY THE RECORD FOR THE STUDENT EITHER.

Appendix B - Background and Orientation Requirements for Students

Requirement	Documentation for Students under CEA is maintaine for 7 years by:
Prov Prep Portal educational materials will be will be completed. This includes printing and signing the Code of Conduct, Acceptable Use Agreement and the Non-Employee Confidentiality and Disclosure forms.	School
Signed Confidentiality Agreement	School
Completed Department Orientation Checklist	In the PRMCE department or in the PRMCE Staffing office while the student is at PRMCE and then by the school
Documentation of OIG and GSA checks	School- Prior to initial rotation at PRMCE and then at least annually if the student is assigned to PRMCE for more than one year
Washington State Patrol background check	School- Verification of which is dated less than 2 years prio to the commencement of the clinical education program placement
Records of up to date immunization for Hepatitis B, Diptheria, and Tetanus, MMR and Varicella	School
Record of either a negative 2 step skin test or a chest x-ray for TB with annual repeat per PRMCE policy	School

Records of positive titer or of immunization administered after 1967 for Rubella or Rubeola for each student born after 1956	School
Age related considerations	School- students providing direct patient care will have evidence of completing the didactic training, including age related considerations related ot the patient population of t unit they are assigned
CPR certification if required by the position	School- evidence of completion of a CPR course based on American Red Cross guidelines and related to the age groups with whom the student s will be working
National Background Checks	School – verification of which is dated less than 2 years pri to commencement of the clinical education program placement
Influenza Vaccine	School - verification/declination

Appendix C - *Dress Code

Here is a list of aceptable and unaceptable attire at PRMCE (from Appearance Policy #104). If you arrive at the facility in unaccepatable attire, you will be asked to leave the facility. Please direct any questions to your instructor or the manager of the unit you will be working on.

Appearance Guidelines	**Acceptable**	Unacceptable
Clothing fabric is traditional for business or specific work area	• Wool, cotton, polyester, silk rayon, linen, or blends of these fibers, knit • Scrubs, school uniform, lab coat • Turtleneck or T-shirt worn under top	• Denim jeans/overalls of any color • Spandex, see through gauze, metallic fabrics, sheer fabrics, clinging knits, fabric looking like animal print (i.e. Leopard skin) • Any sweatshirt / T-shirt without Providence logo
Clothing is in clean condition and good repair	• Clean, wrinkle-free, and appropriately fitting	• Holes, tears, rips • Unfinished or raveled hems • Stained, dirty, or excessively wrinkled garments
Clothing style is a conservative and appropriately fitted to allow freedom of movement	• Skirt length slightly above knee length or longer • Appropriate sized apparel • Capri pants	• Mid-thigh length skirts • Sleeveless shirts/dresses; unless worn with jacket • Small/tight or oversized clothing • Low cut, revealing or loose necklines • Shorts
Simple, conservative fashion adornments or accessories	• 3 or fewer earrings per ear; no larger/longer the 1”	• Visible body piercing other than earrings

	below lobe • 2 or less rings per finger • 2 or fewer rings per hand, excluding wedding sets • Students must make reasonable efforts to cover tattoos	• Visible, offensive tattoos
Appearance is neat, well groomed	• Hair color anyone could have been born with • Conservative make-up • Neat, clean, well-groomed hair	• Lack of hygiene, bathing • Hair length/style that impairs vision or interferes with job performance • Heavy or theatrical make-up
Name Badge	• ID badge to be worn on clothing or on lanyard while in clinical experience • Must be displayed above the waist	• Pins, buttons stickers, ribbons may not be attached to hospital ID badges

Appearance Guidelines	**Acceptable**	Unacceptable
Clothing and footwear	• Business style shirt or blouses • Appropriate undergarments • Hosiery or socks must be worn • Shoes (close toed) clean and in good repair	• Halter tops, tank tops, tube tops, cut-off/midriff style blouses/tops • Leggings or Hats • Undergarments worn as outwear or visible though outerwear • Casual footwear such as thongs • Dirty shoes or opened toe shoes • Footwear without hosiery or socks
Fragrance		• Strong scents and fragrances
Nail appearance	• Clear /colored nail polish • Clean, neatly trimmed or manicured nails	• Chipped, neon or black polish • Long nails that interfere with work
Buttons/pins/ribbons/stickers	• Jewelry/designer pins • All other pins no larger than 3” in diameter	• More than 3 (Providence service) pins, ribbons, stickers or signs worn where professional

		interactions occur with patients or families • No item may be offensive, derogatory or intimidating to patients about their care • Items may not be attached to name badge

*Hospital Supervisors will determine dress code for students specific areas. The above information is a general guideline.

APPENDIX D

Addendum: Departmental Orientation Agenda (Sample)

Students complete the Prov Prep Portal Orientation Checklist prior to arrival at PRMCE (provides student with general required orientation information). After completion of Portal content, background check, and verification of PPD and immunization status, student obtains photo ID badge. Student then completes departmental orientation at hospital prior to beginning student experience on clinical unit. This can be completed at one time or different time periods. The following template may be used as is or modified based on clinical placement, role, and goals of experience.

Departmental Orientation – Agenda

1. **Tour of Physical Space**
    a. Hospital (Pharmacy, Cafeteria, Emergency Dept., main exits, Switchboard, Chapel, Medical Imaging, Lab, Morgue, etc.)
    b. Unit (nurses station with staff assignments and patient white board, clean and soiled utility, kitchen, staff lounge, bathrooms, Pyxis machines, stairs/elevators, O2 and medical gas shut-off, fire alarms and extinquishers, etc.)
    c. Room (bed, call system, code button, light, phone operation, O2, suction, white board, etc.)
2. **Orientation to Equipment and Machines**

Examples: Lift equipment, fax, computers, PCA/Epidural pumps, IV pumps, glucose meter, patient care supplies, etc.

3. **Computer Training**
    a. Overview of electronic medical record (how to find information and document as appropriate to student activity)
    b. Computer-based resources (Lucidoc, Mosby's, Job Aids, etc.)
4. **Documentation**
    a. Location of assessment data, plan of care, interventions, evaluation of response to care
    b. Medication Administration
    c. Interface between paper documentation and various computer documentation systems (tailor content to student need)
5. **Unit Resources**
    a. Staff structure and roles (preceptor, charge RN, Unit Supervisor, Clinical Educator, CNS, etc.)
    b. Pertinent policies and procedures

c. How to reach people (Spectralink phones, pagers, text paging via computer, etc.)

Appendix E

For Nursing Students - Recommended Steps

1. Determine who will attend; how many students in clinical group
2. Send list to Jayme Cornell for placement with request, jayme.cornell@providence.org
3. Assure all students have National background checks, Washington State Patrol, records of 2-step, TB test, Hep B, Diphtheria, Tetanus, MMR, Varicella. Satisfactory completion of didactic portion of class to safely provide patient care. (plan to store for 7 years)
4. Assign students to Prov Prep Portal - assign due date prior to getting badges http://www2.providence.org/northwest-washington/providence-regional-medical-center-everett/prep-portal/Pages/default.aspx
5. Give students badge request forms, directions to badge office, times of badge office hours
6. Schedule computer training with Patty Buckley, patricia.buckley@providence.org
7. Schedule and perform an onsite orientation

REFERENCES:

Clinical Education Agreement - located on Intranet under Forms

Referenced Documents

Reference Type	Title	Notes
Documents referenced by this document		
Referenced Documents	http://www2.providence.org/northwest-washington/providence-regional-medical-center-everett/prep-portal/Pages/default.aspx	

Signed by	(01/11/2011) Preston Simmons		
Effective	01/11/2011	**Document Owner**	Turner, Wendy

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