

KADLEC MEDICAL CENTER

HOUSE-WIDE Section: Education POLICY AND PROCEDURES

TITLE: Student Internships	POLICY: X PROCEDURE: X GUIDELINE: STANDARD:	NO. 1408
	EFFECTIVE DATE: December 2004	PAGE 1 OF 4
ADMINISTRATIVE APPROVAL: CEO	SUPERSEDES: Jan 2004, April 2003, July 2002, Policy #537-4/98, 6/97, Nursing P/P 18.77-2/93, Nursing P/P 18.0014-1/91 7/95 version, 10/98 REVISION INITIATED: Minor revisions in wording section #9.	
COMMITTEE APPROVAL/REVIEW: Student Contract Committee, Patient Care Services		
DEVELOPMENT TEAM/AUTHOR(S): Student Contract Committee		
AUDIT REVIEW: Reviewed Dec 2004 by Education, HR Employment Specialists, VP of HR Jeff Clark		

PURPOSE:

This policy provides a framework for organizing healthcare internships and student experiences at Kadlec. The policy indicates the steps to be followed in developing a contract and ensuring documentation according to regulatory agency and accreditation requirements.

POLICY:

1. The Coordinator of the internship for the school/agency will work with the Education Department designee and Department Manager in which the internship will occur to develop a contract in accordance with the Medical Center policy.
2. The Education Department designee will review each contract and submit them to the appropriate senior management team member for approval.
3. The school/agency will submit a list of students to the Education Department. By inclusion on the list, the school/agency identifies the student as having met all the documentation, immunization, and education requirements necessary for participating in the internship.
4. The school/agency will work with the Education Department and department desired for internship to develop a schedule of internship experiences at Kadlec.
5. Students will show photo identification prior to beginning their internship. The student's identification will be compared with the list of student names provided by the school/agency kept in the internship department.
6. The contract for internship may be terminated if a review of the Student Records Verification reveals any deficiency in the required documentation, immunization or safety education.

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7. Contracts for internships will be reviewed by the Education Department designee and signed by the senior management team member leading the division for which the contract is developed. Original contracts will be kept in Accounting with a copy in the Education Department.
8. Proof of liability insurance (\$1,000,000 minimum per occurrence/\$3,000,000 aggregate) held by the school, agency, or individual requesting clinical internship will be kept with each contract in the Accounting Department.
9. Students will complete the following documentation prior to starting internship or clinical at Kadlec Medical Center:
 - Criminal History Back Ground Check
 - Criminal Disclosure Statement
 - Confidentiality Agreement
 - Proof of negative tuberculin (TB) status within past year
 - Proof of hepatitis B immunity or immunization series started (if applicable), and proof of MMR immunity or vaccination.
 - Safety Education
 - Blood borne pathogen education.
 - BLS/CPR (if applicable)
10. Student record verification will be required for all interns to ensure compliance of the school or agency in maintaining required documentation.
11. Students injured while participating in internships may be treated in the Emergency Department. The student is financially responsible for all treatment costs. Students are not generally covered under workers' compensation; however, students who receive cash stipends are covered under workers' compensation, medical aid benefits only.
12. Contracts developed for internships will vary with the school or agency entering into the agreement. All student contracts with Kadlec Medical Center will contain a minimum of the following:
 - a. Name of the parties entering into the agreement.
 - b. Date of initial agreement, expiration date, and period of renewal.
 - c. School/agency provides the objectives outlining the internship experiences sought.
 - d. The school/agency is responsible for collecting and maintaining the required documentation as listed in policy statement #9 and sending appropriate documentation to KMC.
 - e. A random audit of school/agency records will be performed. The school/agency is required to complete and return the audit checklist. Failure to do so will result in suspension of the contract.
 - f. Students in clinical internships will be covered by a minimum of \$1,000,00/\$3,000,000 in liability insurance. Proof of liability insurance may be in the form of a statement of self-insurance, personal liability coverage, or a school/agency insurance policy.
 - h. Students are required to comply with all Medical Center policies, procedures, and standards during their internship.
 - l. Kadlec Medical Center reserves the right to remove a student from the internship in order to maintain patient safety or operations of the Medical Center.
 - j. The school for internship will submit only students who have satisfactorily completed the prerequisite didactic portions of the curriculum.
 - k. The contract will contain a statement of mutual indemnification and confidentiality.

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- l. The contract satisfies the current KMC contract checklist
- m. Contains confidentiality clause (or similar wording) as follows:

HIPAA

The School/Agency shall direct it's students to comply with the policy and procedures of the Training Site, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts of 160 and 164. Solely for the purposes of defining the student's role in relation to the use and disclosure of Training Site's protected health information, as that term is defined in 45 CFR parts 160 and 164, the students are defined as members of the Training Site's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, the students are not and shall not be considered to be employees or volunteers of the Training Site, nor are the students agents of the Training Site by virtue of this provision.

- 13. The Medical Center will not make compensation to the hospital or staff as a condition of participation in the internship. However, if the school or agency compensates the Medical Center or its staff for the internship experience, all funds received shall be deposited in the department recovery account and used, at the discretion of the Department Director, for activities or supplies which help support a learning environment. Employees who are paid for their expertise outside their regular hospital duties/schedule and not on the Medical Center property are not required to direct their compensation to the department, however, they must disclose to their supervisor the outside activities on a Conflict of Interest disclosure form. Employees need to discuss with their supervisor these activities prior to accepting to avoid any potential conflict of interest.

PROCEDURE:

(Open this link for the Flowchart for Internships)[Internship Flowchart.pdf](#)

- 1. For individuals requesting internship without a clinical instructor on site:
 - a) Contact Education Department designees
 - I. Specify dates involved.
 - II. Specify experiences desired.
 - b) Education Designee Coordinates with clinical manager(s) to assure that the student will be appropriately supervised.
 - c) Education designee confirms that there is a current contract with student's school on file.
 - d) Student's school must complete #9 of policy and provide copies of required documentation to Education Department before internship/clinical begins.
- 2. For Schools requesting a group of students rotating for a defined period of time with clinical instructor present (i.e. CBC Nursing Students):
 - a) School sends a copy of rotation schedule to the Education Department designee and clinical areas involved.
 - b) Designee confirms that current contract with the student's school is on file.
 - c) A random audit of school records will be performed - or - if no audit system is in place, then the school will complete a Group Student Records Verification form.

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PATIENT CARE SERVICES POLICIES & PROCEDURES

SUBJECT: PM&R: STUDENT AFFILIATION	POLICY: X PROCEDURE: X GUIDELINE:	NO. 55.00.11								
ADMINISTRATIVE APPROVAL: Signed by Suzanne Richins, COO		EFFECTIVE DATE: 4/02 SUPERSEDES: 3/99, 7/96 REVISION INITIATED:								
COMMITTEE APPROVAL/REVIEW: UNIT SPECIFIC, STAMPS										
DEVELOPMENT TEAM/AUTHOR(S): Adele Perrault, Deb Sappington										
AUDIT REVIEW:	BY:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
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PURPOSE: To outline student affiliations.

SCOPE: All student affiliations with P.M.& R. Department

RESPONSIBILITY: All staff members supervising students.

POLICY: The Physical Medicine and Rehabilitation staff will provide a positive learning environment to provide students with an optimal affiliation. The P.M.& R. Department at KMC recognizes the importance of clinical education for students participating in a related academic program.

PROCEDURE: The following procedure is used in setting up student affiliations:

ACTION	KEY POINTS
1. University contacts clinical center coordinator (CCCE) and requests student placement. 2. CCCE determines availability for placement and works with Education Department to establish or verify current contract with the school. 3. CCCE notifies university of acceptance or denial of student placement.	2. Determination of student acceptance is dependent on availability of CI, and current contract with the school.
5. CCCE contacts student approximately 4 weeks prior to the internship in an introductory letter. 6. CCCE verifies with CI the student arrival and information. 7. Contract Nutrition services regarding meal stipend. 8. Upon arrival student meet CCCE and/or CI, review of basic orientation and emergency procedures done. Housewide and department orientation reviewed; various safety education reviewed by student. 9. CI coordinates observations in surgery and MRI for student. 10. CI provide supervision and ongoing feedback to student during affiliation.	5. Letter includes arrival time and date. HR contact if housing information needed. Student to report to Human Resources upon arrival for ID verification. 8. Orientation and initial goals with CI; weekly meetings, feedback, and goals established. 10. Written mid-term and final evaluation done by CI.

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ACTION

KEY POINTS

GUIDELINES

- I. Role of the Center Coordinator of Clinical Education
 - A. The Center Coordinator for Clinical Education (CCCE) is a therapist who must have supervisory experience and possess knowledge of the clinical center and its resources. In addition, they must be able to serve as a resource for the clinical instructors and be the contact person for the student prior to and at their arrival.
 - B. The qualities include that of a therapist who has had prior clinical instructor (CI) experience, expresses an interest in students as well as has good interpersonal relations, communication and organizational skills. Matches the quality/expectations of a good CI.
 - C. The responsibilities of the CCCE include the following:
 - 1. Plan and implement staff development activity that contribute to the development and competency of CI's.
 - 2. Consults with CI's in student performance and is a resource person for the CI and student.
 - 3. Serves as the formal representative and liaison for the clinical center with academic programs. This includes scheduling, providing materials and orientation to affiliating students, as well as maintaining student performance records, and clinical center information.

- II. Role of the Clinical Instructor
 - A. The clinical instructor is defined as a therapist with a minimum of one year of clinical expertise or having a special area of expertise if less than one year, who expresses a desire to work with students.
 - B. The qualities included in a therapist wishing to be a clinical instructor are as follows:
 - 1. Ethical behaviors as outlined by the discipline specific associations and State Practice Acts.
 - 2. Effective communication skills, is positive and diplomatic in their ability to inter-relate with peers and students.
 - 3. Effective supervisory skills, is a good listener and has a positive professional attitude.
 - 4. Demonstrating a fair constructive approach to the student's performance and an openness to the student's learning methodology.
 - C. The responsibilities of the CI include the following:
 - 1. Provides weekly opportunity to meet and mutually plan learning experiences by setting goals and objectives with the student.
 - 2. Provide opportunity for discussion and feedback on the student's performance, including strength and weakness on an ongoing basis, with a written mid-term and final evaluation.
 - 3. Provide appropriate supervision and monitoring/feedback through direct observation of student.

- III. Student Expectations and Role
 - A. The student is participating in an academic program which has a current contract with the clinical center and agrees to abide by the rules and regulations set forth in this contract and that of the clinical center.
 - B. The student will demonstrate honest, truthful, and polite behavior in all interactions within the clinical center, to staff, patients, and family. They will demonstrate an openness to constructive criticism and feedback from the clinical instructor (CI) regarding their performance.
 - C. The responsibility of the student include the following:
 - 1. Work similar hours as their CI at the clinical center.
 - 2. Evaluate and treat patient in areas already covered in their curriculum with CI supervision.

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ACTION

KEY POINTS

3. Participate in mutually planning learning experiences and setting goals in weekly meetings with the CI.
4. Provide the necessary documentation for patient related treatments and meetings as well as attend such conferences as deemed necessary and appropriate by the CI.
5. Interact with other professionals and staff while in the clinical center in a professional manner.
6. An inservice to the staff is expected if a student is affiliating 4 weeks or more.

IV. Length of Internship

Length of internship may vary depending on the student's needs and staff availability. Each discipline, physical, occupational and speech therapies will follow their association guidelines and state law as appropriate.