

July 21, 2008

Dear ACCE,

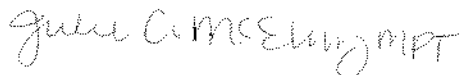
In efforts to enhance our facility as a clinical education site, I have recently joined forces with Adele Perrault, PT in the role of CCCE at Kadlec Medical Center. A clinical affiliation is the utmost important aspect in a student's education and prepares them to enter the field of physical therapy as highly trained healthcare professionals. I look forward to assisting you and your educational facility in providing students with quality clinical opportunities.

Enclosed is an updated Clinical Site Information Form for Kadlec Medical Center. We have affiliations available in a variety of settings: inpatient rehabilitation, acute care and multiple outpatient clinics. Within our department we offer a variety of services and are exposed to a wide range of diagnoses, this includes all ages pediatric to geriatric. Please share this information with your students to review when selecting their clinical sites.

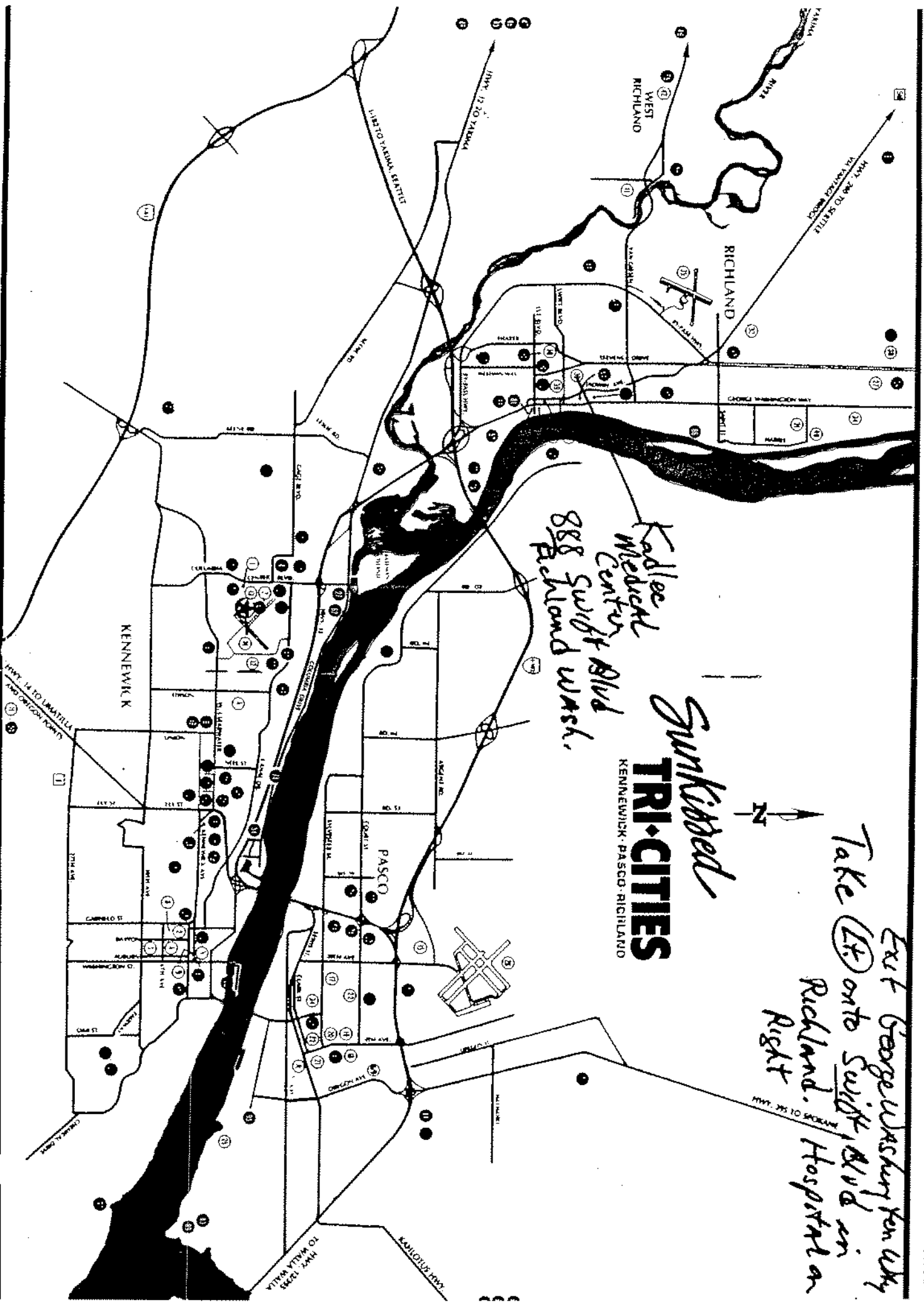
In addition to an updated CSIF I have enclosed Kadlec Medical Center's policy on student internships as well as some informational pamphlets on our facility. There are three requirements the student must complete prior to beginning an affiliation at KMC: 1. provide a Student Audit Verification record, 2. review the "Safety Education for Students" handout and 3. complete a full criminal history background check. The student may contact Wendy Gehrig in the Education department at 509-942-2600 to obtain and facilitate this process.

If you have questions or concerns regarding the enclosed information or any other matters related to student affiliations here at Kadlec Medical Center, please contact me at 509-942-2844 or email mcelrj@kadlecmed.org.

Sincerely,



Julie A. McElroy, MPT
Kadlec Medical Center
Therapy Services-Leslie Gage
888 Swift Boulevard
Richland, Washington 99352



Exit George Washington University
Take Exit onto Swift Blvd in
Richland.
Right
Hospital

Kadlee
Medical
Center Blvd
888 Swift Blvd
Pro-Blond Wash.

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**KADLEC MEDICAL CENTER
HOUSE-WIDE
POLICY AND PROCEDURES
Section: Education**

TITLE: Student Internships	POLICY: X PROCEDURE: X GUIDELINE: STANDARD:	NO. 1408
Key Words: intern; clinical; rotation	EFFECTIVE DATE: Dec 2007	PAGE 1 OF 3
ADMINISTRATIVE APPROVAL: Signed by Lane Savitch, President	SUPERSEDES: Dec 2004; Jan 2004; Apr 2003; Jul 2002; Jun 1997; Oct 1998; Policy#0537 Apr 1998; Jul 1995 Nursing P/P 18.77 Feb 1993; Nursing P/P 18.0014 Jan 1991	
COMMITTEE APPROVAL/REVIEW: Patient Care Services		
DEVELOPMENT TEAM/AUTHOR(S): Education Department Staff		
AUDIT REVIEW: (By and Date) Reviewed Oct 2007 by Education Staff; HR Manager; Employee Health Nurse; Risk Manager		

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 KMC Education Department designee to develop a contract in accordance with Medical Center policies.
2. The Education Department designee will communicate intern requests with the clinical department(s) for placement approval.
3. The Education Department designee will review each contract and submit it to the appropriate senior management team member for approval.
4. 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.
5. The school/agency will work with the Education Department and clinical area desired to develop a schedule of internship experiences at Kadlec.
6. 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. Students requiring KMC badges will be provided a badge prior to their first rotation. Students requiring to wear KMC badges must do so at all times while participating in any student activity at the Medical Center or satellite departments.
7. 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.
8. 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.
9. Proof of professional 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 with a copy in the Education Department.
10. Students will complete the following documentation prior to starting internship or clinical at Kadlec Medical Center:
 - Current National Criminal History Back Ground Check (within 90 days of start). No convictions recorded.
 - Criminal disclosure statement signed. No crimes against people reported.
 - KMC Confidentiality/Conduct Agreement (Form #1509)

**KADLEC MEDICAL CENTER
POLICIES & PROCEDURES**

TITLE: Student Internships

DATE: Dec 2007

NO. 1408

Page 2 of 3

- Proof of immunizations recorded.
 - (1) Negative tuberculin (TB) status within the past year (via Mantoux or chest X-ray).
 - (2) Hepatitis B immunity documented, series begun or waiver signed.
 - (3) Current measles, mumps and rubella immunity documented by vaccination or serum titre indicating antibodies.
 - (4) TDaP vaccine (FDA approved in June 2005) if the student has not received a Tetanus booster within the past two years.
 - Blood borne pathogen education.
 - CPR/BLS current. (If required for this request)
 - Proof of Professional Liability Insurance: Copy provided to KMC
 - Safety Education
11. Student record verification will be required for all interns to ensure compliance of the school or agency in maintaining required documentation. (See form(s) #1507 Group Student Records Verification Audit, #1508 Individual Student Records Verification Audit)
12. 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.
13. Contracts developed for internships will vary with the school or agency entering into the agreement. All student contracts with KMC 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. Objectives outlining the internship experience.
 - d. The school/agency is responsible for reporting and maintaining the required documentation as listed in this policy section # 9 and send required 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 require coverage of a minimum of \$1,000,00/\$3,000,000 in professional liability insurance. Proof of Professional Liability insurance may be in the form of a statement of self-insurance, personal liability coverage, or a school/agency insurance policy.
 - g. Students are required to comply with all KMC policies, procedures, and standards during their internship.
 - h. KMC reserves the right to remove a student from an internship in order to maintain patient safety or operations of the Medical Center.
 - i. The school for internship will submit only students who have satisfactorily completed the prerequisite didactic portions of the curriculum.
 - j. The contract will contain a statement of mutual indemnification and confidentiality.
 - k. The contract satisfies the current KMC contract checklist.
 - l. Contains confidentiality clause (or similar wording) as follows:

HIPAA

The School/Agency shall direct its 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 student's agents of the Training Site by virtue of this provision.
14. The student's sponsoring school/agency will not make compensation to the hospital or staff as a condition of participation in the internship. However, if the school/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

**KADLEC MEDICAL CENTER
POLICIES & PROCEDURES**

TITLE: Student Internships

DATE: Dec 2007

NO. 1408

Page 3 of 3

Medical Center property are not required to direct their compensation to their department; however, they must disclose to their supervisor the outside activities on a Conflict of Interest disclosure form. Prior to accepting outside duties/responsibilities, employees need to discuss the opportunity with their supervisor to avoid any potential conflict of interest.

PROCEDURE:

1. For individual intern requests:
 - a. Contact Education Department designee
 - b. Education designee confirms that there is a current contract with student's school on file
 - c. Specify dates involved
 - d. Specify experiences desired
 - e. Education Designee Coordinates with clinical manager(s) to assure an opportunity exists within that area and that the student will be appropriately supervised
 - f. Student's school must complete section #9 of this policy and provide copies of required documentation to Education Department before internship/clinical begins. (See Form #1508)

2. For Schools requesting a group of students rotating for a defined period of time with clinical instructor present (i.e. Nursing Student Programs, etc):
 - 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 by the school. A Group Student Records Verification form will need to be completed if the school does not have an audit system in place. The Group Verification will then be forwarded to the KMC Education Department designee (See Form #1507)