

INTERDISCIPLINARY POLICY MANUAL
Organizational: Leadership

- Subject:** Student Programs - Contracted and Shadowers/Observers
- Purpose:** To provide guidelines for the administration of student programs in the South Region.
- Cancellation:** No previous policy.
- Policy Statement:** South Region Administration, Site Administrator, Department manager or designee will identify the availability of learning opportunities for students and coordinate all programs for students who are interested in learning about health care fields as a career choice.

Guidelines:

- I. Contracted programs such as, but not limited to, nursing, medical, internships, EMT students
 - A. Contracts will be reviewed and signed by the Vice President of Finance. The contract will at a minimum specify:
 1. Responsibility for students is the school's accountability
 2. Responsibility for patient care is the site's accountability
 3. Liability coverage
 4. School and students to follow site's policies and procedures
 5. Site has the right to limit practice of students and to dismiss any student endangering patient's care
 6. Students will meet site background check requirements and site reserves right to refuse any student due to criminal background
 7. School will meet site health requirements:
 - a. Completed TB skin test within 1 year of clinicals.
 - b. Documented immunity to rubella or one MMR vaccination.
 - c. Completed Hepatitis B vaccine series or a signed declination form on file.
 - d. Blood-borne pathogen training as required by OSHA.
 - e. Respirator fit tested for N95 masks, if applicable.
 8. School faculty will prepare students for clinical experiences (this includes information provided by facility on confidentiality, fire safety training, OSHA, etc.)

9. Copy of instructor licenses.
- B. Process for initiating clinical rotation.
1. The Deans of the schools will be accountable to provide a list of attendees from academic setting prior to clinical rotation.
 2. The schools will provide:
 - a. A listing of students in clinical rotation .
 - b. Any key experiences they want for students.
 3. Aurora South Region will provide:
 - a. A website, www.aurora.org/students with required documents and contracts.
 - b. A brief orientation to the clinical environment for new instructors and continuing instructors as applicable.
- C. At the completion of the clinical experience an evaluation of the student program experience will be completed utilizing the form obtained from website www.aurora.org/students.
- II. Shadowers/Observers experiences (i.e., medical students, high school students. Although these individuals may be students, they are not students who are scheduled to come to Aurora as part of a formal, contractual agreement.
- A. While we want to accommodate their needs, our first responsibility is to our patients' privacy and confidentiality. Experiences may be declined at the discretion of the department manager. Length of experience may vary and will be determined by availability of mentors.
 - B. All observers/shadowers must be 14 years of age or older. In the OR, observers/shadowers must be 16 years of age.
 - C. All observers/shadowers will sign the statement of confidentiality and should receive a Quick Reference Card for life safety information. Information will be sent to Human Resources.
 - D. All observers/shadowers requesting an experience in the OR must provide documentation of the same requirements listed in I.A.7.

- E. Patient's permission
 - 1. If the experience is set up for general observation, it is not required to ask all patients for verbal consent.
 - 2. Once the observer is involved in any type of one-one interaction with a patient, verbal consent from the patient should be obtained.
- F. Whether in the department or bedside, the observer should not be left unattended or have "hands-on" with the patient or operational activities of the facility.
- G. All observers/shadowers must wear a name tag.
- H. Observers/shadowers will follow dress code policy and present a neat, clean appearance. No leggings, denim material, shorts, short skirts, seat shirts, halter tops, bare midriffs, tank tops, jogging suits, imprinted t-shirts, clogs or sandals.
- I. Observers/shadowers will call the department and reschedule their day if they are experiencing any signs and symptoms of cold, flu, or any contagious disease. The manager reserves the right to cancel the experience if suspicion of cold, flu, contagious disease exists.
- J. Any violation of the above criteria could result in immediate end of the experience.

References: 2009 Joint Commission Standard HR.01.04.01
System Policy #5: Employee Appearance Policy
South Region Policy: Health Care Observers and Health Care Representatives (Vendors) in the Operating and / or Procedure Rooms (#4000_19230)

Collaboration:

L. ADMINISTRATIVE	
Type of Approval	Committee
Approve	South Region Leadership Committee

Responsible Party: Regional Director, Employee and Organizational Development

Original Approval: December 1, 1999

Reviewed/Revised: 11/19/2003, 06/30/2004, 11/09/2004, 01/12/2009