

POLICY AND PROCEDURE

**TITLE: AGREEMENT DEFINING THE
RELATIONSHIP BETWEEN AFFILIATED
SCHOOLS, THEIR STUDENTS, AND PROHEALTH
CARE**

SECTION: Human Resources - Education

**ORIGIN/DEPARTMENT: Education – Center for Learning and
Innovation**

POLICY #:

EFFECTIVE DATE: February 17, 2000

**REVISED DATE: May 31, 2002;
December 2006**

	NAME	INITIALS	POSITION	DATE
Authored By:	Ann Woodward		Director, Center for Learning and Innovation	
Approved By:			Ford Titus, CEO – ProHealth Care	

ENTITIES AFFECTED:

ProHealth Care	X	MedTEAMS	
Waukesha Memorial Hospital	X	Lawrence Center	X
Oconomowoc Memorial Hospital	X	National Employee Assistance Services	
Waukesha Health Care	X	ProHealth Home Care	X

I. PURPOSE:

To delineate the roles and responsibilities of affiliated colleges/universities/organizations who have requested student placement within ProHealth Care clinical and non-clinical settings.

II. POLICY:

- A. ProHealth Care supports educational development activities within the following guidelines.
- B. Students may only participate in clinical/ non-clinical experiences with an existing affiliation agreement.

III. PROCEDURE:

A. Request for clinical experiences within the ProHealth Care System:

- 1. Will be made to and processed by the ProHealth Care Center for Learning and Innovation.
- 2. Requests made directly to an ancillary department will be redirected to the ProHealth Care, Center for Learning and Innovation for follow through.

B. Upon request for affiliation, colleges/ universities/ organizations agree to:

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1. Provide evidence of program accreditation.
 2. Provide proof of health insurance which provides coverage for emergency services while enrolled in the program.
 3. 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.
 4. Maintain a file on each student containing documentation of the following:
 - a. 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
 - b. A ProHealth Care Workforce Confidentiality Agreement, signed yearly.
 - c. 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
 - d. 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.
 5. Provide evidence that each student has completed the site-specific Student Life Safety Education (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.
 6. Prior to beginning of each clinical rotation, clinical instructors will:
 - a. Have attended a mandatory instructor orientation session within the academic year
 - b. Meet with the manager of the assigned nursing unit
 - c. Attend training on the clinical information system with their respective students
 - d. Complete an orientation checklist
 7. Meet the additional requirements for students who will be mentored by a ProHealth Care employee:
 - a. Senior standing
 - b. One week before the student experience – discuss with the student, mentor, manager/director, and instructor the discuss objectives, expectations, schedules, and evaluation plan.
 - c. 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.

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8. Request clinical sites/ student experiences during the dedicated planning session or at least 4 weeks in advance of desired dates.
 9. Provide a list of the student and instructor names, along with a statement of satisfaction of the above requirements, one week prior to the student experiences.
 10. Inform the ProHealth Care staff of any restrictions the school may have placed on student activities.
 11. 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.
 12. Agree to facilitate the completion of the student evaluation process and provide feedback during a closing session with the respective manager.

C. ProHealth Care will ensure that:

1. 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 place contracts on file.
2. All affiliation agreements are reviewed by the risk manager or designee prior to being signed by the PHC Director of Learning and Innovation.
3. Every effort is made to accommodate the college/ university/ organization requests.
4. All ProHealth Care sites maintain responsibility for the patient at all times.
5. Students in a clinical affiliation will not be considered part of the department's baseline staffing.
6. If at any time an organization believes patient care to be at risk, the student affiliation will be ended.
7. Any student not covered by an affiliation agreement must meet the requirements delineated in the ProHealth Care Observer Policy before beginning their observation experience.
8. Students have access to the hospital libraries as necessary for medical information.

D. Students at ProHealth sites will:

1. Abide by the site-specific policies and procedures.
2. Wear a PHC nametag at all times.

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3. Students at clinical sites will:
 - a) Have narrative documentation entries in the healthcare record co-signed by a licensed health care provider.
 - b) NOT check/ handle/ administer any blood products, IV oncology medications, or experimental medications.
 - c) NOT label any blood specimens.
 - d) NOT manipulate ventilator settings or alarms.
 - e) Obtain a special nametag from security, before caring for patients on the Women's Health Unit

REFERENCES:

MMWR December 26, 1997/ 46(RR-18); 1-42 Immunization of Health-Care Workers: Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC)

Wisconsin Administrative Code: HFS 124.07

OSHA Office of Health Compliance Assistance: MMWR Vol.43/ No. RR-13

PHC Policy "Student Request for Copies of Medical Records"

ATTACHMENTS:

ProHealth Care Guidelines for Orienting Non-employed Staff. May 2002

APPLICABLE STANDARDS:

JCAHO: LD.1.6

ProHealth Care, Inc.

REQUIREMENTS	Source Requiring Documentation	Forensic Staff	Hands on patient care (includes nursing & other clinical students)	Assisting in invasive procedures i.e. vendors	Observing invasive procedures, i.e. vendors	Vendors or tour groups	Non-clinical Staff	Construction Workers	Volunteers
Receives and should refer to Employee Pocket Guide (Green Book)	WMH	-	X	-	-	-	X		Contents
Receives and should refer to Life Safety Code Sheets (Blue Card)	WMH	X	-	X	X	-	-	See Construction Services (Matt Wade for listing of requirements)	
Annual TB	WI/OSHA	-	X	X	X	-	X		X
Rubella/ Chicken Pox	WI/CDC	-	X	X	X	-	X		X
Hepatitis B	OSHA/CDC	-	X	X	-	-	-		-
Signed Confidentiality Statement	WMH/JCAHO	-	X	X	X	X	X		X
Criminal Background Check	WI	-	X	-	-	-	X		-
Department Orientation/ Department Skills Checklist	JCAHO	-	X	-	-	-	X		X
New Employee orientation to the facility	JCAHO	-	X	-	-	-	X		-
Licensure/ Certification	WI/JCAHO	-	-	-	-	-	-		-
CPR/ACLS/PALS	WMH/JCAHO	-	X	-	-	-	-		-
On site performance review	WMH/JCAHO	-	X	By exception	By exception	-	X		-
Competencies-job/age/ culture related	WMH/JCAHO	-	X	X	X	-	X		-
Includes agency skills checklist				Employees to assist non-employee in emergencies and other related codes	Employees to assist non-employee in emergencies and other related codes	Employees to assist non-employee in emergencies and other related codes			
Drug Screen	WMH	-	X	-	-	-	X	-	-
<i>Standard annual training by the agency on items below is required prior to placement at WMH</i>									
OHSA, Bloodborne Pathogens, MSDS, Confidentiality, TB	OSHA	-	X	X	-	-	X	-	X
<i>Typically orientation and onsite performance reviews are the responsibility of WMH Staff. Other items are typically the responsibility of the actual employer. Regardless, it is WMH staff responsibility to ensure that all items are met.</i>									