Valley Children’s Hospital 
Madera, California

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<th>Policy/Procedure Number</th>
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<td>Policy/Procedure Name</td>
<td>Clinical Student Program</td>
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<tr>
<td>Type of Policy/Procedure</td>
<td>Provision of Care - Operations</td>
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<tr>
<td>Date Approved</td>
<td>02/14</td>
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<td>Date Due for Review</td>
<td>02/17</td>
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<tr>
<td>Policy/Procedure Description</td>
<td>This policy defines the requirements and procedures necessary for schools, students and instructors to meet in order to participate in on-site educational opportunities.</td>
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<td>Supersedes</td>
<td>HR-1108, Human Resources, Clinical Student Program 1.2113, Policy: Human Resources, Student Health Care Providers</td>
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**Purpose Statement**
Defines the requirements and procedures schools, students, and instructors must comply with in order to participate in clinical educational experiences.

**Policy**
Valley Children’s Hospital provides a variety of educational opportunities for students enrolled in affiliated accredited academic programs to observe and/or participate in the care of pediatric patients.

Students and instructors must comply with requirements and procedures defined in this policy in order to participate in clinical educational experiences. Program participants are not classified as employees of Valley Children’s Hospital and are not eligible for compensation or employee benefits.

**Student Experiences**
1. Student experiences included in this policy are:
   A. Direct Patient Care
      Supervised by a school’s instructor and/or Valley Children’s Hospital preceptor.
   B. Observation Only
      Supervised by a school’s instructor and/or Valley Children’s Hospital preceptor or privileged provider.

2. Student experiences excluded in this policy include:
   A. Medical Residency Program (policy DP-8240.0010)
   B. Job Shadow and Work Experience Participants (policy HR-1113)
   C. Medical Students (MS-2001, Medical Staff Rules and Regulations)
   D. Physician Job Shadow and Research Participants

**Definitions**

**Student**
Enrolled in an affiliated accredited academic program requiring clinical experience. These programs include registered nursing, respiratory care, social work, medical imaging, pharmacist, paramedic, medical assistant, medical front office, interpreter, child development, surgical technician, physical therapy, speech pathology, occupational therapy, and audiology. Additional programs may be included with the approval of the Director of Clinical Education and Informatics or designee.

**Direct Patient Care**
Providing hands-on assessment, planning, interventions, testing, and/or evaluation of a patient seeking health care from Valley Children’s Hospital.
Observation Only
Inspection or study of direct patient care without actual performance of hands-on assessment, planning, interventions, testing and/or evaluation of a Valley Children’s Hospital patient.

Hospital Preceptor
Valley Children’s Hospital employee that functions as facilitator of the student’s clinical experience.

On-site Instructor
An instructor from an academic program who is physically present the entire time their students are in their clinical experience.

Procedure

1. Affiliation Agreements
   A. Arrangements to use Valley Children’s Hospital as an educational site must be made by the academic program, not the individual student. Requests will be evaluated by Clinical Education and Informatics in consultation with applicable organizational and/or departmental leadership.

   B. A formal affiliation agreement must be developed and signed by the academic program and Valley Children’s Hospital Vice President and Chief Nursing Officer before students can begin any clinical educational experiences at Children’s Hospital.

   C. The affiliation agreement outlines the conditions under which a school can conduct a clinical educational experience at Valley Children’s Hospital, and/or the student can perform functions at Valley Children’s Hospital for educational purposes.

   D. Clinical Education and Informatics is responsible for ensuring that the affiliation agreement remains current.
      1) All affiliation agreements are umbrella contracts; therefore if one academic department has already obtained an affiliation agreement, another is not required by another department of the same school. Academic institutions may request a separate agreement if that is their requirement.
      2) All affiliation agreements will use the approved templates which are available from Clinical Education and Informatics unless the school requires Valley Children’s Hospital to use their affiliation agreement template. The agreement will be reviewed to insure it contains the required information and the content is consistent with Valley Children's Hospital's affiliation agreement. Any inconsistencies or changes must first be approved by Valley Children's Hospital Legal Services
      3) Clinical Education and Informatics will track the affiliation agreements and notify the academic program when an agreement needs to be renewed

2. Requests for Clinical Educational Experience
   A. Requests for clinical educational experience placement must be submitted in writing by the academic program to Clinical Education and Informatics no later than two months prior to the beginning of the educational experience. The following must be submitted:
      1) San Joaquin Valley Nursing Education Consortium participants submit a “Clinical Rotation Request” using the Computerized Clinical Placement System (CCPS). Others are required to submit a Valley Children’s Hospital Clinical Rotation Request form
      2) Syllabus and/or course objectives
      3) Clinical experience schedule

   B. Clinical Education and Informatics is responsible to verify that a current affiliation agreement is in place.
C. Clinical Education and Informatics and/or appropriate department leadership will assess whether Valley Children’s Hospital can provide experiences to meet the stated educational objectives.

D. Clinical Education and Informatics will consult with the applicable department directors or their designee regarding placement. If the department director/designee approves, Clinical Education and Informatics will notify the school in writing of approved dates, days, times, and placement for the clinical experience.

E. A badge request form must be submitted to Clinical Education and Informatics no later than three weeks prior to the educational experience. Failure to submit within this timeframe may result in a delay in beginning the educational experience.

F. Verification of student meeting health requirements, BLS certification, as applicable, and background check. Random audits of source data will be conducted.

3. Instructor Qualifications and Requirements
Prior to participation in a clinical experience, the following must be provided to Clinical Education and Informatics:
A. A schedule of where and when each student will be placed, unless determined by clinic assignment director/designee

B. Contact information

C. On-site instructors
   Evidence of meeting health care requirements and proof of BLS certification and licensure

4. Health Requirements
A. School will obtain the following information from each student and on-site instructor:
   1) Evidence of immunizations (2) or positive serology (titer) for Measles and Rubella (MMR)
   2) Evidence of immunization (2) or positive serology (titer) for Varicella
   3) Evidence of immunity to Pertussis (whooping cough) Tdap
   4) Evidence of immunizations (3), positive serology (titer) for Hepatitis B, or a statement of declination
   5) Evidence of negative tuberculosis testing by PPD skin test (Mantoux only) within 12 months prior to initiation of student clinical experience. Annual TB testing must be current through the completion of the student clinical experience.

B. School will require any student and on-site instructor who receives a positive PPD skin test to provide evidence of a negative chest x-ray done after the documented positive PPD, and done within five (5) years of his/her initial date of participation in the Program.

C. School will maintain records of each student and on-site instructor to show compliance with the above requirements and provide such information to Children’s Hospital upon request.

5. Background Check and Drug Screen Requirements (exception: high school students who are continually supervised)
A. The school will obtain a background check and drug screen for every student and on-site instructor, as detailed in Addendum B of the affiliation agreement, effective January 1, 2014.
B. The school will alert the Manager of Children’s Hospital Recruitment Services of any positive drug or criminal findings.

C. Children’s Hospital Recruitment Services will evaluate the finding to determine approval or non-approval of clinical placement. Written notification of approval/non-approval will be forwarded to the academic partner in response.

D. Academia will attest to the student/instructor clearance (either by no findings or clearance via valley Children’s Hospital HR approval) on the Clinical Screening Requirements Form, similarly as they attest to immunization and Basic Life Support requirements.

E. The background check and drug screen are to be performed no earlier than the students’ admittance in their program or upon hire as clinical faculty.

F. Student/Instructors with a previous negative background check/drug screens and uninterrupted experience in a clinical program will not be required to complete a new screening process after January 1, 2014.

G. Interruptions in the student’s educational experience or instructor’s service for one or more consecutive semester/quarter/trimester, a new background check/drug screen will be required.

H. School will maintain records of each student and on-site instructor to show compliance with the above requirements and provide such information to Children’s Hospital upon request.

6. Additional Requirements
   Additional requirements for students without an on-site instructor (such as precepted students and respiratory care practitioner students)
   A. Unless submitted by the school, must provide the following to their preceptor and Clinical Education and Informatics:
      1) A copy of clinical objectives
      2) A copy of schedule
      3) Contact information
      4) Licensed students must provide a copy of their current professional license

6. Student Orientation
   A. Students must complete Student Orientation coordinated by Clinical Education and Informatics prior to beginning their clinical experience.
      1) Student orientation may be completed up to ninety (90) days in advance of first clinical rotation date.
      2) Employees and volunteers who are also Students must complete Student Orientation.
      3) Orientation must be repeated if a Student has not been at Valley Children’s Hospital in that role for greater than one calendar year.

   B. All students will receive a copy of Valley Children’s Hospital Facility Orientation Guide. As part of their orientation they will complete the following:
      1) Acknowledgement of receipt of the Facility Orientation Guide
      2) Facility Orientation Guide post test
      3) Non-Employee confidentiality agreement

C. All students will be oriented to the physical plant and their assigned unit

7. Instructor Orientation
On-site instructors will:

A. Complete Instructor Orientation
   1) Instructor orientation may be completed up to ninety (90) days in advance of first class date
   2) Employees and volunteers who are also instructors must complete instructor orientation
   3) Orientation must be repeated if they have not been an Instructor at Children’s Hospital for greater than one calendar year

B. All instructors will receive a copy of Valley Children’s Hospital Facility Orientation Guide. As part of their orientation they will complete the following:
   1) Acknowledgement of receipt of the Facility Orientation Guide
   2) Facility Orientation Guide post test
   3) Non-Employee confidentiality agreement

C. All Instructors will be oriented to:
   1) The physical plant
   2) An assigned unit, to include roles of various staff members, physical layout, documentation procedures, and patient care needs
   3) Computer systems, when appropriate
   4) Roles and responsibilities

8. Clinical Experience Functions

A. Direct patient care in alignment with the scope and objectives of the course.

B. Nursing Students may NOT initiate intravenous catheters on valley Children’s Hospital patients.

C. Medication Administration for Nursing Students with onsite instructors:
   In order to efficiently utilize resources and maintain the highest patient safety there are two levels of medication administration provided:
   1) Level I – Medication Administration & Management
      a) Criteria to be eligible to administer medication in the barcode system include:
         • Clinical instructors of an academic affiliate and
         • A course rotation which includes greater than 50 hours clinical experience at Children’s
      b) Medication administration competency for the instructor requires completion of the following:
         • Pediatric medication module and test
         • Medication storage system (Pyxis) module
         • Information Technology (IT) creation of user identity for systems access
         • Didactic/practicum course on the hardware and software of our electronic medication administration, policy, and procedures.
         • Competency validation with a unit preceptor for a minimum period of two 8 hour shifts is required to verify full competency and safety
   2) Level II – Medication Management
      a) Academic programs with fewer than 50 hours per rotation may
         • Review the patient medications;
         • Calculate and verify the rights of medication administration;
         • Monitor medication effects; and
         • Observe the medication preparation and administration process with the nurse caring for the patient. Participation in virtually all
portions of the medication process, with the exception of administration, will be available while the student learns the care of the pediatric patient.

b) In addition, the following applies to medication administration:
   - Medications may be given by a student only under the direct supervision of a licensed clinician competent to administer medications at Valley Children’s Hospital.
   - Precepted students and Medical Assistant students may not administer medications at Valley Children’s Hospital.

9. **Identification, Dress Code, and Policy Compliance**

A. **Policies and Procedures**
   1) Students and Instructors are responsible to comply with all Valley Children’s Hospital policies and procedures
   2) Students and Instructors must adhere to confidentiality requirements. Any copying of patient records is strictly prohibited
   3) Violations of Valley Children’s Hospital policy may result in immediate dismissal of the student or instructor from Valley Children’s Hospital premises (policy PR-1016, Confidentiality)

B. Students and instructors must wear both their school-issued ID badge along with the student ID badge issued by Valley Children’s Hospital; and adhere to the dress code of both Valley Children’s Hospital and their school whenever on Valley Children’s Hospital property. This includes during orientation, patient selection, and medical records review.

C. Valley Children’s Hospital student and instructor ID badges will be requested and issued by Clinical Education & Informatics.

D. It is the responsibility of the school, agency, instructor and/or individual to insure Valley Children’s Hospital badges are returned on the last day of student’s/participant’s clinical education experience.

E. If a student is also a Valley Children’s Hospital employee, they are not to wear their employee ID badge, during any student-related clinical experience at Valley Children’s Hospital. Instructors who are also employees may only utilize their employee badge during the medication administration process for the student clinical experience.

F. During any student-related clinical experience, students and instructors who are also employees may access Valley Children’s Hospital’s electronic systems, only as it relates to the clinical student experience, with the exception of employee email.

10. **Evaluation**

A. Concerns regarding unsatisfactory performance or unsafe practice involving students, participants, or instructors that cannot be resolved by the individuals involved should be forwarded to Clinical Education & Informatics for action.

B. Students and instructors have the opportunity to provide formal feedback through the completion of a survey at the close of the clinical rotation.

C. Survey results are compiled and communicated to department leadership and the Vice President/Chief Nursing Officer.

D. Annually, department leadership will have the opportunity to provide feedback on student programs.

E. Feedback specific to a school/agency is communicated to the school/agency by Clinical Education and Informatics.
**Documentation**

1. Students must document in the medical record all care delivered according to Valley Children’s Hospital documentation policies.

2. All students’ documentation must be reviewed and co-signed by their instructor or Valley Children’s Hospital preceptor.

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*CNO only