

Policy: Student Policy

ORGANIZATIONAL: Affects two or more departments.							
Folder	Organizational Choices: Education			Sub-Folder (If Applicable)	Staff Education		
Original Effective Date	11/1/1998	Scope	<i>What departments does this policy apply to? State "All" as is may apply to the entire organization.</i> All				
Approved (Approver/Date)	Director of Education & Training 10/1/2018; MDPRC 10/2018						
Last Reviewed/ Revised Date	12/3/2018	OSHA Category (If Applicable)	Not Applicable	Standard (If Applicable)	HR 01.02.07	Number of pages	3

PURPOSE:

To provide general guidelines for students, including Nursing, Medical Students, Respiratory Therapy, etc., while at SoutheastHEALTH for clinical experience.

GUIDELINES:

Any student wishing to have clinical experience at SoutheastHEALTH must contact Educational Services before clinicals begin. Students are individuals who are permitted to observe or perform work as part of the formal education and are not considered employees of the organization.

PROCEDURE:

Students will be subject to the following provisions:

1. A written contract or Letter of Agreement
2. Completion of a personal information sheet
3. Proof of health status / immunizations
4. Proper identification – photo id
5. Safety training
6. Compliance with parking policies
7. Orientation to the organization

CONTRACTS

A copy of contracts or Letters of Agreement with Institutions will be sent to Educational Services and legal counsel for review. Once approved, contracts will be signed by a senior executive of administration. Contracts will be maintained in Educational Services.

NEW AFFILIATIONS

New schools who want to form an affiliation with SoutheastHEALTH, must contact Educational Services. The request will then be reviewed by the Medical Executive Committee for medical students or Senior Leadership for all other students. Approval for a new affiliation will come from these reviews. New affiliations will only be accepted from

schools in Missouri or Southern Illinois University, unless specifically requested by senior administration.

PERSONAL INFORMATION

Each student will complete a personal information sheet which will be sent to Educational Services.

HEALTH STATUS

Certain health requirements/immunizations should be included in contracts or Letters of Agreement. All students with patient contact will be required to have a TB skin test. Students completing clinical between October 1 and April 30 will be required to follow the employee policy for seasonal influenza vaccination. Other health screenings may be required based on clinical or non-clinical settings.

IDENTIFICATION AND DRESS CODE

All students will wear a temporary photo identification badge issued by Educational Services or a recognized school/college/program identification badge while in the Hospital. Students will be in compliance with the Hospital dress code.

SAFETY TRAINING

Safety training will be job/student specific. Students will be informed of fire safety, severe weather policies, and accident reporting. Other safety programs, such as standard precautions, will be student specific. The safety training is scheduled by Educational Services. The training must be completed before the clinical experience begins.

PARKING (Cape Girardeau County Only)

When students are at Southeast Hospital during the hours of 0600-1400, Monday through Friday, the Broadway/Sunset or West End/Broadway parking lots should be utilized. Parking permit will be issued by Educational Services.

CONFIDENTIALITY

Students will be held to the same standard of confidentiality as SoutheastHEALTH employees. (See Confidentiality policy under Ethics/Patient Rights). To protect patient confidentiality no copies of any part of the medical record are permitted. If information is needed for class assignments, it may be hand copied from the record without identifying the patient.

EDUCATIONAL OPPORTUNITIES

Students may attend seminars provided by SoutheastHEALTH. Fees vary by program.

ISSUES INVOLVING STUDENTS

Any problem regarding students and their clinical experience should be directed by staff to their department manager. The manager should discuss these concerns directly with the

student's faculty representative. If the situation is not easily rectified, the issue should then be sent to the Director of Educational Services for discussion.

REFERENCES:

The Joint Commission E-dition. (2018). Human resources. Retrieved from <https://e-dition.jcrinc.com/MainContent.aspx>

Attachments: (Label as Appendix A, B, C, etc.)