

<b>utica park clinic</b> HUMAN RESOURCES POLICY MANUAL	<b>POLICY #: UPC-HR-400</b>
<b>POLICY TITLE:</b> Student Clinical Program	<b>EFFECTIVE DATE: October 1, 2016</b>
<b>REVIEW RESPONSIBILITY:</b> Director of Human Resources	<b>SUPERSEDES: N/A</b>
<b>APPROVED BY:</b> Chief Executive Officer	<b>REVIEW DATE: October 1, 2018</b>

**PURPOSE:**

The Shadow/Observer Program exists to provide non-employed Allied Health Students, Nursing Students, Advanced Practice Provider Students, Medical Students, and Residents enrolled in a school with a signed academic affiliation agreement with an HHS facility the opportunity to shadow physicians or other licensed personnel in the outpatient setting with Utica Park Clinic (UPC).

This policy includes all normal clinical rotations that are associated with academic institutions with whom a formal affiliation agreement exists. These may include Nursing Programs and/or Residency Programs that routinely have clinical rotations at an Hillcrest Healthcare System (HHS) affiliated institution.

For purposes of this policy, the term “shadow” refers to the process of following and/or observing a sponsoring physician or licensed personnel. Direct patient care is not permitted under any circumstances.

Observers must be at least the age of 18 prior to their job shadowing experience.

**SCOPE:**

1. The scope of this policy applies to all Utica Park Clinic facilities, staff and physicians.
2. Please refer to HMC policy # 5500-HR-413 (Shadow Students) for any shadowing opportunities that will include both the inpatient and the outpatient setting.

**PROCEDURE:**

UPC HR will maintain a log of all student clinical observers actively participating in the UPC Clinical Observer Program and any student with an affiliation agreement.

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**Residents, Advanced Practice Providers, Medical, Nursing and Allied Health Students with affiliation agreements:**

1. The application for outpatient-only clinical rotations may be obtained from the UPC HR Department.
2. Prior to any observational experience, the applicant must complete and return:
  - a. A completed application
  - b. A signed confidentiality agreement
  - c. A signed security agreement
3. After return of application, obtain a UPC ID badge from the UPC HR Department.
4. Direct patient care or access to patient's medical record is not authorized
5. Upon completion of the rotation, the UPC outpatient badge must be returned to the UPC HR

**Special Circumstances:** There may be special circumstances when a non-medical affiliated college student requests an opportunity to shadow a physician or licensed medical personnel. The below criteria must be met prior to requesting clinical observation:

1. The student must be enrolled in a pre-medical program and have completed the equivalent of 1 year of undergraduate course work in that pre-medical program.
2. The applicant observer must obtain an application packet from the UPC HR department.

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3. Prior to any observational experience, the observer must complete:
  - a. A completed application
  - b. A signed confidentiality agreement
  - c. A signed security agreement
  - d. A signed background check authorization form
  - e. Provide a copy of a drivers' license or legal photo I.D.
  - f. Documentation of immunizations including MMR, TB, HBV and Influenza during flu season (as defined per UPC flu policy)
  - g. Completed compliance training
  
4. After return of the application and other required documentation, the observer will be contacted by the UPC HR Department for acceptance in the Student Clinical Program. The observer will obtain a UPC ID badge from UPC HR Department prior to beginning the observational experience:
  - a. The badge must be worn at all times in UPC facilities
  - b. No student clinical observers will be allowed in UPC facilities without a UPC ID badge
  - c. The badge must be returned to UPC HR at the completion of the observation period.

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**CONDUCT:**

- The observer must be directly accompanied by the sponsoring physician or licensed personnel at all times.
- The observer is a guest and expected to act in a courteous and respectful manner and abide by the rules of UPC.
- The observer must follow the UPC dress code
- UPC is a non-smoking facility and no smoking is allowed on the campus.
- Cell phone use is not allowed in patient care areas.
- Students are encouraged to leave valuables at home.
- Photography of any kind is prohibited.
- Anyone observing a student violating these rules is to notify the UPC HR Department immediately

**OBSERVERS MAY NOT:**

- Have any direct patient contact or participate in direct patient care.
- Observe or be present in any labor and delivery room
- Observe or be present in any operative suite
- Conduct a physical exam
- Take a patient history
- Access a patient's medical record
- Document in the medical record
- Make copies of any portion of the patient's chart
- Handle patient equipment