POLICY

Fairfield Medical Center is committed to providing educational opportunities to students.
Students attain unique knowledge and skill through working with staff, patients and their families in a supervised environment.

PURPOSE

Standardization of all students who request clinical hours and their placement

PROCEDURE

DEFINITIONS:

I. **Shadowing/Observation:** an experience the student has with a staff member – this is observation only and not meant to be a formal educational experience. Student must be enrolled in high school or college and this must be a requirement for class or course study. Shadowing does not incorporate persons who wish to shadow to obtain employment. Student must provide a written letter from school denoting that hours required are a portion of the school curriculum or may provide course syllabus with the requirement.

II. **Internship**: An internship is formal opportunity to integrate career related experience into an undergraduate/graduate education by participating in planned, supervised work. Student must be enrolled in college with this as a requirement for college degree. Students must have written objectives from Professor for the internship.

III. **Clinical rotation with instructor present**: Formal clinical experience that ranges for one semester at a time. Involves a group of students enrolled in high school or in a college program that requires the students to have spent time in a healthcare organization.

IV. **Clinical Rotation without instructor present** – not an option and is not conducted at Fairfield Medical Center

V. **Clinical rotation with preceptor**: Clinical experience that ranges for one semester. This is a formal educational experience. Student from affiliated school is placed with a Fairfield Medical Center staff member that will act as their preceptor. Defined as one student, only, from college/university that has requested clinical experience at FMC. Groups of students will be prohibited from conducting one to one precepting for entire semester. This affects the staff's ability to precept new employees. AN instructor, while conducting their clinical on a scheduled unit may rotate one student at a time off the unit to be precepted in another area. The remaining students will stay on the unit that they are scheduled.

VI. **Career Exploration**: designed for High School students who are interested in a health care career. Students will be required to fill out the application. This experience will last less than 2 hours and student will be with a hospital employee at all times. Scheduling of students will be based on availability of the department requested and manager's approval. Career exploration with physicians is prohibited.

HOURS

I. Shadowing/observation: no more than 20 hours per year – no less than 4 hours per day

II. Internship: 200-600 hours

III. Clinical rotation – per semester

IV. Career Exploration – 2 hours or less

Note: we do not provide payment or salary for any student who performs clinical, internships or shadowing at Fairfield Medical Center

REQUIREMENTS FOR ALL STUDENTS- SCREENINGS

The student/school shall provide the following prior to the start of the clinical rotation/experience:

I. Federal background check performed within the last 2 years. This will be at the student's expense. If the student remains at our clinical site for a period greater than 1 year the initial background check will suffice for all the subsequent years not to exceed 5.

II. Copy of their immunizations to include MMR, Varicella and Hepatitis... If unable to locate, the student will be required to have the appropriate titers completed, at student's expense. If physician refuses to administer the immunization due to student's history of chickenpox – said student must bring to the school a note (letter) from that physician stating this. The student then must have a titer completed.

III Copy of current TB test within the past year. If student has not had TB test, the student will be required to have 2 step TB test at own expense. On completion of the 2 step TB test – the student will need to maintain a yearly TB test.

IV Every student will be required to have a 5 panel drug screen performed at their own expense. Positive drug screens will prohibit student from clinical rotations and will result in notification of attending school or university/college. Drug screens will be obtained prior to the student first academic rotation at FMC. That drug test will suffice for a period not to exceed 5 years. Random testing may occur as noted in our employee policy – this would be performed at FCM as a "for cause" on students.

V. Colleges/Universities are responsible for notifying the clinical site of positive results to any of the items listed above.

REQUIREMENTS FOR ALL STUDENTS – REGULATORY

The student/school shall complete the following prior to the start of the clinical rotation/experience:

I. Students will be required to complete the student application; sign and date the privacy statement, waiver and confidentiality statements; and complete orientation post test. Items to be returned to the Student Education Coordinator no less than 2 weeks prior to the first day of clinical/student experience.

II. Guidelines and regulations governing students on Fairfield Medical Center premises will be in compliance with the following standards: a) a signed Affiliation Agreement, b) current Joint Commission standards, c) Occupational Safety and Health Administration (OSHA) regulations, d) the Federal Health Insurance Portability and Accountability Act (HIPAA), e) the Center for Disease Control and Prevention (CDC) guidelines, f) Fairfield Medical Center insurance and risk management policies, and g) other regulatory standards in force at the time of the student's clinical experience.

III. Students will be expected to understand and comply with all Fairfield Medical Center policies, current Joint Commission safety goals, HIPAA regulations, current OSHA rules on blood borne pathogens, and CDC guidelines on hand washing and infection control practices including personal protective equipment. Failure to comply' will result in removal of student from the clinical area. Student will not be allowed to finish clinical experience at Fairfield Medical Center.

IV. Students will be oriented by their instructor and/or precepted in a manner that will maintain safe and efficient patient care. Students will be informed about their roles and responsibilities relative to safety and basic operational procedures in the assigned department.

SCHOOL AFFILIATIONS

I. A signed Affiliation Agreement must be in effect between Fairfield Medical Center and the student's school/college/university. In addition, a current general and malpractice liability Certificate of Insurance must be in effect and on file in the Human Resources department prior to any student placements

II. Affiliating schools are responsible for ensuring students/instructors have met and documented all requirements outlined in the Affiliation Agreement

III. All placements of students must be received through the Student Education Coordinator. Clinical rotation assignments will be made in the summer previous to new Fall/Winter semester. Adaption or changes will not be made once approved by managers and Fairfield Medical Center.

IV. Student rosters must be received by the student education coordinator not later than 2 weeks prior to the start of the new semester. Failure to submit roster will result in loss of clinical hours for that semester

V. Fairfield Medical Center will no longer accept clinical rotations from colleges/universities and schools where the instructor has been hired "last minute" and has missed the new instructor orientation. New instructor orientation is scheduled on a quarterly basis and will not be adjusted for individual instructors.

VI. Phone numbers of instructors will be provided to Fairfield Medical Center department/unit managers and/or supervisors, as well as the Student Education Coordinator.

UNIFORM AND BADGES

I. All students and instructors will conform to the Fairfield Medical Center's Personal Appearance policy.

II. Each student/instructor will be required to have a Fairfield Medical Center badge before beginning any experience with FMC.

III. Students/instructors will not be issued badges until all the required paper work has been completed and authorized by the Student Education Coordinator

IV. Students and instructors must wear their Fairfield Medical Center badges at all times during their rotation at Fairfield Medical Center. Failure to wear badge or utilizing their employee badge inappropriately will result in removal from clinicals for that day.

V. Retrieving and returning badges for students/instructors in clinical rotation:

a. At least one week prior to the first day of the clinical experience, badges must be picked up and signed for during business hours. Instructors may pick up and sign for all badges for his/her assigned clinical rotation or each student may be directed to pick up and sign for his/her own FMC identification badge.
b. Badges will remain active for a period of one semester and will automatically de-activate.
c. Badges are obtained in the Human Resources department between the hours of 7:00am-4:30pm Monday through Friday. There are no weekend hours.

d. All badges must be returned to the Human Resources department within five business days of the end of the clinical rotation/experience.
    i. There will be a $25.00 fee per missing badge. The Learning and Development department will notify the school of each missing badge. It is the school's responsibility to determine whether and how to charge the student or instructor, and what disciplinary action is to be taken
    ii. Failure to submit payment for badges within 45 days will result in removal from student placement/student rotation for the following semester at Fairfield Medical Center
    iii. Multiple occurrences from schools/universities will result in complete loss of student placement and rotation at Fairfield Medical Center

VI. Retrieving and returning badges for precepted students(students placed with Fairfield Medical Center employee):

a. Before placement begins the student will go to the Human Resources Department in person during normal business hours to sign out badge. Students are encouraged to complete this before the first day of the scheduled experience. Each student must personally sign out his or her own badge
b. Within 5 business days after the end of the placement period, the student must return the FMC badge to Human Resources.
    i. There is a $25.00 fee per missing badge. The Learning and Development department will notify the school of each missing badge. It is the school's responsibility to determine whether and how to charge the student. Fairfield Medical Center will bill the school/university for the non-returned badge.

VII. Lost/Stolen badges

a. Lost or stolen badges must be reported immediately to Fairfield Medical Center Police at 740-687-8019(24 hours) so the badge can be deactivated.
b. Schools will be fined $25.00 per missing badge. The Human resources department will bill the school/university for each missing badge. The school may charge the student and pursue disciplinary action.
c. Any student/instructor who has lost their badge must go to Human Resources to obtain a daily visitor badge each day prior to starting the shift until the lost badge has been found or until their school has paid the missing badge fee. The daily visitor badge will require photo ID to be issued. The student will need to inform the Human Resources department: the unit they will be on, their instructor/preceptor's name. They will be given a limited access badge. This badge must be returned on a daily basis in person to the Human resources department.
d. Students/instructors without badge will not be allowed to pass meds for that day

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VIII. Badge Access/Medication pass

a. Clinical Instructors will have access to the medication rooms. Clinical instructors will be responsible for monitoring students and their medication passes. Students are not allowed to be left alone without instructor in any medication room or while passing their meds.
b. Nursing students who are seniors will have access to the medication room and Pyxis. Students will not have access to any Narcotic or opiate in the Pyxis
c. Nursing student who are Juniors who pass medication will have access to Admin Rx
d. Failure to adhere to the requirements will lead to removal of instructor and/or student from the clinical site and not allowed to return.
e. Instructors are required to be with all students during their medication passes. This will not be the responsibility of the staff at Fairfield Medical Center.

f. Other students who will pass medications – Respiratory Therapy

i. Students will not have access to med rooms or Pyxis. If such med for the patient is located in the med room it will be the responsibility of the instructor to obtain the medication. Student may administer medication if said skill has been completed in didactic and skill lab per school/university

ii. All other students will receive limited access badges

DRESS CODE

All student and instructors will conform to Fairfield Medical Center's Personal Appearance policy (see below)

Employees are expected to present a professional, businesslike image to customers and the public at all times. Clothing must be clean, neatly pressed, in good repair, properly fitted, not revealing and appropriate for the type of work performed. Acceptable personal appearance is an ongoing requirement of employment with the Center. Radical departures from professional dress or personal grooming and hygiene standards will not be permitted unless authorized by the appropriate Chief Officer or the department requesting the variance.

All employees are required to wear their Center ID badges facing forward while working.
Any employees who work in an office setting, and/or have regular contact with the public must comply with the following personal appearance standards:

A. Employees are expected to dress in a manner that is acceptable to the established standards of the Center and requirements of their department. Employees should not wear suggestive attire including backless tops, tank tops or spaghetti straps, jeans, sports clothing, shorts, sandals, flip flops, slippers, T-shirts, novelty buttons, non-approved hats, sleeveless shirts, blouses or dresses unless worn with a jacket or sweater and similar items of casual attire that do not present a professional appearance.

B. All employees are required to be well groomed, practice appropriate personal hygiene and use good judgment in dressing appropriately for their position, within the requirements of this policy.

C. Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permissible, regardless of length. Sideburns, moustaches, and beards should be neatly trimmed.

D. Tattoos (except for medical alerts) and body piercings, other than two earrings per ear, cannot be visible.

E. Specifically, for Patient Services, there is a color requirement in uniforms for four main reasons: patient satisfaction, patient safety, hospital image, and professionalism. These requirements are in place for the purpose of improving safety, quality, and patient satisfaction; other employees may not be dressed in like manner.

At the Center's administrative discretion, employees may be permitted to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing. Human Resources will give advance notification of what type of casual wear, e.g. hospital T-shirts or college sweatshirts, may be worn and the times that such clothing will be permitted.

Any employee who does not conform to the standards of this policy will be sent home and required to change clothes that meet the acceptable established guidelines of this policy. Hourly employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may also result in disciplinary action up to and including termination for repeated failure to follow the policy.

CLINICAL ROTATION SCHEDULES

I. Clinical rotation are approved by managers on the units and may exceed the limits with manager approval
II. Time frames for rotations will be limited to 12 hours per day – one group per day – splitting of groups prohibited
III. Clinical week – Sunday through Saturday
IV. Areas accepting nursing students:

a. Orthopedics – 3 groups per week – 8 hours per day – Tuesday – Thursday only
b. 5th Med surg – 4 groups per week – 4 days
c. 4th med surg – 3 groups per week – 4 days
d. 3rd Telemetry – 3groups per week – 4 days
e. Maternity – 4 groups per week – 4 days
f. PCU – limited to one group per week during the semester – one day only – approved by manager – students must be in senior year for approval
g. ICU – limited to MCCN
h. ED – Paramedic Student Groups only
i. All other clinical areas will be arranged as "individual" days with the manager of that unit. An entire semester rotation for clinical "groups" will not be an option for other clinical groups that are not listed above.
j. Nursing clinical rotation will be accepted in the following order:
    i. Mount Carmel Nursing Program – first choice of rotation placements
    ii. BSN programs – will have second choice of rotation placements
    iii. ADN Programs – will have third choice of rotation placement
k. Paramedic student placement will be scheduled by the instructor with the clinical educator in the Emergency Department. Arrangements can be made to have Medic students shadow in other departments.
l. All other students – example – Radiology, Respiratory Therapy, rotations will be based on need of unit, and approval of the manager/supervisor. There will be limit of one student in each department that is not accompanied by an instructor.
m. Physician Assistants and CNP arrangements are made through the GME department.

COMPUTER ACCESS

I. Instructor/student must attend computerized training courses prior to experience in any clinical area that they will be expected to access electronic documents.
II. Training may be scheduled for instructors by contacting 687-8476.
III. Instructors are responsible for training their students in electronic documents
IV. Systems security forms that are required:
    a. Systems access agreement
    b. Security Request form
V. Students/instructors will not have access to portal unless previously arranged by the manager of the department and approved by the IT department.
VI. It takes up to two (2) weeks for user names and passwords to be assigned so it is imperative that the Student Education Coordinator receives a clinical rotation roster two weeks in advance of the start of the experience.

SHADOWING

I. Definition: work experience option where student learn about a job by walking through the work day as a shadow to a competent worker
II. Eligibility

a. Students must be currently enrolled in an accredited institution at a level of Junior or Senior in High School or enrolled in college (minimum 17 years old)
b. Students must be in good academic standing and have endorsement for the program by an appropriate academic representative
c. Students must submit a complete application with a list of goals to be accomplished during the shadowing experience

III. Application Process
a. Complete the student application and sign all appropriate forms for shadowing experience. If under 18 years of age, written parental permission must accompany the forms and parents must co-sign all forms.
b. Indicate the department or position of interest in order of preference.
c. Read the Orientation manual and take the orientation post test.
d. Health Requirements that must be completed to participate:
    i. Current TB test or obtain a 2 step TB test within the current year
    ii. Provide a list of immunizations to include MMR, Varicella and Hepatitis B vaccine
e. Background Check – all applicants must have a current (within the current year) background check for the State of Ohio. This can be performed by the Sheriff' office.
f. Return all completed forms and paper work to the Learning and Development department.
g. Applications must be received 30 days prior to the shadowing experience for placement at Fairfield Medical Center.

IV. Hours for shadowing experience are 8:00am – 4:30 pm. No exceptions

V. **CLINICAL STUDENTS** - Will follow the standards outlined in this policy

I. Clinical Skills
a. Waived testing- competencies and written tests required by Fairfield Medical Center will be mandatory prior to the student completing the test
b. No skills may be performed on a patient unless the students has successfully accomplished in the skills lab first. If necessary, the student may be asked to provide a checklist of those skills completed in the skills lab prior to their completion on the clinical units.
c. Student passing meds will access the med room and Pyxis through their instructor. Staff RN's are not responsible for the student in passing medications.
d. Students providing care for the patients will adhere to all of Fairfield Medical Center policies.
e. Students may not verify written physician orders or take verbal or telephone orders from an LIP.
f. Students may not witness consents.
g. Students may not perform line draws independently or discontinued central venous catheters.
h. Students may not independently verify or initiate blood /blood products.
i. Students may not independently administer narcotics.
j. Students/instructors must be on each clinical unit 15 minutes prior to report given by the staff.
k. Prior to leaving an assigned unit, report must be given to the staff RN that is assigned to that patient.
l. Each student/instructor must obtain permission from all patients prior to involving the student in the delivery or observation of patient care.

PARKING: - All students/instructors

I. All students are required to park in the student parking lot which is located on N. Ewing Street. Parking in the employee area or in the garage is prohibited.
II. Students found parking in unauthorized areas will be asked to move their vehicles and the incident will be reported to their instructor.
III. Students receiving 3 parking violations will have their clinical rotation terminated for that semester.
IV. Instructors will park in the student parking areas

ABSENTEEISM AND TARDINESS

I. Absenteeism and tardiness will not be tolerated from instructors or students.
II. 3 or more violations results in removal of the instructor or students from the clinical rotation
III. Further requests from these individuals will not be considered for clinicals and the violations will be noted in their file