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Owner: Charles Walters: Sr Mgr
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Applicability: WA - Kadlec Regional Medical Center

Clinical Experiences for Licensed Professionals, 1419.00

PURPOSE:

1. To provide a framework for organizing clinical experiences for licensed professionals at Kadlec Regional Medical Center (KRMCC) which may include but is not limited to:
 - Licensed professionals who are practicing in non-credentialed/non-privileged disciplines (RNs, RTs, EMTs, paramedics, PTs, etc), who are utilizing KRMCC facilities to meet qualifications for certification or education.
 - Employees from other facilities wanting to gather information/skills on KRMCC working systems.
 - Licensed professionals desiring clinical experiences who are credentialed/privileged such as but not limited to physicians, nurse practitioners, physician assistants, CNMs and CRNAs will be coordinated through Medical-Staff Office.
2. For Job Shadow (observation only) experiences – see Policy #1411.00.

POLICY:

1. All Clinical Experiences must be established in a contract that outlines the responsibilities of the individual/facility/agency and KRMCC. All contracts must be executed in accordance with the KRMCC Management of Contracts Policy CM-205.00.
2. Guests must meet all On-Boarding documentation, immunization and education requirements. All documents are verified by KRMCC Academic Services.
3. All requests for clinical experiences must be submitted in writing to Academic Services and approved by the appropriate department/practice manager.

PROCEDURE:

1. **Contract**
 - a. The KRMCC Academic Services designee will work with the individual/facility/agency to develop a contract in accordance with KRMCC policies and will include all necessary items from the Kadlec Contract Checklist referenced in the Management of Contracts policy CM-205.00.
 - b. The Academic Services designee will review each contract and, if necessary, submit it to the appropriate senior management team member for approval prior to signature according to the

Management of Contracts Policy CM-205.00.

- c. Original contracts will be kept in Accounting with a copy in the Academic Services Department.
- d. Current proof of professional and general liability insurance (\$1,000,000 minimum per occurrence/\$3,000,000 aggregate) held by the facility, agency, and/or individual requesting clinical internship will be kept with each contract in the Accounting Department with a copy in the Academic Services Department.
- e. Contracts developed for Guest observation/participation experiences will vary case by case depending on the need for the observation/participation experience. All Guest observation/participation contracts with KRMC will contain a minimum of the following information:
 - i. Name of the parties entering into the agreement.
 - ii. Date of initial agreement and expiration date.
 - iii. The individual/facility/agency is responsible for submitting the required documentation as listed in this policy.
 - iv. Guest observers/participants are required to comply with all KRMC policies, procedures, and standards during their experience. Failure to do so could result in the guests' removal from their scheduled KRMC observation/participation experience.
 - v. KRMC reserves the right to remove a Guest observer/participant from an experience in order to maintain patient safety or operations of KRMC.
 - vi. Provisions for necessary emergency health care or first aid for injuries/exposures occurring in KRMC facilities. Guest observers/participants injured during their experience at KRMC may be treated in the Emergency Department. The guest is financially responsible for cost of treatment at KRMC.
 - vii. Contains a confidentiality clause (or similar wording) as follows:
Facility will assure that licensed professional abide by the policies of Hospital while using Hospital facilities, including policies specific to students and those related to confidentiality of patient information.

2. Requirements

- a. Guests will complete the following documentation on the Kadlec Passport prior to starting a Guest observational/participation experience at KRMC. The Guest observation/participation experience may be terminated if a review of the Kadlec Passport reveals any deficiency in the required documentation or safety education.
 - i. National Criminal History Background Check within a year of start date *OR* Provider credentialing (current WA state license, type & # without claims). Guest observation/participation experience eligibility to be determined by Academic Services designee/HR.
 - ii. Criminal disclosure statement. No crimes against people reported. Must be completed annually if multiple rotations.
 - iii. Current Washington State Patrol check. Must be completed annually if multiple rotations.
 - iv. Proof of immunizations recorded
 - 1. Negative Tuberculin (TB) status (via Mantoux 2-step skin test or IGRA (Quantiferon or TB Spot) within the past 12 month. If history of positive TB test, must provide negative chest x-ray taken after last positive test along with results of positive test and medical clearance by

- a physician.
- 2. Documentation of Hepatitis B series with corresponding positive titer. If negative titer after vaccination series, see healthcare provider for recommendations. A signed declination is required for students who do not meet immunity requirements.
- 3. Evidence of current Measles, Mumps, and Rubella immunity by documentation of 2 doses at least 28 days apart or positive serum titer for each.
- 4. Tdap vaccine administered in or after 2006.
- 5. Influenza vaccination for the current flu season. If not vaccinated, students will be required to sign a declination, and wear a mask while on Hospital premises during the active influenza season. Please refer to "Masking During Influenza Season" HR Policy #1207.01, located on the HR Portal.
- 6. Evidence of current Varicella immunity by documentation of 2 doses at least 28 days apart or positive serum titer.
- v. Blood borne pathogen education
- vi. Current BLS (AHA Healthcare provider for Adult, Child and Infant) (If required)
- b. Safety Requirements
 - i. Proof of professional and general liability Insurance – provided through school, employer or personal.
 - ii. Safety Education including HLC courses Basic Safety, Patient Safety and Corporate Compliance for the current year.
 - iii. Confidentiality/Conduct Agreement (Form #1509)
- c. Guests will show photo identification prior to beginning their experience.
- d. Guests must wear Kadlec issued badge.
- e. Clinical Placements in the Operating Room require an OR Orientation.

3. Clinical Placements

- a. The Academic Services designee will communicate requests with the appropriate, respective department(s) for placement approval.
- b. The individual/facility/agency will work with the Academic Services designee and clinical area desired to develop appropriate timing for the observation/participation at KRMHC.

Attachments

No Attachments

Approval Signatures

Approver	Date
Chase Walters: Director, Education	02/2019

Approver

Date

Barbara Moulton: Education Assistant 01/2019

Applicability

WA - Kadlec Regional Medical Center

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