

**MEDICAL STUDENTS WITHIN PROVIDENCE HEALTH &  
SERVICES – WASHINGTON  
d/b/a PROVIDENCE SACRED HEART MEDICAL CENTER &  
CHILDREN'S HOSPITAL  
– Medical Staff Policy**

**Reviewed/Updated  
6/1/15**

Medical Education within Providence Sacred Heart Medical Center & Children's Hospital is under the auspices of the Providence Sacred Heart Medical Center (PSHMC) and the Spokane Teaching Health Center (STHC) Graduate Medical Education Committees (GMEC). This policy covers medical students within PSHMC. See separate PSHMC policy relating to resident practice within the medical center.

Medical students learn fundamental clinical medicine by providing supervised evaluation and management of patients. PSHMC allows students to participate in a clinical educational rotation in the medical center if:

1. There is an affiliation agreement between the sponsoring accredited medical school and PSHMC, or
2. A non-affiliated medical school student receives approval according to the PSHMC and STHC Graduate Medical Education Committee policy for students. This specifies that the student must be approved by and assigned to an Accreditation Council for Graduate Medical Education (ACGME) accredited residency program sponsored by PSHMC or the STHC.

The following is the list of residency program coordinator contact information and clerkship/electives offered at PSHMC or STHC.

<b>RESIDENCY PROGRAM</b>	<b>CLERKSHIP or ELECTIVE</b>
FAMILY MEDICINE RESIDENCY SPOKANE FAMILY MEDICINE RURAL TRAINING TRACK Diane Borgwardt (509) 459-0675 <a href="mailto:Diane.Borgwardt@providence.org">Diane.Borgwardt@providence.org</a>	Family Medicine Obstetrics/Gynecology Pediatrics Surgery
INTERNAL MEDICINE RESIDENCY SPOKANE Teri Yeager (509) 474-3022 <a href="mailto:Teri.Yeager@providence.org">Teri.Yeager@providence.org</a>	ICU sub-internship Nephrology (inpatient) Infectious Disease (inpatient) Gastroenterology (inpatient) Cardiology (outpatient) Hematology/Oncology (outpatient)

<p>TRANSITIONAL YEAR RESIDENCY SPOKANE          Debora Schilling          (509) 474-3020  <a href="mailto:Debora.Schilling@providence.org">Debora.Schilling@providence.org</a></p>	<p>Anesthesiology          Emergency Medicine</p>
<p>RADIOLOGY RESIDENCY SPOKANE          Sherry Bucholz          (509) 474-3021  <a href="mailto:Sherry.Bucholz@providence.org">Sherry.Bucholz@providence.org</a></p>	<p>General Radiology</p>
<p>PSYCHIATRY RESIDENCY SPOKANE          Linda Barkley          (509) 474-4744  <a href="mailto:Linda.Barkley2@providence.org">Linda.Barkley2@providence.org</a></p>	<p>Adult Psychiatry          Child / Adolescent Psychiatry          Consultation Liaison Psychiatry</p>

The responsibility for complete files regarding medical students remains with the medical school. The Providence Sacred Heart Medical Center Department of Medicine Education is responsible to assure that appropriate information is obtained from the students of all medical schools according to the criteria established by the PSHMC and STHC GMECs. The GMECs will review and approve the individual student file before any student can begin medical education at Providence Sacred Heart Medical Center & Children’s Hospital.

**Identification Badges and access to patient information:** Medical school or residency program staff will obtain appropriate photo ID badges for the student. Medical students may be approved for access to electronic patient records and for badging by the GMEC.

Students must wear their medical school or PSHMC assigned photo identification name badges at all times. Additionally, students must adhere to all PSHMC policies regarding patient dignity, privacy and confidentiality. Students may attend appropriate educational activities, may access medical records and enter specific areas of PSHMC as directed by their rotation coordinator or supervising physician.

**Notification to PSHMC staff:** The medical school (University of Washington [WWAMI] or Pacific Northwest University of Health Sciences) departmental clerkship director or the PSHMC/STHC-sponsored residency program (for non-UWSOM and non-PNWU students) will notify the PSHMC Department of Medical Education and the PSHMC Medical Staff Office of the dates that student(s) will be rotating at PSHMC, the student’s name, the physician that will be supervising the student and the rotation, and the sponsoring residency program. The students must have met all PSHMC eligibility requirements and completed /submitted all application materials to the PSHMC Department of Medical Education and the sponsoring residency program. The PSHMC and STHC GMECs will review and approve all medical student applications. All notifications and GMEC approvals must be made at least two working days prior to the arrival of the student(s). The PSHMC Medical Staff Office will then forward that information to key departments within PSHMC. The PSHMC Department of Medical Education will retain a list of all medical student (and resident) rotations conducted within the Providence Sacred Heart Medical Center & Children’s Hospital.

**Medical student role within PSHMC:** The supervising physician will introduce the student to other medical staff, hospital staff and patients in such a manner that the student’s role is clearly defined. The term “student doctor” or “medical student” is the recommended term to identify the student.

### **First and second year medical students**

1. These students have no independent privileges. They may see patients only under the supervision of the supervising physician. They may observe obstetrical and surgical procedures, after the supervising physician has notified the patient of the student's presence during the procedure.
2. Medical students can train by performing and recording a patient history and physical. If it is made part of the medical record, for billing purposes, the only portions to which a physician can refer in this/her own note are the past medical history, family history, social history and review of systems. The resident or attending physician must independently perform a history and physical and document their evaluation. The resident or supervising physician may refer to a student's documentation of past, family, and social history and review of systems by initialing it or referring to it in a narrative statement.

### **Third and fourth year medical students**

1. As above, students have no independent privileges. They may see patients only under the direction of the supervising physician.
2. Third and fourth year students may perform histories and physicals and write progress notes and orders. All documentation must be read, corrected or agreed with, and signed by the supervising physician (attending or resident) according to the PSHMC/STHC policy. All medical student orders must be co-signed before being implemented.
3. The medical student may assist with or perform invasive procedures, surgeries, and deliveries only under the direct supervision of the supervising physician after the supervising physician has notified the patient of the student's presence and/or participation during the procedure.

A currently credentialed medical staff member (the attending physician) or resident is responsible for supervising all aspects of the medical student's clinical activities. Ultimate responsibility rests with the credentialed attending physician. The supervising physician must have privileges or authorization to perform any procedure being supervised. The level of student in-hospital participation and limitations must be understood by the student and the supervising physician. The responsible supervising physician (preceptor) shall determine (based on the experience and capabilities of the medical student) when "remote supervision" (indirect supervision), as opposed to "present in person" (direct supervision), supervision would suffice. The patient shall not be charged for services by a medical student.

**Hospital staff should contact the patient's attending physician if there is any question regarding the medical student's scope.**

**Medical record documentation/countersignature:** The attending physician or supervising resident shall review and sign all documentation of histories, physicals and progress notes in the medical record. The attending or supervising resident must countersign any orders or prescriptions written by the medical student before implementation. All dictated discharge summaries, operative notes, procedure reports or final diagnosis are the responsibility of the medical staff member, but the medical student may document them in the progress notes.

**Medical students from affiliated programs assigned to outpatient clerkships/electives:** These medical students are welcome to accompany their sponsoring physician to PSHMC, but will have no direct patient care or access to patient information. They also must be introduced to patients as “student doctor” or “medical student”, and the patient must be given the option to accept or decline the observation.

**Observerships:** Visiting medical students may request a four-week PSHMC observership program sponsored by one of the PSHMC/STHC-sponsored ACGME-accredited residency programs, according to the policies outlined by the PSHMC Department of Medical Education. Observers are not allowed to participate in procedures or patient management. Appropriate access to patient information and badging will be done through the approving residency program. The patient must be given the option to accept or decline the observation.