

SACRED HEART HEALTH SYSTEM

Rotating Medical Student Policy and Procedure

POLICY:

Sacred Heart Health System, Inc. ("Sacred Heart") is committed to playing an active role in the education and development of aspiring physicians. As such, Sacred Heart provides placements for medical students ("students") to obtain training and experience through clinical rotations. This policy is intended to ensure compliance with applicable laws, regulations and policies.

I. PARTICIPATING INSTITUTION

- a. Each medical student must come from a Participating Institution. Participating Institutions must be accredited by the Liaison Committee on Medical Education ("LCME") or the American Osteopathic Association ("AOA") and maintain such accreditation through the course of the student's placement.
- b. In order to be considered a Participating Institution, the medical school must have a current affiliation agreement with Sacred Heart. Student applications from the school will not be considered until such an agreement is in place. If no current Affiliation Agreement exists for a school wishing to place a student, school may request an agreement by contacting the Sacred Heart Graduate Medical Education office at Lynne.Caples@shhpens.org. Any requests for Affiliation Agreements must be received eight (8) weeks prior to the anticipated start date of student. A list of current Participating Institutions is available from the Medical Student Academic Coordinator, Lynne.Caples@shhpens.org.

II. APPLICATION PROCEDURE

- a. At least four (4) weeks prior to the commencement of the clinical experience, or eight (8) weeks in the event that an Affiliation Agreement is needed (see above), Participating Institution must request approval of the rotation from Sacred Heart's Medical Student Academic Coordinator ("MSAC") at Lynne.Caples@shhpens.org. Medical students may not commence rotation prior to approval. The following procedure will provide a guide to the approval process.
- b. The Medical Student Academic Coordinator (MSAC) will provide the medical student with an application and instructions to complete. Student must ensure that the application is complete prior to submittal; incomplete applications will not be considered. Questions regarding application completion may be directed to the MSAC. Student may state a preference for dates of rotation and/or supervising physician; however, Sacred Heart will assign students according to availability.

III. ONBOARDING

- a. If accepted to rotate at a Sacred Heart facility, the MSAC will provide student with directions regarding completion of the mandatory orientation module through the online system MyLearning. Student must complete the module in a timely fashion.
- b. The MSAC will enter the information into the AS400 hospital system and the ECHO database, in order to document that student is authorized to rotate in the facility. The MSAC will facilitate the issuance of an identification badge and parking decal to the incoming student, as needed.
- c. The MSAC will notify appropriate Sacred Heart personnel of the student's clinical rotation.

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IV. ROTATION

a. RESPONSIBILITIES OF PRECEPTING PHYSICIAN OR DESIGNEE

- i. The precepting physician should be familiar with this policy and with the basic skill level of the medical student.
- ii. Precepting physician must be a member of the medical staff in good standing and shall hold the appropriate clinical privileges required to teach and supervise the medical student during the approved rotation.
- iii. Precepting physician must supervise the student according to the ACGME or AOA guidelines applicable to the training program. If the precepting physician is not immediately available, another medical staff member with appropriate clinical privileges may agree to supervise the student for a limited period of time.
- iv. There must be patient consent and acknowledgment of the medical student's presence during any appropriate patient care activity. Surgical/obstetrical procedures require the written consent of the patient prior to participation.
- v. Precepting physician must report any concerns related to quality of care, treatment and services, and educational needs of/by the student, to the Sacred Heart's Chief Clinical Officer ("CCO") The CCO will follow the procedure outlined report to the Medical Executive Committee for review. The preceptor has authority to suspend the student's rotation pending further investigation, or terminate the rotation of student. Termination of the rotation will be reviewed by the CCO and the MSAC prior to finalization.

b. PERMITTED STUDENT ACTIVITY

Student may participate in the following patient care activities while under the direct supervision of the precepting physician:

- i. Observe patient care, assist in the preparation of history and physical examination, or observe surgery or special procedures.
- ii. The medical student is encouraged to review laboratory studies, x-rays, and pathological specimens on patients whom he or she is following.
- iii. May visit, interview and examine assigned patients without the presence of the supervising physician – except where specifically prohibited (gynecological exams).
- iv. Students may not see the patient in lieu of precepting physician.
- v. Must display proper identification at all times.
- vi. Students agree to abide by the rules, regulations, policies and procedures of the Sacred Heart Health System.
- vii. In emergency situations, students may temporarily assist hospital employees or other physicians in the care of unassigned patients.
- viii. Students incurring minor injuries while in training in the Health System must notify their precepting physician as well as the sponsoring medical school. If hospital services (e.g., Emergency Room) are required then the individual student will be responsible for payment of bills.
- ix. Students may access all appropriate hospital facilities, libraries, medical records, cafeteria, specified parking area as designated, and physician lounges (only with precepting physician).

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V. MEDICAL EXECUTIVE COMMITTEE(S) (MEC) AND BOARD OF DIRECTORS

- i. Sacred Heart's governing body is responsible for the quality of care the Health System provides. To carry out this responsibility, the governing body provides for the effective functioning of activities related to medical staff credentialing and professional graduate education.
- ii. The Graduate Medical Education Council ("GMEC") or its designee shall be responsible for reviewing all contracts, policies and procedures associated with rotating medical students on a routine basis.
- iii. Any concern related to the quality of care rendered by students shall be reported to the precepting physician and the GMEC, which shall then report to the MEC of Sacred Heart Hospital Pensacola for review. The precepting physician shall also be notified that a review is taking place.

VI. CORRECTIVE ACTION AND EXPIRATION OR TERMINATION OF ROTATION

- a. At the conclusion of the scheduled rotation, the medical student shall no longer be permitted to perform previously approved clinical activities unless a request for extension of the rotation has been received and approved. Such request shall be directed to the MSAC for approval. Requests for extensions must be received two weeks prior to the termination of rotation.
- b. In the event that the precepting physician or student fails to follow the rules as outlined in this policy, corrective action will be taken, up to and including termination of the rotation.
- c. The CCO, MSAC, preceptor and/or appropriate department/clinical service chair shall have the right to terminate the student's rotation in the event that the student's presence in the hospital appears to endanger the health or safety of patients.
- d. If, for any reason, the preceptor withdraws from or is unable to continue in his/her role of supervising the medical student, the rotation shall terminate unless an appropriate substitute preceptor is identified.
- e. Approval of a rotation at the hospital shall not constitute approval for appointment to the medical staff and shall not confer on the medical student any of the rights associated with appointment.

My signature below signifies that I have read and understood the "Sacred Heart Health System Rotating Medical Student Policy and Procedure" in its entirety. I hereby agree to the obligations as outlined in the Agreement.

Signature: _____

Print Name: _____ Date: _____