



Current Status: Active

PolicyStat ID: 10178500



Effective: 8/10/2021

Reviewed: 8/10/2021

Last Revised: 8/10/2021

Next Review: 8/9/2024

Policy Lead: Jean Alanna Ackerson: Clinical Practice Specialist

Policy Area: Patient Care

Entities: NCH Medical Group, Northwest Community Day Surgery Center II, LLC, Northwest Community Healthcare, Northwest Community Hospital

Applicability: NCH Policy Manual

## NCH Student Policy

### Brief Summary of Policy

It is the policy of Northwest Community Healthcare, including all of its subsidiaries and entities (NCH), that the following guidelines must be followed for student experiences at NCH.

### Our Mission

We exist to improve the health of the communities we serve and to meet individuals' healthcare needs.

### Our Vision

Northwest Community Healthcare will be an Integrated System of Care that delivers innovative, exceptional and coordinated care while creating value for the communities and populations we serve.

### Policy

#### A. Contracts with Academic Institutions

1. A current, written Affiliation Agreement must be on file in NCH's contract database. Requirements are outlined in the clinical Affiliation Agreement.
2. At the time the Affiliation Agreement is executed, the Academic Institution must provide a copy of a current compliant Certificate of Insurance issued in NCH's name and resubmit annually for the duration of the agreement.

#### B. Supervision

1. The student is directly responsible to the designated discipline's supervising role for the length of the student's rotation. The Clinical Instructor, preceptor or designee, throughout the affiliation, will assess the student's performance formally and informally.

#### C. Orientation (See Academic Affiliations Policy; Staff orientation, Education, and Training Policy)

1. NCH shall provide the Students with an orientation to the clinical education setting to include applicable policies and procedures of the clinical education setting and NCH.
2. Students must complete their initial orientation in their departments utilizing the Contract Staff -

Student Manual.

3. Students must complete the *Orientation Review* form and *Password Security Agreement/Code of Conduct* form, *Orientation Checklist* form and *Documentation* form.
4. Proof of completed forms will be sent to HR to remain on file.

#### D. Identification of Students

1. Northwest Community Healthcare, including all of its subsidiaries and entities, requires a system of identifying students, interns, and temporary/contract staff present in NCH owned or managed facilities.
2. An appropriate badge type will be issued by Human Resources to the Intern/Student once he/she submits the specified credentials, complies with the academic affiliations on-boarding requirements, health screenings/immunizations and completes the orientation guide and checklist.
3. Badge accesses will be provided to students per department requirements
4. Badges must be returned to HR upon completion of the program. (See *Identification of Employees, Medical Staff, Students, Volunteers and Temporary/Contract Staff Policy*).

#### E. Required Credentials

1. Background Checks/ Drug screen
  - a. As outlined in the clinical Affiliation Agreement, NCH requires criminal background checks on all students in advance of placing students in a clinical education setting. NCH may refuse placement or continuation in the program of any student NCH believes who may place patients, employees, and/or visitors at risk or would be barred from employment with NCH or the Clinical Education Setting.
2. Health and Immunizations Requirements (See, *NCH Health and Immunizations Requirements Policy*)

#### F. Electronic Medical Record/ Use of Technology

1. An I.T. Access Request form must be filled out electronically by a department designee.
2. Epic computer based training is only available onsite at NCH. (See, *Epic Training Requirements for New, Returning and Cross-Trained Staff policy*)
3. All student documentation must be co-signed.
4. Students and other users of NCH technology will be given access to a copy of this Policy during their orientation. (See, *Acceptable use of Computing Devices Policy*).

#### G. Confidential Information

1. All current NCH employees, vendors, members of the medical staff, consultants, volunteers or students, and other users of NCH technology in the performance of their duties may have access to confidential patient information from Northwest Community Hospital ("NCH"). (See, *Data Confidentiality and Security Policy; Confidentiality Policy; and Release of Patient Information Policy*).
2. All system users must hold information described above in confidence and in accordance with HIPAA, the terms of the *Password Security Agreement* and *Confidentiality Agreement*, and all NCH policies and procedures.
3. Any violation of this policy or unauthorized use or disclosure of patient information will result in NCH taking appropriate HR and/or legal action against the user and/or their employer.

4. NCH employees operating in a student capacity are restricted from using their NCH employee user IDs and password. You must use NCH student approved I.T. access.

#### H. HIPAA

1. It is the policy of NCH to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, which requires Covered Entities to obtain an authorization form from an individual prior to use or disclosure of the individual's protected health information (PHI) for purposes other than treatment, payment, or health care operations (TPO). (See, *Use of Authorizations Forms Policy*)
2. The school will specifically require its Students to comply with the HIPAA policies and procedures of NCH and the HIPAA policies and procedures of the facility at which the program is conducted. Institution understands and agrees that NCH may in its sole discretion terminate the participation of any student who violates such HIPAA policies.

#### I. Student Requirements

1. Meet the personal, ethical and professional standards required of employees and consistent with the applicable professional standards of relevant accrediting or regulatory bodies.
2. Adheres to dress and appearance standards. (See, *Appearance Standards Policy*).
3. NCH ID badge is displayed above waist.
4. Adheres to NCH CARES Service Standards commitment.

#### J. Parking

1. All students will park in Parking Lot 7 or the 5th floor of Parking Garage B. (See, *Parking Facilities and Regulations Policy*).
2. Parking at off sites will be as designated

## Definitions (if needed)

## References (i.e., Laws, Standards, if applicable)

## Related Policies or Procedures

Academic Affiliations Policy

Staff orientation, Education, and Training Policy

Identification of Employees, Medical Staff, Students, Volunteers and Temporary/Contract Staff Policy

NCH Health and Immunizations Requirements policy

Parking Facilities and Regulations Policy

Acceptable use of Computing Devices Policy

Use of Authorizations Forms Policy

Data Confidentiality and Security Policy

Confidentiality Policy

Release of Patient Information Policy

Epic Training Requirements for New, Returning and Cross-Trained Staff

Appearance Standards

NCH CARES Service Standards Commitment

## Attachments

No Attachments

## Approval Signatures

Step Description	Approver	Date
Executive Review	Eileen Gillespie: Exec VP Patient Services & CNO	8/10/2021
Policy Review Committee	Policy Committee Chair: policy_committee	8/9/2021
Director Review	Teresa Kisch: Dir Professional Practice & Magnet Program	7/28/2021
Policy Lead	Jean Alanna Ackerson: Clinical Practice Specialist	7/28/2021

## Applicability

Northwest Community Healthcare

COPY