

POLICY & PROCEDURE

SECTION: Administrative	SUBJECT: Policy for Students and Observers at Guthrie (Reviewed and approved by GMEC 7/24/17)	DEPT. Medical Education
EFFECTIVE: 07/24/2017		POLICY # RPH-A-761-28
SUPERCEDES: 2-1-10; 2-1-11; 10/1/12; 3/8/13;9/28/15		PAGE # 1 of 6
DISTRIBUTION: All Clinical Departments, Medical Education, Guthrie Intranet		

POLICY:

Guthrie's goal is to provide high quality teaching and supervision in a safe, compassionate environment of learning.

PROCEDURE:

1. **OBSERVER/SHADOWER:** An observer/shadower learns by observation only and has no direct, hands-on patient contact or counseling activities.

Observers spend a specified period of time at Guthrie in a clinical or non-clinical setting with **strictly no hands-on interaction with patients**. An observership does not involve a service commitment or salary and is non-accredited. The observer is linked with a supervisor and has no responsibility for the patient.

Observers shadowing less than 8 hours must:

- 1) Complete an application form
- 2) Obtain written approval from a designated department supervisor for the specific observation dates. Preceptor form must be signed by supervisor with intended date(s) of observation written on the form.
- 3) Submit letter of good standing from current institution
- 4) Provide proof of current flu vaccination
- 5) At least one month in advance, submit the completed document(s) to the Guthrie Medical Education (or the Department of Nursing if a nursing rotation is requested).
- 6) Sign Confidentiality Acknowledgement Form
- 7) Obtain and wear an ID badge from Human Resources (obtained through the Student Affairs Office).
- 8) Remain under direct supervision at all times during the requested observership period.

Students/Observers shadowing more than 8 hours (long term) must complete the following requirements and orientation process found on page 5 (at least one month in advance):

- 1) Complete an application form
- 2) Obtain written approval from a designated department supervisor for the specific observation dates. Preceptor form must be signed by supervisor with intended date(s) of observation written on the form.
- 3) Obtain letter of good standing from current institution
- 4) Provide clearance documentation of criminal and Pennsylvania child abuse background checks, as well as the immunization and PPD requirements.
- 5) Provide proof of current flu vaccination
- 6) At least one month in advance, submit the completed document(s) to the Guthrie Medical Education(or the Department of Nursing if a nursing rotation is requested).

Policy: # RPH-A-761-28
Title: Policy for Students and Observers at Guthrie
Date: July 24, 2017
Page: Page 2 of 6

- 7) Following approval of the observership, contact the Guthrie Medical Education Office to complete the orientation process (see page 6).
- 8) Sign Confidentiality Acknowledgement Form
- 9) Obtain and wear an ID badge from Human Resources (obtained through the Medical Education Office).
- 10) Remain under direct supervision at all times during the requested observership period

High school students wishing to observe for more than 8 hours must have a letter from the school stating that the extended observership is a requirement of the student's education.

High school students between the ages of 16 and 18 requesting to rotate in the operating room must be a senior, looking at a career choice related to surgery.

Observers are not scheduled in the Behavioral Science Unit, OB/GYN, ED, and Intensive Care Units.

Students between the ages of 14 and 16 may enroll in the Volunteer Program by calling the Volunteer Office at 570-887-4242.

Note: Observerships are not available to international medical graduates interested in getting experience for residency training in the US. This applies to all Guthrie Health entities.

2. MEDICAL STUDENT CLERKSHIPS AND ELECTIVES: (Medical students must be in good standing and matriculating in a U.S. Medical School)

Note: Foreign Medical Graduates may certainly get Graduate Medical Training Licenses in the Commonwealth. However, medical students are not authorized to engage in clinical clerkships in the Commonwealth.

Elective and clerkship rotations at Guthrie offer medical students clinical opportunities that foster growth of medical knowledge through direct patient-care experiences as an active member of our medical team. As a team member the medical student attends teaching rounds and conferences, takes patient histories, performs physical examinations, and assists in the operating room and other venues. For clinical services, the medical student has designated supervisors, who provide continuous instruction and supervision of all patient-care interaction.

- a. Guthrie-Affiliated Medical Schools:** Rotations for medical students from medical schools affiliated with Guthrie/Robert Packer Hospital are scheduled in advance through the individual schools. The schools must provide clearance documentation of criminal and Pennsylvania child abuse background checks at the time of orientation.
- b. Non-Affiliated Medical Schools:** Rotations for medical students from medical schools not affiliated with Guthrie/Robert Packer Hospital are scheduled at least three months in advance by the student through the Guthrie Student Affairs Office. **Unaffiliated medical students must:**
 1. If not already established, secure from the school a signed affiliation agreement, which must include the Standard Addendum from Guthrie Risk Management. Agreements can be forwarded directly from the school to the Guthrie Medical Education Office (all original affiliations are reviewed by the Vice President and Risk Management for approval).
 2. Obtain written approval from a designated department supervisor for specific dates and requirements for the rotation period.

Policy: # RPH-A-761-28
Title: Policy for Students and Observers at Guthrie
Date: July 24, 2017
Page: Page 3 of 6

3. Obtain and submit a completed application form with signed approval from the supervisor to the Guthrie Student Affairs Office at least 3 months in advance of the rotation month.
 4. Provide clearance documentation of criminal and Pennsylvania child abuse background checks, as well as the immunization and PPD requirements. NOTE: This information must be received before the rotation will be approved. (Please see instructions below)
 5. Following approval of the rotation, contact the Guthrie Student Affairs Office to complete the orientation process.
3. **GUTHRIE SCHOLARS:** Guthrie Scholars are pre-med students matriculating in their 4th year of undergraduate education at Wilkes University or Binghamton University. Fifteen-week rotations are coordinated 6-9 months in advance by the Student Affairs Office in coordination with Wilkes University. A complete orientation is done on the first day of the student rotation at Guthrie. Students are under direct supervision by residents and attendings at all times and have no hands-on patient contact or responsibility. Evaluations are completed and sent to Wilkes or Binghamton for each student. Each University must provide clearance documentation of criminal and Pennsylvania child abuse background checks before the scheduled orientation.
4. **CLINICAL/ALLIED HEALTH STUDENTS:** (Students must be in good standing and matriculating in an approved U.S. College). Clinical/Allied Health Students requesting direct, hands-on patient contact during their rotation at Guthrie must:
- a. If not already established, secure from the school a signed affiliation agreement, which must include the Standard Guthrie Addendum from Risk Management. Agreements can be forwarded directly from the school to the Guthrie Medical Education Department or Department of Nursing Education. (all original affiliations are reviewed by the Vice President, Risk Management for approval).
 - b. Obtain written approval from a designated department supervisor for specific dates and requirements for the rotation period.
 - c. Obtain and submit a completed application form and the written approval from the supervisor to the Guthrie Student Affairs Office or Department of Nursing Education at least 3 months in advance of the rotation month.
 - d. Provide clearance documentation of criminal and Pennsylvania child abuse background checks, as well as the immunization and PPD requirements. NOTE: This information must be received before the rotation will be approved. (Please see instructions below)
 - e. Following approval of the rotation, contact the Guthrie Medical Education Office or Department of Nursing Education Office to complete the orientation process.

Note: *Per Pennsylvania State Board of Medicine Regulations, rotations are not available for students matriculating in an international, unaccredited school.*

CRIMINAL AND CHILD ABUSE BACKGROUND CHECKS PROCESS

Long-term observers (more than 8 hours), Guthrie Scholars and students whose time at Guthrie includes direct, hands-on experience with patients must complete criminal and Pennsylvania child abuse background checks and provide documentation of clearance prior to arrival at Guthrie. Policy requirements and directions are listed below.

1. Directions are as follows for obtaining documentation of criminal and Pennsylvania child-abuse background checks, required prior to the time of orientation of students as listed above. There are two methods of requesting a Criminal Record:

Policy: # RPH-A-761-28
Title: Policy for Students and Observers at Guthrie
Date: July 24, 2017
Page: Page 4 of 6

a. Online Request

The Pennsylvania State Police established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH). Using this system, a requestor can apply for a criminal background check on an individual. You must have a credit card to use this system.

Pennsylvania Access to Criminal History (PATCH) Web Site -
<https://epatch.state.pa.us/Home.jsp>

b. Submitting a Request Form – Criminal History Request Form - SP4-164

This response is based on a comparison of data provided by the requester in Part I of the form against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

Download the Criminal History Request Form - SP4-164 -
http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001769.pdf

One Copy is to be submitted with a money order or certified check for the amount of \$10.00 payable to Commonwealth of Pennsylvania. After completion mail to:

Pennsylvania State Police Central Repository - 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

2. Directions for obtaining documentation of Pennsylvania Child Abuse History Clearance

The Child Abuse History Clearance Form is distributed and processed by the Pennsylvania Department of Public Welfare and may be downloaded at:

http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf

Be sure to mark the purpose as **School Employee**

One Copy is to be submitted with a money order ONLY (no cash or checks) for the amount of \$10.00 payable to Department of Public Welfare. After completion mail to:

Childline And Abuse Registry
Department of Public Welfare
PO Box 8170
Harrisburg, PA 17105-8170

Pennsylvania Child Abuse History Clearance Online Submission

The Child Abuse History Clearance is also available online at:
<https://www.compass.state.pa.us/cwis/public/home>

Policy: # RPH-A-761-28
Title: Policy for Students and Observers at Guthrie
Date: July 24, 2017
Page: Page 5 of 6

IMMUNIZATION REQUIREMENTS:

Influenza Vaccination: All students will be required to show proof that they have received the seasonal influenza vaccination.

The immunization requirements below pertain to all learners over the age of 14, who rotate or observe at any Guthrie entity for more than 8 hours.

MMR / Measles Vaccine: All healthcare workers born in or after 1957 shall present documentation of two doses of measles-containing vaccine (measles, MR, or MMR) given on or after twelve months of age, separated by at least one month, or laboratory evidence of Rubella / Rubeola immunity (titers). All healthcare workers born prior to 1957 shall present documentation of one dose of measles-containing vaccine (MMR) given on or after twelve months of age, or laboratory evidence of Rubella immunity.

Tetanus and Diphtheria (Td): All healthcare workers shall have received a primary series of Td and a Td booster within the past ten years is recommended. Any employee with an exposure who has not received Td within the past 5 years will be given the vaccine.

Hepatitis B Vaccine: All healthcare workers at risk of exposure to blood, blood products, or other potentially infectious material shall be offered and receive the hepatitis B vaccination series of 3 injections, or shall sign a declination form waiving vaccination. The series will be followed by HBsAB titer. A subsequent series of 3 injections will be given if indicated by titer. An employee may also provide dates of previous Hep B injection dates to meet this requirement.

Varicella (Chicken Pox) History: Reliable history of disease or titer documenting immunity. If laboratory test fails to document immunity to Varicella, the Varivax vaccination series of 2 injections is required.

PPD: Required for all employees, students, volunteers, long term observers and contract workers that work in buildings where clinical care is provided. This includes all Guthrie Entities. A positive skin test will prompt a T-Spot (TB PCR) blood test. Students having lived in an area endemic to TB, who have a past history of a positive PPD will review the signs and symptoms of TB, and provide a copy of a Chest X-Ray on hire. A T-Spot blood test may be obtained to determine status. If the T-Spot blood test is positive, a Chest X-Ray will be obtained. Once the Chest X-Ray is obtained, a referral to the employee's county DOH will be made for follow up treatment. If the T-Spot blood test is negative, a Chest X-Ray will not be obtained and a referral to the DOH will not be completed. An annual review of signs and symptoms of TB will be required. A Chest X-Ray will be obtained only if there is a symptom change.

Students with greater than 12 months since last documented PPD shall be required to have a 2-step PPD. Students who are greater than 13 months without a documented PPD will be removed from the rotation schedule until requirements are met.

Students who are deferred for medical reasons must have documentation from their provider. To maintain compliance, they shall have signs and symptoms of tuberculosis reviewed annually. If this is a temporary deferment, such as pregnancy, they must have a deferral recommendation from their provider, with an estimated date of reschedule for PPD. It shall be the student's responsibility to schedule the PPD, and noncompliance will result in removal from the rotation as above.

Policy: # RPH-A-761-28
Title: Policy for Students and Observers at Guthrie
Date: July 24, 2017
Page: Page 6 of 6

All expenses associated with meeting above requirements are the sole responsibility of the student and/or their institution.

Failure to comply with the above immunization schedules will result in denial and/or removal of the student from the learning experience.

When all requirements are verified and the above information has been received and reviewed by Guthrie/Robert Packer Hospital Medical Education Office, Student Affairs Office or the Department of Nursing Education, the student will be notified of acceptance and scheduled for orientation at Guthrie.

ORIENTATION PROCESS:

All Medical Students, Clinical/Allied Health Students, Long-Term Observerships (more than 8 hours) and Guthrie Scholars rotating at Guthrie must complete the following:

- a. Review Paperwork
- b. Compliance & HIPAA Training.
- c. OSHA/BBP Training
- d. Safety & Security Training
- e. Sign Acknowledgement Form
- f. Parking Permit (if applicable)
- g. Obtain an Identification Badge from Human Resources (as requested by Medical Education or Student Affairs)
- h. Skills Lab Training (If rotating/observing in the Operating Room)
- i. EPIC Training (if applicable)
- j. Tour the Guthrie Campus (if applicable).

Student applications and further information may be requested by contacting the Student Affairs Coordinator, Department of Medical Education or the Department of Nursing Education, Guthrie/Robert Packer Hospital, Sayre, PA 18840—(570)888-6666

KEY CONTACTS: DIRECTOR, MEDICAL EDUCATION
STUDENT AFFAIRS COORDINATOR
ADMINISTRATIVE COORDINATOR, GRADUATE MEDICAL EDUCATION