



HSHS St. Vincent Hospital
 HSHS Sacred Heart Hospital
 HSHS St. Joseph's Hospital
 HSHS St. Mary's Hospital Medical Center
 HSHS St. Nicholas Hospital
 HSHS St. Clare Memorial Hospital

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FACILITY:	HSHS St. Vincent Hospital HSHS St. Mary's Hospital Medical Center HSHS St. Nicholas Hospital HSHS St. Clare Memorial Hospital HSHS Sacred Heart Hospital HSHS St. Joseph Hospital	MANUAL: Provider Students
TITLE:	Residents, Interns and Provider Student Qualifications, Conditions and Responsibilities	ORIGINATING DEPARTMENT: Medical Staff Services
SUPERSEDES:	SCO, SMG, SNS, SVG: Medical Student and Allied Health Professional Student Clinical Rotation Policy (MS-019)	POLICY NUMBER: MS-037

I. POLICY:

Persons in medical training programs participating in patient care activities are required to adhere to the provisions of this policy. This policy applies to residents, interns, and students who work with sponsoring Medical Staff Members (MSM) in the clinic, outpatient and inpatient hospital setting.

For additional guidance regarding patient care activities and medical record documentation, refer to the Medical Students - Patient Care Activities Policy (D-38) and Residents and Interns – Patient Care Activities Policy (D-39)

II. PURPOSE:

1. To define who may participate.
2. To define extent of participation.
3. To define supervision or responsibility for the participants.
4. To define documentation required prior to participation.
5. To safeguard patient care and enhance graduate medical education.
6. To comply with regulatory standards.

III. GUIDELINES/PROCEDURES:

A. Affiliation Agreements

1. Affiliation Agreements specify the duties of: (1) the residency or other training program; (2) the resident, intern, or student; (3) the attending or sponsoring MSM; and (4) the hospital/clinic. Affiliation agreements must be fully executed by both parties before a resident, intern or student begins training at the hospital/clinic.
2. Residents, interns and students (including, but not limited to, medical students, physician assistant students, nurse practitioner students & pre-med students) who are doing clinical rotations at the hospital/clinic through an affiliation agreement must adhere to the requirements stipulated in that agreement.

3. Affiliation Agreements between the training program and the hospital/clinic are kept on file in the hospital contract management database.

B. Requirements of Participation

1. Medical Staff Services obtains required documentation, along with the completed application/checklist, prior to the resident, intern or student beginning their rotation or observation at the hospital/clinic. For a copy of the application/checklist, please call Medical Staff Services.
2. Residents, interns, medical students, nurse practitioner students and physician assistant students will require EHR training assessment and possible training for ambulatory and/or hospital. This will be scheduled by Medical Staff Services and IT.
3. EHR access will be terminated upon completion of rotation unless a recurring student.

C. Criminal Background Check

1. The resident's, intern's or student's training program must verify that the resident, intern or student has completed a Background Information Disclosure Form and that the training program has completed a criminal background check.
2. The training program, on request, provides a copy of the "Background Information Disclosure" form and "Criminal Background Check" data for all residents, interns or students scheduled at the hospital/clinic. The original forms of this information are kept at the training program.
3. If the training program does not have a completed Criminal Background Check, the resident/intern/student is required to: complete a Background Information Disclosure Form at the hospital/clinic and pay the fee to complete the Criminal Background Check. The resident/intern/student is not allowed to participate in the rotation until the background check is complete.
4. Any resident, intern or student whose "Background Information Disclosure" form or "Criminal Background Check" indicates convictions or pending charges for any crime that may bar employment/licensure is not allowed at the hospital/clinic for educational experiences unless the resident/intern/student has been determined to be rehabilitated by the "Rehabilitation Review Panel" to function as a resident/intern/student at the hospital/clinic.

D. Required Approval

Residents, interns, medical students, nurse practitioner students, physician assistant students, pre-med students, or other independent students in medical training programs must have written approval from Medical Staff Services before beginning a clinical or observational rotation.

E. Complaint Management and Resolution

1. Concerns or questions from hospital staff or MSM's regarding the performance of any resident, intern, or student within the hospital/clinic are directed to the sponsoring MSM or Director of Medical Staff Services.
2. Concerns or questions regarding any hospital/clinic related issue by a resident, intern or student or training program are directed to the Director of Medical Staff Services. Any documentation of these concerns is done in accordance with hospital policy.
3. The Director of Medical Staff Services facilitates a review of any referred concerns or questions and attempts to resolve the concern or questions. If necessary, the sponsoring MSM and the training program director are involved in resolution of any concern or question with a resident, intern or student.
4. If a concern with an individual resident, intern or student cannot be resolved to the satisfaction of the Director of Medical Staff Services, the resident, intern or student observation or rotation may be terminated prior to the planned completion date, consistent with the applicable affiliation agreement.

5. If a resident, intern or student cannot resolve a concern with the hospital/clinic, they may voluntarily terminate their rotation or observation at the hospital/clinic.

F. Identification

Residents, interns and students must wear a name badge when in the hospital/clinic. If the resident, intern or student does not have a name badge from their training program, the hospital/clinic provides a name badge to utilize when in the hospital/clinic. This badge will be returned to Medical Staff Services upon completion of their rotation.

G. Supervision

1. All aspects of patient care are ultimately the responsibility of the attending MSM, regardless of whether certain tasks have been delegated to a resident, intern or student.
2. Attending MSM's and/or patients have the right to prohibit residents, interns and students from participating in the care of patients. When allowing residents, interns and students to care for their patients, attending MSM's do not relinquish their rights and responsibilities or diminish the standard of availability required for attending MSM's.
3. The attending MSM supervising the resident, intern or student must hold current clinical privileges that reflect the patient care responsibilities given to the resident, intern or student.

H. Medical Staff and Governing Body Oversight

1. The Director of Medical Staff Services reports to the Medical Staff Executive Committee and Board of Directors regarding the volume of residents, interns and students that have participated in patient care or clinical rotations at the hospital. Any performance issues, patient safety issues or quality of care issues related to the residents, interns or students will be reported.

I. Orientation

1. Medical Students are directed to Greater Green Bay Healthcare Alliance for required in-service self-learning packet at time of student credentialing.
2. Residents, interns and students are provided HSHS Orientation materials and are required to sign off on the HSHS Orientation Attestation and HSHS Confidentiality and Security Agreement.
3. The sponsoring MSM must agree to and is responsible for orienting the resident/intern/student throughout their rotation or observation.

J. Performance and Quality of Care Monitoring

Upon request, the resident, intern or student provides the hospital/clinic with a copy of the evaluation form completed by their Medical Staff Sponsor at the conclusion of their observation or rotation. The Medical Staff Sponsor informs the Director of Medical Staff Services of any performance issues during the observation or rotation.

IV. DISTRIBUTION:

Medical Staff Members