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Executive Director
Education
Area Education
Applicability Logan Health, LHMC, LHW

Student, Faculty and Non-Employee Training Programs, EDU800

PURPOSE

Logan Health seeks to contribute to the education of students, faculty, and non-employee trainees (collectively referred to as "**Trainees**,") by maintaining Student Affiliation and non-employee training programs committed to providing quality hands-on learning and training experiences.

POLICY

1. Every Trainee must obtain permission from the Student Affiliations Department (**SA**) prior to beginning the learning experience.
2. Trainees must complete Logan Health requirements with SA prior to beginning the training program/learning experience.
3. SA will verify that a facility agreement and liability insurance are current and on file.
4. Trainee must be under the supervision of an employee designated by the approving manager or supervisor at all times during their experience.
5. Trainees may only perform within the scope of their program's practice. Trainees must be under the supervision of an employee designated by the approving manager or supervisor, or academic faculty at all times during their experience. They must be supervised by employee or academic faculty during any invasive procedures performed on a patient.
6. All Trainee documentation must be reviewed, verified, and co-signed by the academic instructor or Logan Health preceptor.
7. All patients must be informed and consent, when possible, before being evaluated or treated by a Trainee.

8. Provider-level students must have their supervising provider review documentation prior to finalizing medical record documentation. The supervising provider will validate all charting completed by the provider student by signing the electronic record upon completion.
9. Trainees must comply with Logan Health policies and procedures. Any incidences of misconduct or infractions should be reported to SA department at the earliest opportunity. Trainees who exhibit misconduct or infractions are subject to termination of the learning experience and personal liability.
10. **Trainees must comply with confidentiality.** Trainees may be exposed to private and confidential information about Logan Health patients and employees. This information may NOT be shared outside of the program setting with any member of the public. The intentional breach of confidentiality regarding patients and/or organization employees is considered gross misconduct and reason for termination of the learning experience and will subject Trainees to personal liability up to the maximum penalty under HIPAA laws.
11. Trainees must have a comprehensive national background, federal and state exclusion list database checks and a national sexual offender registry search with no hits or clear status. Any hits must be reported to SA prior to starting a rotation for review. Logan Health will then make a determination (in writing) if the Trainee will be approved to complete his/her educational experience. Any costs associated with the aforementioned screening tools are the responsibility of the Trainee. SA will approve Trainee provided background checks on a case-by-case basis. Logan Health reserves the right to disqualify any Trainee based on screening results and/or to require a repeat background/exclusion/sexual offender check at its discretion.
12. Trainees must immediately report any injury or illness during clinical experiences at Logan Health to the program director and the instructor or the Trainee's supervisor to determine appropriate care. Trainees are responsible for all costs incurred as a result of any injury or illness during or as a result of his/her clinical experience.
13. The use of any medications or controlled substances that could alter an individual's judgment, coordination or level of consciousness must be reported to the academic program director or Trainee's supervisor **and** SA. Trainees may not be able to participate in clinical experiences based on the Logan Health policies regarding certain medications/controlled substances.
14. **Nursing students:** Refer to *Nursing Student Clinical Rotation, GNNC780*.

PROCEDURE

- A. Visit the Logan Health Student Affiliations website for current student and non-employee trainee program requirements.
 1. Trainees must complete Logan Health requirements utilizing the student compliance and scheduling management system prior to beginning the training program/ learning experiences.
 2. Immunizations (see attachment).
 3. Comprehensive national background check, federal and state exclusion lists database checks and a national sexual offender registry search.
 4. Letter of Good Standing must be provided for graduate level students

5. Other requirements from the SA as applicable.
- B. Trainees may not begin their learning experience at Logan Health with any outstanding items in the student compliance and scheduling management system.
- C. Once pre-screening requirements have been met, student or non-employee trainee makes arrangements with the SA to obtain the required Logan Health identification badge. The identification badge must be worn above the waist, in plain view while in any Logan Health facility, and must be returned to SA at the completion of the learning experience.
- D. Any injury incurred during the learning experience must be reported to the supervisor or manager immediately to Occupational Health/Employee Health during business hours or the Emergency Room when Occupational Health/Employee is closed. Also, notify SA immediately. In the event of an injury, the Trainee or their supervisor/instructor works with the unit supervisor to complete a MIDAS report of the event.
- E. Trainees must report significant or unusual incidents by the end of the clinical shift. Examples of incidents are; actual or potential harm to patients, student and non-employee trainees, faculty, employees, or other such as needle sticks medication errors, patient falls, or other occurrences. In the event of a significant or unusual incident, the Trainee or Trainee's supervisor/instructor should work with the unit supervisor to complete a MIDAS report of the event.
- F. If a Trainee is going to be absent from a scheduled clinical experience, the academic program must notify the unit/department they were assigned at the earliest possible opportunity. A student or non-employee trainee must not be ill when they report to Logan Health for an educational experience.
- G. Student and non-employee trainees are required to review the Emergency Procedure on back of identification badge:
 1. In case of an emergency
 2. Logan Health Medical Center, Dial 2213
 3. Logan Health Whitefish, Dial 3911
 4. Logan Health Conrad, Dial 0
 5. Logan Health Cut Bank, Dial 9808
 6. Logan Health Shelby, Dial 3209
 7. All Satellite Facilities Dial 911
 8. Give the operator the following information:
 - a. The nature of the emergency
 - b. The exact location of the emergency (building, department, floor, room number)
- H.
 1. Emergency codes are as follows. Emergency code names can be found on the back of the ID badges.

CODE BLUE	Medical Emergency, LHMC, Cut Bank, Shelby, Whitefish
CODE SILVER	Threat with Weapon, LHMC, Whitefish

CODE RED	Fire, LHMC, Cut Bank, Shelby, Whitefish
CODE PINK	Infant/Child Abduction, LHMC, Cut Bank
CODE GRAY	Behavioral Emergency, LHMC, Whitefish
SECURITY ALERT	Security Threat, LHMC
INCIDENT ACTIVATION	Activation of Incident Command, LHMC
CODE BROWN BOMB THREAT	Bomb Threat, Conrad Only
DR ARMSTRONG	Behavioral Emergency, Conrad Only
CODE GREEN	Security Threat, Conrad Only
CODE ORANGE	Fire, Conrad Only

DEFINITIONS

1. **Student:** A learner currently enrolled in an affiliated institution and a formal program of study who is seeking an education training experience at Logan Health.
2. **Non-employee trainee:** A non-employee is a person employed by another facility i.e., hospital or physician's clinic, seeking practical experience or training at Logan Health.
3. **Faculty:** An employee of an affiliated academic institution who is assigned to education, train, and supervisor students.
4. **Provider level student:** A graduate-level student such as a Medical Doctor, Doctor of Osteopathy, Nurse Practitioner, or Physician Assistant

REFERENCE

[Student Affiliations | About | Logan Health](#)

Student Handbook

Attachments

[Immunization Verification Form for Schools 1-10-2022.docx](#)

[LH Student and Resident Handbook MCE Version.pdf](#)

Approval Signatures

Step Description

Approver

Date

Admin Approval	April Mcgauley: President and CNO - Logan Health Medical Center	11/2022
Policy Committee	Kelly Stimpson: Associate General Counsel	07/2022
Reviewer	Wendy Merchant-Schulte: Executive Director Education	07/2022
Owner	Wendy Merchant-Schulte: Executive Director Education	07/2022

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