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Owner Donivee Randall-Jones: Director Education
Area Education
Applicability Logan System

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. 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.
 - A. Paramedicine students with Montana State Intravenous (**IV**) endorsement may independently start an IV after they have completed three supervised and successful IV starts with a Logan Health preceptor.
5. All Trainee documentation must be reviewed, verified, and co-signed by the academic instructor or Logan Health preceptor.
6. All patients must be informed and consent, when possible, before being evaluated or treated by a Trainee.

7. 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.
8. 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.
9. **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.
10. 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.
11. 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.
12. 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.
13. **Nursing students:** Refer to *Nursing Student Clinical Rotation, EDU780*.

PROCEDURE

1. Visit the Logan Health Student Affiliations website for current student and non-employee trainee program requirements.
 - A. Trainees must complete Logan Health requirements utilizing the student compliance and scheduling management system prior to beginning the training program/ learning experiences.
 - B. Onboarding:
 1. Tuberculosis (TB) Testing/Immunity:
 - a. Proof of 1, 2, or 3 is required:
 - i. Negative Quantiferon or T-SPOT blood test in the last

12 months.

- ii. Record of two negative TB skin tests (two-step) in the last 12 months. In providing the two-step documentation, the second test must be initiated between 7-21 days after the first negative test was read.
- iii. Record of negative QFT or T-SPOT or two-step TB skin test dated more than 12 months ago PLUS documented proof of annual TB surveillance form and/or annual TB education. *If you are a positive responder, please contact Logan Health Student Affiliations for the required documentation.

2. Negative Background Check:

a. Must include the following:

- i. National Criminal Background
- ii. National Sexual Offender Registry
- iii. Federal General Services Administration and Federal Health and Human Services Office of Inspector General (OIG)

3. **Measles, Mumps, Rubella (MMR)**: While Trainees are not required to provide proof of vaccination, if they do not do so, they will be considered unvaccinated. To provide proof of vaccination, produce one of the following:

- a. 2 official records receiving vaccinations
- b. Positive titer results for each measles, mumps, and rubella proving immunity

4. **Varicella (chickenpox)** While Trainees are not required to provide proof of vaccination, if they do not do so, they will be considered unvaccinated. To provide proof of vaccination, produce one of the following:

- a. 2 official records receiving vaccination
- b. Positive titer results proving immunity

5. **Hepatitis B** While Trainees are not required to provide proof of vaccination, if they do not do so, they will be considered unvaccinated. To provide proof of vaccination, produce the following:

- a. Positive or reactive titer

6. **Tetanus-Diphtheria-Pertussis (Tdap)** While Trainees are not required to provide proof of vaccination, if they do not do so, they will be considered unvaccinated. To provide proof of vaccination, produce the following:

- a. Official record receiving Tdap vaccination (does not include DTaP or Td or tetanus)

7. Other requirements from the SA as applicable.
- C. Trainees who are unvaccinated will be contacted by Logan Health Human Resources Department for additional screening.
2. Trainees may not begin their learning experience at Logan Health with any outstanding items in the student compliance and scheduling management system. A formal clearance notification is sent to the Trainee on review and approval.
3. Once pre-screening requirements have been met, the Trainee makes arrangements with the SA to obtain the required Logan Health identification badge. The badge must be worn above the waist and in plain view while in any Logan Health facility. The badge must be returned to SA after the learning experience. Refer to the SA Handbook regarding badge etiquette.
4. Any injury incurred during the learning experience must be reported to the supervisor or manager immediately and to Occupational Health/Employee Health during business hours or the Emergency Room when Occupational Health/Employee Health 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 report of the event in the facilities event reporting system.
5. Trainees must report significant or unusual incidents by the end of the clinical shift. Examples of incidents are actual or potential harm to patients, Trainees, faculty, employees, 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 an event report in the facilities event reporting system.
6. Trainees are NOT to attend clinical experiences if they are not feeling well or are displaying symptoms of illness. Trainees will be asked to immediately leave the facility if they display symptoms of illness. Trainees must report all absences as soon as possible to the Logan Health clinical site they are assigned and SA. Trainees who missed clinical time due to illness must be cleared by the facility specific Occupational Health/Employee Health office prior to returning. Unexplained absences or failure to notify anyone on the days of multiple absences may result in the termination of computer and software access.
7. Trainees are required to review and comply with Logan Health Emergency Procedures including hospital and clinic specific Emergency Procedures.
8. Trainees are required to review and comply with Emergency Codes including hospital and clinic specific Emergency Codes.
9. Paramedicine students with Montana State IV endorsement will complete the following:
 - A. Submit proof of Montana State IV endorsement to SA Department.
 - B. Complete IV Passport by successfully starting three IVs under the supervision of a Logan Health Preceptor.
 - C. Return completed IV passport to SA.

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 educate, 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 Website](#)

Approval Signatures

Step Description	Approver	Date
Admin Approval	Amy Vanterpool: Vice President (VP), Chief Nursing Officer (CNO) [AS]	12/2024
Policy Committee	Kelly Stimpson: Associate General Counsel	12/2024
Reviewer	Donivee Randall-Jones: Director Education	11/2024
Owner	Donivee Randall-Jones: Director Education	11/2024

Applicability

Logan Health (locations excluding LHMC), Logan Health Chester, Logan Health Conrad, Logan Health Cut Bank, Logan Health Medical Center, Logan Health Shelby, Logan Health Whitefish