

APPROVED BY: Medical Staff Affairs Executive Director, Provider and Student Development Manager, and Project Coordinator Student Development
Effective Date: December 15, 2017 - Updated: December 4, 2024

STATEMENT OF PURPOSE:

Policy purpose is to:

- A. Streamline the onboarding process of all students.
- B. Establish guidelines and processes for observers/advanced program medical students.
- C. Institute protocols aimed at protection of patients' confidentiality, dignity and provision of quality care including, but not limited to, elements of infection control, security and decreased distractions for Covenant medical personnel, expectations of students within the Covenant Health Culture.

ACCOUNTABILITY:

All Credentialed Medical Personnel with privileges at Covenant Health, the Medical Staff Services Personnel and the Student Development Project Coordinator will be accountable for following and upholding said policy.

DEFINITIONS:

- A. Observers – Includes students enrolled in a medical field, but not yet to the level of patient care or students enrolled in a pre – medical program that are 18+ years of age. An observer will shadow the Covenant professional with no hands-on learning. Observers shall not at any time participate in care delivered to the patient. They only watch and listen. Observers may not access or visualize patient medical records and confidential information. Authorization is provided to those individuals exercising in a medical capacity via Medical Staff Services and Covenant affiliated medical and nursing schools. **Providers going through the credentialing process are not allowed to shadow.**
 - Exceptions to the Observer Definition
 1. Students 16+ years of age may be considered when providing an appropriate written recommendation by a school official.
 2. Visiting physicians, allied health and nursing will be considered on a case-by-case basis.
- B. Clinical Rotation Students – Any College or University wanting their students to rotate at Covenant Health must have an Affiliation Agreement in place with Covenant Health through the Contracting Office. Students under the supervision of physicians or licensed professional employees must be 18+ years of age and will be performing actions/procedures authorized by the Covenant supervisor and approved by the school and hospital. Authorized actions/procedures are subject to the Rules and Regulations of the Medical Staff, applicable state statutes and Human Resources policies. These students may not perform any functions, duties or procedures that are outside the scope of their training program.
- C. Child Life, Music Therapy Students - Will contact Manager, Integrative Care, Christine Neugebauer at christine.neugebauer@stjoe.org
- D. Nurse Observers, Clinical Rotations or BSN Students – Will contact Education Program Coordinator, Lindsey Leija BSN, RN at lindsey.leija@covhs.org

POLICY:

- A. **Covenant Health Caregivers (employees) seeking shadowing opportunities or participating in an educational program are NOT EXEMPT from this process. Student Caregivers must complete all steps of the application process except for watching the online orientation and producing the University Advisor's Attestation of Immunizations and Background Check. Student Caregivers will be issued a student badge that must be worn when rotating in the shadowing/clinical education capacity. Covenant Caregivers will NEVER use their employee badge or employee AD credentials when rotating in the student role.**
- B. Requests for observations or clinical rotations must be made at least three weeks in advance of the scheduled occurrence to the Covenant Student Development Project Coordinator.
- C. Observers and Clinical Rotation students are only authorized to work with Covenant Health personnel or credentialed providers within the Covenant Health System that have signed a Supervising Professional Agreement.
- D. The Student Development Project Coordinator will distribute and process all applications and provide an orientation/training to the following individuals as defined above that have met the application requirements for observing/rotating with practitioners at Covenant Health:
 - Medical Students (MSI, MSII, MSIII, MSIV)
 - Health Career Students (NP, PA, CSA, CCP, OT, PT, SLP, EMS, Radiology, Psychology, Pharmacy, etc.)
 - Observers
- E. All Observers will be given a Non-Easy Pass Covenant Badge after onboarding requirements are fulfilled that should be worn at all times while observing. The following information should appear on the badge in red font:
 - Picture
 - Name
 - "OBSERVER" with inclusive dates of the rotation
 - Preceptor's Name
- F. All Clinical Rotation Students will be given an Easy Pass Covenant Badge after onboarding requirements are fulfilled that should be worn at all times while rotating. The following information should appear on the badge in red font:
 - Picture
 - Name
 - Type of Student
 - Name of Affiliated Educational Institution
- G. All badges must be returned at the end of the Covenant Observation/Clinical Rotation to the Medical Staff Office Student Development Project Coordinator.
- H. Observers should be free from infectious disease and must submit proof of immunizations and titer records (if applicable) to their supervising provider. Covid and flu declinations can be filled out if the observer has not received and does not plan to get the most up to date vaccination. The supervising provider will need to review the immunizations, check off and sign the Student Health Requirements form to confirm that their immunizations are up to date. These forms can be found at [Revised-Observer-Signature-Forms.pdf](#).
- I. Clinical Rotation Students should be free from infectious disease. Individuals bear the responsibility of assuring good health and must hold validation they possess all immunizations per the Affiliation Agreements. (Attestation of Immunizations and Background Check form is to be signed by their school advisor.)
- J. Maintenance and preservation of patient's dignity and privacy are essential. Therefore, patients must agree to allow the student in the room.

APPLICATION PROCEDURE:

- A. Upon request, an individual wishing to observe or participate in clinical rotations with a licensed professional at any Covenant Health will be provided with an Observer Application or Clinical Rotation Application that must be completed and returned with all supplemental documents to Medical Staff Services.
Requirements for Clinical Rotation Students may be found at [Clinical Rotation Students | Covenant Medical Staff Services](#) and requirements for Observers may be found at [Observers | Covenant Medical Staff Services](#).
- B. Universities must have an Affiliation Agreement in place with Covenant Health. This is handled by Contracting.
- C. The Student Development Project Coordinator will verify that all supervising professionals are members of the Medical Staff or are credentialed providers within the Covenant Health System.
- D. Applications of clinical students rotating with physicians with Surgical specialties will be forwarded to the OR Nurse Educator to undergo OR orientation and will be given ScrubEx Access.
- E. If an Observer or Clinical Rotation student is found in any Covenant Health facility without a Covenant badge, or in a patient care area without being accompanied by a supervising professional, the incident will be documented and referred to the Leadership Council and/or Medical Executive Committee for re-education of all professionals involved.
- F. Finalized applications will be scanned and stored in a designated folder in the MSO SharePoint. Paper copies will be shredded.
- G. At the completion of the student's observation or clinical rotation, the student must return their Covenant badge and all security access will be deactivated.

Applications, Orientations, EMR Training and Red Rules may be found on the MSS website:

<https://www.covenantmss.org/>