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Owner: *Barbara Moulton: Office Assistant*  
Policy Area: *Education*  
References:

## Clinical Experiences for Licensed Professionals, 1419.00

### PURPOSE:

1. To provide a framework for organizing clinical experiences for licensed professionals at KRMC which may include but is not limited to:
  - Licensed physicians from other facilities/areas.
  - Licensed professionals who are utilizing KRMC facilities to meet qualifications for certification or education.
  - Employees from other facilities wanting to gather information/skills on KRMC working systems.
2. For Job Shadow (observation only) experiences – see Policy #1411.00.

### POLICY:

1. All Clinical Experiences must be established in a contract that outlines the responsibilities of the individual/facility/agency and KRMC. All contracts must be executed in accordance with the KRMC "Management of Contracts" Policy #205.00.
2. Guests must meet all On-Boarding documentation, immunization and education requirements. All documents are verified by KRMC Academic Services.
3. All requests for clinical experiences must be submitted in writing to Academic Services and approved by the appropriate department/practice manager.

### PROCEDURE:

1. **Contract**
  - a. The KRMC Academic Services designee will work with the individual/facility/agency to develop a contract in accordance with KRMC policies and will include all necessary items from the Kadlec Contract Checklist referenced in the Management of Contracts policy No. KRMC 205.00.
  - b. The Academic Services designee will review each contract and, if necessary, submit it to the appropriate senior management team member for approval prior to signature according to the Management of Contracts policy No. KRMC 205.00.
  - c. Original contracts will be kept in Accounting with a copy in the Academic Services Department.

- d. Current proof of professional liability insurance (\$1,000,000 minimum per occurrence/\$3,000,000 aggregate) held by the facility, agency, and/or individual requesting clinical internship will be kept with each contract in the Accounting Department with a copy in the Academic Services Department.
- e. If proof of professional liability insurance is not available, the KRMC Insurance specialist may decide on a case by case basis that the Kadlec's Self Insured General and Professional Liability Insurance Program will cover the guest observation/participation experience.
- f. Contracts developed for Guest observation/participation experiences will vary case by case depending on the need for the observation/participation experience. All Guest observation/participation contracts with KRMC will contain a minimum of the following:
  - i. Name of the parties entering into the agreement
  - ii. Date of initial agreement, expiration date, and period of renewal
  - iii. The individual/facility/agency is responsible for submitting the required documentation as listed in this policy.
  - iv. Guest observers/participants are required to comply with all KRMC policies, procedures, and standards during their experience. Failure to do so could result in the guests' removal from their scheduled KRMC observation/participation experience.
  - v. KRMC reserves the right to remove a Guest observer/participant from an experience in order to maintain patient safety or operations of KRMC.
  - vi. Provisions for mandatory safety orientation
  - vii. Provisions for necessary emergency health care or first aid for injuries/exposures occurring in KRMC facilities. Guest observers/participants injured during their experience at KRMC may be treated in the Emergency Department. The guest is financially responsible for cost of treatment at KRMC.
  - viii. Contains confidentiality clause (or similar wording) as follows:

HIPAA

Guest individual shall comply with the policy and procedures of KRMC, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts of 160 and 164. Solely for the purposes of defining the guest's role in relation to the use and disclosure of KRMC's protected health information, as that term is defined in 45 CFR parts 160 and 164, the guest is defined as a member of KRMC's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, the guest is not and shall not be considered to be an employee or volunteer of KRMC, nor is the guest an agent of KRMC by virtue of this provision.

## 2. Requirements

- a. Guests will complete the following documentation on the Kadlec Passport prior to starting a Guest observational/participation experience at KRMC. The Guest observation/participation experience may be terminated if a review of the Kadlec Passport reveals any deficiency in the required documentation or safety education.
  - i. National Criminal History Back Ground Check within a year of start date. OR Provider credentialing (current WA state license, type & # without claims). Guest observation/participation experience eligibility to be determined by Academic Services designee/HR.

- ii. Criminal disclosure statement. No crimes against people reported. Must be completed annually if multiple rotations.
- iii. Current Washington State Patrol check. Must be completed annually if multiple rotations.
- iv. Proof of immunizations recorded
  - 1. Negative tuberculin (TB) status within the past year (via Mantoux (two step method), Quantiferon or chest X-ray)
  - 2. Hepatitis B immunity documented, series of three begun or waiver signed
  - 3. Current measles, mumps and rubella immunity documented by two step vaccination or serum titer indicating antibodies
  - 4. Tdap vaccine (FDA approved in June 2005) if the student has not received a Tetanus booster within the past ten years
  - 5. Influenza vaccination for the current year. Any student who does not or cannot vaccinate for Influenza will be required to wear a mask while on the KRMC campus during their student experiences. Please refer to policy No. 1207.01
  - 6. Current Varicella immunity documented by vaccination (two inoculations), serum titer or documentation of diagnosis of Varicella disease by health care provider.
- v. Blood borne pathogen education
- vi. BLS (AHA Healthcare provider for Adult, Child and Infant) current. (If required)
- b. Safety Requirements
  - i. Proof of Professional Liability Insurance – provided through school, employer or personal.
  - ii. Safety Education including HLC courses Basic Safety, Patient Safety and Corporate Compliance for the current year.
  - iii. KRMC Confidentiality/Conduct Agreement (Form #1509)
- c. Guests will show photo identification prior to beginning their experience.
- d. Guests must wear Kadlec issued badge.
- e. Clinical Placements in the Operating Room require an OR Orientation.

**3. Clinical Placements**

- a. The Academic Services designee will communicate requests with the appropriate, respective department(s) for placement approval.
- b. The individual/facility/agency will work with the Academic Services designee and clinical area desired to develop appropriate timing for the observation/participation at KRMC.

**Attachments:**

No Attachments

**Approval Signatures**

Approver	Date
Barbara Moulton: Office Assistant	02/2017
Chase Walters: Director, Education	12/2016

Approver	Date
Barbara Moulton: Office Assistant	12/2016

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