

St. Joseph's / Candler Health System, Inc.	Administrative Policy Title: Medical Students	Policy Number: 1199-A Effective Date: 08/30/2016 Page 1 of 5
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Policy Statement

It shall be the policy of the St. Joseph's/Candler Health System, Inc. ("SJ/C") to provide clinical learning experiences for medical students that facilitates quality patient outcomes and quality educational outcomes.

Purpose

- A. To provide clinical learning experiences for medical students while enhancing the resources available to St. Joseph's/Candler Health System, Inc.
- B. To enhance clinical, administrative, technical expertise at affiliated schools.
- C. To fulfill, in part, community responsibility to educate and guide future providers of health care services.
- D. To provide guidelines for medical students and faculty in educational programs affiliated with St. Joseph's/Candler Health System, Inc.

Entities to whom this Policy Applies

St. Joseph's/Candler Health System, Inc. ("SJ/C"), applicable physicians and their staff providing services at SJ/C or other affiliates; students and faculty participating in training at SJ/C; consultants, contractors and vendors of SJ/C and their personnel.

Definitions

Medical Student – A student in basic medical school education; 1st through 4th year; not to include interns or residents.

Documentation - Notes recorded in the patient's medical records. Documentation may be dictated and typed, hand-written, or computer-generated. Documentation must be dated, timed and include a legible signature or identity.

Physically present - The physician preceptor is located in the same room (or partitioned or curtained area if the room is subdivided to accommodate multiple patients) as the patient and the student while the face-to-face service is performed.

Supervision – The assignment, direction, regulation and management of the work of the

medical student by a specifically designated physician preceptor, consistent with applicable standards and quality of medical care.

Procedure

- A. Medical students desiring clinical learning experiences within St. Joseph's/Candler Health System, Inc. must be enrolled in a medical school accredited by the Liaison Committee on Medical Education (LCME), an agency co-sponsored by the American Medical Association (AMA) and the Association of American Medical Colleges or a college of osteopathic medicine accredited by Bureau of Professional Education of The American Osteopathic Association (AOA).
- B. First or second year medical students can be cleared for observation only learning experiences with physicians on staff at St. Joseph's/Candler by contacting SJ/C's Educational Services Department. (For requirements and procedures for establishing these learning experiences, please refer to **Administrative Policy #1005-A, "Observation Only" Professional Visitors & Student Experiences.**)
- C. Third and fourth year medical students enrolled in an approved program may be provided clinical learning experiences at SJ/C that meet course objectives. These clinical experiences must be supervised by a physician (MD or DO) currently licensed in the state of Georgia. The University/College of Medicine offering the program must have a current affiliation agreement, in the form of a written Memorandum of Understanding (MOU) with St. Joseph's/Candler that covers medical students. (For requirements and procedure for establishing these clinical learning experiences, please refer to **Administrative Policy #1003-A School Affiliations/Student Training.**)
- D. A third or fourth year medical student may perform and validate clinical competencies identified by the University/College of Medicine as appropriate for the specific rotation at SJ/C and its affiliates under the supervision of a physician (MD or DO) who is an active member of SJ/C's medical staff, is in good standing and who is assigned as a teaching physician (also referred to as physician preceptor) by the university.
 - 1. **Supervision** (see definition): The medical student's activities must be confined to those which are either directly supervised or delegated by the physician preceptor as outlined below:
 - a. Students may perform basic procedures/skills as appropriate to their educational and clinical level as determined by the medical school program and as delegated by the physician preceptor.
 - b. All other clinical procedures/skills the students perform must be provided in the physical presence of the physician preceptor.
 - c. The physician preceptor retains responsibility for the care of the patient(s).
 - 2. The physician preceptor assigned to the medical student must have received an

appointment as a member of the Clinical Faculty of the University/College of Medicine prior to accepting rotation assignments for students. The physician preceptor will provide clinical training in accordance with course objectives, and will have primary responsibility for planning, implementing and evaluating clinical learning activities to ensure quality patient outcomes and educational outcomes. The University/College of Medicine is responsible for the orientation of the physician preceptor to the role of Clinical Faculty member.

3. Students should be paired primarily with one physician preceptor whenever possible.
 4. Students may not document services in the electronic medical record.
 5. The medical student may not give or receive verbal or telephone orders.
 6. **Dictation:**
 - ◆ The third or fourth year medical student can dictate **only** an H & P and Discharge Summary.
 - ◆ Students must begin all dictation with the phrase, “This is _____, 3rd (or 4th) year medical student, dictating for Dr. _____.”
 - ◆ Dictation by medical students must be countersigned by the physician preceptor within 24 hours of placement of the dictation on the chart.
 - ◆ The dictation will not be in lieu of the physician’s dictated report.
- E. **BYLAWS:** The medical student when practicing at St. Joseph's/Candler, practices in accordance with the Medical Staff Bylaws, policies and procedures of SJ/C and its affiliates, applicable practice acts of the state of Georgia and University/College of Medicine policies.
- F. **PATIENT CONSENT:** Patients or their authorized representative shall be fully informed and concur to the participation of medical students in their care. Informing the patient or their authorized representative is the responsibility of the physician preceptor. The patient has the right to request that students do not participate in their care and that request will be honored. The physician preceptor will communicate consent and/or limitations to the student. The student will be advised if the patient declines. All students will be introduced as such and will wear appropriate identification.
- G. **MOU:** A written Memorandum of Understanding (MOU) detailing the responsibilities of the school, student(s), and hospital system, is appropriately completed prior to the beginning of the clinical learning experience or clinical rotation.
- H. **ORIENTATION:** Medical students will complete an approved orientation to SJ/C and/or its affiliates prior to or upon beginning the clinical learning experience or clinical rotation. (see Orientation section for additional information)
- I. **BADGES:** Medical students will wear an identification name badge provided by

Medical Staff Services at all times when at St. Joseph's/Candler Health System, Inc. or its affiliates.

- J. EVALUATIONS: Upon completion of the rotation, the physician preceptor is responsible for evaluating the performance of the medical student.

Procedure for Clinical Rotations

A. NOTIFICATION:

MCG: No less than two weeks prior to the commencement of a clinical rotation, the Medical College of Georgia will notify the Assistant Dean's office, Southeast Regional Campus of the number and level of the medical students to be assigned and their preceptors.

ALL OTHERS: All other medical schools will notify SJ/C's Educational Services of the number and level of students to be assigned and their preceptors.

B. REGISTRATION:

MCG: Medical students from the Medical College of Georgia will register with the Assistant Dean's office.

ALL OTHERS: All other medical students must register with Educational Services prior to the commencement of the clinical rotation.

Information to be provided by the medical school at the time of registration includes:

1. Official letter of good standing documenting enrollment and the year of training with the appropriate University/College of Medicine.
2. Picture.
3. Name of physician preceptor and specialty.
4. Dates of clinical rotation.
5. Objectives for the rotation.
6. Proof of Professional Liability insurance.

C. ORIENTATION:

Medical students must complete any required medical student orientation for this clinical experience required by the University/College of Medicine prior to the first scheduled clinical day.

Medical students must read a medical student self-study student orientation to St. Joseph's/Candler which can be accessed through the Magnolia Coastlands Area Health Education Center (MCAHEC) website and complete the required documentation which is subsequently sent to the hospital for filing. Medical students who return to St. Joseph's/Candler within 12 months are not required to repeat the orientation process.

MCG: Orientation documents for students from Medical College of Georgia are kept on file in the Assistant Dean's office.

ALL OTHERS: Students from other medical school programs will have their documentation on file in Educational Services.

- D. **COMPUTER ACCESS:** Medical students will be provided computer access and a self-study guidance sheet from SJ/C's Information Services Department when the required orientation process is complete.
- E. **PHYSICIAN PRACTICE ROTATIONS:** Medical students in clinical rotations in St. Joseph's/Candler Medical Group offices must receive an orientation to the office practice as well.
- F. **NOTIFICATION TO DEPARTMENTS:**
After completion of all requirements, notification regarding the clinical rotation must be sent to SJ/C's Health Information Management Department, as well as the designated clinical departments.

MCG: The Assistant Dean's office will be responsible to notify these departments.

ALL OTHERS: SJ/C's Educational Services will be responsible to notify these departments.

Approved:



Signature

Original Implementation Date: 07/19/2007

Next Review Date: 08/30/2019

Originating Department/Committee: Educational Services

Reviewed: 06/2010, 07/2013, 07/16

Revised: 07/16

Rescinded:

Former Policy Number(s):

Legal Reference:

Cross Reference: Administrative Policy #1005-A, "Observation-Only" Professional Visitors & Student Experiences
Administrative Policy #1003-A, School Affiliations/Student Training

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

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