

Children's Hospital and Health System Administrative Policy and Procedure

This policy applies to the following entity(s):

Children's Hospital and Health System

SUBJECT: Student Placement Program

POLICY

Any School, University or Health Care Institution using a Children's Hospital and Health System (CHHS) affiliate's facilities for educational purposes is required to enter into the following agreements:

The CHHS Affiliation Agreement – An agreement, renewable in 3-year increments, that establishes an umbrella relationship between an institution and CHHS and its affiliates. The Affiliation Agreement is a prerequisite for an institution to be able to set up Program Agreements for placing students into various CHHS departments for educational experiences.

1. The CHHS Program Agreement together with a Student Placement Certification Form (attached as Exhibit A and the attachment to Exhibit A) – A separate Program Agreement must be signed for each area of discipline (ex. Imaging) in which a School places students at CHHS and its affiliates. A separate Student Placement Certification Form and related exhibit/attachment must accompany each student. Program Agreements must be renewed annually.

For Students placed at CHW Milwaukee Campus, Regional Hospitals and All CHHS Affiliates:

Agreements must be signed by:

- i. A legally authorized representative of the School.
- ii. President/ Executive Vice President of the CHHS entity, or his/her designee.
- iii. The CHHS Director in whose department the student(s) will be placed, except for nursing students whose agreements must be signed by the Patient Care Services' Vice President's designee instead of the Department Director. Refer to the Patient Care Policy, "Nursing Students."

All applicable agreements and forms must be signed before a student can enter a CHHS affiliate for an educational placement. CHHS will not sign school-originated student placement agreements – placements are directed by CHHS documentation only.

All agreements and forms are largely non-negotiable. If an institution requests any changes, such change requests must be submitted to the Legal Department for review.

DEFINITIONS

Student - The term "student" shall mean (i) individuals pursuing an academic degree at a college or university, or (ii) health care professionals employed by health care institutions who wish to gain experience in their respective area of study or work.

School – The term “school” shall mean (i) any educational facility, or (ii) any entity employing health care professionals who desire placement at CHHS for educational purposes.

Table of Contents

I.	PLACEMENT:	2
II.	DEPARTMENT DIRECTOR RESPONSIBILITIES	4
III.	HEALTH REQUIREMENTS.....	4
IV.	CAREGIVER BACKGROUND CHECK REQUIREMENTS.....	4
V.	STUDENT PLACEMENT CERTIFICATION.....	5
VI.	ORIENTATION	5
VII.	SUPERVISION	5
VIII.	DOCUMENTATION:	5

PROCEDURE

I. PLACEMENT:

Medical/Dental staff interested in hosting research students must work through the department director of the area in which the student will be placed. Any department director, or his or her designee interested in having students in their department must contact the Student Placement Coordinator in the Educational Services Department.

For “Student Placement Program” Database Users - To Initiate the Process:

- A. Determine whether an Affiliation Agreement is currently in force: under the “Affiliations” tab, click the **View Affiliations** button.

If there is an executed Affiliation Agreement with the School covering the entire time period during which the student(s) will be placed at CHHS, no new Affiliation Agreement will need to be obtained; skip to step B.

If there is an executed Affiliation Agreement with the School, but it does not cover the entire time period during which the student(s) will be placed at CHHS, the Affiliation Agreement must be renewed: click the **Renew Affiliation** button, complete the requested information, print and obtain signatures.

If there is not an executed Affiliation Agreement with the School, an Affiliation Agreement must be completed: click the **New Affiliation** button. When completed, you will be asked whether or not you would like to preview the agreement. After previewing, you can select Print. You may also use the “Print Agreement or Cover Letter” button on the “Affiliations” or “Programs” tab at any time. Obtain signatures as specified on Page 2 of the Policy.

NOTE: If the Legal Department is responsible for obtaining Affiliation Agreements from Marquette University and the University of Wisconsin System schools.

- B. Determine whether a Program Agreement is currently in force: under the “Programs” tab, click the **View Programs** button.

If there is a Program Agreement for the requested area/department with the School covering the entire time period during which the student(s) will be placed at CHHS, no new Program Agreement needs to be obtained; skip to step C.

If there is a Program Agreement for the requested area/department with the School, but it does not cover the entire time period during which the student(s) will be placed at CHHS, the Program Agreement must be renewed: click the **Renew Programs** button, complete the requested information, print and obtain signatures.

If there is not a Program Agreement for the requested area/department with the School, a Program Agreement must be completed: click the **New Programs** button. When completed, you will be asked whether or not you would like to preview the agreement. After previewing, you can select Print. You may also use the “Print Agreement or Cover Letter” button on the “Affiliations” or “Programs” tab at any time. Obtain signatures as specified on Page 2 of the Policy.

- C. To send a cover letter with the agreement(s), use the “Print Agreement or Cover Letter” button on the “Affiliations” or “Programs” tab. You will be prompted for specific sender information.
- D. Send all necessary agreements listed above, together with the Student Placement Certification Form (Exhibit A and the attachment to Exhibit A), to the School for signature. Include a self-addressed, stamped return envelope if sending via USPS, Electronic signatures are accepted.

When Agreements Are Returned to CHHS:

- A. When fully executed, signed Affiliation Agreements and Program Agreements are returned by the School, send the originals to the Educational Services Department and keep a copy for the department director’s file. The student coordinator will update the “Executed Document Received” field through “View Affiliations”, or “View Programs.”

- B. Be certain that the School has submitted a Student Placement Certification Form for each student.
- C. If the School requests any changes to the Affiliation Agreement or Program Agreement, such change requests must be submitted to the student coordinator in Educational Services for the Legal Department for review. If the requested change is a legal issue such as indemnification or insurance, the Legal Department will work directly with the Legal Department of the School to resolve such issues. If the requested change is an operational issue, the Legal Department will discuss those with the Department Director who will be responsible for working with the School on such issues. Any modified agreements must be approved by the Legal Department.

NOTE: Any questions or requests for assistance, other than agreement form change requests, should be directed to the Educational Services Department.

II. DEPARTMENT DIRECTOR RESPONSIBILITIES

The department director, or his or her designee, is responsible for oversight of the following tasks for students placed in his or her department:

- A. Obtain all necessary Affiliation Agreements*, Program Agreements and Student Placement Certification forms.
- B. Obtain the School's program objectives for students.
- C. Assign the student's clinical or research activities.
- D. Supervise the student's clinical or research activities.
- E. Evaluate the student's clinical or research performance.
- F. Orient the student to CHHS.
- G. Complete the online badge request process to ensure the student is properly identified at all times or have Educational Services request the badge.
- H. Obtain the identification badge from the student upon completion of the program and return the badge to Security for destruction.

*Affiliation Agreements with Marquette University and the University of Wisconsin System schools will be obtained by the Legal Department.

III. HEALTH REQUIREMENTS

All students must meet the Health Requirements as listed on the Student Placement Certification form.

IV. CAREGIVER BACKGROUND CHECK REQUIREMENTS

All students must comply with the provisions of the Caregiver Background Check law (Wisconsin Administrative Code Chapters DHS 12 and 13). The school must complete the Wisconsin Caregiver Background Check, and certify that the student is not prohibited from providing services under DHS Chapters 12 and 13.

V. STUDENT PLACEMENT CERTIFICATION

A Student Placement Certification form covering each student must be submitted by the school to the department before the student(s) may receive placement at CHHS. The school thus certifies that the student has met all of the requirements listed on the form. Documentation to support the certification must be retained by the school.

RESEARCH REQUIREMENTS: A student must complete the training requirements for all personnel engaged in human subjects' research at the hospital. Refer to the Administrative Policy and Procedure, "Required Research Training".

VI. ORIENTATION

All students and faculty must receive an orientation to CHHS according to the Student Orientation Checklist sample, attached hereto as Addendum A., at the commencement of the student's placement. All students and faculty must comply with the Human Resources "Dress Code" Policy and Procedure.

VII. SUPERVISION

To ensure proper supervision of students, the Department Director, or his or her designee, or the School faculty member if present will:

1. Provide direct supervision in accordance with CHHS policy and procedure and in accordance with appropriate accrediting organization standards.
2. Arrange access to nursing units for the preceptor program and provide a preceptor for each student. Any direct patient care involvement will be at the discretion of the CHHS preceptor.
3. Maintain records and reports of the student's performance if necessary and provide all such evaluations to school as reasonably requested by the school.

VIII. DOCUMENTATION:

- A. The Department Director must maintain a copy of the Student Placement Certification form on file for each student.
- B. Educational Services must maintain on file a copy of every Affiliation Agreement, Program Agreement and Student Placement Certification form.
- C. Educational Services will provide in its annual report information regarding the number of student placements.
- D. Children's Research Institute will maintain records of required research training.

Approved by

Peggy Troy, President and CEO, CHHS

(signed copy on file)

ADDENDUM A

STUDENT ORIENTATION

Note: MS PowerPoint Orientation Presentation can be found on the shared drive at Q:\Student Orientation\Student Placement

Item #	Content Description	Content Source
1.	Mission of Hospital	Refer to Orientation MS PowerPoint Presentation
2.	Organizational Structure <ul style="list-style-type: none"> ■ CHHS affiliate ■ Department/Area 	Refer to Orientation MS PowerPoint Presentation
3.	Safety Procedures <ul style="list-style-type: none"> ■ Fire Plan (in detail) ■ Location of fire alarms and extinguishers ■ External disaster response ■ Emergency numbers 	Refer to Orientation MS PowerPoint Presentation
4.	Infection Control <ul style="list-style-type: none"> ■ Standard Precautions ■ Hand-washing ■ Isolation Procedures (if applicable) ■ Waste management procedures 	Refer to Orientation MS PowerPoint Presentation
5.	Hazardous Materials <ul style="list-style-type: none"> ■ Safety Data Sheets (SDS): What are they? Where are they? ■ Department/Area Specific Hazardous Materials ■ Exposure procedures 	Refer to Orientation MS PowerPoint Presentation
6.	Employee Health and Wellness <ul style="list-style-type: none"> ■ Body Mechanics (if applicable) ■ Exposure/Accidents procedures 	Refer to Orientation MS PowerPoint Presentation
7.	Patient Safety – Applicable National Patient Safety Goals	Refer to Orientation MS PowerPoint Presentation
8.	Confidentiality – HIPAA	Refer to Orientation MS PowerPoint Presentation
9.	Security <ul style="list-style-type: none"> ■ Personal Safety ■ Parking ■ ID tags 	Refer to Orientation MS PowerPoint Presentation
10.	Rules of Conduct	Refer to Orientation MS PowerPoint Presentation

11.	Dress Code <ul style="list-style-type: none"> ■ All students and faculty must comply with the CHHS Human Resources, “Dress Code” Policy and Procedure. 	Refer to Orientation MS PowerPoint Presentation
12.	Tour <ul style="list-style-type: none"> ■ Of CHHS Affiliate ■ Of Department/Area 	Faculty / Preceptor or Department Designee
13.	Staff in the Department/Area <ul style="list-style-type: none"> ■ Roles and responsibilities ■ Introductions 	Faculty / Preceptor or Department Designee
14.	Department/Area-Specific Standards of Care and/or Practice	Faculty / Preceptor or Department Designee
15.	Department/Area-Specific Documentation	Faculty / Preceptor or Department Designee
16.	Other Department/Area-Specific Information <ul style="list-style-type: none"> ■ Patient population ■ Patient Care emergency procedures ■ Equipment/Supplies ■ Pertinent policies and procedures (e.g., Restraints, Incident Reporting, etc.). 	Faculty / Preceptor or Department Designee
17.	Role of the Student <ul style="list-style-type: none"> ■ Duties and responsibilities <ul style="list-style-type: none"> - Of student - Of CHHS affiliate - Of faculty ■ Student goals/objectives ■ Preceptor expectations (work hours, who and how to report information, sign-in and sign-out, sick calls, etc.) ■ Evaluation procedures 	Faculty / Preceptor or Department Designee