SACRED HEART HEALTH SYSTEM
Rotating Medical Student
Policy and Procedure

PURPOSE
Sacred Heart Health System provides approval for students to obtain training and experience through clinical rotations with the SHHS medical staff. Medical students who wish to rotate in any facility must have an affiliation agreement between Sacred Heart Health System and the school. The sponsoring institution must be an LCME/AOA accredited medical school.

I. POLICY
It is the responsibility of the medical staff of Sacred Heart Health System to oversee a rotating program that allows medical students to participate in a preceptorship with members of the medical staff. All rotating medical students must receive prior approval by the Residency Program Director or the Chief Medical Officer. The policy is intended to insure that inpatient care activities in which medical students participate are appropriately supervised and documented during the course of their rotations at the hospital.

II. APPLICATION PROCEDURE
Medical Student:
   a. At least (4) weeks prior to the commencement of the clinical experience, medical student’s school must request approval of the rotation from the Medical Student Academic Coordinator (Graduate Medical Education Department). Medical students may not rotate within the hospital prior to approval. The following procedure will provide a guide to the approval process.
   b. The Medical Student Academic Coordinator (MSAC) will provide the medical student with an application and instructions to complete (Exhibit A). The MSAC will ensure that the written application and orientation through MyLearning is complete.
   c. The MSAC will enter the information into the AS400 hospital system and the ECHO database. The purpose for information to be in the ECHO database is to ensure hospital staff can view the residents/students authorized to rotate at the facility. The MSAC will issue an identification badge and parking decal to the incoming student/resident if applicable.
   d. The MSAC will notify appropriate hospital personnel as needed.

III. RESPONSIBILITIES
1. Precepting physician or designee
   a. The precepting physician should be familiar with this policy and with the basic skill level of the medical student.
   b. Precepting physician must be a member of the medical staff in good standing and shall hold the appropriate clinical privileges required to teach and supervise the medical student during the approved rotation.
   c. Precepting physician must supervise the student according to the ACGME or AOA guidelines applicable to the training program for all procedures performed by medical students. If the precepting physician is not immediately
available, another medical staff member with appropriate clinical privileges may be designated to supervise the resident.
d. There must be patient consent and acknowledgment of the medical student’s presence during any appropriate patient care activity. Surgical/obstetrical procedures require the written consent of the patient prior to participation.
e. Precepting physician must report any concerns related to quality of care, treatment and services, and educational needs of/by the student, to the SHHS Academic Vice President through the Graduate Medical Education Committee (GMEC). The GMEC will report to the Medical Executive Committee for review. The preceptor has authority to terminate rotation of student until further investigation if concerns are disruptive to patient care or the training of other residents or students on the service.

2. Medical Students: ACTIVITIES IN WHICH THE STUDENT may participate in the care of patients under the direct supervision of the precepting physician include:
   a. Observe patient care, assist in the preparation of history and physical examination, or observe surgery or special procedures.
b. Students may scrub and assist in the operating room under the direct supervision of their precepting physician, provided there is verification from their school that they have been trained in sterile technique, proper scrub, gowning, and gloving. Medical students may close skin provided there is verification of experience from their medical school and provided patient has consented.
c. The medical student is encouraged to review laboratory studies, x-rays, and pathological specimens on patients whom he or she is following.
d. May visit, interview and examine assigned patients without the presence of the supervising physician – except where specifically prohibited (gynecological exams).
e. Students may not see the patient in lieu of precepting physician.
f. Must display proper identification at all times.
g. Students agree to abide by the rules, regulations, policies and procedures of the Sacred Heart Health System.
h. In emergency situations, students may temporarily assist hospital employees or other physicians in the care of unassigned patients.
i. Students incurring minor injuries while in training in the Health System must notify their precepting physician as well as the sponsoring medical school. If hospital services (e.g., Emergency Room) are required then the individual student will be responsible for payment of bills.
j. Students may access all appropriate hospital facilities, libraries, medical records, sleeping areas, cafeteria, specified parking area as designated, and physician lounges (only with precepting physician).
3. **Medical Executive Committee(s) (MEC) and Board of Directors**
   a. The hospital’s governing body is responsible for the quality of care the hospital provides. To carry out this responsibility, the governing body provides for the effective functioning of activities related to medical staff credentialing and professional graduate education.
   b. The GMEC shall be responsible for reviewing all contracts, policies and procedures associated with rotating medical students on a routine basis.
   c. **Any concern related to the quality of care rendered by medical students shall be reported to the precepting physician and the GMEC, who then reports it to the MEC for review. The precepting physician shall also be notified that a review is taking place.**

IV. **Expiration or termination of rotation**
   a. At the conclusion of the scheduled rotation, the resident or medical student shall no longer be permitted to perform previously approved clinical activities unless he/she has requested and received approval to extend the rotation prior to this scheduled termination. Such request shall be directed to the MSAC for approval.
   b. In the event that the precepting physician or medical student fails to follow the rules as outlined in this policy, the preceptorship shall be terminated and shall be subject to other action as appropriate. The medical student may be subject to dismissal.
   c. The CMO, VP of Academic Affairs, preceptor and/or appropriate department/clinical service chair shall have the right to terminate the medical student’s rotation in the event that the medical student’s presence in the hospital appears to endanger the health or safety of patients.
   d. If, for any reason, the preceptor withdraws from or is unable to continue in his/her role of supervising the medical student, the rotation shall terminate unless an appropriate substitute preceptor is identified.
   e. Approval of a rotation at the hospital shall not constitute approval for appointment to the medical staff and shall not confer on the medical student any of the rights associated with appointment.

My signature below signifies I have read and understood the “Sacred Heart Health System Rotating Medical Student Policy and Procedure” in its entirety. I hereby agree to the obligations as outlined in the Agreement.

Signature:__________________________________________________________

Print Name:_____________________________________________________ Date:____________