

# Instructor Guidebook *for* Student Practicum

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# Summary

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The information in this booklet is specific to Intermountain Health's hospitals and service areas located in Utah, Idaho, and Nevada.

Clinical instructors, employed by a school affiliate of Intermountain Health, should be familiar with the policies and procedures that govern Intermountain Health students and facility operations. Each clinical instructor is expected to adhere to these policies and procedures and/or seek further information through one of Intermountain's available resources.

This guidebook has three components:

- Information pertaining to the student's clinical experience at an Intermountain facility or service area.
- Information pertaining to clinical instructors providing hands-on patient care as a means to direct student training at an Intermountain facility or service area.
- Additional information about placements, orientation, and complaints/concerns.

## Student Requirements

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### Prior to Student Experience

#### Pre-Requisites

Prior to the student experience, the clinical instructor or school/institution representative will:

- Verify that a current Educational Affiliation Agreement exists, which identifies the appropriate clinical program.
- Verify that ALL students have documentation of the following (maintained by the school/institution):
  - Immunizations (as outlined in the *Student Orientation* booklet)
  - SAM 5 Urine Drug Screen
  - Background check (if 18 years or older), including an Office of Inspector General (OIG) online check
  - BLS / CPR certification (if required)
- Ensure that the following forms are completed either through Intermountain's online Student Portal or a hardcopy version. Hardcopy versions must be returned to the appropriate Intermountain Student Placement Coordinator.
  - Student Profile
  - Confidentiality Agreement
  - Confidentiality Guideline
  - Intellectual Property Agreement
  - Orientation Quiz

If an educational program is found to be delinquent in their records, it may result in discontinuance of the program or a revocation of the agreement by Intermountain Health.

Student ID badges will be administered by Intermountain upon completion of all pre-requisites noted above.

#### Identification (ID) Badges

In accordance with Intermountain policy, students and onsite clinical instructors are required to wear an Intermountain ID badge. With few exceptions, student ID badges will be provided on a semester basis and instructor badges will be provided annually. Student and clinical instructor ID badges are universal to Intermountain facilities.

Badge types:

- Students requiring less than 12 hours of observation experience will receive a temporary ID sticker badge indicating they are a student, the date of their experience, and the school they are associated with. Sticker badges must be removed from the student at the end of their one-day experience by their Intermountain supervisor.
- If a student's clinical experience is to be greater than 12 hours, the student will be provided with a plastic student **picture** ID badge. Each semester it is the clinical instructor's responsibility to distribute, monitor and return student badges to the appropriate Intermountain Student Placement Coordinator.

With few exceptions, students and clinical instructors are not allowed proxy access on their ID badge.

Intermountain employees who are also students or clinical instructors of an affiliated school/institution are not considered employees while functioning in these secondary roles. Employees cannot wear or use their Intermountain employee ID badge for any reason other than the job for which they were hired. Employees performing secondary roles for Intermountain must wear the applicable ID badge for that function.

## During Student Experience

### Instructor Accountability and Availability

At the beginning of each academic semester, the clinical instructor or school/institution representative should provide each department where students are assigned with the following information:

- List of clinical objectives and skills to be taught.
- Contact information for assigned instructor or school representative (cell phone or pager number).

In the event of urgent communication, the clinical instructor (or school/institution representative) should respond to a phone call or page within 15 minutes. A physical presence is only necessary in the event of student injury or disciplinary action (subject to school location).

Note: Clinical instructors may provide this information to the appropriate Student Placement Coordinator for convenience in distribution.

### Patient Assignments

At no point will a student be given patient care assignments if he/she isn't properly supervised and prepared to perform these functions. The Intermountain patient care provider/supervisor will assess the student's competence level to ensure patient safety.

Patient care assignments should be in accordance with the student's syllabus. Students should not perform clinical skills which are not relevant to their course work. Intermountain may disagree with some of the training assignments and will notify the clinical instructor, student, or school/institution representative with concerns.

Clinical instructors, who oversee patient assignments for students, must be compliant with patient privacy regulations. A review of the entire patient medical record for assigning purposes is discouraged; therefore, 1) the clinical instructor will be provided with minimal patient information (i.e., gender, age, and diagnosis) by the department charge nurse upon request; or 2) the department charge nurse or nursing supervisor will make patient assignments on behalf of the clinical instructor.

### Supervising Student Learning in Patient Care Areas

Patient care and liability for care is the responsibility of Intermountain Health. Supervision of the student is under the direction of the Intermountain patient care provider and assigned supervisor. The school/institution's clinical instructor may provide patient care as a means to assist with student education if the requirements identified in the *Clinical Instructor Requirements* section of this booklet are met, and with permission of the Intermountain department manager, patient care provider/assigned supervisor.

Students are expected to know and follow Intermountain policies and procedures in every situation. In high-risk events requiring urgent medical intervention, the student may observe if appropriate to student learning, but must not interfere

with the normal functioning of any identified team or process. If properly certified, students can participate in Basic Life Support if being monitored by clinical staff.

### Patient Charting

Students may chart in the patient record under the direction of the patient's care provider/supervisor. Student charting must be co-signed by the care provider/supervisor.

Clinical instructors are not allowed to chart in the patient record or co-sign student notations. Instructors may access patient charting information only as it pertains to student audit/review or improve the student's understanding.

### Quality Improvement (QI), Research, or other Project Related Activities

Students requiring a QI or research project as part of their onsite training must complete a *Student Activities Request form*. All activities must be approved by Intermountain before the student can proceed. Student Activities Request forms are provided by the Student Placement Coordinator either through a hardcopy or online process.

### Student Injury / Illness Reporting

All student injuries, illnesses or blood borne pathogen exposures must be reported immediately to the assigned supervisor and department manager. A two-hour window is optimal for medical intervention.

Intermountain will provide the student with necessary assistance, including, but not limited to, immediate medical services, assessment to discuss risk level and treatment options.

Any injury sustained by a student, subsequent medical treatment and all costs associated with such care and treatment will be the student's responsibility (or the school/institution if such benefits are provided to the student). Students must follow their school/institution's policy in the event of an injury at an Intermountain facility. Students are not Intermountain employees and Intermountain does not provide medical benefits or workers compensation for students.

Students should follow the facility's protocol for reporting and documenting injury, illness, and exposures.

### After Student Experience

Once the student has completed their experience at Intermountain Health, it is the responsibility of the clinical instructor to communicate any concerns to the department manager.

ID badge return is the responsibility of the student or onsite clinical instructor. The assigned Student Placement Coordinator will provide instructions for badge return. If students received an independent proxy badge as a means of gaining access to a secured unit, those badges must be returned to the applicable department manager, per department protocol.

## Clinical Instructor Requirements

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Patient care and liability for care is the responsibility of Intermountain Health. Intermountain values the assistance and collaboration of clinical instructors during the student's onsite clinical education experience. To meet the liability and regulatory requirements necessary to allow for this partnership, the criteria described in this section must be met by the school/institution and its clinical instructor.

### Participating in Patient Care

#### Liability

Intermountain requires an agreement with the school/institution which clarifies that the school/institution accepts liability for its clinical instructors in the event they are involved with a claim alleging injury or accident.

Clinical instructors must rely on their respective school/institution for professional and general liability insurance to cover claims alleging either: 1) negligence associated with any patient care they provided while providing student instruction at an Intermountain hospital or clinic; or 2) bodily injury or property damage involving a third party.

Accordingly, the school/institution shall provide Intermountain, at Intermountain's request, with proof of current insurance, including at a minimum, professional liability, general liability, and workers' compensation.

## Clinical Competency

In order to provide patient services at any Intermountain facility or service area, clinical instructors must possess a current license, for the state where services are performed. The school/institution can verify current licenses for all their clinical instructors, with the understanding a copy must be provided to Intermountain upon request.

It is the obligation of the school/institution to assure the instructor's clinical competency for student training according to clinical course objectives. The clinical instructor shall not provide patient services beyond the identified educational program objectives.

## Additional Pre-Requisites

The school/institution must verify each clinical instructor has completed the following:

- Pre-requisite testing:
  - Immunizations (as outlined on Intermountain's Student website)
  - SAM 5 Urine Drug Screen
  - Background check

With the exception of an annual flu vaccine or any other required annual vaccine, pre-requisite testing is only required once for each clinical instructor. However, an attestation by the school/institution will be needed on a semester basis in order to maintain current records for clinical instructors performing services at an Intermountain location.

- Submit required orientation paperwork, which includes a signed Access & Confidentiality agreement and TJC required education. This paperwork is required annually for each clinical instructor.
- Receive approval from the department manager before participating in any student training activity in any relevant patient care areas. Intermountain's Student Placement Coordinator will obtain department manager approval and parameters for care and communicate this to the clinical instructor. The clinical instructor is expected to work cooperatively with Intermountain facilities and departments.
- Respect and uphold the confidential nature of all individually identifiable health information as required by law (i.e., HIPAA, 42 CFR Part 2, HITECH, etc.) and Intermountain Privacy and Security policies and procedures. Intermountain will provide the clinical instructor with necessary information to comply with patient privacy and security laws and regulations.
- Comply with Intermountain rules, regulations, policies, and standards of professional ethics.

## Observing Patient Care

If observation of care is all that is required by the clinical instructor, or if the school/institution cannot provide adequate liability insurance and/or ensure appropriate clinical competency allowing the clinical instructor to provide patient care, the clinical instructor can observe student teaching by a qualified Intermountain supervisor or preceptor if items noted in the previous section are met (entitled: *Additional Pre-requisite Requirements*).

If an instructor requires access to patient health records, the school/institution shall sign and comply with protection of Patient Health Information, as noted in Intermountain's Business Associate Agreement.

# Additional Items

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## Placement Requests

### Intermountain Obligations

Intermountain is committed to providing students with an ideal learning environment and supervision in order to meet their learning objectives. Placement availability may fluctuate based on these criteria. If the department cannot meet student learning needs (e.g., construction, patient census, qualified staff, etc.), requests may be denied or limited until these issues are resolved. Schools will be notified on a semester basis of any placement concerns. Intermountain has the right to terminate student learning experiences at any time at its discretion.

### School / Institution Responsibility

Intermountain has a responsibility to report student hours to the Internal Revenue Service as a community benefit. Therefore, it's important the clinical instructor or school/institution representative contact the appropriate Student Placement Coordinator if a student will not be participating in a previously scheduled rotation. Notification should be given immediately (or as soon as possible), not at the end of the semester. Timely notification will allow Intermountain an opportunity to provide a placement for another student.

## Orientation

- The Student Placement Coordinator may provide the student, clinical instructor or school/institution representative with facility specific student or instructor expectations.
- The facility department manager (or designee) may provide the student, clinical instructor or school/institution representative with unit specific guidelines or protocols.

## Compliance Hotline

If at any time a student or clinical instructor believes Intermountain Health is not complying with their mission, commitments or values (as described in the *Student Orientation* booklet), they are welcome to call the Intermountain *Compliance Hotline* at 1-800-442-4845 and leave a message. Concerns will be addressed.