UNIVERSITY REQUIREMENTS FOR CLINICAL ROTATIONS

Purpose:
To delineate the scope of responsibility/activity of students in the provision of patient care.

To define the responsibility of Hospital Departments for students that will be or are working in their Department.

Policy:

1. **Responsibility of Department**
   LSUHSC Departments maintain the responsibility for quality patient care and evaluates the care given to all patients. The departmental staff shall retain total responsibility for providing and directing patient care as well as documenting in the patient’s record that care was provided.

2. **Hospital and Department Policies and Procedures**
   Students shall abide by LSUHSC policies and procedures.

3. **Coordination of Patient Care for Students**
   Patient care given by the student shall be coordinated between the faculty/instructor and the assigned departmental staff.

4. **Faculty/Instructor Supervision of Student**
   A student shall be under the supervision of a readily available faculty/instructor.

5. **University Responsibilities**
   All schools/universities having student affiliations with LSUHSC will comply with the following:
   
   - Must have a current, signed contract on file in Legal Affairs before they start.
   - Will ensure competence of each faculty/instructor on the premises.
   - Will submit a request for a clinical site to the Department Student Coordinator, the Department Head, or the Manager of the department at least six weeks prior to clinical rotation for the semester. The request must include the following information:
     - Units/Departments to be used during the rotation
     - Date rotation begins and ends
     - Days of the week and shift/time of rotation
     - Approximate number of students
     - Faculty/Instructor’s name
   - Ensures completion and appropriate documentation for students and instructors of the following requirements as per contract:
• Current immunizations as required in the contract.
• Current screening for tuberculosis, varicella, measles, mumps, rubella, and hepatitis B as required in the contract.
• Criminal background check. If a background check is conditional, the university will provide a copy of the conditions to the student coordinator.
• HIPPA training, confidentiality statement, and hospital orientation information.

• Completes and submits all student documentation at least two weeks prior to students starting their clinical rotation.
• When clinical assignments are finalized, will submit a list for each clinical area including clinical location, date of rotation, instructor’s name, and each student’s name, understanding that all requests are subject to availability.

6. **Required Documents**

   All schools/universities will be given a packet of information, which includes the following:

   - Information letter to faculty/instructors detailing student requirements.
   - Immunization spread sheet for completion by faculty/instructors.
   - Documents stating immunization requirements.
   - Current HIPAA self study packets and HIPAA acknowledgement forms to be completed and signed by each student/instructor.
   - Confidentiality Statement forms to be completed and signed by each student/instructor.
   - Orientation packet and acknowledgement or receipt form to be signed by each student/instructor.

   The packet of information may be obtained from the Nursing Student Coordinator. Additional forms/documents are available on the LSUHSC-S Manuals, Documents and Resources web site. ([http://www.sh.lsuhsc.edu/policies/policy_manuals_via_ms_word/home.htm](http://www.sh.lsuhsc.edu/policies/policy_manuals_via_ms_word/home.htm))

7. **Procedure for Nursing students and Any Student not in the Professional Services Division:**

   The Nursing Student Coordinator will:

   - Ensure that the requesting school has a current contract with LSUHSC.
   - Approve requests and make assignments for clinical rotations for inpatient and outpatient nursing services, paramedics, anesthesia, and the operating room; all other clinical rotations will be made by the department manager. Every effort will be made to honor clinical requests as submitted.
   - Notify school of clinical rotation assignment.
   - Provide the school/instructor with the packet of information and assign a deadline date for all student documents, at least two (2) weeks prior to rotation.
   - Review documents and ensure that all student/instructor requirements/documentation are met prior to any student starting the clinical rotation.
   - Receive a copy of all students’/instructors’ signed HIPAA and Confidentiality forms prior to the start of the clinical rotation.
• Document the completed requirements on an Excel spreadsheet. Spreadsheets will be maintained by the Nursing Student Coordinator for three (3) years. At the end of the school year, all other documents related to the clinical rotations may be shredded.

8. **Procedure for Professional Services Division Students:**
The Department head or designee will:

• Ensure that the requesting school has a current contract with LSUHSC-S.
• Approve requests and make assignments for clinical rotations and notify school of rotation assignment.
• Provide the school/instructor with the packet of information and assign a deadline date for all student documents, at least two (2) weeks prior to the rotation.
• Review documents and ensure that all student/instructor requirement/documentation are met prior to any student starting the clinical rotation.
• Send a copy of all students'/instructors' signed HIPAA and Confidentiality forms to the Assistant Administrator for Professional Services prior to the start of the clinical rotation.
• Document the completed requirements on an Excel spreadsheet provided by the Nursing Student Coordinator. The Professional Services department head will maintain the spreadsheet for three (3) years. At the end of the school year, all other documents related to the clinical rotations may be shredded.

9. **Non-University Student Observers**
• Any requests for observers will be handled according to Administrative Directive 2.6.8.
• All requests to observe patient care when the observer is not a University Student shall be directed to Human Resources at 5-5610.

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