

	Advanced Practice Nursing and Physician Assistant Student Programs at Major Hospital
Advanced Practice Nursing and Physician Assistant Student Programs at Major Hospital SPP: MS-12 Cancels: MS-12 (dated 06/29/2010) MS-12 (dated 10/30/2006) Latest Revision or Review: 05/23/16	Formulated by: Administration Approved by: Medical Executive Committee, Board of Directors Date Approved: 04/29/13 Effective Date: 04/29/2013

PURPOSE: To-delineate the rules under which Advanced Practice Nursing (APN) students and Physician Assistant (PA) students can practice at Major Hospital.

GUIDELINE STATEMENTS:

1. The intent of the APN student program and the PA student program is to provide students who participate in an APN program or a PA program at an accredited university the opportunity to receive professional practice experience.
2. The Education Department will be notified in advance of a student's assignment by the preceptor.
 - 2.1. Students will be under the direct supervision of a credentialed / privileged physician, a credentialed / privileged APN or PA,
 - 2.2. Students may not transcribe orders into the medical record for any Hospital patients.
 - 2.3. Students may transcribe history and physicals (H & P's), discharge summaries, progress notes, or operative notes into the medical record using the P-Doc transcription function of Meditech; however, such documentation requires immediate countersignature by their preceptor to be visible in the medical record.
 - 2.4. APN/PA Student Rotation at MHP physician practices must be under the direct supervision of the preceptor. Students must follow any facility specific policy, procedure, process or regulation as instructed by the preceptor or communicated by facility staff. If a student rotates only at off-site physician practices, hospital privileges are not required for an MHP employed preceptor.
3. Students will remain subject to the authority, policies and regulations imposed by the college during periods of clinical assignment and while at Major Health Partners, students will be subject to all standards, rules, regulations, administrative practices and policies of said facility.
4. Any student whose performance is unsatisfactory or whose characteristics and activities are detrimental to the facilities' responsibilities for health care may be required to withdraw from MHPs' program.
5. The APN and PA programs warrant that each student assigned to Major Health Partners be in good standing and provide the following information:
 - 5.1. A letter of introduction attesting to the student's competency and indicating the student's rotation schedule.
 - 5.2. Documentation of current malpractice coverage.
 - 5.3. Documentation of a recent PPD, within the past year or if positive, a M.D. / D.O's statement and chest x-ray indicating that the student is free of active disease.
 - 5.4. Documentation of vaccination record for rubella, rubeola, and varicella or proof of immunity.

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5.5. Documentation of flu vaccination during the active flu season (October 1st through March 31st).

6. The following documentation will be provided to the student, completed by the student as appropriate, and filed by the Education Department:

- 6.1. Program Application Form
- 6.2. Preceptor Agreement
- 6.3. Code of Conduct
- 6.4. Understanding of Participation
- 6.5. General Standards Information Document
- 6.6. Information Security & Confidentiality Agreement
- 6.7. Standard Policy and Procedure for Advanced Practice Nursing and Physician Assistant Student Programs at Major Hospital.
- 6.8. Any forms required by the student program.

7. Advanced Practice Nursing and Physician Assistant students will be issued a name badge by Human Resources that is to be worn at all times while at Major Health Partners.

8. Information regarding student's affiliation will be sent to the appropriate hospital departments and medical staff by the Medical Staff Office.

9. Reviewing & Revising

Reviewed	Revised
03/31/15	05/26/15
	05/23/16

UPDATE WEBSITE WITH REVISIONS