



Broward Health Medical Center  
Broward Health North  
Broward Health Imperial Point  
Broward Health Coral Springs  
Broward Health Weston  
Chris Evert Children's Hospital  
Broward Health Community Health Services  
Broward Health Physician Group

To: All Current and Future Student Affiliations

From: Broward Health Contract Administration & Department of Learning

Date: October 2016

In order to be compliant with regulatory mandates, all contracted affiliated students and faculty who utilize Broward Health as student rotation or internship sites must complete the Broward Health Student Orientation and other organizational requirements.

In order to facilitate this process, the Broward Health policy, "Student HR Guidelines for Regulatory Compliance" is attached, (see **Attachment A**). The educational content may be found on our internet site located at [www.browardhealth.org](http://www.browardhealth.org) under the "careers" tab. Look for the section labeled "Orientation Requirements" on the web page. (The Broward Health internet home page hosts the documents needed for completion of the Broward Health Orientation and General Compliance orientation components as well as other required documents listed by area of practice. (See **Attachments B & C**). Inclusive in this section is the policy, a Student Rotation Checklist (see **Attachment D**) identifying all of the required documentation. After completion of the on-line orientation component, print out the completion certificates for the Broward Health Orientation; General Compliance Program, Code of Conduct Affidavit and Confidentiality form. These certificates, along with the completed Student Rotation Checklist are provided to your program coordinator or hosting department for processing for all rotations and internships.

If you have any questions, please feel free to contact either the Broward Health Corporate Department of Learning & Development or the individual Regional Clinical Education Departments listed below:

Broward Health Medical Center .....	954-355-4790
Broward Health Coral Springs .....	954-344-3363
Broward Health Imperial Point .....	954-776-8850
Broward Health North .....	954-786-6930
Broward Health Corporate .....	954-888-3515

Thank you for your cooperation.

## ATTACHMENT A

**POLICY AND PROCEDURE**

<b>Policy #:</b> HRAM 2.17	<b>Student HR Guidelines for Regulatory Compliance</b>	<b>Page 2 of 5</b>
<b>Manual:</b>		
<b>Sponsor:</b> Human Resources (HR)	<b>Origination Date:</b> 9/2000	<b>Distribution:</b> Human Resource Administration Policies & Procedures Manual
<b>Approver:</b> Approver: _____ SVP/CHRO, Dionne Wong		
<b>Regulation/Standards:</b>		
<b>Revision Date (s)</b>	10/2003, 2/2006, 9/2008, 9/2009, 9/2010 9/2012, 12/2015 10/2016	
<b>Review Date (s)</b>		

**I. Purpose**

The following guidelines provide current information on HR practices for managing non-employed students consistent with TJC, other regulatory agency standards.

**II. Policy**

All Broward Health, non-employee, student programs must be governed by a current student affiliation agreement.

**A. Students Defined**

Students of schools, colleges, universities, who as part of their education are obtaining clinical experience on our sites, under guidance of the institution instructors or designated Broward Health staff, medical staff and/or contracted services of Broward Health. A valid and executed Affiliation Agreement must be in place prior to students being accepted for clinical placement. (An exception to this is a one-time only shadowing experience in which the student is present for an observational experience consisting no more than 12 hours.) In cases of shadowing the student must complete and sign the Observational Experience Agreement.

**B. Broward Health Orientation**

Students are provided mechanism to complete the mandated Broward Health orientation materials. These materials and interactive tests are located on the Broward Health internet site: [www.Browardhealth.org](http://www.Browardhealth.org) under the orientation tab (See Appendix A). The materials are identified as: For Instructors and Students: At a minimum, (depending on the type of rotation/internship) students must complete the following:

- Broward Health Orientation
- Broward Health General Compliance Program and Certification (includes HIPAA)
- Code of Conduct (signed acknowledgement)

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- Data Security & Confidentiality Form (signed)
- Student Responsibility Form (signed)
- Risk Management
- Flu Vaccine & Accept/Decline form
- UAR Form (signed if computer access is required for the internship) (See Appendix B)

Department/Unit Orientation: Students shall be oriented to their facility and department or unit on their first day of the rotation experience by the institution instructor and/or Broward Health preceptor or designee. All related documentation shall be completed and retained in the student file.

### **C. Health Screening Requirements**

TB Screening: Students, as a State of Florida requirement, must be screened for tuberculosis prior to entering school. The instructor and school are responsible for ensuring that all students who is present at Broward Health have complied with the TB Screening requirement.

### **D. Minor Students**

High school/underage students functioning in an “observation only” status will not be required to have a drug screen or background check, but must comply with the TB Screening and complete an Observation Agreement. If the student is under 18 years of age, the parent or guardian must co-sign the Observation Agreement.

### **E. Adult Students:**

In addition to the Broward Health Minimum requirements identified on page 1, section B, adult students must provide evidence of:

1. Completion of health screening (inclusive of TB Screening, MMR immunization and Varicella Titer Status)
2. Level I background screening
3. Completion of a 10 Panel Drug Test

### **F. Student File Maintenance**

Student Affiliation documents and forms for complying with the Broward Health requirements are available in the Broward Health Website (See Appendix A)

Student Files are maintained by the sponsoring department, for example: Nursing Student files may be maintained by the Nursing Office or Clinical Education, whereas, pharmacy interns may be kept by the Pharmacy Department. Files are kept for a period of 7 years.



**G. Allopathic Medical Students**

In addition to compliance with items in sections A – F of this policy, Allopathic medical students must provide evidence of the following:

- Original signed Physician/Student Agreement
- Confirmation on FIU COM letterhead for compliance with all screenings and health requirements as identified sections D and E of this policy.
- Proof of individual health insurance and currency throughout clinical rotation period
- Copy of American Heart Association Health Care Provider (HCP) card and ACLS (as applicable to clinical rotation) and currency throughout clinical rotation period.

## STUDENT CLINICAL ROTATION

All students (with the exemption of preceptorship nursing students) are practicing under the license of their clinical instructor.

All nursing procedures and medication administration is under the direct supervision of the clinical instructor. Students and Instructors are required to follow the Broward Health medication administration policy and procedures and all other Patient Safety mechanisms in place to safe guard the patient from medication variances or other medical errors.

The clinical instructor is to remain on the unit (or adjacent unit if students are split) while students are in the clinical area. (Shadow experience is exempted from this.)

The clinical instructor and students take breaks off the unit together. Students are **not** to perform clinical skills on the unit without their instructor.

All changes in patient condition or any adverse event must be reported immediately to the primary nurse on the unit in addition to the clinical instructor.

The clinical instructor must notify the nursing manager and/or nursing administration of any untoward event or incident immediately after notification of the situation.

Instructors are expected to abide by Broward Health dress code standards and be in nursing uniform attire with college/school identification. Students are expected to be in nursing uniform attire with college/school identification.

All students must ask permission from any patient to participate, witness or provide general care or execute a nursing procedure. No more than two (2) students are allowed at anyone given time to witness or participate in a patient procedure.

Nursing instructors are to schedule Power Chart Training through their school director prior to any instructor coming to any Broward Health facility for the first time. Additionally, they must pre-arrange a clinical orientation meeting with the clinical educator, adequate notice must be given. The instructor must provide current licensure and certifications. This must be updated annually. All food and drinks must be limited to the cafe or unit break room.

All students and instructors are expected to abide by all facility specific policies, procedures and safety codes.

### **PARKING - Under no circumstances shall students park in the visitor areas.**

- **Broward Health Medical Center** - Students must park on the roof of the parking garage on the corner of S.E. Third Avenue and S. E. 17<sup>th</sup> Street. ***Students are prohibited from parking in the new garage on Andrews Avenue.***
- **Broward Health North** - 4<sup>th</sup> Floor of Parking Garage
- **Broward Health Coral Springs** - North lot of the Medical Office Building
- **Broward Health Imperial Point** - East lot, just south of the Ambulatory Surgery Center.

**Attachments:** Forms

**Distribution:** HR Personnel & System Management

**Authors:** Human Resource Team & Legal Council

# ATTACHMENT B

Figure 1 Finding the Orientation Requirements: [www.browardhealth.org](http://www.browardhealth.org)  
SELECT Broward Orientation at the bottom of the page

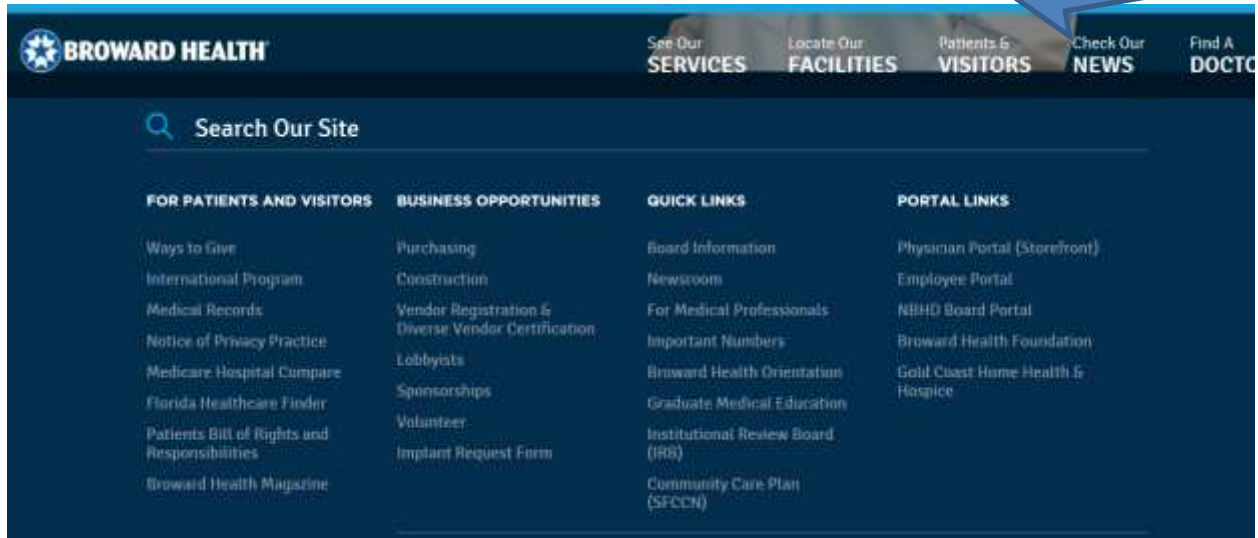


Figure 2

## Here are the Orientation Requirements!



Figure 3

# Select YOUR requirements page.



**Careers** Home - Careers / Orientation Requirements

Summary of Benefits Overview

- BHMC Pharmacy Residency (PGY3) Program
- Broward College Upper-Level (BON) Scholarship Program
- Broward College Associate of Science Scholarship Program
- Medical Residency Program
- Nursing Annual Reports
- Orientation Requirements**
- Allied Health Practitioner, Contractor and Student Orientation
- Allopathic Medical Student Orientation
- Construction/Engineering Orientation
- Non-Clinical Support Staff / Volunteer / Intern Orientation
- Nurse Contractor / Traveler / Agency Orientation

**Orientation Requirements**

- Allied Health Practitioner, Contractor and Student Orientation
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**Chris Evert Children's Hospital**

- Chris Evert Children's Hospital Student/Volunteer

**Broward Health International**

- Broward Health International

**Medical Staff and Allied Health Professional Applicants – Orientation and Education**

- Medical Staff and AHP Applicants

Click to select appropriate audience/page #3



# ATTACHMENT C

## Educational Requirements for Students and Non-paid Student Interns

<b>All Students and Non-paid Student Interns (clinical or non-clinical) need at a minimum:</b>	<b>List Date Completed for Each Module</b>	<b>Clinical (Non-Nursing Students and Non-paid Student Interns) need the following in addition to the minimum requirements listed to the left:</b>	<b>List Date Completed for Each Module</b>
Broward Health Orientation (Annual) BH General Compliance Training & Certification (Annual) – this includes HIPAA. Code of Conduct (Annual) BH Annual Risk Management Course (Annual) FLU Vaccination Course (Annual) Signed Confidentiality & Data Security Form (Annual) Student and Faculty Signed Student Responsibility Agreement (Signed by parent or guardian if student is < 18 years old)		Hand Hygiene (Annual) SBAR and Stroke Awareness (annual) Current American Heart Association BLS card (based on BH equivalent Job Description and population-every 2yrs)- Expiration Date:	
<b>Nursing Students and Non-paid Nursing Student Interns (Assigned to Clinical or Non-clinical Areas) need the following in addition to the minimum listed for all students listed above:</b>	<b>List Date Completed for Each Module</b>	<b>Other Recommended Learning Modules for Nursing Students and Non-paid Nursing Interns (Assigned to Clinical Areas) need the following in addition to the minimum listed for all students above and to the left:</b>	<b>List Date Completed for Each Module</b>
Hand Hygiene (Annual) SBAR and Stroke Awareness (annual) Dysphagia & Aspiration Precautions (Annual at BHCS only) Current American Heart Association BLS card (every 2 yrs.)- Expiration Date:		Keys to Cultural Competence in Healthcare Team Collaboration Course Medical Errors Prevention Plum A+ (One-time only)	

# Attachment D

**This is available on the Browardhealth.org site  
Please use the live Excel Version. Do not send a PDF or copy to any of the email boxes for large clinical groups.**



SCHOOL NAME: _____	PROGRAM: _____
ROTATION DATES: _____	

**Broward Health Student Affiliation Sheet**

NPI #	Unique ID	Student Last Name	Student First Name	Middle Name	Alternate Name (Maiden)	DOB Format XX/XX/XXXX	Social Sec #	MMR/PPD/Var icella (Check)	Flu Vaccine Date	(Check) Compl eted Background	Completed Neg Drug Screen (Check)	Completed Orientation Paperwork (Check)	BLS Exp Date

Declination of FLU VACCINE						NOTE TO INSTRUCTOR: Ensure each student has completed each of the signature sheets and attach them with the sheet above. A copy of the course syllabus and rotation schedule must be included.			
Student Name	Reason For Declination	Notification of Mask Requirement	Name of Regional Education Dept Person Notified	Date of Notification					
						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			

Instructor Signature verifying all information is correct	Date
Printed Name	License #
BLS Expiration Date	Cell #