PURPOSE:

The purpose of this policy is to outline specific requirements and protocols for allowing individuals seeking educational experiences or placements in clinical areas access to Patient Care Services units and/or departments of the hospital. Exception to this policy are Physicians, Dentists, Medical Students and Physician Assistants – for these, please see Policy and Procedure ADM 67.0 Observation of Patient Care.

POLICY STATEMENT

CHLA is a teaching hospital and serves as an educational facility for various healthcare students in formal educational programs, professionals wishing to observe patient care, and for individuals participating in a general hospital tour. Additionally, CHLA provides an opportunity for high school and college students to receive an up-close look at the world of health care as a basis for career planning. Our mission includes the advancement of student education in a collaborative setting. It is the responsibility of Patient Care Services employees to participate in the learning process of health care students and other interested individuals, to the best of their ability, as an investment in the future of the health care of this community.

PROCEDURE:

A. Students Rotating Through a CHLA Approved Academic Training Program

1. Nursing
   a. All undergraduate nursing students rotating through CHLA as part of their academic training program must be processed through the Coordinator, PCS Staff Development (Ext. 15884) prior to being allowed contact with patients. See Policy & Procedure CC-19.0 Affiliating Schools of Nursing: Shared Responsibilities for additional information.
   b. Graduate nursing students requests will go to the appropriate PCS Director for the area that the student would like to be placed. The Coordinator, PCS Staff Development will be contacted to verify if we have a contract with the school. If a contract is needed, the Coordinator, PCS Staff Development will work with the student and the school to obtain a signed contract. The contract is then reviewed and signed by the PCS Director of Clinical Practice and Professional Development. Once the contract is in place, the PCS Director of the area will follow through with the student to make sure they get the appropriate minimum requirements as listed below in A4. Any requests for CRNA students will go through Academic Affairs.

2. Other Patient Care Services Disciplines
   a. Other disciplines offer educational experiences and include Clinical Social Work & Diversity Services, Child Life, Spiritual Care, Pharmacy, Clinical Nutrition, Respiratory
Care, Rehabilitation Services, Ambulatory clinics and Peri-Operative Services. Other PCS areas may also be included as appropriate.

b. Any student wishing to rotate through any of these departments as part of their academic training program must be processed through the specific department’s manager.

3. Nursing students (undergraduate and graduate [including nurse practitioners]) and other students in health care disciplines are permitted to enter patient rooms and see appropriate Protected Health Information (PHI) as part of their training.

4. Minimum requirements are as follows:
   a. Current contract between CHLA and academic institution
   b. Health screening requirements
   c. Confidentiality Statement
   d. HIPAA Information and Test
   e. Role in Environment of Care
   f. Acknowledgement of Social Media Policy
   g. Other department specific requirements may be required

B. Observation Privileges

1. Nurses (nurse practitioners, registered nurses and licensed vocational nurses) and other licensed health care workers who are not in a CHLA approved academic training program but desiring educational experiences shall be processed for observation privileges through the Coordinator, PCS Staff Development (Ext. 15884).
   a. Each health care worker must be sponsored by a CHLA staff member.
   b. The licensed health care workers need to receive permission (verbal approval) from a patient/parent/legal guardian prior to entering a patient’s room; written approval is needed for the Operating Room.
   c. They are allowed access to any Protected Health Information (PHI) on an ‘as needed’ basis only.
   d. They must remain with their assigned preceptors at all times.
   e. No patient care is allowed; this is an observational experience only.

2. High school and college students who want to observe because they are interested in nursing must be processed through the Coordinator, PCS Staff Development (Ext. 15884) prior to observing patient care in any PCS area of the hospital.
   a. Each student must be sponsored by a CHLA staff member who can vouch for the identity of the individual and the appropriateness for him or her to be observing our patients. If the student does not have a CHLA sponsor, a letter of recommendation from a faculty counselor will be required.
   b. Students must be at least 16 years of age or older to observe at CHLA.
c. Students younger than 18 years of age must have parent or legal guardian consent.
d. These students need to receive permission (verbal approval) from a patient/parent/legal
guardian prior to entering a patient’s room; written approval is needed for the
Operating Room

e. They are not allowed access to any Protected Health Information (PHI).
f. They must remain with their assigned preceptors at all times.
g. No patient care is allowed; this is an observational experience only and no hands-on
activity is permitted.
h. Students must wear appropriate attire when observing in the hospital.

3. All required paperwork must be completed prior to the start date. It is the responsibility of the
manager to obtain and keep on file the following:
a. Application for Student Placements/Observation & Job Shadowing/Tours
b. Copy of current license (if applicable)
c. Parental consent for students 16 & 17 years of age
d. Immunization Screening Statement
e. Tuberculosis Screening Statement
f. Confidentiality Statement
g. HIPAA Information & Test
h. Role in Environment of Care
i. Acknowledgement of Social Media Policy

C. Tours
Any employee desiring to take a friend or relative on a general tour of the hospital to observe
healthcare workers providing patient care may do so under the following conditions:

1. The employee must have the friend/relative check in with the Guest Services staff in the
hospital lobby and obtain a VISITOR pass. The VISITOR pass must be visible at all times.
2. To reduce the hospital’s exposure to communicable diseases, all visitors will stop at the front
desk for illness/exposure to illness screening. If the visitor has signs of an infectious disease,
the visitor will be asked to leave; they may not stay anywhere in the hospital.
3. The employee must escort and remain with the friend/relative at all times. At no time is the
friend/relative allowed to tour any part of the hospital unaccompanied by the employee.
4. The friend/relative is not allowed in any patient rooms.
5. The friend/relative may not touch patients, any patient equipment or any items belonging to a
patient.
6. The friend/relative is not allowed access to any Protected Health Information (PHI).
7. The friend/relative must follow CHLA’s visitation policies and procedures EOC-40.0 and 40.2.
ATTACHMENTS:
1. CC - 023.1 Application for Student Placements/Observation & Job Shadowing/Tours
2. CC - 023.2 Confidentiality Statement
3. CC - 023.3 HIPAA Information & Competency
4. CC - 023.4 Immunization/Tuberculosis Screening Statement
5. CC - 023.5 Role in Environment of Care
6. CC - 023.6 Acknowledgement of Social Media Policy

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