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Owner Laarni Power:
Community Outreach Liaison
Department Area Patient Care Services
Applicability AK - Providence Alaska MC
References PAMC/MS

Student Career Day/Observational Visitation for Students

****The yellow highlights in this document represent the most recent changes.**

Historical Number

POLICY - PAMC/MS 955.020

PURPOSE/SCOPE

To describe student observational opportunities coordinated through Providence Alaska Medical Center (PAMC) Community Services Department. The PH&SA Community Partnership Program administered by PAMC Community Services, in conjunction with post-secondary programs and Alaska School Districts, promotes health care careers by offering students enrolled in learning programs the opportunity to have an on-the-job experience with an employee providing supervision and an optimal learning experience.

POLICY

In keeping with the philosophy and mission of Providence Health & Services, PAMC offers a variety of experiences allowing students to observe professionals in their work setting.

DEFINITIONS/ACRONYMS

None

SPECIAL CONSIDERATIONS

- A. For learning opportunities with Medical Staff Members, please refer to the "Shadow Program,

Medical Staff,” and the “Medical Students, AHP Students, Residents, and Fellows – Medical Staff” policies.

- B. Student participants for the Operating Room and NICU will be limited to those at least 16 years old.
- C. Student Responsibilities:
 - 1. The student is responsible for conducting themselves appropriately demonstrating respect, courtesy and consideration of others. Students are responsible for following appearance standards, maintaining confidentiality related to all information they may hear, directly or indirectly, concerning a patient, doctor or any member of the medical center personnel.
 - 2. While in the facility the student must wear PAMC visitor identification badge at all times.
 - 3. Student experience is under the direct supervision of an employee or attending physician. Observational experiences directly involving a patient during a diagnostic procedure or surgery must have prior written consent from the patient and attending physician. Documentation of patient and physician consent occurs in the medical record.
 - 4. For observation requests with non-medical staff (i.e., staff who are NOT physicians, physician assistants, and nurse practitioners) forms must be completed and returned to PAMC Community Services Department on behalf of PH&SA Community Partnerships Program prior to student's arrival at the facility. These include:
 - a. Release of Liability Form (Attachment A)
 - b. Confidentiality statement (Attachment B)
 - c. Written statement of learning objectives
 - d. Documentation of immunization (Attachment C)
 - e. If an OR observation experience is planned, the observation consent will be completed by the student, patient, surgeon, and anesthesiologist on the day of surgery. (Attachment D)
 - f. HIPAA standards form (Attachment E)
- D. PAMC Community Services ensures completion of necessary documentation and is responsible for coordination and monitoring of the program. PAMC Community Services will provide information and documentation on safety, confidentiality, standards, and release forms and assures that the student complies with the following:
 - 1. Provide written, signed release of liability for PAMC prior to learning experience and, if under 18 years of age, provide written, signed consent from parent/legal guardian stating release of liability for PAMC and permitting the learning experience (Attachment A).
 - 2. Follows the facility appearance standards.
 - 3. Maintain appropriate behavior while in the facility. Speaks in quiet tone, no running in hallways, telephones to be utilized for urgent/emergent calls only. Knocks before entering closed doors. Introduces him/herself and states purpose of visit.

4. Wear Visitor Identification Badge in a visible location on clothing.
 5. Review confidentiality information for the facility prior to or the day of the learning experience (Attachment B).
 6. Provide written statement of learning objectives/purpose of experience prior to scheduled date.
 7. Provide documentation of immunization (Attachment C).
 8. Review HIPAA standards prior to or the day of the learning experience (Attachment E).
 9. Review Providence's Mission Statement.
 10. Respect patient's right to privacy.
 11. Following approval from department manager and prior to student arrival, PAMC Community Services will provide information to direct supervisor or area in which student experience is requested. This information will include, but is not limited to, the following:
 - a. Student name.
 - b. Observation date.
 - c. Affirm that all forms and permissions have been completed and returned.
 - d. Provide written statement of student's learning objectives.
- E. Designated Employee Responsibilities: A PAMC employee is designated responsible for providing a positive learning experience for students. The employee designates the appropriate times for student observation. Attending physician consent is obtained prior to student observation of procedures, surgery or diagnostic testing. Patient's written consent is obtained by the designated employee prior to any student observations of procedures, surgery or diagnostic testing. The employee is responsible for monitoring the student during the experience to assure requirements are maintained (Attachment D).
- F. PAMC Responsibilities: To provide an atmosphere of learning and meet the learning objectives for student during observation experiences, PAMC shall:
1. The Clinical Manager/designee approves the observation day and provides an assigned employee, to provide supervision during clinical observational opportunities.
 2. Maintain the right for confidentiality of patient/information.
 3. Assure dress code followed, Visitor Identification Badge worn, and that appropriate student observations occur.
 4. Assure safety and infection control regulations are maintained.

With guidance from student learning objectives, provides a positive learning experience that focuses on the role of the staff member.

PROCEDURES

- A. Contact is made by the post-secondary program or Alaska School District representative for

student visitation. Information includes student name, date, learning objectives, and area requested.

- B. School representative obtains release of liability forms and information packet from PAMC Community Services / PH&SA Community Partnerships program, provides to student prior to observational experience. The following information is reviewed:
1. Student responsibilities as outlined in policy.
 2. Confidentiality & HIPAA guidelines for experience.
 3. Provide follow-up information regarding student experience to Clinical Manager/ designee of department student assigned upon request.
 4. Review and adhere to policy addressing student clinical observation.

REFERENCES

Shadow Program, Medical Staff

Medical Students, AHP Students, Residents, and Fellows – Medical Staff

ATTACHMENTS

Attachment A - Release of Liability

Attachment B - Confidentiality Agreement

Attachment C - Health Screening Agreement

Attachment D - HIPAA Information

Attachment E - **Observer Guidelines for Job Shadows**

End of Policy

HISTORY: This policy replaces this previous policy: PAMC 955.020, effective date 11.15.2014.

Attachments

 [Attachment A - Release of Liability](#)

 [Attachment B - Confidentiality Agreement](#)

 [Attachment C - Health Screening Agreement](#)

 [Attachment D - HIPAA Information](#)

 [Attachment E - Observer Guidelines for Job Shadows](#)

Approval Signatures

Step Description	Approver	Date
Administrative Signature	Carrie Peluso: Chief Nursing Officer	11/2024
Owner + MS	Laarni Power: Community Outreach Liaison	10/2024
Owner + MS	Amanda Moomey: Director Medical Staff Services [AT]	06/2024

Applicability

AK - Providence Alaska MC

Standards

No standards are associated with this document

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