

Beaumont®

William Beaumont Hospital

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GENERAL

“Management of Education, Student Experiences and Volunteers” – replaces Beaumont Schools of Allied Health and Affiliated Educational Programs (Policy 241) and Intern/Volunteer/Work Observer Policy (Policy 242)

Overview

As a teaching institution and major health care provider, Beaumont Health System understands and embraces a corporate responsibility to support the education and training of a capable, competent and caring workforce to ensure we are able to provide for the health care needs of families in our community and beyond.

As such, Beaumont Health System will administer training programs internally under the auspices of the Beaumont Schools of Allied Health, sponsor department based residency and internship programs and otherwise partner with external educational institutions to support student experiences in accordance with the provisions of approved affiliation agreements. In addition, the organization may support educational experiences such as job shadow/work observer, volunteer experiences and other career focused internships and opportunities as deemed reasonable and appropriate. In all instances, education programs and partnerships should be financially viable, provide a high quality experience for students and align with the strategic workforce needs of the organization.

Purpose:

The purpose of this policy is to define the nature of educational programs and the types of student experiences supported by the organization. Additionally, it is intended to provide guidance to Beaumont leaders, educators and program directors to assist them to understand their roles and responsibilities for managing these programs and student populations within the organization. It should be noted that the Graduate Medical Education program and all student experiences sponsored by physicians are the responsibility of Medical Administration and are not intended to be governed by this policy.

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DEFINITIONS

Beaumont Schools of Allied Health (BSAH)

Beaumont Schools of Allied Health provide training programs for specific health care professions to support the workforce needs of the organization. A training program consists of classroom instruction, clinical experience and proficiency testing. Upon completion of the program, graduates are qualified and eligible to sit for the industry credential recognized by their profession. *BSAH* program directors are responsible for admission qualifications, candidate selection, program duration, fees/expenses, curriculum and program certification subject to the review and approval of Medical and Administrative leadership. *BSAH* programs must meet and maintain national accreditation association standards for program accreditation and are subject to review by the Joint Commission.

Beaumont Hospitals – Residency and Internship Programs

Beaumont Health System sponsors internship and residency programs to support the **post graduate** educational and experiential requirements of students in programs including but not limited to dietetics, pharmacy and clinical pastoral education. Program directors are responsible for admission criteria, candidate selection or match processes, program/curriculum design and program certification subject to the review and approval of Medical and Administrative leadership. Residency and internship programs must meet and maintain national accreditation association standards for program accreditation and are subject to review by the Joint Commission. *It should be noted the Graduate Medical Education program is under the purview of Medical Administration and is not intended to be governed by this policy.*

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Affiliated Education Programs

Beaumont Health System serves as a partner to support the educational and/or experiential needs of students ***enrolled in degree or certificate programs*** offered by other educational institutions. These programs may be clinical or non clinical in nature. An affiliation agreement specifying the roles and responsibilities of Beaumont Health System and the educational institution must be executed prior to the placement of students at any Beaumont location or facility.

Affiliation Agreements

It is the policy of Beaumont Health System to execute master affiliation agreements with educational partners. These master agreements are intended to cover all programs offered by the educational institution and to support the placement of students at any Beaumont facility or location. It should be noted that individual departments are not obligated to accept students and may decline to accept placement requests at any time, based on their capacity to provide the requested experience or any other reason they deem appropriate. The director of Workforce Planning is responsible for signing affiliation agreements on behalf of Beaumont. In addition, BSAH agreements are subject to the review and approval of the Hospital President that is responsible for the school. A list of current Master Affiliation Agreements is available on Inside Beaumont online under Manager Resources. Questions about affiliation agreements should be referred to Corporate Human Resources – Workforce Planning or the Legal Affairs department.

Other Non-Affiliated Education/Internships

This category is intended to address the student who does not meet the criteria or circumstances of the educational programs described above. The non-affiliated student may request a paid or unpaid educational experience or internship in a clinical or non clinical area. These requests are subject to review and approval by department management in consultation with Human Resources. *It should be noted that unpaid interns may not be utilized to perform work that would otherwise be completed by employees of Beaumont Health System.*

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**Job Shadow/
Work Observer**

This is an individual who is not covered by any of the criteria or circumstances described above, who may request an opportunity to observe or job shadow in a department, clinical or non clinical, for a period of one week or less.

Volunteer

This is an unpaid individual who works in a department(s) for fulfillment of a personal desire to volunteer.

ROLES AND RESPONSIBILITIES

Beaumont Schools of Allied Health (BSAH) Students

**Beaumont Hospitals–
Residency and
Internship Students**

It is the responsibility of the program directors for the *Beaumont Schools of Allied Health*, and Beaumont recognized *residency and internship programs* as noted above, to recruit and select students for their programs. These students must successfully complete a pre-placement physical prior to beginning a program. The divisional Human Resources department that supports the school is responsible for scheduling the pre-placement physical through the Beaumont Occupational Health Service (OHS), which include but is not limited to physicals, drug/alcohol screens and immunizations/titers as determined appropriate and necessary by OHS. The divisional Human Resource department is responsible for completing background reviews, including references, criminal background checks, and others as determined appropriate and necessary. These students must attend new hire orientation during their first week in the program or prior to interacting with patients. Program directors or designated staff are responsible for supervising the activities of students in the program.

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Affiliated Education Programs

This includes students who participate in educational or clinical experiences at Beaumont Health System and are covered by the provisions of a master affiliation agreement between Beaumont and the educational institution. The educational institution is responsible for ensuring the student has successfully passed a drug screen, has completed immunizations and other background checks in accordance with the conditions in the affiliation agreement. Additionally, the educational institution is responsible for educating students on such topics including, but not limited to patient confidentiality, compliance and infection control in accordance with the provisions of the affiliation agreement. Student records or evidence of compliance with the terms of the affiliation agreement are the responsibility of the educational institution and are subject to review by Beaumont upon request.

Other Non-Affiliated Education or Internships

Student requests for internships and other educational experiences in which an affiliation agreement is not applicable or appropriate are subject to review and approval by department management in consultation with Human Resources. If approved the student will be responsible for providing evidence of immunizations based on the nature of the specific experience/internship and whether the assignment is in a clinical area. Students must provide evidence of a negative TB test, influenza and Tdap vaccine within the past year or declination of such based on medical or religious reasons. Occupational Health Services will provide these services to students for a fee upon request. The department providing the experience/internship will be responsible for ensuring the student is oriented on annual mandatory education requirements and for maintaining evidence of such completion.

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**Job Shadow/
Work Observer**

Requests for job shadow and work observer experiences are subject to review and approval by department management in consultation with Human Resources. If approved, the individual will be responsible for providing evidence of a negative TB test, (if the experience is one day or less). If more than one day, they must also provide evidence of influenza vaccine and Tdap within the past year, or declination of such based on medical or religious reasons. The department providing the job shadow/work observer will be responsible for ensuring the student is oriented on patient confidentiality, compliance and infection control and for documenting such completion.

Authorization for Non-Affiliated Education, Job Shadow/Work Observers

Managers should submit authorization for non-affiliated students, job shadow and work observer experiences to their divisional Human Resource department using Form No, 5379. This form is available for download on the Beaumont intranet under **Manager Resources**.

Volunteers

Volunteers must have evidence of a negative TB test within the past year, immunizations/titers and flu vaccination or declination of such based on medical condition or religious reasons. Volunteer Services will be responsible for background checks and for orienting volunteers on annual mandatory education requirements.

ROLES AND RESPONSIBILITIES

The following chart has been developed to assist Beaumont leaders, educators and program directors to understand their roles and responsibilities for managing these programs, student populations and volunteers within the organization.

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Type of Program	TB/ Immunizations	Drug Screen	Background Check	Mandatory Education Requirements
Beaumont Schools of Allied Health (BSAH) ↓	Pre – Program Physical Exam TB Test, vaccines as determined by OHS and flu vaccination or declination based on medical or religious reasons.	9 Panel - urine drug screen	Professional/Employment references Confirm Education or credentials Criminal Background Check Sexual Offender Registry OIG – Excluded Provider List	New Hire Orientation Beaumont Standards Annual Corporate Mandatories, including those for clinical employees only Others based on Department Specific requirements
RESPONSIBILITY for BSAH students ➡	Beaumont OHS	Beaumont OHS	Human Resources	BSAH Program Directors
Beaumont Hospitals – Residency and Internship Programs ↓	Same as identified for students in the Beaumont Schools of Allied Health above.	9 Panel - urine drug screen	Professional/Employment references Confirm Education or credentials Criminal Background Check Sexual Offender Registry OIG – Excluded Provider List	New Hire Orientation Beaumont Standards Annual Corporate Mandatories, including those for clinical employees only Others based on Department Specific requirements
RESPONSIBILITY for Students in Beaumont Residency and Internship Programs ➡	Beaumont OHS	Beaumont OHS	Human Resources	Program Directors

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Type of Program	TB/ Immunizations	Drug Screen	Background Check	Mandatory Education Requirements
<i>Affiliated Education Programs</i> <ul style="list-style-type: none"> - <i>Students in clinical areas must have all immunizations.</i> - <i>Students in non clinical areas must have TB and flu vaccination.</i> ↓	TB Test, Tdap and Evidence of Immunity to rubeola, rubella, mumps, pertussis, varicella zoster, or immunization Hepatitis B and flu vaccination or declination based on medical or religious reasons.	9 Panel - urine drug screen	Criminal Background Check Sexual Offender Registry	Beaumont Standards Annual Corporate Mandatories, plus Standard Precautions: Blood and Body Fluids* Transmission Precautions: Airborne* Hand Hygiene* Others based on Department Specific requirements <i>* If experience is in clinical areas</i>
RESPONSIBILITY for Students in Affiliated Education Programs →	<i>Educational Institution</i>	<i>Educational Institution</i>	<i>Educational Institution</i>	<i>Educational Institution/Sponsoring Beaumont Department</i>
<i>Non-Affiliated Education and Internships 30 days or less</i> <ul style="list-style-type: none"> - <i>Students in clinical areas must have all immunizations.</i> - <i>Students in non clinical areas must have TB and flu vaccination.</i> ↓	TB Test, Tdap and Evidence of Immunity to rubeola, rubella, mumps, pertussis, varicella zoster, or immunization Hepatitis B and flu vaccination or declination based on medical or religious reasons.	9 Panel - urine drug screen	Criminal Background Check Sexual Offender Registry	Beaumont Standards Annual Corporate Mandatories, plus Standard Precautions: Blood and Body Fluids* Transmission Precautions: Airborne* Hand Hygiene* Others based on Department Specific requirements <i>*If experience is in clinical areas</i>
RESPONSIBILITY for Students in non affiliated education and internships →	<i>Student – May have testing done in OHS for fee</i>	<i>Student – May have testing done in OHS for fee</i>	<i>Human Resources</i>	<i>Sponsoring Beaumont Department</i>

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Type of Program	TB/ Immunizations	Drug Screen	Background Check	Mandatory Education Requirements
Job Shadow/Work Observer (one day or less)	TB Test only	No requirement	Criminal Background Check Sexual Offender Registry	Beaumont Standards Patient Confidentiality Standard Precautions if in clinical area
Job Shadow/Work Observer More than one day) ↓	TB Test and Tdap for all, if the experience is in a clinical area they must also have flu vaccination or declination based on medical or religious reasons.			Beaumont Standards Patient Confidentiality Standard Precautions if in clinical area
RESPONSIBILITY for Job Shadow/Work Observers ➡	Student – May have testing done in OHS for fee	Not applicable	Human Resources	Sponsoring Beaumont Department
Volunteers	TB Test and Tdap Evidence of Immunity to rubeola, rubella, mumps, pertussis, varicella zoster, or immunization Hepatitis B and flu vaccination or declination based on medical or religious reasons.	Not requirement	Criminal Background Check Sexual Offender Registry	Beaumont Standards Annual Corporate Mandatories Hand Hygiene Standard Precautions: Blood and Body Fluids* Transmission Precautions: Airborne* Others based on Department Specific requirements * If experience is in clinical areas
RESPONSIBILITY for Volunteers ➡	Beaumont OHS	Not applicable	Volunteer Services	Volunteer Services

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SUPERVISION OF STUDENTS AND OTHERS

In most instances, (BSAH, Beaumont residency/internship programs, non affiliated education experiences, job shadow/work observer experiences) the program director, management or designated staff will be responsible for supervising the student while on hospital premises, especially as it relates to interactions with patients or patient records, if applicable. Students may not make any independent decisions related to the care of patients.

Under the provisions established for affiliated educational programs, school faculty are responsible for supervising cohorts of students and for communicating with Beaumont management staff while on Beaumont premises. Where a faculty member is not present, Beaumont management or designated staff are responsible for supervision of the student. Students may not make any independent decisions related to the care of patients.

EXPECTATIONS OF STUDENTS AND OTHERS

All individuals covered by this policy are expected to act in an appropriate manner with respect to assignments, patients, visitors, employees and supervision. They are also expected to adhere to Beaumont standards, all hospital, department and/or educational program policies, including infection control, confidentiality of records, patient privacy, HIPAA and conduct/behavior. Students may not make any independent decisions related to the care of patients. Failure to comply with these expectations will result in the loss of the student's educational privileges at Beaumont Health System and all of its facilities. It is the responsibility of the student to return all Beaumont property, including badges at the completion of the assignment.

TAXABLE STATUS

For assignments that include a stipend, Treasury Administration shall review the intern for tax and FICA purposes. It shall be the responsibility of Human Resources to maintain a record of taxable intern assignments.

INQUIRIES

Questions about this policy should be referred to Human Resources.

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