



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: ALLIED HEALTH STUDENT TRAINING

Policy No.: A205

Supersedes: January 26, 2010

Revision Date: September 4, 2013

Page: 1 of 5

PURPOSE:

To clarify procedures on how to establish student training programs at Rancho Los Amigos National Rehabilitation Center (RLANRC)

POLICY:

RLANRC is committed to providing educational experiences, training and internships to full-time and part-time students from various approved educational institutions.

PROCEDURES:

- 1 An educational institution seeking observational and practical experience for its students at RLANRC must be directed to complete an Affiliation Request Questionnaire (Attachment I) This is provided to the institution by the department representing that profession (referred to in this document now as the "requesting department").
- 2 The requesting department shall review the completed questionnaire, determine that the Rancho program can meet the needs expressed therein and determine in which category students should be placed according to the following policies:
 - a Affiliation Agreements - Affiliation agreements with educational institutions will be utilized to establish student-training programs where it is determined by the department that the affiliating institution can reasonably be expected to comply with all agreement provisions The main provisions to be concerned with are:
 1. Students and instructors of affiliating schools shall not be deemed employees of the County during the hours in which they are assigned to the student program
 2. There shall be no monetary obligation hereunder between affiliating school or County to each other or by County to any student or to any instructor participating in the training program
 3. Affiliation school shall provide over all supervision and the instruction required in the program. Rancho staff shall provide the students and affiliating instructors with sufficient direction to ensure that continuity and quality of patient services are

EFFECTIVE DATE: February 1994

COUNTY OF LOS ANGELES· DEPARTMENT OF HEALTH SERVICES

APPROVED BY:
Signature(s) on File.

maintained This is to include an orientation program consisting of the mission and goals of Rancho, appropriate policies, procedures, and safety information

- 4 Medical students affiliated with a surgical program are permitted to scrub in the OR providing that the medical students receive instruction and orientation in the scrubbing technique and are in agreement with all the aseptic rules of the OR at RLANRC. The program chief or his/her designate will be responsible for monitoring this task. The operating room nursing supervisor will be responsible to report to Department of Surgery any violations in that practice
 - b. Ordinance items - Ordinance items will be utilized when it is determined that the affiliating institution cannot reasonably comply with agreement provisions Students will be placed on established student items or specialist without compensation items. Students will be under the direct supervision of County employees and there is no direct supervision provided by the affiliating institution.
- 3 After receipt and review of the completed questionnaire, the department will complete the Face Sheet, less approval signatures (Attachment II) for forwarding as follows:
 - a Rehabilitation Therapy Departments (PI, OI, RI, and CDD) Social Work, Psychology and Nursing will forward to their department Director;
 - b All other departments will forward to Human Resources
- 4 The Directors will process all requests as follows:
 - a. Review the applications for completeness, licensure and accreditation, affirmative action policies and reasonableness of the universities/educational institutions' expectations of Rancho Los Amigos National Rehabilitation Center
 - b. Requests for affiliation agreements will be forwarded by the Director, with required signatures, to the Department of Health Services Contracts and Grants Division for appropriate approvals. The agreement will be returned to the requesting department
 - c. Requests for training on ordinance items will be forwarded by the Director for required signatures, and returned to the requesting department
- 5 Departments to which the students are assigned are responsible for maintaining the complete files on affiliating institutions, including scheduled verification from affiliates that their licenses and specialty accreditation are current and that there have been no significant changes in their programs from the time of the initial agreement. If changes have been made, the appropriate pages of the questionnaire should be resubmitted to reflect the changes These files should be current and available for the Joint Commission and CARF accreditation surveys
6. Under no circumstance should a department sign any agreement with an affiliating institution Agreements and contracts related to learning commitments may only be signed by the Director of Health Services. In lieu of the latter, affiliates must accept in good faith that we will meet all

educational requirements outlined in the Affiliation Request. Departments may choose to complete Facility Statement (Attachment III) to assist the school with any concerns they may have.

7. Questions from affiliates and/or students regarding professional liability and Worker's Compensation coverage should be discussed with Human Resources before a specific response is given.
8. Professional liability insurance: students are strongly encouraged to obtain their own professional liability insurance. Students on ordinance items are covered under the County's policy. Students on affiliation agreements must carry their own liability coverage. The department involved is responsible for ensuring that this is compliant.
 - a. Health insurance: students are strongly encouraged to provide their own health insurance. RLANRC will be responsible for arranging immediate emergency care of students in the event of accidental injury or illness, but will not be responsible for costs involved, follow-up care, or hospitalization.
 - b. Worker's Compensation: workers compensation benefits will not be provided by the County of Los Angeles.
9. Sign-In Process:
 - a. For programs with DHS approved agreements, the department must forward to Human Resources, updated lists of student names, addresses, telephone numbers, and dates of training associated with each affiliation agreement.
 - b. For ordinance items, departments will have the responsibility of sending Personnel Authorization Forms for each student, with Administrative approval, to Human Resources, with student names, school name, and dates of training for each student. The department should call Human Resources at ext 7511 to arrange an appointment for student sign in (ID badges, parking permit).
 - c. Human Resources will process the students according to the current regulatory requirements.
 - d. Human Resources will record and maintain names, addresses, telephone numbers and County item numbers for all students signed-in.
 - e. Instructor and Student Health Responsibilities/Requirements
 - I. Instructor credentials: Each instructor is required to provide the Affiliating Schools Coordinator with the following documentation:
 - (a) A copy of current professional license (RN, PI, etc.,)
 - (b) A copy of current CPR Healthcare Provider-level card

- (c) A copy of the current school and/or individual instructor's malpractice insurance face sheet, which denotes coverage within the parameters of the affiliation agreement
2. Prior to assignment, all students must satisfactorily complete a health screening conducted by their physician or licensed health care professional (PLHCP) prior to assignment (Refer to Admin Policy 143 Health Screening: non-county work force members and Admin Policy 144 Immunization of workforce members)

Key Note: Medical information shall be maintained and filed at school. The school shall ensure confidentiality and meet all privacy regulations of students' medical information.

3. The school may provide Rancho Los Amigos National Rehabilitation Center with a completed grid validating that each student and the instructor(s) have the required health clearance (as outlined in II A4 above) rather than providing copies of the health record.
4. Evidence of having passed the County medication calculation examination if student learning objectives include medication administration.

b Injuries:

2. Student and instructors receiving an injury during their clinical rotation will be given emergency care through Rancho Los Amigos National Rehabilitation Center (Refer to Admin policy 123 Emergency Medical Care)
 - (a) For exposures (e.g., blood splash or needle stick), students will be referred to Employee Health Services for surveillance (Refer to Admin Policy 143)
 - (b) If necessary, students will be referred to an emergency hospital or to their private physician.
 - (c) Following injury, the student is responsible for notifying the education institution
 - (d) Follow-up care should be arranged according to school policies.
 - (e) The Event Notification (non-employee) form must be completed.

NOTE: Following injury, Medical Clearance is needed prior to the student returning to the rotation

- (f) CPR training: When CPR certification is a department requirement, students should also be expected to meet that requirement prior to beginning their affiliation

Questions regarding any of the above procedures may be addressed to Human Resources,

Affiliated students with one or more of the following behaviors will be referred to the school for counseling/discipline and will not be allowed to return to Rancho as a clinical site

- a Disregard of policies or procedures which caused (or had the potential to cause) harm to patients, staff or visitors
- b, Patient neglect or abuse,
- c Failure to report an act by self or others which caused (or had the potential to cause) harm to patients, staff or visitors

Attachments

AC 9/2013