



POLICY AND PROCEDURE

<u>DEPARTMENT:</u> Graduate Medical Education		<u>EFFECTIVE DATE:</u> 9/24/20
<u>TITLE:</u> Residents, Medical Students and Advanced Practice Professional Student Supervision		<u>REVISION DATE:</u> 1/20/15, 7/10/18
<u>POLICY NUMBER:</u>	<u>Regulatory Standard #:</u> TJC MS 04.01.01	<u>REVIEW DATE:</u> 1/20, 7/20

Key Words: Supervision, Students

I. PURPOSE:

To define the mechanisms by which Medical Staff members will supervise Residents, Medical Students and Advanced Practice Professional Students during their rotations at Barton Healthcare System.

DEFINITIONS

Residents: Physicians in residency training through an ACGME or AOA accredited residency program.

Medical Student: Individuals who are in an accredited medical school by the AAMC or AOA.

Advanced Practice Professional (APP) Students: At Barton Memorial Hospital, the APP Staff consist of Nurse Practitioner's, Physician Assistant's, Clinical Psychologist's, and Optometrist's. For the purpose of this policy, APP Students are any of these disciplines completing their degree at an accredited institution within their discipline.

Supervising Physician: Medical Staff Members on the Active or Ambulatory Staff, in good standing.

II. POLICY:

At all times, patient care will be the responsibility of a licensed independent practitioner with appropriate clinical privileges at Barton Health.

Residents, Medical Students, and APP Students are not members of the Medical Staff or APP Staff and are not eligible for clinical privileges or practice prerogatives. Rather, they shall be permitted to function clinically only in accordance with this policy.

III. MECHANISMS:

Residents, Medical Students, and APP Students must be associated with an accredited educational program and the experience at Barton Health must be recognized by that program. Barton Health must have a signed Affiliation Agreement with the school for all Students. Every student must have at least one individual medical staff member identified as their supervising physician and the physician(s) must agree to accept responsibility for all their activities within Barton Health. Any student who has requested a rotation at

Barton Health, must provide to the Graduate Medical Education Department prior to their start date, the required documentation to fulfill the requirements set forth by the Graduate Medical Education Program.

Supervising physicians must be members of the Active Staff or Ambulatory Staff and in good standing. The Medical Staff member must continue to meet all requirements of Medical Staff membership.

Each student will report to GME for orientation which includes but not limited to a Barton ID badge with the appropriate student distinction and completion of the Graduate Medical Education verification form by GME for clearance.

Students must abide by all Barton Health policies as set forth by signed acknowledgements of the required documents that were provided to them. The supervising physician(s) is responsible for assuring that Students are complying with all relevant policies.

IV. ROTATION RULES:

1. Residents

Residents under supervision of their supervising physician are allowed to examine patients, review charts and write notes in a patient's chart. The notes must be countersigned by the supervising physician within 24 hours.

It is the responsibility of the Resident to discuss orders and treatment plan with their supervising physician and it is the responsibility of the supervising physician to be aware and informed of all orders by the Residents.

They may participate in all aspects of patient care and can perform procedures as deemed appropriate by the supervising physician.

2. Medical Students

Medical Students under direct supervision of their supervising physician are allowed to examine patients, review charts and write progress notes in a patient's chart. The progress notes must be countersigned by the supervising physician within 24 hours. They are not permitted to place orders but may discuss the patient's treatment plan with their supervising physician or preceptor.

They may participate in all aspects of patient care and can perform procedures as deemed appropriate by the supervising physician.

3. Advanced Practice Professional (APP) Students

APP students under direct supervision of their preceptors are allowed to examine patients, review charts and write progress notes in a patient's chart. The progress notes must be countersigned by the supervising physician within 24 hours. They are not permitted to place orders but may discuss the patient's treatment plan with their supervising physician or preceptor.

A preceptor can be defined as a physician or an APP on staff.

They may participate in all aspects of patient care and can perform procedures as deemed appropriate by the supervising physician.

V. DOCUMENTATION REQUIREMENTS

Required Documents include signed acknowledgement of: Disruptive Behavior, Medical Staff Appearances, and Student Supervision policies. A completed GME student application and Supervising Physician Student Agreement is required for all students. In addition, prior to the start of their education program, the Students Program must provide the following:

- Letter of Good Standing
- Certificate of Liability Insurance
- Completed Background Check
- Dates of Rotation
- Current TB Status
- CV

VI. EVALUATION OF STUDENTS

Evaluation forms for students are completed by the supervising physician or preceptor at the conclusion of their rotation. Evaluations are confidential. The evaluation forms are initiated by the school and returned to the school directly by the supervising physician.

If Barton Health or the supervising physician has questions or concerns, they should contact the school's liaison or course coordinator.

<u>APPROVED:</u>	<u>DATE:</u>
Graduate Medical Education, Medical Staff Services	1/20, 7/20
Graduate Medical Education Committee	7/28/20
Medical Executive Committee	8/19/20
Board of Directors	9/24/20