PURPOSE: To provide for a coordinated clinical experience for nurse practitioner, physician assistant, and medical students in ThedaCare Hospitals.

POLICY: It is the policy of the Medical-Dental staff of ThedaCare Hospitals that nurse practitioner, physician assistant & medical students desiring to utilize hospital facilities as a portion of their training shall do so only under the direct supervision of a physician or midlevel sponsor, who shall be licensed in the State of Wisconsin and a ThedaCare Hospital Medical Staff or ThedaCare Midlevel Member.

EXCEPTIONS: None

PROCEDURE:

A. NP, PA & Medical Student Preceptor Responsibilities

1. The academic institution shall be responsible for thorough completion of the ThedaCare Student/Faculty Information Form, including the Signed Statement of Sponsoring Physician, (attached) and a Background Information Disclosure (BID) form.

2. In accordance with Wisconsin Statute HS 124.07, applicants for NP, PA, or medical student preceptorships shall provide a health history, including vaccination or confirmed immunity against rubella, and a negative TB test from within the past 12 months.

3. The student will submit school contact information to verify an affiliation agreement is in place. If an agreement is not in place, the Education Department will coordinate an agreement with the school.

B. Medical Staff or Midlevel Member Responsibilities

1. Medical Staff or Midlevel Members wishing to provide clinical experience for students shall agree to personally supervise and accept responsibility for all professional activity performed by the student. Students shall not be granted
authority for independent or unsupervised patient care activity. Patients receiving care from a student shall be fully informed and must give consent to the participation of students in their care.

2. Medical students and physician assistant students may not write provider orders in the Electronic Medical Record (EMR). Nurse practitioner students are permitted to write orders as a verbal order under the direction of a Medical Staff or Midlevel Member.

3. Students shall be permitted to access the EMR. However, they will not be permitted to document in the EMR. We encourage students to document a paper copy and review with their preceptor. This will not be entered into the patient’s medical record. Once reviewed, documentation with any personal identifiers shall be destroyed.

4. Students are not permitted to dictate in place of a Medical Staff or Midlevel Member.

5. Physicians or midlevel’s who agree to serve as sponsor for a student shall be responsible for verifying that the student complies with the provisions of this policy.

C. Hospital Responsibility

1. The Hospital shall provide training to the student on the confidentiality policies within the organization. Any information is on a strictly need to know basis and termination of the education opportunity could occur for failure to comply. There will not be the ability to use patient information as part of any studies, or other coursework without the permission of the patient. If patient authorization is obtained, it shall be done in a fashion to protect their privacy.

2. The Hospital shall provide to the student information regarding hazardous materials, safety, and the infection control program.
Sponsoring Physician or Midlevel

Medical Staff or Midlevel Member Responsibilities for NP, PA & Medical Students:

1. Medical Staff or Midlevel members wishing to provide clinical experience for students shall agree to personally supervise and accept responsibility for all professional activity performed by the student. Students shall not be granted authority for independent or unsupervised patient care activity. Patients receiving care from a student shall be fully informed and must give consent to the participation of students in their care.

2. Medical students and physician assistant students may not write provider orders in the Electronic Medical Record (EMR). Nurse practitioner students are permitted to write orders as a verbal order under the direction of a Medical Staff or Midlevel member.

3. Students shall be permitted to access the EMR. However, they will not be permitted to document in the EMR. We encourage students to document a paper copy and review with their preceptor. This will not be entered into the patient’s medical record. Once reviewed, documentation with any personal identifiers shall be destroyed.

4. Students are not permitted to dictate in place of a Medical Staff or Midlevel Member.

5. Physicians or midlevel’s who agree to serve as sponsor for a student shall be responsible for verifying that the student complies with the provisions of this policy.

_________________________________
Student Name

Statement of Sponsoring Physician or Midlevel
I agree to sponsor the above student and to personally supervise and accept responsibility for all professional activity performed by them, and to be responsible for ensuring that they comply with the NP, PA & Medical Student Preceptorship policy.

___________________________________
Sponsoring Physician or Midlevel (Print)

___________________________________
Signature of Sponsoring Physician or Midlevel               Date

*Please return this signed document to The Learning Center (3SW of the East Care Pavilion) at Appleton Medical Center. Thank you.