



## ADMINISTRATIVE MANUAL

**SUBJECT:** UNIVERSITY/COLLEGE/TRAINING FACILITY WITH  
DEGREE COMPLETION/CERTIFICATE STUDIES TO MEET  
REGULATORY AGENCY REQUIREMENTS

	<b>POLICY #:</b>	1
<b>UHTH REVIEWED:</b>		
<b>UHC REVIEWED:</b>	<b>ORIGINAL DATE:</b>	

(Printed copies are for reference only. Please refer to the electronic copy for the latest version.)

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**POLICY:** Union Hospital, Inc. serves as a community and collegial partner to provide health care facilities and personnel to support experiential learning for student degree completion requirements. In addition to support this policy, all regulatory requirements must be met by students prior to any student experience at Union Hospital, Inc. facility.

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**PURPOSE:** To define the students appropriateness of assignment and to ensure that all regulatory requirements must be met by student/on-site faculty participants prior to any student experience at Union Hospital, Inc. facility.

**DEFINITIONS:**

Shadower: University/college/training facility student with degree completion studies required to have 10 hours or less on site. If additional hours are requested by student, these will be considered on an individual basis by the Coordinator of Volunteer Services. Prioritization will be given to a student with primary residents within these county areas (Clay, Greene, Parke, Sullivan, Vermillion, Vigo in Indiana; Clark, Crawford, Cumberland, Edgar, Richland in Illinois).

**ADMINISTRATIVE MANUAL UNIVERSITY/COLLEGE/TRAINING FACILITY WITH DEGREE  
COMPLETION/CERTIFICATE STUDIES TO MEET REGULATORY  
AGENCY REQUIREMENTS**

**CURRENT DATE:** 6/14

Hours for Degree Completion

Intern: Over 10 hours on site. These internships are non-paid. Qualified candidates will be given prioritization if residence is in the UHI county service areas (Clay, Greene, Parke, Sullivan, Vermillion, Vigo in Indiana; Clark, Crawford, Cumberland, Edgar, Richland in Illinois).

Clinical Students: Sponsored by college and department for set term. Often in groups, a clinical student is defined as a college or university student at an accredited Indiana or Illinois School. This may also include a clinical student that resides within the county areas (Clay, Greene, Parke, Sullivan, Vermillion, Vigo in Indiana; Clark, Crawford, Cumberland, Edgar, Richland in Illinois) and attends college or university outside the two (2) state area. The student must be enrolled in an approved class and supervised by program clinical faculty. The College or University program clinical faculty is involved in the placement, oversight, and supervision of students.

Health Career Program: Affiliation Agreement among the Vigo County and Parke/Vermillion School Corporations to provide on-site educational and internship experiences. This Program is a high school course that is provided on-site at UHI.

**PROCEDURE:** All requests for student placement consideration must be received by Union Hospital, Inc. at least one (1) month in advance from the university/college/training facility.

If internship is then approved, an Affiliation Agreement must be executed between Union Hospital, Inc. and the university/college/training facility.

When Affiliation Agreement is executed, the university/college/training facility must provide the requirements .

**REQUIREMENTS:** The following requirements will be retained on students/on-site faculty by the university/college/training facility (excludes shadowing experiences):

Immunizations and Vaccinations

- Proof of current 2-step within the last year with Tuberculin skin test within the past 12 months or documentation as a previous positive reactor.
- Hepatitis B vaccination series, or signed declination statement (for any person performing direct patient care and at risk to have contact with patient's blood or body fluids).
- Vaccination documentation of proof of (1) rubella, (2) measles (Rubeola), (2) mumps (2MMR) or proof of positive blood titers for each and two (2) Chickenpox vaccinations (Varicella Zoster and/or Varicella Zoster Titer and/or written documentation of disease by a health care provider).

**ADMINISTRATIVE MANUAL UNIVERSITY/COLLEGE/TRAINING FACILITY WITH DEGREE COMPLETION/CERTIFICATE STUDIES TO MEET REGULATORY AGENCY REQUIREMENTS**

**CURRENT DATE: 6/14**

- Proof of flu vaccination by doctor's note, electronic visit summary, a pharmacist's note or copy of influenza vaccination consent showing vaccination against influenza by the first Thursday of December. (If a Medical or Religious Exemption is needed, this form can be provided to School by Union Hospital Volunteer Services Department). An exemption request must be submitted by the first Tuesday in September.

**CPR**

- A current certification in the Health Care Provider CPR course by American Heart Association or American Red Cross (If Department assigned requires employees to hold certification).

**National Criminal Background Check**

- Social Security Number Verification;
- Limited Criminal History Search (7 years or up to 5 criminal searches);
- Violent Sexual Offender and Predator Registry Search;
- Fingerprinting for those students and on-site faculty who will be assigned to the Union Hospital Child Care Center.

National Criminal Background Checks will be required for all students/on-site faculty. The check is to be completed initially for their intern/clinical/teaching affiliation with Union Hospital, Inc. The check will be valid with continued consecutive progression toward degree/teaching completion. If there is withdraw from degree program or teaching assignment, the background check would then need to be repeated. Student or on-site faculty is required to self-report to university/college/training facility any violations in status from initial background check. University/college/training facility is then required to report those violations to Union Hospital, Inc. Background Check Committee

Student/on-site faculty, who receive a positive criminal background, will not be approved for assignment at Union Hospital, Inc. unless reviewed and approved by Union Hospital, Inc.'s Background Check Committee. Union Hospital, Inc.'s Background Check Committee will provide a response to the university/college/training facility within ten (10) business days of the report being submitted. All exceptions will be reported to Union Hospital, Inc.'s Corporate Compliance Board Committee. The university/college/training facility or student/on-site faculty may appeal a decision by Union Hospital, Inc.'s Background Check Committee.

**ADMINISTRATIVE MANUAL UNIVERSITY/COLLEGE/TRAINING FACILITY WITH DEGREE COMPLETION/CERTIFICATE STUDIES TO MEET REGULATORY AGENCY REQUIREMENTS**

**CURRENT DATE:** 6/14

University/college/training facility must verify that the student/on-site faculty is not present on any of the following certification sites:

- HHS/OIG List of Excluded Individuals/Entities  
<http://exclusions.oig.hhs.gov/>
- GSA List of Parties Excluded from Federal Programs  
<https://www.sam.gov/portal/public/SAM/#1>
- US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN) <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>
- Applicable State Exclusion List, if one;

Student/on-site faculty, whose names appear on the above sites, will not be approved for assignment at Union Hospital, Inc. unless reviewed and approved by Union Hospital, Inc.'s Background Check Committee. Union Hospital, Inc.'s Background Check Committee will provide a response to the university/college/training facility within ten (10) business days of the report being submitted. All exceptions will be reported to Union Hospital, Inc.'s Corporate Compliance Board Committee. The university/college/training facility or student/on-site faculty may appeal a decision by Union Hospital, Inc.'s Background Check Committee.

### Drug Screening

University/college/training facility must require a drug and alcohol test on each and every enrolled student/on-site faculty.

- To ensure the accuracy and fairness of the testing program, all collection and testing will be conducted pursuant to guidelines established by the Medical Review Officers of the testing Facility, and if applicable, in accordance with Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines; a confirmatory test; the opportunity for a split sample; review by an MRO, including the opportunity for students who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.
- Substance tested prior to placement at Hospital must at a minimum of a 10 panel screen which includes the following: amphetamines, barbiturates, benzodiazepines, opiates, marijuana, cocaine, propoxyphene, phencyclidine, methadone, and methaqualone.

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COMPLETION/CERTIFICATE STUDIES TO MEET REGULATORY  
AGENCY REQUIREMENTS**

**CURRENT DATE:** 6/14

- Student/on-site faculty may be required to undergo drug and alcohol testing upon reasonable suspicion that the student/on-site faculty has violated the policy, or after any "on-the-job" accident, which involves injury requiring medical treatment or evaluation of the student/on-site faculty or another person, or property damage. In addition, Union Hospital, Inc. may remove student/on-site faculty from the assigned location.

Drug Screen will be required for all students/on-site faculty. The screen is to be completed initially for their intern/clinical/teaching affiliation with Union Hospital, Inc. The screen will be valid with continued consecutive progression toward degree/teaching completion. If there is withdraw from degree program or teaching assignment, the screen would then need to be repeated. Student or on-site faculty are required to self-report to university/college/training facility any violations in status from initial drug screen. University/college/training facility is then required to report those violations to Union Hospital, Inc. Background Check Committee which also has oversight for drug screenings.

**ADDITIONAL  
REQUIREMENTS:**

Union Hospital, Inc. shall require all student/on-site faculty to complete prior to first day of assigned location the following:

Certification

University/college/training facility will retain documentation of the student/on-site faculty Requirements; and should be prepared to produce documents at the request of Union Hospital, Inc.

Failure of the Certifying Facility to provide the requested documentation, or evidence of non-compliance with this policy is grounds for termination of the contract and/or agreement between the Certifying Facility and Union Hospital, Inc.

Union Hospital, Inc. reserves the right to conduct random audits to assure the Institution's compliance with this policy.

Verification that all requirements have been met for the student/on-site faculty will be Certified on the Certification Link forms and contact number available at: <https://indiana.acemapp.org>

- All Certifications must be received by Union Hospital, Inc. at least two (2) weeks prior to each university/college/training facility placement. The Certification link is received by Volunteer Services Department at Union Hospital or Education Department at Union Hospital Clinton.

**ADMINISTRATIVE MANUAL UNIVERSITY/COLLEGE/TRAINING FACILITY WITH DEGREE  
COMPLETION/CERTIFICATE STUDIES TO MEET REGULATORY  
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**CURRENT DATE:** 6/14

**CERTIFICATION FOR ONSITE FACULTY ONLY**

On-site faculty they must have the following:

- Certification & Designations Check
- Professional License Verification
- Education Verification

**ORIENTATION:** Prior to or on the first day of assignment, Student/on-site faculty will be required after Certification to complete the following mandatory Union Hospital, Inc. assignments:

- Mandatory Orientation, education/training, and required assessments to UHI found on ACEMAPP System.
- Confidentiality/Drug Free Workplace Agreement, Health Assessment Form, Orientation Acknowledgment Form, Statement of Responsibility, and Protected Health Information, Confidentiality and Security Agreement.
- UHI ID Badge will be picked up from Volunteer Services Department.

Union Hospital, Inc. request that on-site faculty with students will be responsible for the following:

- Prior to the students' first day of experience, the on-site faculty must communicate directly with Department Supervisor on expectations, numbers of students, assigned days, and student competencies. In addition, on-site faculty must have one-on-one orientation with Manager.
- Schedule formalized meetings between on-site faculty and Department hosting student groups.

**EXITING SURVEY:**

At conclusion of student and on-site faculty experience, student must complete a survey entitled, "Evaluation of Your Student Experience" at:  
<http://www.surveymonkey.com/s/G8JCNRJ>

Upon request, segmented results will be shared university/college/training facility.

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**BLOODBORNE  
PATHOGEN  
EXPOSURE:**

When a bloodborne pathogen exposure occurs to a student/on-site faculty, they will be treated at the Health Office from 7:00 a.m. to 4:00 p.m. at Union Hospital Terre Haute. If the exposure occurs after 4:00 p.m., student/on-site faculty is to notify the Administrative House Supervisor immediately. At Union Hospital Clinton contact Employee Health Representative, if available. If not available, student/on-site faculty is to notify the Administrative House Supervisor immediately.

The Institution will be billed for the student/on-site faculty exposure for initial testing and treatment expenses, if needed. If follow-up treatment is required, student/on-site faculty will need to follow-up with a physician designated by university/college/training facility.