

Department: REGIONAL OFFICES	Old Policy Number:	On-Line Policy Number:
Section: ADMINISTRATION	Effective Date: 04/2012	Page: 1 of 8
Title: STUDENT UNPAID FIELD EXPERIENCE AND TRAINING	Review / Revision Date: 8/29/2013, 7/23/2014, 5/18/2015	
Approved by:	<input type="checkbox"/> Medical Center – Wide <input checked="" type="checkbox"/> Department – Specific	<input checked="" type="checkbox"/> Non-Clinical <input type="checkbox"/> Clinical

PURPOSE: To establish guidelines for local Kaiser Permanente (“KP”) medical center and contracted colleges/universities/schools (“Schools”) for unpaid field experience and training programs of students (“Program Participants”) at KP facilities.

DEFINITIONS:

Kaiser Permanente Entities (KP Entities, Kaiser or KP), refers to any Kaiser Permanente Medical Program entity contracting with Schools for an unpaid training program, including Kaiser Foundation Health Plan, Inc. (KFHP), Kaiser Foundation Hospitals (KFH), or Southern California Permanente Medical Group (SCPMG).

School refers to an educational institution that meets all contractual obligations/requirements in a fully-executed contract with KP.

Student refers to any person who is enrolled in a School’s healthcare-related program and who will be completing their specified field experience hours at KP.

Unpaid refers to students who are not paid via W2 by Kaiser Permanente payroll. Some W9 and stipend payments do fall under these agreements. They are approved and reviewed on case by case basis by the School Agreement Stakeholder Group (SASG) and KP Legal and KP Risk Management are brought in when there are any distinctions that need to be clarified.

Faculty Member refers to the School’s field experience instructors.

Program Participant refers to any Student(s) or Faculty Member(s) participating and/or covered under KPSC School Agreement for Student Practice and Training.

KP Academic Liaison and/or designee refers to the KP personnel managing Program Participants.

Facility refers to all KPSC Medical Centers and medical office buildings. It can also refer to Home Health locations, including but not limited to, a home health facility, nursing home, hospice, palliative, subacute facility or residence where Program Participants are under the continuous supervision of an employee of Kaiser Entities.

Network Development and Administration (ND&A) refers to the Southern California (SCAL) Regional Department that drafts, negotiates and executes all SCAL school agreement contracts for unpaid field experience and training programs. The Senior Contracts Manager is Jacqueline M. Lewis (jacqueline.m.lewis@kp.org).

POLICY AND RESPONSIBILITY:

A. Affiliation Contracts/Scheduling:

1. A current authorized School Agreement contract between KP and School (which includes the program of study listed in the Exhibit) must be in place prior to the establishment/implementation of any Program Participant field experience rotation/placement with KP.

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2. Contact Jacqueline Lewis (jacqueline.m.lewis@kp.org) for current School and KP School Agreements. To add a program to a current school contract or to request a new school contract, e-mail Jacqueline Lewis (jacqueline.m.lewis@kp.org) to obtain process instructions and a School Agreement Request Form.
3. Individual employee requests for a new program with a new or currently KP contracted school are not accepted. The applicable medical center(s) and the Southern California Region must have a need and be willing to accept Program Participants into the program. KP expects an ongoing relationship with the school prior to the establishment/implementation of a new program or school contract with KP.
4. Once a contract is in place for the program, Schools will submit written requests for Program Participant's field experience and training program placements to KP's Academic Liaison and/or designee.
 - 4.1 Field experience and training program placement is based on space availability and at the discretion of KP personnel.
5. KP's Academic Liaison and/or designee will coordinate facilities for applicable approved program field experience and training programs.
6. The number of Program Participants accepted for a nursing field experience and training program will be limited to 10-12 per Faculty Member. KP Academic Liaison will need to check on acceptable number of Program Participants for ambulatory field experience and training programs.
7. Program Participants' competency is the accountability of the School.
8. No Program Participant will be allowed participation in the field experience and training program unless requirements are met as set forth by this policy.
9. KP employees who are also Program Participants, as defined above, are encouraged to complete their field experience training or rotation outside of their home unit.
10. KP employees who are adjunct faculty of an affiliated school must not be Faculty Members on the same unit/department where they work.
11. KP managers in medical centers or other locations are not permitted to sign agreements or side letters, or to agree to terms or conditions of a field experience and training program with educational institutions, governmental agencies, placement firms or individuals for any Program Participants training program without prior review and approval from the ND&A office and KP Legal Department.

B. School Agreement Field Experience and Training Program Coordination and Program Participant Eligibility Requirements:

1. KP school agreement field experience and training programs that fall under this policy are only for Program Participants at SCAL KP facilities who are over 18 years of age.

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2. A valid contract, including current insurance requirements, must exist between the School and KP during the time of a Program Participant's placement in the field experience and training program. The contract will be signed and maintained by the ND&A office or designee.

C. Orientation and Health Screening:

1. All participating Schools and agencies agree to adhere to a standardized process for Program Participant orientation:
 - 1.1 Student/Faculty Orientation website address:
<http://nursingpathways.kp.org/scal/learning/orientation/index.html>
 - 1.2 Refer to Nursing Pathways website for Medical Center specific requirements
2. Prior to the start of field experience and training, the School will verify that the following information is on file for assigned Program Participants:
 - 2.1 Background check and drug screen (drug screening only required for Pharmacy related programs - see Affiliated Schools Criminal Background Check and Drug Screening policy for specific details).
 - 2.2 Current CPR card (Healthcare Provider BLS with AED from American Heart Association)
 - 2.3 Insurance Requirements:
 - Commercial general liability insurance and professional liability insurance policies are carried in accordance with the school agreement (not less than \$1,000,000.00 per occurrence and \$3,000,000.00 annual aggregate).
 - Respective KP Entities named as additional insured on the commercial general liability policy.
 - Require thirty (30) days written notice to respective KP Entities prior to the effective date of any material change to or cancellation of such policies.
 - School shall extend its usual workers' compensation insurance to cover all Program Participants who are participating in the Program(s) at KP Facilities.
 - School shall present respective KP Entities with satisfactory evidence of compliance with the insurance requirements specified herein prior to execution of this agreement, at the time of any material change thereto, and annually thereafter or at other times upon reasonable request from KP Entities.

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2.4 Immunizations are current to include:

- Tuberculosis Screening (Tuberculin Skin Test) (TST)
 - a. Program Participants must present proof of documented “negative” TST history and must have two current TST skin tests: one that is dated and documented as “negative” within two years of assignment to a Facility and one that is dated and documented as “negative” within the last 12 months of assignment to a Facility. If neither is available, then a 2-step TST is required.
 - b. Program Participants with a history of positive TST are required to present a written report of a negative chest x-ray within 1 year of the beginning of their current academic program and proof that Program Participants have completed annual TB questionnaires. They are not required to take follow up chest x-rays unless there is a positive response to the symptom review on the annual TB questionnaire. More recent screening may be required if clinically appropriate.
- Rubella, Rubeola, and Mumps (MMR)
A documented serological immunity or 2 documented immunization records signed by a qualified health provider is required. Vaccination is mandatory if non-immune and no vaccine record.
- Varicella Zoster
A documented serological immunity or 2 documented immunization records signed by a qualified health provider is required. Vaccination is mandatory if non-immune and no vaccine record.
- Hepatitis A
Hepatitis A is required for Program Participants whose main duties involve food preparation or serving food within any KP Facilities. Immunity demonstrated by hepatitis A antibody titer or documentation of two vaccinations, 6 months apart.
- Hepatitis B
Hepatitis B surface antibody blood test/titer is required, whether historical results show positive or negative results. Immunity demonstrated by hepatitis B antibody titer, or documentation of three (3) hepatitis B vaccine injections. If Program Participant is non-immune and declines vaccination series, they are required to read the significance of what they are declining and are required to sign a Declination form. Declination is highly discouraged.

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- Seasonal Flu Vaccine

An immunization record signed by a qualified health provider must be presented to Kaiser Facilities by Program Participant before starting the Program. Declination is highly discouraged. A Declination Form must be signed only on the following occasions: a) Medical contraindications, e.g., previous severe allergic reactions to influenza vaccine, systemic or anaphylactic reaction to eggs, or previous history of Guillain Barre. Program Participants must provide documentation from a qualified health care provider. b) Religious belief Waiver. Program Participants must provide a letter from his/her minister or pastoral representative. Unimmunized Program Participants must wear a surgical mask when working in an area in which patient care is being provided. This will only be in effect during the traditional flu season months of October through April, but may be subject to change depending on that year's flu season duration.

- Pertussis AKA Whooping Cough

A Tdap immunization record signed by a qualified health provider must be presented to Kaiser Facilities by Program Participant before starting the program or the Program Participant must sign a Declination form if they have not been immunized before starting the Program. Signing a Declination form is highly discouraged, but if the vaccines are not completed, a Declination form is essential before field experience and training rotation. Those signing a Declination form have to read the significance of what they are declining.

- Other

Such other immunizations and health screening as required by applicable law or reasonably requested by Kaiser Entities in accordance with Kaiser Entities' applicable policies and procedures which may be unilaterally amended by Kaiser Entities' from time to time by a notice via email or mail to School.

3. Faculty Members whose classifications require current California professional licensure or certification must provide proof thereof.
4. **HealthConnect Access** – Program Participants who are expected to document on the patient's medical record must submit information needed at least 4 weeks prior to the start of the field experience training/rotation to obtain access to the HealthConnect documentation system.
5. **HealthConnect Training** – The School will provide each Program Participants with the approved KP HealthConnect training.
 - 1.1. Nursing school Program Participants will use the KP Learn web site for training
6. Program Participants will complete all required forms prior to the start of the field experience.

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NOTE: Supervising Faculty Members will sign the Orientation Verification Record verifying completion of the pre-field experience requirements as stated in this policy. KP may validate compliance with these requirements by auditing Student files.

D. Faculty Members'/School Accountabilities:

1. The School is responsible for evaluating the Faculty Member's competence. Faculty Members must possess clinical competence in the services they are teaching. Faculty Members must have a current California registered nurse license or other licensure, as appropriate, and be American Heart Association (AHA) certified Basic Life Support provider, as appropriate. Documentation of both will be kept on file at the School and available for review upon request.
2. In the event a Faculty Member is absent, a qualified substitute who meets all the Faculty Member and KP requirements must be on duty to supervise the Students. If this is not possible, the field experience training will be cancelled for the day and Students will be directed to leave the KP medical center.
3. Prior to any field training experience, the Faculty Member is responsible to define the Student's scope of practice, level of capabilities, and limitations to the clinical staff as outlined in the student syllabus. A copy is to be provided to KP's Academic Liaison or designee.
4. The Faculty Member of record ensures the orientation of the Students to the medical centers as well as to the individual patient care areas. The staff preceptor may orient Students to the medical centers and patient care areas if the Student's field experience does not require the Faculty Member to be on site.
5. Faculty Member will submit all required orientation documents completed by the Students and the Faculty Member prior to the start of the field experience to KP's Academic Liaison and/or designee.

E. Security Issues:

1. KP Facility or school badges and school approved uniforms are to be worn by the Program Participants at all times while on KP premises per KP Facility policy.
2. KP-issued badges are to be returned to KP's Academic Liaison and/or designee on the last day of the field experience and training program.

F. Medication Administration:

1. A Faculty Member or authorized KP Staff Nurse must co-sign with Students for all medications administered to KP patients.

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G. Unusual Occurrences:

1. KP will provide necessary emergency health care or first aid to an injured Program Participant or a school employee participating in affiliated Program(s) at the Facilities, consistent with Kaiser Entities, policies, and procedures pertaining to employees or visitors injured at a KP Facility.
2. Kaiser Entities shall have no obligation to furnish medical or surgical care beyond emergency care or first aid to an injured Program Participant, or provide accident, health or any other insurance coverage for the Program Participant.
3. If a Program Participant is injured in a KP Facility during their field experience or training program, or during a visit to a non-Kaiser Facility, such as Home Health, the Program Participant will obtain treatment at the nearest KP Medical Facility equipped to provide the necessary emergency care or first aid.
4. If the injured Program Participant is not in close proximity to a KP Medical Facility equipped to provide the necessary emergency care or first aid and is stable for transport, Kaiser Personnel will make arrangements to transport the Program Participant to the nearest KP Emergency Department.
5. If the injured Program Participant needs immediate emergency care, Kaiser Personnel will call KP's Emergency Response Team or 911.
6. All significant or unusual incidents during the field experience and training program must be reported immediately to the Faculty Member/School, KP Charge Nurse (if applicable), KP Department Administrator, and KP Academic Liaison/designee and documented on KP's Unusual Occurrence Report-Online (UOR-O) system.
7. Risk Management, or local Facility equivalent, and the Regional Senior Contracts Manager for SCAL school agreements, must be notified of the Unusual Occurrence Report.
8. The Regional Senior Contracts Manager will notify the Revenue Cycle Personnel of the incident and inform them not to bill the Program Participant for the emergency care or first aid provided per KP Policy.
9. The Regional Senior Contracts Manager will also notify KP Legal and KP Risk Management of the incident.

References: The Joint Commission, HR.01.02.05 (www.jointcommission.org)

Related Policies

Obligations Regarding Confidentiality NATL.HR.031

KP HR policy CA.HR.5.02

Employment Screening NATL. HR 011

Employee Health Services Policy 1001 and 1005



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