



KAISER PERMANENTE®
Baldwin Park Medical Center
 Faculty Orientation Forms
 Medical/Surgical/Telemetry Unit

Topic		Topics Reviewed; Forms and Post-Tests Received
Section	1	<ul style="list-style-type: none"> • College Affiliating Guidelines: Affiliating College and Medical Center Accountabilities Nursing Students Policy
Section	2	<ul style="list-style-type: none"> • Nursing Pathways – Student/ Faculty Orientation Website (Inpatient Faculty/Student Orientation) • http://kaisernursing.org/SCAL/professionaldevelopment/orientation/index.html
Section	3	<ul style="list-style-type: none"> • Nursing Pathways – Student/ Faculty Orientation Website (Baldwin Park Medical Center Specific Information) • http://kaisernursing.org/SCAL/professionaldevelopment/orientation/baldwinpark/inpatient.html



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Faculty Orientation Forms
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Topic		Topics Reviewed; Forms and Post-Tests Received
		<ul style="list-style-type: none"><input type="checkbox"/> Review and Sign Attestation of Emergency Preparedness Education<input type="checkbox"/> Review and Sign Attestation of High Alert Medication Safety Practices Education<input type="checkbox"/> Review and Sign Health Screen Attestation Form (Submit to Employee Health at least 2 weeks prior to start of rotation)<input type="checkbox"/> Complete Nova Glucometer Competency Form<ul style="list-style-type: none">• Faculty complete with Educator• Students complete with Faculty<input type="checkbox"/> Faculty Only: Review and Sign Pyxis Access Request Form<input type="checkbox"/> Faculty Only: Review and Sign Pyxis User Agreement Form<input type="checkbox"/> Review and Complete ID Badge Forms<input type="checkbox"/> Review and Complete Scavenger Hunt



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Attachment A (Faculty File)

Return Checklist for Faculty:

Faculty File:	Clinical Educator
Orientation Verification for Student Groups & Faculty	<input type="checkbox"/> Completion Verified
Baldwin Park Medical Center Safety Verification Record	<input type="checkbox"/> Completion Verified
Course Syllabus	<input type="checkbox"/> Completion Verified
Return Checklist for Faculty	<input type="checkbox"/> Completion Verified
Valid US Governmental Photo Identification Card	<input type="checkbox"/> Completion Verified
Copy of RN License and BLS (Front and Back)	<input type="checkbox"/> Completion Verified
Health Screen Attestation Form with Declination Forms (if applicable)	<input type="checkbox"/> Completion Verified
Child Abuse Reporting Requirements	<input type="checkbox"/> Completion Verified
Elder and Dependent Adult Reporting Requirements	<input type="checkbox"/> Completion Verified
Drug-Free Workplace Employee Acknowledgement	<input type="checkbox"/> Completion Verified
Confidentiality Agreement	<input type="checkbox"/> Completion Verified
KP Health Connect Confidentiality and Non-Disclosure Agreement	<input type="checkbox"/> Completion Verified
Compliance/ HIPAA Security Program Attestation	<input type="checkbox"/> Completion Verified
Pyxis Access Request Form	<input type="checkbox"/> Completion Verified
Pyxis User Agreement Attestation	<input type="checkbox"/> Completion Verified
KP Learn: KP HealthConnect Inpatient Training for Nursing Students - SCAL	<input type="checkbox"/> Completion Verified
KP Learn: Ethics and Compliance Introduction: Building a Culture of Trust	<input type="checkbox"/> Completion Verified
KP Learn: Safety Training: CA - Hospital/MOB - INITIAL/Comprehensive	<input type="checkbox"/> Completion Verified
KP Learn: Code Standardization	<input type="checkbox"/> Completion Verified
KP Learn: Safe Patient Handling (Hospital INITIAL ASSIGNMENT CA ONLY)	<input type="checkbox"/> Completion Verified
KP Learn: CareFusion/Alaris IV Pump Online Training	<input type="checkbox"/> Completion Verified
KP Learn: StatStrip Training (Glucometer)	<input type="checkbox"/> Completion Verified
KP Learn: Understanding Stroke – Baldwin Park	<input type="checkbox"/> Completion Verified
KP Learn: Universal Waste Management	<input type="checkbox"/> Completion Verified
Hand Hygiene Post-Test	<input type="checkbox"/> Completion Verified
Safe Patient Handling Post Test	<input type="checkbox"/> Completion Verified
Emergency Preparedness Education Attestation	<input type="checkbox"/> Completion Verified
High Alert Medication Safety Practices Education Attestation	<input type="checkbox"/> Completion Verified

The following forms can be submitted before or on the first day of clinical rotation:

Stat Strip Glucose Meter Competency with Validation Expert	<input type="checkbox"/> Completion Verified
Unit Scavenger Hunt	<input type="checkbox"/> Completion Verified

I have reviewed the KP Baldwin Park College Affiliating Guidelines Policy and Nursing Pathways Orientation Website documents and attest that I and my students have completed the above documents. I will communicate with the designated department manager, clinical academic liaison or clinical educator for any assistance or clarifications regarding safe patient care.

I understand the clinical rotation will not begin until individual faculty and student orientation mandatory paperwork are submitted to department educator and received educators signed approval to begin.

College Instructor/ Designee Printed Name

College Instructor/ Designee Signed Name

Date of Completion

Clinical Educator Printed Name

Clinical Educator Signed Name

Date of Completion



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Attachment B (Student File)
***One per Student as Top Sheet**

Return Checklist for Students:

Student File:	Instructor Verification
Return Checklist for Students	<input type="checkbox"/> Completion Verified
Valid US Governmental Photo Identification Card	<input type="checkbox"/> Completion Verified
Copy of BLS (Front and Back)	<input type="checkbox"/> Completion Verified
Child Abuse Reporting Requirements	<input type="checkbox"/> Completion Verified
Elder and Dependent Adult Reporting Requirements	<input type="checkbox"/> Completion Verified
Drug-Free Workplace Employee Acknowledgement	<input type="checkbox"/> Completion Verified
Confidentiality Agreement	<input type="checkbox"/> Completion Verified
KP Health Connect Confidentiality and Non-Disclosure Agreement	<input type="checkbox"/> Completion Verified
Compliance/ HIPAA Security Program Attestation	<input type="checkbox"/> Completion Verified
Health Screen Attestation Form with Declination Forms (if applicable)	<input type="checkbox"/> Completion Verified
KP Learn: KP HealthConnect Inpatient Training for Nursing Students - SCAL	<input type="checkbox"/> Completion Verified
KP Learn: Ethics and Compliance Introduction: Building a Culture of Trust	<input type="checkbox"/> Completion Verified
KP Learn: Safety Training: CA - Hospital/MOB - INITIAL/Comprehensive	<input type="checkbox"/> Completion Verified
KP Learn: Code Standardization	<input type="checkbox"/> Completion Verified
KP Learn: Safe Patient Handling (Hospital INITIAL ASSIGNMENT CA ONLY)	<input type="checkbox"/> Completion Verified
KP Learn: CareFusion/Alaris IV Pump Online Training	<input type="checkbox"/> Completion Verified
KP Learn: StatStrip Training (Glucometer)	<input type="checkbox"/> Completion Verified
KP Learn: Understanding Stroke – Baldwin Park	<input type="checkbox"/> Completion Verified
KP Learn: Universal Waste Management	<input type="checkbox"/> Completion Verified
Hand Hygiene Post-Test	<input type="checkbox"/> Completion Verified
Safe Patient Handling Post Test	<input type="checkbox"/> Completion Verified
Emergency Preparedness Education Attestation	<input type="checkbox"/> Completion Verified
High Alert Medication Safety Practices Education Attestation	<input type="checkbox"/> Completion Verified

The following forms can be submitted before or on the first day of clinical rotation:

Stat Strip Glucose Meter Competency with Validation Expert	<input type="checkbox"/> Completion Verified
Unit Scavenger Hunt	<input type="checkbox"/> Completion Verified

I have reviewed the KP Baldwin Park College Affiliating Guidelines Policy and Nursing Pathways Orientation Website documents and attest that I have completed the above documents. I will communicate with my professor or university designee for any assistance or clarifications to provide safe patient care.

I understand the clinical rotation will not begin until individual faculty and student orientation mandatory paperwork are submitted to department educator and received educators signed approval to begin.

 Student Printed Name

 Student Signed Name

 Date of Completion

 College Instructor/ Designee Signed Name

 Instructor Signed Name

 Date of Completion

Baldwin Park – Medical Center Wide – Policies & Procedures

Location: Medical Center Wide – 4000's	Old Policy Number: ED5301, 5304	On-Line Number: MCW 4070
Section: Patient/Staff Education	Effective Date: 9/98	Page: 1 of 8
Title: College Affiliating Guidelines and Medical Center Accountabilities for Nursing Students	Review / Revision Date: 8/99, 11/99, 8/00, 7/01, 10/02, 7/03, 3/05, 1/07, 1/08, 8/12, 8/16	
Accountable Department or Committee: Staff Education	<input checked="" type="checkbox"/> Medical Center Wide <input checked="" type="checkbox"/> Department Specific	<input checked="" type="checkbox"/> Non-Clinical <input type="checkbox"/> Clinical
Approved by: Policy and Procedures Committee – 8/8/16 Medical Executive Committee – 8/22/16		

Workplace Safety Key Points (WSKP) are included in this document for your protection.

1. Always use Standard Precautions including Personal Protective Equipment (PPE) when handling any blood/body fluid, liquids, and chemicals (e.g. disinfectant) or when handling spills.
2. Handwashing is the single most effective means of controlling the spread of infection; remember to always WASH YOUR HANDS.
3. Use proper body mechanics and equipment during patient transfer and/or repositioning. When lifting, bend at the hips and/or knees and keep your back straight.
4. Dispose of sharps according to policy and procedure. **NO NEEDLE RECAPPING.**

REFERENCES:

- Occupational Safety & Health Administration (OSHA)
- The Joint Commission
- Title 22 Section 70739

PURPOSE:

To establish a standardized process for the coordination of student affiliation throughout the Baldwin Park Service Area.

POLICY:

1. A current authorized contract between Kaiser Permanente (KP) and college/school/university (which includes the area of study) must be in place prior to the establishment/implementation of any student affiliation or clinical experience.
2. Scheduling college/school/university students is the responsibility of department administrators or clinical directors/designees for their respective departments.
3. The Directors of Education (Ambulatory and Hospital) will manage verification of contracts with affiliate programs.
4. Verification of compliance with health screening requirements will be managed by Employee Health Services. Records of compliance will be maintained by the college/ school/university.
5. College/school/university faculty must initiate requests for student placement a minimum of four weeks prior to start of clinical rotation. Ambulatory student placements are coordinated by the Staff Education and Development Department. Hospital student placements are coordinated by Hospital Nursing Administrative Services. Under no circumstance will arrangements for student affiliations be undertaken by students and KP staff or physicians.
6. Instructors will schedule an appointment with hospital unit educators at least three weeks prior to rotation to finalize paperwork.
7. Assessment of student competency including assessment of the student's ability to carry out patient assignment responsibility is the accountability of the college/school/university with oversight by on site instructor.

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8. No student will be allowed clinical rotation unless requirements are met as set forth by this policy.
9. All students/instructors must complete orientation requirements as stated under instructor/student accountabilities.
10. Instructors will present learning objectives to unit educators prior to start of clinical rotation.
11. Assignments and daily objectives will be posted on unit assignment board by instructor.
12. Rotation will not begin until all paperwork is completed, submitted, and approved.

PROCEDURE:

1. Affiliation Contracts
 - a. A listing of current contracts will be maintained by the Directors of Education (Ambulatory and Hospital) and Academic Liaisons (Ambulatory and Hospital).
 - b. The medical center and college/school/university will comply with all contractual stipulations and will provide student and faculty data as needed to verify contract compliance.
2. Affiliation Coordination
 - a. The Academic Liaison(s) will verify need to establish affiliation contract with appropriate medical center leader (Director/s of Education).
 - b. If a need is identified and the status of contract is unknown, the KP Regional Contract Office will be contacted to verify contract status.
 - c. Initial requests for affiliations will be coordinated by the appropriate Academic Liaison and the KP Regional Contract Office:
 - 1) The appropriate Academic Liaison will forward required documents to the college/school/university for completion.
 - 2) Completed documents will be forwarded to KP Regional Contract Office for approval.
 - d. Existing affiliations will be coordinated by appropriate Director of Education, department administrators or clinical directors/designee.
 - 1) Colleges/schools/universities will submit a Request for Affiliating Schedule Form (Exhibit A) to the appropriate Academic Liaison.
 - 2) The Academic Liaisons will maintain a yearly calendar of approved school clinical rotations for each department/unit, as appropriate.
3. Health Screening
 - a. Instructor will schedule Employee Health appointment and will provide copies of immunization records of each student to Employee Health Services at least two weeks prior to the start of the rotation. Employee health staff will evaluate the information and give clearance for the instructor and students to begin the clinical rotation.
 - b. All students and instructors are required by medical center licensure requirements to be free of communicable diseases. If a student declines Hepatitis B vaccine, there must be a signed letter of declination on file. If the student is in the process of completing the series, the student must present evidence of immunization process.
 - c. Compliance with contractual language regarding immunizations and health screening must be documented and on file at the college/school/university and at the facility prior to entry into the clinical area.
 - d. Instructor and/or students not in compliance with the contract language regarding health screening will not be allowed to participate in the clinical experience. Employee Health staff will notify the instructor and the Academic Liaisons (Ambulatory and Hospital), as appropriate.
4. Badges
 - a. Instructor and students must wear appropriate school identification name badges and KP badges when in the medical center or medical offices.

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- Identification badge form will be completed for each instructor and student. Director of Education, Department Administrator, or Clinical Director or designee will sign for the approval of instructor/student badges.
- b. The Security Department is to be notified immediately in the event of loss or theft of any badge.
- c. It is the instructor's responsibility to collect and return all badges to the Security Department on the last day of the rotation. Failure to return ALL badges may result in discontinuance of future affiliations.
- d. A single student (not part of a group rotation) must return badge on their last day to the department administrator/designee.

INSTRUCTOR ACCOUNTABILITIES:

1. Instructor must possess clinical competence in the services they are teaching, as verified by the college/school/university.
2. Instructor must have a current California nursing license (Registered Nurse - RN /Licensed Vocational Nurse - LVN) and be a certified Basic Life Support provider, as appropriate. Documentation of both will be kept on file at the college/school/university prior to entry into the clinical area.
3. The maximum number of students accepted in an instructor's group is 12; however, a smaller number may be established by the department administrator/clinical director due to space and/or availability of clinical experiences or other regulatory stipulations.
4. In the event an instructor is absent, a qualified substitute who meets all the requirements must be on duty to supervise the students. If this is not possible, the clinical experience will be cancelled for the day and the students not allowed in the medical center.
5. It is the instructor's responsibility to secure a conference room.
6. At least three weeks prior to the start of a rotation, the instructor will provide the department administrator/clinical director/designee with a course outline and objectives for each clinical area where students will be assigned.
7. Instructor Orientation:
Orientation of the instructor must precede student entry into the clinical setting so that both student and instructor are able to safely function within the medical center and according to the department policies, procedures, and standards that govern the KP Medical Centers.
 - a. As part of general orientation, instructor/designee will review all the modules of the following Southern California Student/Faculty Orientation Website:
<http://kpnursing.org/SCAL/professionaldevelopment/orientation/index.html>
and will complete all the required reading and documentation.
 - b. Completed instructor paperwork is to be turned in to the Academic Relations Director prior to the start of the clinical experience.
 - c. Instructor orientation to the hospital and clinical unit will be coordinated directly with the appropriate administrator/clinical director/designee. All instructors are required to make an appointment at least three weeks prior to student entry for unit specific orientation and for defining the scope of student practice, level of capabilities, and limitations to the department administrator/designee.
8. The Academic Liaison will facilitate student computer access to the patient documentation system for inpatient nursing students. For outpatient students, the instructor/designee will contact the appropriate department administrator to facilitate student computer access.
9. Instructor is responsible for orienting students to the medical center as well as to the individual patient care areas.
10. Instructor must submit names and emergency contact information for all students in their clinical group to the department administrator/clinical director prior to the commencement of rotation as part of the Orientation Record and Safety Verification Form (see general orientation website). Additionally, instructor's name, home number, cell phone number, emergency number, professional certification/license

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number and expiration date are simultaneously requested as part of the completed Orientation Record. Instructor is expected to have student names and contact numbers available at all times.

STUDENT ACCOUNTABILITIES:

Student Orientation:

1. As part of general orientation, students will review all the modules of the following Southern California Student/Faculty orientation website:
http://kpnursing.org/_SCAL/professionaldevelopment/orientation/index.html
and will complete all the required reading and documentation.
2. All students will sign the following documents prior to the rotation and provide copies to the instructor (group rotations) department administrator/designee (single students not part of a group rotation):
 - a. Confidentiality Agreement
 - b. Child Abuse Reporting Requirements
 - c. Elder and Dependent Adults Abuse Reporting Requirements
 - d. Drug free Workplace Acknowledgement
 - e. Compliance Training/HIPAA and Security Attestation Form
 - f. HealthConnect Confidentiality and Non-Disclosure Agreement
3. As part of unit specific orientation, students are to be familiarized with policies and procedures which govern patient care in the medical center, medical office buildings, or clinics. Policies and procedures are accessible in every patient care area.
 - a. At the discretion of the department administrator, students will be asked to complete evaluations of their clinical experience prior to the end of their clinical rotation. Instructor/designee will return the evaluations to the department administrator/clinical director.
 - b. Students will follow facility parking policies in regard to the designated student parking area.

PATIENT CARE AREA GUIDELINES:

1. Patient Care Areas
 - a. Instructors and students must be aware of and comply with the Patient's Bill of Rights, Patient's Rights and Responsibilities. Discussions between instructors and students that involve the disclosure of specific patient health information must be done in a manner that protects the privacy and confidentiality.
 - b. Loud speech is unacceptable in any area. Emphasis is to be placed on the "quiet" nature of patient care areas.
 - c. Meals and breaks are to be taken in the cafeteria or staff lounge. Food and drinks are not allowed in the patient care areas.
 - d. Reporting
 - 1) When students report off duty for breaks, lunches or end shift/scheduled hours, the Nurse Knowledge Exchange Plus (NKE+) process is used.
 - 2) Students must report significant observations requiring immediate interventions to staff RN in a timely manner.
 - e. Equipment and supplies are provided for the care and benefit of the patients and may not be used for personal needs. They may not be removed from the medical center premises.
 - f. No personal cell phone use in patient care areas.
2. Student/Patient Assignment
Inpatient student/patient assignments shall be made prior to the student reporting on duty to ensure adequate student preparation. The instructor shall consult with department administrator/clinical director/designee.

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- Students shall not be given patient assignments beyond their estimated capabilities. The instructor will supervise the student when they provide patient care, treatment, and services. Preceptorship students will be supervised by their assigned preceptor. Instructor or the assigned preceptor always maintain general oversight for the care, treatment, services and documentation provided by the students.
3. Treatment and Medication Administration
 - a. Procedures including administration of medications shall be taught and supervised by the instructor/designee.
 - b. Instructor/designee must be in the immediate vicinity when a student is giving medication after competence has been documented.
 - c. Instructor/designee must always directly supervise medication administration by nursing students.
 - d. Instructor/designee must co-sign with nursing students for all narcotics in Pyxis system.
 - e. An instructor/designee desiring multiple students to observe a special procedure must obtain the patient's and physician's/provider's approval prior to observation.
 4. Intravenous Therapy
 - a. Instructor/designee must always directly supervise intravenous (IV) and IV medication preparation and administration.
 - b. Students may perform venipunctures during rotations if they have had didactic content.
 - c. Students, with instructor/designee supervision, may discontinue IV therapy as ordered.
 - d. Students may flush saline locks after administration of IV piggybacks with direct supervision of the instructor/designee.
 - e. Students may **not** initiate and/or discontinue blood or blood products unless they are in a senior preceptorship program with a KP staff RN preceptor.
 - f. Students caring for patients receiving blood or KCL (potassium chloride):
 - 1) will follow protocols established in the organization's policies and procedures
 - 2) may provide direct patient care including vital signs
 - 3) must be aware of the potential for and signs and symptoms of a transfusion reaction
 5. Documentation
 - a. Charting for basic nursing students must be reviewed daily by the instructor for spelling, appropriateness and accuracy.
 - b. All charting will be done via HealthConnect. In the event the system is down, appropriate downtime procedures will be implemented.
 - c. Instructor/designee will countersign all entries by including the information in the "Comment Sections" (e.g., MAR, Doc Flow, and Notes Sections, etc.) via HealthConnect. For preceptorship students, the preceptor responsible for the care of the patient will read and validate the student's entries.
 - d. Evaluator will ensure countersignatures of chart and patient assignment documentation.
 - e. No printing/copying/filming of medical records is ever permitted.
 6. Uniform Policy
 - a. Instructor/designee will ensure that the appearance of their students is appropriate at all times whenever entering the facility for school related activities:
 - 1) Uniform clean and pressed
 - 2) Hair off the collar
 - 3) Shoes are clean – no open toes, no clogs
 - 4) Sweaters may be worn when necessary. Patient gowns are not to be used.
 - b. KP nametags must be worn above the waist and visible at all times.
 - c. Individual unit guidelines for scrubs are followed per policy and procedure.
 7. Educational Conferences
 - a. All students are welcome and encouraged to attend educational conferences/in-service programs.

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- b. Instructor/designee will notify the appropriate conference facilitator when large numbers of students will be attending scheduled sessions.
- 8. Unusual Occurrences
 - a. All unusual occurrences must be reported immediately to the manager on-duty and documented on an Unusual Occurrence Report (UOR) on-line form.
 - b. Once the student has completed the UOR form, the instructor/designee, if on premises, must add pertinent information and sign.
 - c. The report is submitted to the manager on-duty.
 - d. Unusual occurrences must be reported to the Academic Relations Director for informational purposes. If a pattern is noticed related to a school, the Academic Relations Director in consultation with the department administrator will take appropriate action.

STUDENT RELATED POLICIES:

- 1. Student Sick Calls are to be placed to the clinical instructor.
- 2. Student Injuries on Duty
 - a. Must be reported immediately to the manager on-duty.
 - b. A Supervisor's Report of Injury Form and UOR must be completed and cosigned by the instructor/designee.
- 3. Evaluation of students' clinical performance is the responsibility of the instructor/designee. Department personnel will not be involved in this process except for verbal consultation.
- 4. Reviewing charts in the Health Information Services Department
 - a. Students may review charts with consent of manager on-duty.
 - b. To review closed records, students must obtain written authorization from the instructor/designee and department administrator by completing the Permit to Review Medical Center Record Form (see ***Exhibit B***).
 - c. Students will need to present picture identification and wear college/facility nametag when reviewing charts.
 - d. No photocopying/printing/filming of patient chart will be allowed.

EXHIBITS:

- Exhibit A: Request for Affiliating Schedule Student Experience
- Exhibit B: Permit to Review Medical Records

Exhibit A



BALDWIN PARK MEDICAL CENTER
REQUEST FOR INPATIENT CLINICAL ROTATION OR PRECEPTORSHIP
 (only one request per form)

Timeframe requested: Fall Winter Spring Summer

Type of Request: Rotation Bedside Preceptor Leadership Preceptor

NAME OF SCHOOL:

NAME OF PROGRAM:

COURSE NUMBER:

LEVEL OF EXPERIENCE:
(semester / quarter in program)

REQUESTED TYPE OF UNIT:

TOTAL NUMBER OF HOURS:

DAY	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Clinical Hours							
# of Students							

Instructor(s)	Phone	Comments

Rotation Start Date: _____

Rotation End Date: ____

(first date on-site at hospital, not school semester start date)
 semester end date)

(last date on-site at hospital, not school semester end date)

Expected Absences: _____
(Vacations, examination, holidays, etc.)

Request Approved: _____

_____ Date

Request Denied: _____

_____ Date

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Exhibit B

PERMIT TO REVIEW MEDICAL RECORDS

SCHOOL: _____

STUDENT: _____

RECORD TO BE REVIEWED:

PATIENT NAME: _____

MEDICAL RECORD NUMBER: _____

INSTRUCTOR/DESIGNEE: _____
Signature)

DATE: _____

NOTE: Indiscriminate or unauthorized review, use or disclosure of patient information is prohibited.

1. One permission slip per record.
2. Student must have student name tag.
3. The same record may not be reviewed by more than one student.
4. The record will not be removed from the department.
5. Notes may be taken. No portion of any record may be photocopied.