



Policy and Procedure

Title:	Job Shadowing/Internships	Number:	FH-HR-?
Applies to:	All Ferrell Hospital Interns/Students	First Created:	09/24
Issuing Dept:	Human Resources	Last Revised:	
Approved by:			

I. POLICY

Ferrell Hospital promotes careers in the medical field by allowing students and/or interns to job shadow or perform internships; however, a request for an internship/job shadow experience, even if all the requirements are met, may need to be declined. Some areas require a high degree of sensitivity and are not suitable for internships/job shadowing. The following guidelines will be followed in accordance with the U.S. Department of Labor:

- The internship is similar to training which would be given in an educational environment.
- The internship experience is for the benefit of the intern.
- The intern does not displace regular employees but works under close supervision of the existing staff.
- The employer that provides the training derives no immediate advantage from the activities of the intern, and on occasion, its operations may actually be impeded.
- The intern is not necessarily entitled to a job at the conclusion of the internship.
- The employer and the intern understand that the intern is not entitled to wages for time spent in the internship.

II. DEFINITIONS

Students are defined as a college or university student enrolled in an approved class program and supervised by a program clinical instructor or preceptor. Students may also be a high school student, 16 years of age or older, that would like to shadow in a hospital environment for a maximum total of 16 hours.

III. RESPONSIBILITIES

1. All students or Interns must fill out an application with emergency contact information. They must also sign an Acknowledgment and Confidentiality Consent Form (that they are not employees of the Ferrell Hospital and are performing services without compensation).
2. A background check will be completed prior to the first day of student activity at the Hospital, with the exception of: individuals under the age of 18. If a student brings in proof of background check performed within the past year, said copy will satisfy this requirement. *If student has a background check over one year old and the student is in good standing with the college's healthcare program, said copy will satisfy requirement.*
3. A TB test will be required.
4. Students must have proof of flu vaccine during the months of October-March and an up to date immunization record.
5. The student/intern will be required to complete an orientation packet prior to shadowing/interning. An orientation checklist will be completed and kept on file by Human Resources.
6. Students are responsible to the department in which they are working while they are in the building. They shall follow the established policies and procedures of the facility at all times. Each participating

department is responsible for assigning a preceptor to provide oversight for the students serving within their department(s).

7. Department Managers are prohibited from allowing a student to intern/shadow within their department(s) without first ensuring that the orientation checklist has been completed. Permitting such activity will be cause for possible disciplinary action.
8. Internship Program-College
 - A. A **college program** wishing to place a student at Ferrell Hospital must first establish a written agreement with the Hospital. Such agreements are reviewed by Human Resources to ensure that the agreement meets the requirements outlined by the Hospital's professional liability carrier.
 - i. If a Department Manager is contacted by a college program about student placement, they must immediately contact Human Resources to ensure that a contract is on file. Steps will then be taken to establish a written agreement if one is not on file and/or notification will be given to the college about the following procedures.
 - ii. Once an agreement has been established, the college program must notify the Hospital in advance of student placement. The college must first contact the Department Manager to obtain verification on whether the department will be able to sponsor the student. Once verified, the college must then contact the HR Department to schedule the student's orientation.
 - iii. Human Resources will verify that the Hospital has a current contract with the college, will review the program requirements outlined in the contract and will then send via email the orientation documents that must be completed prior to shadowing/interning.
 - iv. The college is to forward the following items to the Human Resources Department prior to coming on site:
 - 1) Current copy of the college's liability insurance certificate. (Copy to be forwarded to the CFO for placement in the Administrative contract file).
 - 2) Copy of the student's TB test results and Influenza vaccine (October-March)
 - 3) List of activities for which the student is authorized to perform.
 - 4) Verification that the college performed a background check on the student. If not, have the student sign the background check authorization form and forward it to the HR Director.
 - v. The Department Manager will be provided with a list of activities for which the student is authorized to perform and a copy of the contract outlining the specific program requirements of the college. The Department Manager will be responsible for the following:
 - 1) Orientating the student on department specific policies.
 - 2) A completed orientation checklist is to be submitted back to the Human Resources Department to document the student's eligible start date.
 - 3) Overseeing the student's activities and completing evaluations required by the college.

- 4) Ensuring that the student is kept under direct supervision by a qualified staff member while performing procedures.
- 5) When a student's conduct or performance is not acceptable, it should be addressed according to the terms in the college agreement.

9. Job Shadowing program

- B. A high school student, or any other person wishing to **job shadow** at Ferrell Hospital, must first fill out the job shadowing application. They may do this by picking one up from the hospital in person, or reaching out to Human Resources through the link on the Ferrell Hospital website.
- a. Job shadowing requests will go to Human Resources for consideration and to make sure that there is availability for shadowing in the requested department(s). If the application and requirements are not completed in full, the student will not be accepted.
 - b. If student is accepted into the job shadowing program, they are able to shadow *up to* 16 hours in total.
 - c. Students will receive a "Student" badge from Human Resources on their first day and expected to wear it at all time shadowing in the hospital. It will need to be returned following the completion of the experience.
 - d. Observers May Not:
 - Conduct a physical exam or touch the patient in any manner.
 - Take a patient history.
 - Handle patient equipment.
 - Make recommendations regarding specific patients, provide consultation or make decisions about patient care.
 - Document in the Medical Record or research records.
 - Take photos or video.