



Clark Memorial Hospital

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Owner: TRICIA BRIAN: MANAGER,
MED STAFF

Policy Area: Medical Staff

References:

Applicability: Clark Memorial Hospital

A Norton and LifePoint Partnership

Student/Resident/Fellow Supervision

STUDENT/RESIDENT/FELLOW SUPERVISION

Although Clark Memorial Hospital is not a primary teaching institution, the hospital does provide education rotation opportunities for students, residents and fellows. The educational rotations are established through specific contracts and affiliation agreements between the University of Louisville or other ACGME approved and established medical education institutions.

In order to assure safe patient care, the medical students/residents/fellows must be appropriately supervised by a physician preceptor. The supervision of the medical students/residents /fellows/AH students should be done so that an increasing level of responsibility is progressed in accordance to the medical students/residents /fellows/AH students level of education, ability and experience. Although medical students/residents/fellows/AH students that are farther along in their educational process require less direction than beginning medical students/residents/fellows/AH students even the most experienced must be supervised. The progression of and initial level of responsibility and duties is determined by the medical education institution's established guidelines/program goals and the physician preceptor. The physician preceptor determines duties and responsibilities based upon:

1. the level of training (year of medical school, residency or fellowship)
2. the skill and experience of the student/resident/fellow in particular patient care situation.
3. the familiarity of the physician preceptor with the student/resident/fellow's abilities
4. the acuity of the situation and the degree of risk to patient

In addition, the physician preceptor should provide daily feedback and review of patient progress to the medical students/residents /fellows/AH students and provide additional guidance and instruction as needed.

At no time will physicians or other allied health students in training be allowed to substitute for staff physicians as the attending physician or be allowed to perform invasive procedures without the preceptor or attending physician being present.

The attending Clark Memorial Medical Staff physician is responsible for the care of their patients and supervision of any care provided by the medical students/residents /fellows/AH students. All medical students/residents /fellows/AH students shall submit the required paperwork to Medical Staff Services as requested. All medical students/residents/fellows will supply current TB/PPD test results or copy of x-ray as appropriate.

MONITORING OF SUPERVISION BY PRECEPTORS

All medical charts are reviewed by the Health Information Management department and, in the event orders are not co-signed by preceptor as required, the medical record is noted as being deficient. Also, each nursing unit has the right to file an incident report in the event a preceptor is not performing adequate supervision of their medical students/residents /fellows/AH students. These incident reports will be treated in a similar manner as incident reports filed for other reasons. Each report will be dealt with on a case by cases basis and ultimately could result in the physician preceptor losing their ability to participate in training rotations.

GUIDELINES FOR MEDICAL AND OTHER ALLIED HEALTH STUDENTS:

Medical/AH students are allowed to function at CMH in an observing and learning/teaching role. Duties performed will be assigned by preceptor in accordance with their level of education, ability and experience including the following:

1. Go anywhere in the hospital under direct supervision;
2. Perform histories and physicals, but the H&P cannot be used as the official report in lieu of the staff physician's H&P;
3. Write in the medical chart, but not permitted to give orders, although the student can make recommendations to the attending/sponsoring physician in the progress notes section of the chart;
4. Identify himself/herself by signing his/her name as a medical student; and
5. Scrub in the operating room and hold retractors with preceptor present.
6. Perform other duties as assigned by physician preceptor and appropriately monitored and co-signed by physician preceptor.

GUIDELINES FOR RESIDENTS

Residents will be allowed to function at Clark Memorial Hospital (CMH) and may perform all the duties assigned by physician preceptor providing that:

1. they are in good standing from an accredited medical school that has a recognized resident rotation program and agreement with Clark Memorial Hospital;
2. they have malpractice insurance
3. they have a temporary/training resident license to practice medicine in Indiana; and
4. they are under the supervision of a staff physician with all orders being countersigned by that physician within 24 hours.

Residents may include the following duties as assigned by preceptor:

1. perform history and physicals but the H&P (must be reviewed and approved by preceptor)
2. assist in surgery with preceptor's direct supervision
3. write in the medical chart and give orders through written consent or verbal consent by attending physician that is documented in the chart.

4. write orders for discharge of patients only with the prior knowledge of the attending physician through written consent or verbal consent that is documented in the chart.
5. Write prescriptions, excluding narcotics, under the supervision of the preceptor. (Narcotics must be written by the primary preceptor according to Indiana state law.) The orders must be counter-signed by the CMH attending physician within 24 hours. The resident must also indicate the name of the attending physician after his/her signature on the orders (i.e. Dr. Resident for Dr. Attending).
6. Residents may only make rounds if a preceptor is present with them.

GUIDELINES FOR FELLOWS

Fellows will be allowed to function at Clark Memorial Hospital (CMH) and may perform all the duties assigned by physician preceptor providing that:

1. they are in good standing from an accredited medical school that has a recognized fellow rotation and has an agreement with Clark Memorial Hospital;
2. they have malpractice insurance
3. they have a license to practice medicine in Indiana; and
4. they are under the supervision of a staff physician with all orders being countersigned by that physician within 24 hours as stated in the rules.

Fellows will be allowed to function at Clark Memorial Hospital in a learning/teaching role and may perform the following duties or as outlined in the specific affiliation agreement on file between Clark Memorial and the medical education institution or as assigned by the preceptor:

1. Perform histories and physicals
2. Write in the medical chart and give orders with all orders being countersigned by preceptor within 24 hours.
3. Write prescriptions, excluding narcotics, under the supervision of the preceptor. (Narcotics must be written by the primary preceptor according to Indiana state law.) Fellows are allowed to write all inpatient medication orders, excluding controlled substances (unless they have a current Indiana Controlled Substance Registration (CSR) and federal DEA for Indiana), and standing orders, but they must be counter-signed by the CMH attending physician within 24 hours. The fellow must also indicate the name of the attending physician after his/her signature on the orders (i.e. Dr. Fellow for Dr. Attending).
For outpatients, the fellow may write prescriptions for all controlled substances if they have an active Indiana CSR and federal DEA for Indiana. Fellows may write prescriptions for all other medications legally allowed by Indiana law.
4. Write orders for admission and discharge of patients only with the prior knowledge of the attending physicians through written consent or verbal consent that is documented in the chart.
5. Identify himself/herself by signing his/her name and identifying primary preceptor on any dictation/notes.
6. Take call no more than every fourth night as per ACGME's guidelines. (Fellows must have one complete 24-hour period away from work per week.)
7. Fellow will see Patients from the Clark County Indigent Clinic and will be overseen by the Indigent Clinic Medical Staff and his/her primary preceptor.

PHYSICIAN PRECEPTOR CRITERIA

All physician preceptors:

1. must be a member in good standing of the medical staff/allied health staff of Clark Memorial Hospital
2. provide adequate supervision and assignment of duties to medical students/residents/fellows/AH students as determined by their level of training, skill, the acuity of the patient and situation and the preceptors familiarity with skill level of medical students/residents/fellows/AH students.
3. are responsible for patient care and supervision of care provided by medical students/residents/fellows/AH students
4. must hold appropriate clinical privileges in the rotation areas that they are providing supervision for and/or board certification in the specific area of supervision

Primary Preceptor

- Dedicate 100 percent of clinical time working with the fellow.
- Supply educational teaching to compliment the fellow's daily activities.
- Review patient plans and fellow recommendations while patient is at the practice and see the patient at the same visit.
- Coordinate optional secondary preceptorships if desired by the fellow.
- Provide fellow exposure to nursing home care, occupational health care, rehab medicine, home health and other areas as available.

Secondary Preceptor

- Be available on an as-needed basis to provide fellow with supplemental experience/teaching in the physician's area of expertise.
- Supply educational teaching to compliment the fellow's daily activities.
- Review patient plans and fellow recommendations while patient is at the practice and see the patient at the same visit.

COMMUNICATION REGARDING STUDENTS/RESIDENTS/ FELLOWS

The medical students/residents/fellows/AH students will be submitted and reviewed by the Credentials Committee, the Medical Executive Committee and the Board of Directors. An email will be sent out to the hospital which will include the medical student/resident/fellow/AH students status, level of training, dates of rotation, and preceptor information.

Attachments:

No Attachments

Approval Signatures

Approver	Date
TRICIA BRIAN: MANAGER, MED STAFF	11/2016