



Regional Academic Affairs

TITLE: Allied Health Student Credentialing and Guidelines POLICY NUMBER: S-26

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DEPARTMENT: Graduate Medical Education Effective Date: 11/05  
Revised: 04/23  
Reviewed: 04/23  
Date of next Review: 04/25

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**POLICY:**

The purpose of this policy is to have a uniform credentials verification system and guidelines for Allied Health Students requesting placement at any Mercy metro facility. An Allied Health student is defined as a learner enrolled in an Allied Health school accredited by the ARC-PA (Accreditation Review Commission for Physician Assistant Programs).

**PROCEDURE:**

Mercy College of Ohio is the preferred partner for Allied Health Students. The Office of Academic Affairs in conjunction with the College will coordinate the placement of the College's Allied Health Students each academic year. Any request for placement of an Allied Health Student from an institution other than Mercy College, will require prior approval of the Vice President, Academic Affairs or his/her designee. Such requests will be based on educational capacity considerations. After approval, the following must be completed and verified.

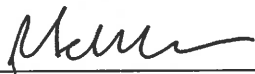
1. Verification letter of enrollment in good standing from the School of Allied Health.
2. Verification of HIPAA training
3. Goals and Objectives for the rotation
4. Verification of acceptable Malpractice coverage.
5. Affiliation agreement signed with the school of Allied Health
6. Verification of system capacity to adequately train the learner
7. Verification of a beginning and end date
8. Signed confidentiality agreement (Patient and IS)
9. Proper picture ID obtained.

**ALLIED HEALTH STUDENT GUIDELINES**

- 1.) An allied health student must conduct their training under direct (in-person) supervision of an attending physician at all times. Allied health students will not be allowed to conduct any procedures at any Mercy healthcare facility without the physical presence of an attending.
- 2.) Allied Health Students should be able to interview, evaluate and examine patients with the following provisos:
  - a. The allied health students are properly identified as learners.
  - b. Interview, evaluation and examination is under the direction and supervision of a licensed attending physician who is physically present in the hospital
  - c. Examination of the breast, genitals, pelvis and rectum is only done under the direct supervision of a licensed attending physician who is physically present in the room (at the bedside) where the exam is being performed
  - d. The allied health student is required to contact the attending upon arrival each day.

- 3.) Allied Health Students will be allowed to make progress notes in the physician's progress section of the medical record, as long as they:
  - a. History/ Patient Exam/ Medical Decision making format
  - b. The record is clearly demarcated as being an allied health student note.
  - c. The record is reviewed, evaluated and amended if applicable and signed by a licensed physician on a daily basis.
  - d. Allied Health students **will not** be permitted to **dictate**
  - e. Allied health students will adhere to all hospital medical record policies and procedures.
- 4.) Allied health students should **never** represent themselves as a licensed physician.
- 5.) Allied health students working as part of a team may accompany the team in emergency situations and strictly observe unless otherwise directed and supervised by a licensed attending physician.
- 6.) Allied health students will be required to wear proper identification, identifying them as Allied health students
- 7.) Allied health students will be provided with a list of guidelines and suggested readings pertinent to each rotation.
- 8.) Allied health students must abide by all hospital standards in place for employees and volunteers for HIPAA compliance, confidentiality and all other codes of conduct. Allied Health students' role in the hospital is governed by the terms of the affiliation agreement between their school and the hospital. Allied health students do not have access to the employee grievance procedure or any due process rights under the Medical Staff By-Laws.
- 9) All Allied Health students who will work in the ER, OB, Surgery or a surgical subspecialty will complete the hospital scrub class or provide documentation of completing a scrub class prior to the start of his/her rotation.
- 10) Policies, procedures and expectations for each of the specialty rotations may be more restrictive than discussed above.
- 11) Must abide by the policies and procedures and the standards of behavior of Mercy.

Approved by:



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