

Regional Undergraduate Medical Education Guidance and Policy

Medical Student Rotations

Statement

Kaiser Permanente Northern California (KPNC), a leader in the delivery of quality medical care, has been committed to undergraduate and graduate medical education (UME/GME) for over 80 years. Our goal is to provide educational programs in a scholarly and supportive integrated managed care environment, facilitating the ethical, professional, and personal development of the medical student while providing medically appropriate care for patients. Medical students may participate in a core clerkship, elective rotation, or observational experience at Kaiser Foundation Hospitals (KFH) under proper direction and supervision of appropriate medical staff member(s).

Purpose

- To stipulate requirements for medical students and Medical Schools prior to participation in a core clerkship, elective rotation, or observational experience.
- To define responsibility and accountability for patient care and assignment of medical students to clinical practice within settings for Patient Care Services.
- To help medical students apply their knowledge in clinical and hospital settings.
- To provide medical students with opportunities to build upon the competency domains defined by the ACGME (Accreditation Council for Graduate Medical Education) and the CPME (Council on Podiatric Medical Education)- Patient Care, Medical Knowledge, Practiced Based Learning and Improvement, Systems Based Practice, Professionalism, Research and Scholarship, Interpersonal and Interprofessional Communication Skills, Interprofessional Collaborative Practice, and Social Awareness.
- To provide medical students with quality training experiences aligned with the Association of American Medical Colleges (AAMC) to meet society's evolving health needs.
- Create a learning environment for medical students that cultivates mutual respect, cultural humility, and trust

Scope

This policy covers allopathic, osteopathic, and podiatric medical students at KP Northern California facilities. It does not apply to trainees in other disciplines (i.e. nursing, pharmacy, physical therapy).

Definitions

Core Clerkship/Elective: A clinical rotation in which a medical student is assigned to work with a Preceptor for a specified period. All patient care will be supervised by qualified faculty, in adherence with Medical Center policies. The staff physician is ultimately responsible for patient care.

Longitudinal Program: A one-year program wherein medical students train at Kaiser Permanente for the full academic year of their third year of medical school.

Medical School: The “recognized” medical school in which the Medical Student is enrolled. Only medical schools recognized by the Medical Board of California are eligible to send Medical Students to KP facilities. The recognized medical schools are set forth on the Medical Board's website at https://www.mbc.ca.gov/Applicants/Schools_Recognized/

Medical Student: A student that is currently enrolled in a Medical School recognized by the Medical Board of California.

Observational Experience: An approved experience in which the medical student observes patient care and other activities in a clinical area and does not participate in direct patient care.

Preceptor: A physician mentor or senior resident who supervises the medical student.

Provisions:

Requests for medical student participation in a core clerkship, elective rotation, or observational experience must be submitted by a Medical School or an individual medical student through [VSLO](#), the local GME Office in writing (e-mail acceptable), or by applying to special electives through the [Kaiser Permanente Northern California UME/GME website](#).

- a. Each request for a medical student core clerkship, elective rotation, or observational experience will be reviewed by the local GME Office to determine the appropriateness of the request and the ability to accommodate the request and to approve the placement.
- b. The Medical School will be notified in a timely manner by the local GME Office in writing of approval or denial of core clerkship, elective rotation, or observational experience.

A Medical Student Agreement must exist between TPMG, KFH and the Sponsoring Medical School that specifies the educational sites covered. Medical Student Agreements must be prepared and executed prior to start of rotation; preparation and execution are facilitated by the Institutional Office of UME/GME. The Agreement should be requested at least ninety (90) days before the medical student begins the rotation. The Medical Student Agreement shall be maintained by the Institutional Office of UME/GME.

After medical students are approved for a core clerkship, elective rotation, or observational experience each student will be required to complete/submit the following documents before the medical student can participate in a clinical setting. It is recommended to have the following documents completed and/or submitted before the orientation day and rotation begins:

Beginning March 1, 2024, Kaiser Permanente Northern California will implement the most current Centers for Disease Control and Prevention's updated recommendations on tuberculosis (TB) screening, testing, and treatment of U.S. health care personnel. The updated guidelines no longer recommend routine serial TB testing of health care workers in the absence of TB exposure or evidence of ongoing transmission.

- Kaiser Permanente Compliance, HIPAA Training and Course Completion Form
- Current immunizations and tests including but not limited to Rubella Titer, Rubeola Titer, Varicella Titer, Mumps Titer, Hepatitis B vaccination, COVID vaccination or negative test
- Confidentiality Agreement
- Child Abuse Reporting Form
- Elder Abuse Form
- Guidelines for Universal Safety Precautions
- Medical Student Registration Form
- Copy of State Issued Driver's License or ID
- International students: Valid passport and visa
- Additional documents required by the local GME Office and/or medical center

Procedure

During a medical student core clerkship/elective rotation, medical students practice under the supervision and direction of an assigned preceptor identified by KP. The medical student must not be assigned to care for patients independently but is expected to work as a team with preceptors, residents, and other staff. The Medical Center retains responsibility for the care of all patients. The attending physician retains ultimate accountability for supervision and direction of patient care.

During a medical student observational experience, the medical student must be in the presence of a preceptor at all times and will not have patient interaction or interfere with the performance of the medical team.

Roles and Responsibilities

The Facility Director of Graduate Medical Education or his/her designee, or Program Manager:

- a. Validates that a current Medical Student Agreement covering medical students in the requested educational program exists with the Medical School or facilitates the preparation and execution of a new agreement.
- b. Approves medical student core clerkship, elective rotation, or observational experience.
- c. Provides and/or facilitates Medical Center orientation and clinical orientation for medical student and ensures that medical student is provided with the policies and procedures of Kaiser Permanente.
- d. Provides information to Medical School regarding required health screening and immunizations and other requirements. Receives required documentation from Medical School for core clerkship, elective rotation, or observational experience prior to the beginning of the medical student's rotation at KP facilities.
- e. Provides clinical rotation schedule. This includes informing Medical School of any off-campus rotation with Kaiser Permanente to additional clinical facilities not wholly owned and/or operated by Kaiser Permanente. Approval from Medical School shall be received prior to any off-campus rotation.
- f. Meets as needed with Medical Schools whose medical students participate in core clerkships to discuss clinical learning experiences available, to elicit feedback from faculty and medical students on medical student experiences and Kaiser as clinical site and to provide updates on KP facilities' policies and initiatives.
- g. Provides evaluation for medical student feedback at the end of rotation.

Preceptor:

When a medical student is participating in a core clerkship, elective rotation, or observational experience, the medical student is under the direction and supervision of an assigned preceptor.

- a. A preceptor is responsible for identifying learning needs and assisting the medical student to meet learning objectives.
- b. A preceptor must be available to the medical student at all times.
- c. A preceptor is responsible for reviewing the medical students' entries into medical records and authenticating all such entries.
- d. Medical student may not assume responsibility for patient care when a preceptor is not present at the training facility.
- e. The preceptor provides ongoing feedback to the medical student throughout the term of the rotation about medical student performance and progress in meeting learning objectives.
- f. The preceptor is responsible for communicating lack of progress or other performance problems to the Medical School as soon as they are identified.

- g. During a core clerkship/elective rotation, preceptors are responsible to provide a level of supervision commensurate with the level of the medical student's curriculum and clinical competency. Preceptors are responsible for supervision of medical students on observational experience at all times.
- h. Preceptors are encouraged to discuss any issues or concerns with the Facility Director of Graduate Medical Education or his or her designee.

The Medical School:

- a. Is responsible for assuring medical students are prepared to carry out assigned responsibilities commensurate with their course objectives and shall designate an appropriate faculty member as the supervisor responsible for monitoring the medical student's experience and time spent on clinical rotation and as the point of contact for Kaiser Permanente and the Medical Center. Such designee shall also be responsible for informing Kaiser Permanente of any specific requirements.
- b. Ensures medical students are competent and knowledgeable regarding Kaiser Permanente policies and procedures for medical students.
- c. Ensures and certifies that medical students meet Kaiser Permanente's policies regarding communicable disease screening and HIPAA, and comply with Kaiser Permanente requirements for immunizations and tests, as well as other health requirements.
- d. Certifies that each medical student, has received the training required by the OSHA bloodborne pathogens standard, 8 CCR Section 5193, and that they will comply with all federal, state, and local occupational health and safety and environmental statutes and regulations, including the OSHA bloodborne pathogens standard, 8 CCR Section 5193. If the Medical School is not located in California, Medical School shall certify that Medical Students have complied with the state and federal requirements for the Bloodborne Pathogens and shall require medical students to comply with any additional requirements necessary to meet California's standards.
- e. Informs Kaiser Permanente of its policy of notification to the Medical School related to injury/exposure sustained by medical student during medical school core clerkship, elective rotation, or observational experience.
- f. Provides to the local GME Medical Center Office:
 - 1. A verification of medical student academic good standing.
 - 2. Medical student contact information.
 - 3. Verification that medical students have general liability insurance while at Kaiser Permanente.
 - 4. Verification of completion of HIPAA and applicable OSHA training at medical school.
 - 5. Medical student's health care providers and/or health insurance. Medical School shall ensure that Medical Student has, and shall maintain during the duration of the rotation, health coverage or insurance.
 - 6. Verification of Medical Student's authorization to be present in the United States during the period of the experience.

Medical Students:

- a. Meet all of Kaiser Permanente's pre-clinical health screening, and requirements for immunizations and tests prior to starting a core clerkship, elective rotation, or observational experience.
- b. Complete pre-clinical compliance requirements on or by first clinical day. Until documentation of above requirements have been submitted to the local GME Office, medical student is denied access to all clinical experiences.

- c. Are expected to perform patient care in accordance with Kaiser Permanente Patient Care Services policies and procedures. This expectation does not apply to medical students on observational experience.
- d. Comply with all applicable Kaiser Permanente policies and procedures, including any specific Medical Center dress code standards when preparing for and/or providing patient care.
- e. Wear photo identification badge at all times while on medical center property.
- f. Act in a professional manner when on medical center grounds.
- g. Report to their assigned unit/area at the designated shift start time to verify their patient assignment and review bedside/area report with their designated staff physician/preceptor.
- h. Maintain patient/member confidentiality as required by all applicable federal and state laws, including HIPAA.
- i. May not remove any identifiable patient specific information from the medical center.
- j. Provide care commensurate with their course objectives and their level in the medical student curriculum. This expectation does not apply to medical students on observational experience.
- k. Convey to the staff physician/Preceptor information regarding skill level and ability in performing assigned intervention based upon level in the program and previous medical school clinical experience. This expectation does not apply to medical students on observational experience.
- l. Perform all new skills under the supervision of the Preceptor (unless prior arrangements have been agreed upon between the Preceptor and appropriate Kaiser Permanente staff physician). This expectation does not apply to medical students on observational experience.
- m. Report changes in the patient's condition promptly to a resident or staff physician and the Preceptor. This expectation does not apply to medical students on observational experience.
- n. May be expected to complete required documentation for their patient assignments. This expectation does not apply to medical students on observational experience.
- o. Reviews all documentation prior to entry into the medical record with a Preceptor. This expectation does not apply to medical students on observational experience.
- p. If a medical student must be absent from a clinical rotation due to illness or special circumstances, the absence must be reported as soon as possible to the attending physician as well as the Preceptor and local GME Office.
- q. Are expected to complete an exit survey to evaluate their clinical experience at the end of the core clerkship, elective rotation, or observational experience.

Medical Student Injury/Exposure Guidelines

In the event a medical student sustains a serious injury or is exposed to an infectious or environmental hazard or other occupational injury during his/her rotation at Kaiser Permanente's facilities, the medical student must be sent to employee health or the Emergency Dept. (as appropriate) for assessment and treatment. Kaiser Permanente will provide such emergency care as is provided its employees. Notification must be given to the Preceptor, local GME Office, Institutional Office of UME/GME, and Medical School. Any care, treatment and follow-up care provided to the medical student by Kaiser Permanente, or other providers, as a result of the injury will be covered by either Kaiser Permanente, the Medical School, the medical student's personal health insurance, or a combination thereof.