PURPOSE
To establish the process for contract staff, students/interns, volunteers, etc at Cartersville Medical Center (CMC).

POLICY
All persons providing contract services, performing student rotations, volunteering, etc. for CMC will be required to meet specific guidelines before performing duties within the hospital. The following guidelines direct the process:

1. The Manager is responsible for contract services and students in their area. Managers are responsible or ensuring a current Educational Affiliation Agreement is in place before allowing students in their area (to include certificate of liability insurance if applicable). There should be a business/community need for students to rotate through the hospital.

2. Managers are responsible for ensuring a current Contractual Agreement is in place before allowing contracted staff in their area. There should be a business need for contract staff to be in the hospital.

3. Managers will contact administration for the student Educational Affiliation Agreement to complete the blanks on the template. Any language changes or deletions need to be approved by their Administrative Officer. The Manager will meet with their Administrative Officer before obtaining signatures for the Educational Affiliation Agreement. Administration will house the Agreements and send a reminder for renewal to the Manager.

4. After the documentation is in place, contact the Human Resources (HR) Department for the Attestation Form and for specific requirements, including:
   - Scheduling orientation
   - Verification of current licensure and certification(s) if applicable
   - Verification of background investigation
   - Hospital photo ID card (required at all times while on the property)

5. Job description and competencies must be ready for the individual upon arrival (generally not applicable for students). Contract staff, students, and volunteers must be treated in the same manner as our staff, i.e. performance and competence is monitored, background check is completed, drug screen completed, etc.

6. Department-specific orientation and the skills checklist is completed within 90 days and turned in to HR (if at CMC over 90 days).

7. Medical screening completed and approved by the Employee Health Nurse:
   - Current PPD (within last 90 days) or documentation of treatment for positive skin test. Test can be administered by CMC Occupational Medicine if no current test results available.
- Drug Test - must be administered by CMC Occupational Medicine unless with a clinical group rotation.
- Hepatitis B immunity by immunization history, serological evidence or a signed declaration form
- Varicella Immunity – either by disease history, serology or immunization history
- If born in 1957 or after, proof of immunity to rubella and rubeola - either by physician documented disease history, serology or immunization history
* The costs for the MMR or Rubella titer or Hepatitis B Vaccine are not covered by CMC (except for approved CMC volunteers).

8. Individuals who are “shadowing” must meet certain requirements to be able to shadow hospital personnel. “Shadowing” is defined as 8 hours or less of observation for any time frame. Anything more than 8 hours is not considered shadowing and must meet the guidelines of contract employees, students/interns and volunteers. Once 8 hours of shadowing has been completed, the individual can no longer operate in that capacity and must apply for another category.

The following guidelines must be met to shadow hospital personnel:
- A written request must be submitted to Human Resource from the department director for permission for an individual to shadow in their department. Request to shadow a physician must be submitted to the Medical Staff Office from the physician.
- The individual must be at least 16 years of age.
- Individual must have current PPD (within last 90 days) or documentation of treatment for positive skin test. Test can be administered by CMC Occupational Medicine if no current test results are available. The cost of the PPD is the responsibility of the applicant.
- Must submit to a drug test – must be administered by CMC Occupational Medicine
- The IS Confidentiality and Security agreement must be signed.
- The individual may only observe and may not touch the patient.
- Patient authorization form must be signed by patient for observation.

9. All contract staff, volunteers and students must attend general hospital orientation. Documentation of attendance is required and the following items should be covered:
- Hospital mission
- Customer service and HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems), Cultural Diversity and Sensitivity
- Ethics & Compliance / Confidentiality / HIPAA (Health Insurance Portability and Accountability Act)
- Infection Control Procedures (Hand Hygiene, MRSA, TB, Exposure Control Plan, PPE (Personal Protective Equipment), Precautions, Sharps Management, Bloodborne Pathogens, OSHA
- Employee Health: Back Safety, Drug Free Workplace Policy
- Quality and Patient Safety: Risk Management, Occurrence Reporting, Reportable Events, Patient Advocacy, Patients Rights and Ethical Treatment, Patient Safety,
• NPSG (National Patient Safety Goals), Quality Improvement Model PDCA (Plan, Do, Check, Act), SBARD (Situation, Background, Assessment, Recommendation, Decision)
• Information Systems: Confidentiality, Passwords
• Health Information Management (HIM): HIPAA (Health Insurance Portability and Accountability Act), PHI (Protected Health Information), Records Management
• Dress Code / Photo ID badge required
• Orientation and education for forensic staff (if applicable)

*Students not able to attend orientation due to their school schedule will be required to attend an abbreviated orientation session.

10. The Manager will arrange for a tour of the building, the department and staff introductions.

11. Additional requirements for contract staff, students and volunteers will be outlined by the department.

The interpretation of this policy rests with the Human Resources Department who reserves the right to modify, change or discontinue the policy at any time.