



HUMAN RESOURCES MANAGEMENT

VISITOR & CAREER EXPLORATION PROGRAMS POLICY

POLICY 28

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I. POLICY

The Medical University of South Carolina (hereinafter "MUSC") recognizes the value of visitors and developing future healthcare workers. Therefore, MUSC will collaborate with a variety of partnerships to enhance the awareness and training of those interested in health careers through career exploration and development. This policy covers visitors and programs which nurture and develop an interest in healthcare among students and other individuals by providing exposure to activities within MUSC. Students and/or individuals governed by this policy include those participating in facility tours, job shadowing, observing, mentoring and clinical sponsorship, as deemed appropriate. For students under the age of 14 years, career exploration is generally not permitted in the following specific areas within MUSC/Medical University Hospital Authority (hereinafter "MUHA"): pediatric areas, autopsy room, procedural rooms and operating rooms.

II. PROGRAMS

A. Facility Tour

An on-site tour within MUSC to learn of the healthcare roles MUSC serves and/or various career opportunities. **Tours are limited to general areas within MUSC and in certain circumstances should be coordinated through the University's Human Resources Management office (e.g. school groups, student interest groups, and other groups involving minors).**

B. Job Shadowing

A brief educational work-based experience for high school or post secondary students, or adults with a bona fide educational interest. This experience generally lasts from 2 hours to 3 days and introduces the individual to a particular job or career by pairing the student with an employee or clinical faculty member. Students and/or other individuals will follow/shadow the employee as he/she performs normal work activities. The individual may observe and ask questions but will not perform patient care duties. Areas within MUSC available for observation opportunities will be at the discretion of the University. Students must be at least 14 years old (16 years old in Operating Room areas).

C. Observing

Considered an extension of job shadowing, lasting anywhere from 1 day to a maximum of 3 months. This opportunity is offered to high school or post secondary students or adult individuals with a bona fide educational interest. The individual may observe and ask questions but will not perform patient care duties. Areas within MUSC available for observation opportunities will be at the discretion of the University. Students must be at least 14 years old (16 years old in Operating Room areas).

D. Mentoring

A relationship between a high school or post secondary student, or adult with a bona fide educational interest and an MUSC healthcare professional who guides the individual for a period greater than 3 months (e.g. – semester, year). University Human Resources Management may coordinate such programs in collaboration with the individual directly or through their school. Students are matched with an employee. Student/employee relationship is fostered through a variety of mechanisms such as one-on-one interaction, on-line communication and on-site facility tours. The individual may observe and ask questions but will not perform patient care duties. Students must be at least 14 years old (16 years old in Operating Room areas).

E. Clinical Sponsorship

A structured observation program to develop an interest in a healthcare related career. Participants must be sponsored by a faculty member or administrator. The individual may observe and ask questions but will not perform patient care duties.

F. Visiting Practitioner

Individuals visiting the University/MUHA for one of the following purposes:

1. Educational experience or observation of the visitor,
2. Education of MUSC personnel,
3. Assistance with training of MUSC personnel in a procedure or technique,
4. Consultation with or without patient contact.

(This policy does not apply to trainees who directly participate in patient care, who are subject to the policies governing Graduate Medical Education.)

Adherence to individual departmental policies regarding such program(s) will be required of all participants and sponsors (i.e., details for the Operating Rooms in Procedure E below).

Career exploration opportunities involving research areas must also adhere to occupational and safety guidelines administered by the Department of University Risk Management.

III. PROCEDURE

A. Human Resources Management Responsibility

1. Provide MUSC and guest participants a checklist delineating the steps necessary for participation in the included programs.
2. Provide all appropriate guidelines and forms, including training information, dress code, behavior code, confidentiality forms and consent forms.
3. Orientation to the University/MUHA, as appropriate.

4. Provide participants with ID badges. (Participants in programs lasting more than one month should be entered into the Identity Manager system and receive a MUSC/MUHA badge. All other participants should receive a temporary badge.)

B. Department/Division Responsibility

1. Provide an assigned preceptor, mentor or host.
2. Develop an outline of the program and provide to University Human Resources Management.
3. Identify and provide specific safety equipment as needed.
4. Provide orientation to unit/area (to include fire and life safety procedures) and maintain documentation.
5. Ensure individuals who participate in career exploration that extends four (4) days and beyond are cleared through Employee Health Services and complete the following prior to beginning of any of the Career Exploration Programs:
 - a. Online OSHA, and online MUHA Orientation, if appropriate
 - b. Health Insurance Portability and Accountability Act (HIPAA) training
 - c. Confidentiality and Code of Conduct training ([Consent to Participate](#) and [Code of Conduct](#) forms) Parents must sign for participants under the age of 18 years old.
 - d. Unit/Departmental Orientation
 - e. Ensure that individual is not left unattended in a patient care or research area.
 - f. For visiting physicians who will participate in patient care, see sections D4 and D5 below.
 - g. Collect and destroy visitors' ID badge at the end of the program.

C. Participating School's Responsibility

1. Coordinate with University Human Resources Management for specific programs.
2. Ensure students have completed required documentation prior to reporting to MUSC.
3. Ensure students adhere to the guidelines and expectations set forth.

D. Individual's Responsibility

1. Facility Tour

- a. Obtain temporary ID badge and wear at all times. ID badge must be worn at collar level visible to all staff and patients.
- b. Adhere to the dress code policy and act in a professional manner.
- c. Do not provide direct patient care at any time.

2. Job Shadowing

- a. Complete request, confidentiality and consent form prior to beginning any activities. Parents must sign for participants under the age of 18 years.
- b. Obtain temporary ID badge and wear at all times. ID badge must be worn at collar level visible to all staff and patients.
- c. Adhere to the dress code policy and act in a professional manner.
- d. Provide health screen documentation to include TB and immunization records. (Contact University Human Resources Management)
- e. Complete orientation as required.
- f. Do not provide direct patient care at any time.

3. Observing, Mentoring, Clinical Sponsorship

- a. Complete [request form](#).
- b. If request is for a period of one month or more, a criminal [background check](#) will be required at the individual's expense.
- c. Obtain temporary ID badge and wear at all times. ID badge must be worn at collar level visible to all staff and patients.
- d. Adhere to the dress code policy and act in a professional manner.
- e. Provide health screen documentation to include TB and immunization records.
- f. Complete the following prior to beginning program:
 - (1) Online OSHA and online MUHA Orientation, if appropriate
 - (2) Health Insurance Portability and Accountability Act (HIPAA) training
 - (3) Confidentiality and Code of Conduct training ([Consent to Participate](#) and [Code of Conduct](#) forms) Parents must sign for participants under the age of 18 years old.
 - (4) Complete orientation as required.
 - (5) Do not provide direct patient care at any time.

4. Visiting Practitioner Who Will Be Observing Clinical Care and Not Prescribing, Treating, Operating On, Or In Any Other Way Managing The Health Care Of The Patient.
 - a. Complete [request form](#).
 - b. If request is for a period of one month or more, a criminal [background check](#) will be required at the individual's expense.
 - c. Obtain temporary ID badge and wear at all times. ID badge must be worn at collar level visible to all staff and patients.
 - d. Provide health screening documentation to include TB and immunization records.
 - e. Complete the following prior to beginning program:
 - (1) Online OSHA and online MUHA Orientation, if appropriate
 - (2) Health Insurance Portability and Accountability Act (HIPAA) training
 - (3) Confidentiality and Code of Conduct training ([Consent to Participate](#) and [Code of Conduct](#) forms) Parents must sign for participants under the age of 18 years old.
 - (4) No other specific responsibilities. Such consultations should be considered as any other HIPAA compliant consultation with a non-MUSC faculty member obtained by phone or mail.
 - (5) If providing verbal consultation, patients should be informed of the role of the Visiting Practitioner, but signed written consent is not necessary.
 - (6) The practitioner may not prescribe, treat, and operate on or in any other way managing the health care of the patient.

5. Visiting Practitioner Who Prescribes, Treats, Operates On Or In Any Other Way Manages the Health Care of the Patient
 - a. Apply for temporary privileges through the Medical Staff office.
 - b. Obtain temporary ID badge and wear at all times. ID badge must be worn at collar level visible to all staff and patients.
 - c. Hold a South Carolina medical license, or obtain a 14 day temporary license through the state Medical Board.
 - d. For procedures, informed written consent should be obtained by the host physician demonstrating that the patient is aware of the role of the visiting physician.

E. Operating Room

1. Observers Must:

- a. Be 16 years of age or older
- b. Obtain permission from all of the following:
 - (1) Nurse Manager or Designee
 - (2) Attending Surgeon
 - (3) Anesthesia Attending

2. Hours of Observation:

Daytime working hours, Monday-Friday, 0600-1700

3. Observers Associated with MUSC/MUHA

Limited to watching the care only. Observers are not to be dressed in sterile attire or perform any function or duties at or on the sterile field. Observer who is a Visiting Practitioner, meeting all of the requirements in Section D5 may dress in sterile attire and participate in the patient care when patient consent has been obtained, and an MUSC faculty surgeon is present.

4. Scheduling

Observation must be scheduled 24 or more hours in advance to help avoid denial of access to the OR.

5. Facility Tours For Observers Not Associated with MUSC/MUHA

- a. May dress out in hospital operating room scrubs;
- b. May tour empty room;
- c. May view surgical procedures through windows in doors, video links or video recordings, as long as the patient is not identifiable;
- d. May discuss the role and qualifications of Operating Room team members;
- e. Limited to five (5) observers per day.

F. Medical University (MUSC) Employees

Employees may participate in any of the Visitor/Career Exploration Programs described in this policy. The following must be completed prior to beginning:

1. Complete [request form](#).
2. Obtain temporary ID badge and wear at all times. ID badge must be worn at collar level visible to all staff and patients.
3. Adhere to the dress code policy and act in a professional manner.
4. Complete Orientation training as appropriate.
5. Complete Health Insurance Portability and Accountability Act (HIPAA) training as appropriate.
6. Assure completion of Confidentiality and Code of Conduct training, as appropriate ([Consent to Participate](#) and [Code of Conduct](#) forms) Parents must sign for participants under the age of 18 years old.
7. Complete orientation as required.
8. Do not provide direct patient care at any time.
9. Employee participation in any program may not take place during scheduled work time.

IV. RESOURCES/EXAMPLES OF AREAS OF INTEREST

The list below is for example only and is not inclusive. Availability will be determined by the respective department/division. Adherence to individual departmental policies regarding such program(s) will be required of all participants and sponsors.

- Administrative Secretary
- Biomed Engineering
- Heart and Vascular Labs
- Food and Nutrition (Clinical Dietitian, Dietetic Technician)
- Information Systems
- Lab
- Medical Records
- Nursing
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Physician Specialties
- Radiology
- Respiratory Therapy
- Social Work
- Speech-Language Pathology
- Surgery (restricted as indicated in policy)

Approved by:	Information Contact	Revised
Lisa P. Montgomery Vice President Finance & Administration	Director Human Resources Management	April 2010