UPMC Student Affiliation Agreement Guidelines

# Hosting Department/Entity Approval

Before any individual is engaged for placement in an externship at a UPMC owned and operated facility, a hosting UPMC department/entity must be identified. The following requirements apply:

* 1. Externships must be approved by the administration of the hosting department/entity. At a minimum, the hosting department/entity should consider the following:
		1. Location of the school in relation to UPMC facilities.
		2. Current and anticipated workforce needs.
		3. Volume of anticipated placement requests in the discipline(s) requested.
	2. Facilitation of the student placement and overall student experience is the responsibility of the UPMC hosting department/entity.
	3. It is the responsibility of the UPMC hosting department/entity and/or site to implement the policy and to draft and operationalize related procedures to the policy, if applicable.

# Affiliation Agreement

Regardless of the student's employment status at UPMC, an **affiliation agreement** with a school is required prior to arranging a student placement in an **externship.** Affiliation agreements must be facilitated by the UPMC Center for Continuing Education in the Health Sciences (CCEHS). When possible, the affiliation agreement will cover all UPMC facilities and multiple programs at the school.

* 1. Placements in an externship can ONLY be arranged after an affiliation agreement is fully executed. Please email studentagreements@upmc.edu or visit <http://cce.upmc.com/externs> to confirm whether an affiliation agreement is active for the applicable school and/or program of the school and UPMC site.
	2. An [affiliation request form](https://clevelandclinic.ungerboeck.com/prod/emc00/register.aspx?OrgCode=65&EvtID=5112&AppCode=REG&CC=120020703651&_ga=2.113177601.487611749.1594646369-2104290941.1592849631) must be completed for all new agreements (i.e., no current affiliation agreement, as defined herein, exists between UPMC and school) and should be submitted at least 6 months prior to the anticipated externship start date.
		1. A new affiliation agreement for a single student will be considered on a case-by-case basis.
		2. A new affiliation agreement with an institution outside of the UPMC region will be considered on a case- by-case basis.
	3. Renewal of an affiliation agreement is not automatic. The term of renewed agreements (e.g., one, three or five years) may vary. The following may be considered when seeking to renew an affiliation agreement.
		1. Annual number of students placed at UPMC from the academic program.
		2. Annual number of program graduates who both had clinical rotations at UPMC facilities were hired by UPMC.
		3. Current and anticipated workforce needs of UPMC.
	4. Add something about the Third Party Agreement being a part of the affiliation agreement. We need to work with the TPA team. The guidance on the Infonet doesn’t make it clear about
	5. Agreements must be maintained by the CCEHS.

# Health and Safety Requirements

All students and faculty participating in an externship at a UPMC owned and operated facility need to provide proof of having met the following health and safety requirements. An individual department/entity and/or site may impose additional health and safety requirements. These requirements must be

Non-compliance with any requirement will result in the individual not being able to participate in an externship.

Exemptions/Accommodations from any aspect of the requirements based on a medical reason, disability or on the grounds that it conflicts with bona fide religious beliefs will be considered on a case-by-case basis.

* 1. Required clearances – Need to decide if we are listing the minimum requirements here or linking to a landing page. And, are the minimum requirements established by current HR policy?
	2. Health requirements - Need to decide if we are listing the minimum requirements here or linking to a landing

page. And, are the minimum requirements established by current HR policy?

# Bloodborne pathogen exposure

Students, unless directed otherwise by their schools, should follow the UPMC exposure control practices in the event of a needle-stick or body fluid exposure pursuant to HS-IC0604, OSHA Bloodborne Pathogen Standard Exposure Control Plan.

After the initial evaluation, the student is responsible for arranging all follow-up care with his/her own PCP. The student is responsible for any outstanding balance not covered by the individual’s health insurance.

* 1. **Mandatory training modules -**Currently, this is not centralized. I believe most people utilize the non- employee modules. Who is ultimately responsible for deciding what modules a student must take. Can we just say it is up to the hosting department/entity and suggest these modules? Similar issue as Comment 14.

# Additional Requirements

All students participating in clinical rotations at a UPMC owned and operated facility must comply with the additional requirements outlined below. An individual department/entity and/or site may impose additional requirements.

* 1. **ID Badge** All students are required to wear a school picture ID while on UPMC premises. Students who do not have a school ID badge, must obtain and wear a UPMC ID badge. The UPMC badge must be surrendered to UPMC upon request, or at the end of their student experience at UPMC, whichever comes first. Refer to HS-FM0250 \* Identification Badges (IDs).
	2. **Parental consent for minors** Decision needs to be made about this item. I.e., does UPMC want to accept minors for externships? Is there any issue with minors having access to IMS systems. This item is currently awaiting a response from John Houston related to access to UPMC systems (i.e., Third Party Agreement).
	3. **Non-employee computer system access –** work with TPA/IMS team. I think we need to refer to the information on the Infonet. We are currently working with the IMS/TPA team.
	4. **Intellectual Property -** Intellectual property created by all individuals gaining experience at UPMC facilities is property of UPMC. Please refer to UPMC policy HS-LE0015 Intellectual Property.
	5. **Recordkeeping –** Needs addressed. Currently the guideline doesn’t make sense.

# I. Policy references

[HS-HR0709 Employment Classification](https://infonet.upmc.com/UPMCPolicies/SYSPolicyDocuments/HSHR0709.pdf)

HS-EC1612 Visitor Observation of Patients and Their Protected Health Information HS-LE0015 Intellectual Property

[HS-IC0604, OSHA Bloodborne Pathogen Standard Exposure Control Plan](https://upmchs.sharepoint.com/sites/infonet/UPMCPolicies/SYSPolicyDocuments/HSIC0604.pdf) HS-FM0250 \* Identification Badges (IDs).