

HIPAA Hints

Academic Visitors and Job Shadowers at UAMS

UAMS employees and departments frequently receive requests from non-UAMS employees and non-UAMS students to observe or train in our clinical areas. These individuals must complete an official UAMS approval process or program to be on campus as an academic visitor or for job shadowing. An academic visitor or job shadow request is the responsibility of the sponsoring department. It helps protect the confidentiality of patient information and ensures that other requirements are met. Neither academic visitors nor someone who is job shadowing receive any income from UAMS.

The most common ways these individuals can come onboard at UAMS include:

- **Via a written affiliation agreement** between UAMS and the college or university that the student attends. For example, UAMS has an affiliation agreement with UALR that allows UALR nursing students to do clinical rotations in our hospital.
- **Meeting the requirements of the Academic Visitors Policy** – This policy establishes a process for visiting clinicians, researchers and students from other institutions of higher learning to observe or train at UAMS when an affiliation agreement is not in place. Clinicians in the community and health care providers from other countries, who meet the requirements of this policy also may visit UAMS using this process. For example, a nurse from another hospital may request to observe in our Neonatal Intensive Care Unit. See the full **12.1.01 UAMS Academic Visitor Policy** in the Academic Affairs section of the UAMS Administrative Guide.
- **Meeting the requirements of the Job Shadowing Policy** – This program is designed for individuals age 16 and over who are not yet enrolled in a health care-related education program but who have an interest in pursuing a health care career. For example, a college student interested in a career in radiology who meets the requirements of this policy may ask to job shadow in our Radiology Department to see if that career would be a good fit for them. Reference the **2.1.24 Job Shadowing Policy** in the HIPAA

section of the UAMS Administrative Guide for additional information.

Most requests usually can be accommodated but it can take some lead time to make sure the various requirements of the appropriate policy are met. If your department receives a request from an individual(s) to visit UAMS, please begin the process as soon as possible.

To access UAMS policies via Compliance 360:
Go to <http://inside.uams.edu/compliance/uams-policies> and type in the policy numbers noted above.

the Capsule DEADLINE!

Articles for the August 2016 issue of *the Capsule* are due by 5 p.m. on Friday, Aug. 12.

Please e-mail them to:

JGRunkle@uams.edu

Articles received after that date will be included in the September issue.

Mock Codes

Are You Ready?

Unannounced **MOCK CODES** are being conducted periodically in units, clinics, and common areas to evaluate response time and code management.

DO YOU NEED A REFRESHER?

Don't miss this chance to sign up for the next Crash Cart and Code Blue education session on:

Friday, August 26
F8 Conference Room
0900 • 1000 • 1100

SIGN UP IN TRAINING TRACKER:

Select a Course:
"Code Blue Management Education"

Class Name:
"Crash Cart Education"

For more information, contact the Critical Care Staff Educator at:
(501) 686-6095.

UAMS
University of Arkansas for Medical Sciences