

Subject

**CLINICAL
CLERKSHIPS AND
PROFESSIONAL
VOLUNTEERS**



**Policy
Number
GME 016**

Effective Date

**Revised;
January 12,
2010**

CLINICAL CLERKSHIPS AND PROFESSIONAL VOLUNTEERS, GME 016

Policy

It shall be the policy of University of Maryland Medical Center Midtown Campus to provide certain instruction to clinical clerks and professional volunteers to further their education in the medical departments of the hospital.

Purpose of Policy

1. To address the admission of and maintenance of clinical clerks and professional volunteers working in medical departments.
2. To develop a favorable experience for both the individual and the hospital as well as to limit liability and abuse.

Definitions

1. Clinical Clerk (CC) refers to medical students enrolled in a Liaison Committee on Medical Education (LCME) or [Commission on Osteopathic College Accreditation](#) accredited medical school who are spending time in a clinical department at University of Maryland Medical Center Midtown Campus to earn credit for their medical degree. Medical students enrolled in an international medical school listed in the [International Medical Education Directory \(IMED\)](#) of the [Foundation for Advancement of International Medical Education and Research \(FAIMER®\)](#), approved by the GMEC, MEC and Administration and listed in Appendix A: UMMC Midtown Campus Approved International Medical Schools, are also eligible for clinical clerkships. Clinical clerks are allowed some degree of independent action agreed upon and under supervision of the Program Director or their designee. They are under the direct supervision of the Program Directors or their designee.
2. Professional Volunteer (PV) is a medical student enrolled in a LCME accredited medical school who is not working to earn credit for their medical degree or a graduate with a medical degree who volunteers his or her time to observe activity within the hospital. Medical students enrolled in an international medical school listed in the [International Medical Education Directory \(IMED\)](#) of the [Foundation for Advancement of International Medical Education and Research \(FAIMER®\)](#), approved by the GMEC, MEC and Administration and listed in Appendix A: UMMC Midtown Campus Approved International Medical Schools, are also eligible to serve as professional volunteers. Professional volunteers are only allowed to observe. They are under the direct supervision of the Program Directors or their designee.

It is implied that a professional volunteer would be present only for a short period of time. These time limits usually are less than two months.

Procedures

1. Requests by clinical clerks and/or professional volunteers for an elective must first be approved by the Department Chief/Program Director for the period requested. Before an individual can begin this elective, final approval must be given by the DIO **at least one month prior** to process all data and allow for time to meet all requirements.

A completed Resident and Medical Student Information Sheet must accompany the request to the DIO for approval. A letter from their medical school approving the elective and a letter/certificate stating their malpractice and health insurance must accompany the request for clinical clerks as well.

2. The clinical clerk or professional volunteer will report to the Department of Human Resources for the appropriate identification badge and registration so that he or she is recognized by the Human Resources Department as being present in the institution.
3. The Program Director will ensure that the standard in the house staff training program or its equivalent regarding the hospital policies and procedures are satisfied. This includes compliance with Occupational Safety and Health Administration (OSHA) requirements, infection control protocol, fire & safety, blood borne pathogens, etc. which can be coordinated with Training and Development.
4. The Program Director will prepare job descriptions for the positions available in each department. This description should specify the assignments and activities in which the clinical clerk may engage. The professional volunteer again is not allowed to perform any independent action. Independent action would include issues as simple as taking a history and doing physical examinations.
5. Liability insurance for clinical clerks is a requirement and must be at a level with a company and coverage satisfactory to the Risk Management Director.
6. The Program Directors will instruct both the professional volunteer and the clinical clerk in the maintenance of confidentiality and all of its aspects.
7. Clinical clerks must be enrolled in a LCME accredited medical school or UMMC Midtown Campus Approved International Medical School and meet and maintain an academic standard consistent with the requirements of the hospitals clinical program. Clinical clerks shall provide proof of their academic good standing from their properly accredited educational institution.
8. Clinical clerks and professional volunteers will receive no compensation for participation in the program. They both will participate in certain instruction such as attending conferences, lectures, ward rounds, and seminars.
9. Clinical clerks from a LCME approved medical school or UMMC Midtown Campus Approved International Medical School will be approved on a case by case basis by the Program Director and the DIO.

10. All clinical clerks of the same educational level engaged in clinical clerkship at the hospital will be trained under the same conditions with the same privileges and limitations.
11. All clinical clerks and professional volunteers will be responsible for complying with related provisions of the department; medical student and house staff manual; and with all hospital policies and procedures, including the infection control policy.
12. The Chief/Program Director are to maintain records of all activity and evaluations within their department.
13. Clinical clerks or professional volunteers who practice outside the scope of the provisions listed above and as outlined in the Medical Staff Rules and Regulations and the Gradual Medical Education Manual will be considered to be practicing medicine without a license and will be subject to the discipline of the Maryland Physician Board of Quality Assurance.

Responsibilities

1. Risk Management will evaluate the adequacy of liability insurance to meet hospital requirements.
2. Human Resources will register the above noted individual and ensure they remain in compliance with policy requirements.
3. Program Director will review all of the requirements to be sure that the professional volunteer or the clinical clerk has met the requirements for admission and maintenance within the department.
4. The DIO will give final approval to the individual so that their experience in the department can begin.