

Name: Supervision and Co-signature Requirements for Nonphysician Students, Interns and Externs

Last Review Date: 01/20/2016

Next Review Date: 01/20/2019

Expiry Date: 02/22/2066

Description: Epic, Student, Electronic Medical Record, Externs, Interns, Medical Record

Policy Number: CPM.0126

Origination Date: 03/03/2009

Supersedes: 08/04/2012

Purpose: A. To define supervision requirements for non-physician students, interns and externs.

B. To define the requirements for a co-signature when non-physician students/externs/interns document within the electronic health care record.

Policy: A. Direct supervision will be provided to all non-physician students, interns and externs.

B. Direct supervision is defined as the clinical instructor, preceptor or staff member who is immediately available to continually coordinate, direct and inspect, at first hand, the practice of the student, intern or extern.

C. Froedtert Hospital staff responsible for patient care can delegate activities to the extern/intern/student as long as there is direct supervision.

D. Froedtert Hospital staff remains responsible for the patient care and any subsequent documentation required.

E. All documentation will require a co-signature.

F. Electronic flow sheet documentation, in addition to co-signature, requires a written note agreeing and/or addending students' documentation.

G. The co-signature may be entered by the clinical instructor or preceptor supervising the student or by the Froedtert Hospital staff member responsible for the patient.

H. The co-signature verifies that the information being documented by the student/extern/intern in the medical record is accurate and complete. The co-signature of an admission note verifies the information document in the admission navigator by the student/extern/intern is accurate and complete.

I. The clinical instructor will co-sign the student medical record entry with their name, credentials and school.

J. A preceptor or the Froedtert Hospital staff member must co-sign the student/extern/intern medical record with their name and credential.

K. The co-signer may not change the original student entry but may document an addendum noting any correction or clarification.

Procedure: **Scope:**

All Clinical Cost Center Managers

Reference Details:

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