
Procedure Name:	Furlough Procedure for Medical and Nursing Students
Procedure Standard:	IC 02.01.01; RI 01.03.01
Date Issued:	April 11, 2001
Revision Date:	March 28, 2019, January 23, 2014, December 16, 2010, February 4, 2010, December 11, 2006, January 22, 2004, March 29, 2001

Purpose:

To assist the University of Virginia(UVA) Medical Center in its duty to protect the welfare and safety of patients and fellow healthcare providers by defining the procedures and circumstances under which Student Health will disclose certain infectious health care information and furlough recommendations for medical and nursing students with patient contact at the UVA Medical Center.

Scope:

This procedure applies only to Student Health and Wellness patients who are concurrently participating in educational activities that involve patient care at the UVA Medical Center through the School of Medicine (SOM) or School of Nursing (SON).

Responsibility:

The SOM and SON require all students to execute the Authorization for Release of Health Care Information Form as a condition of participation in patient contact at the UVA Medical Center. The SOM and SON are responsible for distributing the form to their respective students and for delivering signed forms to Student Health and Wellness. Student Health and Wellness Medical Records is responsible for scanning the form to each patient's electronic medical record (EMR). Clinicians are responsible for developing a furlough plan based on the process outlined below and for securely communicating this plan to the SOM, SON, and/or Hospital Epidemiology at the UVA Medical Center, as applicable.

Procedure:

1. When a SOM or SON student is diagnosed with a communicable illness, the clinician will determine if the student is involved in direct patient care. The clinician will also consult the Patient Summary screen under the Consent category of the EMR to determine if the patient has a signed Authorization for Release of Health Care Information Form on file. If no form is on file, the student will be asked to complete one. The form is available on the Student Health and Wellness Intranet under Forms.
2. The Student Health and Wellness clinician will consult the Student Health and Wellness Furlough Decision -Making Tool located at

https://dss.healthyhoos.virginia.edu/intranet/Procs_ClinicalTools.html for guidance on furlough recommendations. The guidelines have been approved by Hospital Epidemiology and is based upon guidance from UVA Medical Center Infection Control, UVA Medical Center Employee Health, CDC, and OSHA. A furlough plan, which includes recommendations for medical clearance, will be developed and communicated clearly to the student.

3. After consulting the Furlough Decision-Making Tool the Student Health clinician will complete the Report of Furlough for Medical Condition form, found as a template titled “Furlough” in EMR (under Forms) and review it with the patient. The clinician will inform the patient that the form will be faxed to their respective school and Hospital Epidemiology, if indicated. If the patient declines consent, the Student Health clinician shall remind the patient of the form he/she filed as a condition of clinical placement.
 - a. If the patient consents, the Student Health clinician will transmit the Report of Furlough for Medical Condition Form to the SOM, SON, and/or Hospital Epidemiology via secure facsimile.
 - b. If the patient refuses consent and the Student Health clinician believes the patient’s condition poses a direct threat to the health or safety of UVA Medical Center patients and/or health care workers, the clinician shall notify his/her director and/or the Executive Director of Student Health. The Executive Director of Student Health shall consult University General Counsel for privileged legal guidance and respond consistent with that guidance.