



Community Health Centers, Inc.

General Orientation Booklet

Clinical Rotations

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Introduction

Community Health Centers, Inc. (CHC) is not just a healthcare provider; it's a beacon of hope and compassion in the community. Founded on the belief that everyone deserves access to quality healthcare, regardless of their ability to pay. CHC has been serving vulnerable and underserved populations since 1978.

At the heart, CHC's mission is a commitment to patient-centered care, where every individual is treated with dignity and respect. The diverse and dedicated team at CHC works tirelessly to break down barriers to healthcare, whether financial, cultural, or logistical, ensuring that no one falls through the cracks.

What sets CHC apart is its unwavering dedication to excellence. From its top-notch medical staff to its state-of-the-art facilities, CHC delivers quality healthcare that rivals even the most prestigious institutions. With a focus on innovation and continuous learning, CHC is constantly evolving to meet the ever-changing needs of its community.

By partnering with local organizations and stakeholders, CHC is able to amplify its impact and reach even more people in need. Together, they are building a healthier, more vibrant community for all.

In a world where healthcare can feel overwhelming and impersonal, CHC stands out as a beacon of compassion, diversity, and dedication. Here, patients aren't just numbers – they're family. And at CHC, everyone is welcome, everyone is cared for, and everyone has hope for a healthier tomorrow.

Mission

The mission of Community Health Centers, Inc. is to provide quality patient-centered primary care services to vulnerable and underserved individuals regardless of their ability to pay.

Vision

It is CHC's vision that culturally relevant primary health care is available, accessible, affordable, appropriate, excellent and desirable to community members, particularly for individuals, families and groups who are vulnerable and underserved.

Clinical Rotator Requirements

Clinical Rotators must meet the following requirements before the start of the rotation.

Affiliation Agreement

The Clinical Rotator's home institution and the Community Health Centers must have an affiliation agreement. Contracts are verified before the rotation start date.

Verification and Documentation

Clinical Rotators must have verification or documentation of the following items:

- *Copy of government-issued photo ID*
- *Copy of current CPR, BLS, or ACLS card*
- *TB Testing (skin test or titer)*
- *Documentation of required vaccines via USIIS* or provided by Clinical Rotator.*

USIIS is the Utah Statewide Immunization System and only provides vaccination records. Any records not available in USIIS will need to be submitted before the rotation start date.

Vaccine Requirements

- *SARS-CoV2*
- *Hepatitis B*
- *MMR*
- *Influenza*
- *Tdap*

Clinical Rotator Orientation and Compliance Forms

Clinical Rotators will receive access to orientation modules via PowerDMS. The PowerDMS modules and items provided at the end of this packet should be completed before the start of any rotation. Failure to complete the required orientation and forms may result in dismissal from rotation.

- [Confidentiality Statement](#)
- [TB Testing for Clinical Rotators](#)
- [Consent to Access USIIS Records](#)

Identification Badge

It is mandatory to wear an identification badge during the training period at the Community Health Centers. For rotations lasting between 2 and 4 weeks, visitor badges will be provided by the Clinic Director at the site. However, only a limited number of Clinical Rotators will be eligible to receive annual badges based on their rotator type and duration of the rotation.

Attendance

Clinical Rotators are expected to attend all scheduled rotation activities. In case of absence or tardiness, rotators must notify their preceptors/supervisors as soon as possible.

Professionalism

Clinical Rotators must maintain professional behavior at all times, including dress code adherence, communication etiquette, and respect for colleagues and patients.

Professional Appearance and Identification

Clinical Rotators are required to dress and groom themselves in a manner suitable for a professional healthcare and business environment. They must always wear closed-toed shoes that look professional. While in the facility, an identification badge must be worn in a visible location on the upper torso area at all times.

Clinical Facilities

Parking

Clinical Rotators must follow the specific parking guidelines as posted at each facility to ensure adequate and accessible parking for patients.

Smoking

Utah state law prohibits smoking in all workplaces and within twenty-five (25) feet of the entrance to any of our clinics or administration offices.

Confidentiality Statement

As a condition of my rotation with Community Health Centers, Inc. (CHC), I hereby agree to abide by the standards of confidentiality set forth in the CHC Personnel Policies Manual. This means that I shall regard information about CHC's patients, clients, staff or associates as confidential. Information regarding the patients' medical records, telephone conversations, family histories, and diseases or illnesses must never be communicated to anyone other than the CHC professional and paraprofessional personnel who require such information to treat the CHC patients. Any communication about a CHC patient which is requested by an outside person or agency must have the patient's prior written consent or the consent of the patient's parent or legal guardian.

I understand that any violation of this policy on my part will result in disciplinary action and may result in immediate termination.

Clinical Rotator Signature

Date

Clinical Rotator Name

TB Testing for Clinical Rotators

According to the CDC, all U.S. health care personnel should be screened for TB upon hire. Community Health Centers (CHC) policy follows CDC and will require that students have received a Tuberculosis (TB) screening before rotation. If you have had a prior positive TB test, you should receive a baseline TB risk assessment and TB symptom screening as part of the process.

Tuberculosis (TB) is a potentially infectious bacterial disease that mainly affects the lungs. It is spread when a person with active TB disease in their lungs coughs or sneezes and some else inhales the expelled droplets, which contain TB bacteria.

Please select from the options:

- Yes, I have been screened for TB and have no history of a prior positive TB.*

- Due to PRIOR POSITIVE TB screening, I will need to be assessed for risk and symptoms.*

Consent to Access USIIS Records

To ensure the safety and protection of patients, staff, and visitors from infection by exposure of Vaccine-Preventable Diseases (VPDs), CHC, Inc. will identify the appropriate vaccines and will request consent to receive these vaccine records either by student documentation or by accessing USIIS, the Utah Statewide Immunization System.

Community Health Centers, Inc. is committed to providing a safe environment for all staff, patients, and visitors. It is the responsibility of all Clinical Rotators to receive the required vaccines before the start of any rotation.

*Any CHC employee accessing USIIS consents to utilizing the system to avoid unnecessary immunizations and to confirm compliance with immunization recommendations and to control disease outbreaks and to adhere to HIPAA policies that apply. **Note that USIIS is vaccination records only; no other medical records are available.***

This consent form allows CHC to get access of your vaccine records via USIIS. Any records, not available via USIIS will need to have documentation submitted before the rotation start date.

Clinical Rotator Signature

Date

Clinical Rotator Name