Onboarding of UIC Students for Scholarly and Research Activities at UI Health

Policy Number: HA 101
Version: 1.1
Effective Date: 8/19/2022
Unit Responsible for Policy: Office of the Vice Chancellor for Health Affairs
Contact: Assistant Vice Chancellor for Health Sciences Student Affairs

Policy Statement:

I. UIC Faculty and staff have research, scholarly, and clinical opportunities which may engage UIC students. These opportunities often necessitate physical access to UI Health clinical facility premises, access to patients, access to the electronic health record, and/or access to protected health information.

II. It is the responsibility of the sponsoring colleges, faculty/staff, the student(s), and the Office of the Vice Chancellor for Health Affairs (OVCHA) to ensure that students have appropriate training, approval and oversight to participate in research, scholarly, and clinical opportunities.

III. All human subjects research at UIC requires approval by the Institutional Review Board. See: http://research.uic.edu/compliance/irb.

IV. Sponsoring faculty/staff should have access to the same systems their students have access.

V. Sponsoring faculty/staff responsibilities include:
   a. Oversee use of data/access by the student(s)
   b. Ensure that student(s) understand their responsibilities in the conduct of the project
   c. Ensure that student's unit directors/leaders are aware and approve the students' engagement
   d. Ensure that student(s) have adequate training and supervision for the project, and that appropriate security measures are planned and followed, including HIPAA compliant data storage
   e. If research, ensure that the project is approved by the Institutional Review Board

VI. The OVCHA is responsible for the timely review and processing of student access requests for the University of Illinois Hospital & Clinics, Mile Square Health Center, and affiliated clinics.

VII. Students are responsible for timely completion of required training.

Reason for Policy:

Students receive access to UI Health clinical facility premises, access to patients, access to the electronic health record, and/or access to protected health information through their colleges or units for educational purposes.

This policy provides a procedure whereby UIC students who have not already obtained approval and access to clinical facility premises, patients, electronic health record, and/or access to protected health information at the University of Illinois Hospital & Clinics, Mile Square Health Center, and affiliated clinics may do so for scholarly and clinical projects sponsored by faculty and staff.

Minority Impact Statement:

This policy does not have any disproportionate or unique impact on UIC's minority students, staff, or faculty.

Who Should Read the Policy:

UIC Faculty and staff who wish to grant student access, and students who want access to UI Health clinical facility premises, patients, the electronic health record, and/or protected health information.

Definitions:

University of Illinois Hospital & Clinics: Refers to the clinical activity of the tertiary care hospital and outpatient clinics located on UIC's west campus.

University of Illinois Hospital & Health Sciences System (UI Health): A part of the University of Illinois Chicago (UIC), UI Health is an academic clinical enterprise that includes the University of Illinois Hospital, outpatient clinics (OCC), and federally qualified Mile Square Health Center locations. With campuses in Chicago, Peoria, Quad Cities, Rockford, Springfield, and Urbana, the health system includes the academic and research activities of the seven UIC health science colleges: Applied Health Sciences, Dentistry, Medicine, Nursing, Pharmacy; the School of Public Health; and the Jane Addams College of Social Work.

UI Health Mile Square Health Center (Mile Square): Refers to the federally qualified Mile Square Health Center locations.

Affiliated Clinics: For the purposes of this Policy, affiliated clinics refers to UI Health clinics that share the same electronic health record as the University of Illinois Hospital & Clinics and Mile Square.

Procedures:

I.   Faculty/Staff (Sponsor) develops a project that engages UIC students.

II. The Sponsor determines that the students will either need physical access to UI Health clinical facility premises, access to patients, access to the electronic health record, and/or access to protected health information.

III. If the Sponsor is unclear which access is needed to complete the project, the Sponsor shall contact the Director of Business Intelligence at the University of Illinois Hospital and Clinics. See: https://www.uic.edu/apps/departments-az/search?dispatch=roster&style=uic&orgid=99820

IV. The Faculty/Staff Sponsor will need to have the following information in order to complete the intake form and request access for students
   a. student Name
   b. student UIN
   c. student Netid
   d. student Email address
   e. student College
   f. student department/degree program
   g. project start date
   h. project end date (or graduation date for the student).
   i. brief summary of the project

V. The Sponsor completes the intake form on the OVCHA Website at https://go.uic.edu/HA101. To complete the form, the Sponsor will provide:
   a. the student information listed in II. above,
   b. the student role requested in the electronic health record. Click here for a description of the available roles;
   c. a statement accepting responsibility for the project.
   d. a statement ensuring that the student's college/department is aware that the student is engaged in a project with the Sponsor

VI.   The Access Requestors (AR) in the OVCHA will review the intake form submitted by the Sponsor. If complete, the AR will submit the required Access Request Form (ARF). The AR may require clarifications from the Sponsor before submitting.

VII.   The access requests for the University of Illinois Hospital & Clinics, Mile Square and affiliated clinics will route as follows:
  a. The ARF is transmitted to Hospital Human Resources (HR). HR confirms that the student has an active affiliation in Phonebook (i.e., is a member of the UIC learning community).
      i. If yes, HR approves the ARF and creates a Learning Management System (LMS) account.
      ii. If no, the request will be rejected. The Student should be referred back to their College administrator.
  b. The ARF is then transmitted to Security, where the student will be credited a network account and receives a password.
  c. LMS sends an email to the student to complete the appropriate, required online training
  d. For access to the Electronic Health Record (EHR), once training is complete, the student is granted access to the EHR.

VIII.   If the student does not have a UI Health identification badge, the student must go to the Hospital ID Office with a completed and signed Hospital ID Badge Authorization Form, See: http://intranet.uimcc.uic.edu/HumanResources/SitePages/Hospital%20ID%20Badge%20Office.aspx

IX.   A health screening may be required to access clinical facilities. Sponsors and students should consult college and hospital policies to determine if this is necessary.

X.   It should take no more than two business weeks for a student to access the EHR from the time the ARF is submitted, provided the student responds to the request for LMS and completes the training without delay and knows the hospital electronic health record login credentials.

Form: https://go.uic.edu/HA101

Related Laws, Regulations, Statutes, and Policies:

HIPAA Privacy and Safey Rule – 45 CFR Part 160 and Subparts A and E of Part 164

UofI HIPAA Privacy and Security Directive https://hipaa.uillinois.edu/policies/

https://uofi.app.box.com/s/hfdomiljcolbzn7qo2a35yw3ksfyjrrh

Hospital Policy NO. HR 1.01, *University Health Service (UHS)*

Hospital Policy NO: IM 3.02, *Confidentiality Agreement and Security Awareness*

Hospital Policy NO: IM 3.03, *Account Access*

Hospital Policy NO: IM 3.07, *Password Standards and Reset Procedures*

Hospital Policy NO: IM 3.08, *Confidentiality and Security Violations*

Revision Log: 08/19/2022, updated procedure to match ARF process, minor edits to clinical descriptions