

TITLE: NURSING STUDENT CLINICAL PLACEMENTS
(RN Students and RN Re-Entry)

POSITION STATEMENT

Tuality Healthcare works cooperatively with the Student Max Connection, A Clinical Consortium, to accommodate clinical placements for local area nursing students. Clinical partners and Education partners collaborate to preserve student placements historically used by schools and to create new placement opportunities when available. The group web site is located at <http://www.ocnplacement.org/>

POLICY

- I. A signed Affiliation Agreement must be in effect between Tuality Healthcare and the student's school. In addition, a current general and malpractice liability Certificate of Insurance must be in effect and on file prior to any nursing student placements. (See Policy C-55).
- II. All nursing student clinical placements must be arranged through the Clinical Education Department.
- III. Guidelines and regulations governing students on Tuality Healthcare premises will be in compliance with the following standards: a) a signed Affiliation Agreement, b) current Joint Commission standards, c) Occupational Safety and Health Administration (OSHA) regulations, d) the Federal Health Insurance Portability and Accountability Act (HIPAA), e) the Center for Disease Control and Prevention (CDC) guidelines, f) Tuality Healthcare insurance and risk management policies, and g) other regulatory standards in force at the time of the student's clinical experience.
- IV. All students on premises must comply with health screening requirements established by the hospital and the School Affiliation Agreement. (See Policies C-55, EH-03, and EH-02.) Students must obtain required vaccinations and proof of negative tuberculosis screening (PPD or other test) at their own expense.
- V. A criminal background check must be performed prior to placing students in clinical areas for learning experiences. A positive history must be reported to the Tuality Human Resources Department for review and decision regarding student placement.
- VI. Students will be expected to understand and comply with current Joint Commission safety goals, HIPAA regulations, current OSHA rules on blood borne pathogens, and CDC guidelines on hand washing and infection control practices including personal protective equipment.
- VII. Nursing students will be oriented and/or precepted in a manner that will maintain

safe and efficient patient care and preserve accurate documentation in the patient's medical record. Students will be informed about their roles and responsibilities relative to safety and basic operational procedures in the assigned department.

- VIII.** Tuality staff, managers, and supervisors must know how to contact students and faculty. Phone numbers for students and clinical instructors should be provided to the Tuality Nursing Supervisor (503-681-1255) and/or Unit Manager by the student or faculty.

PROCEDURE

- I.** Affiliating schools are responsible for ensuring students have met and documented all requirements outlined in the Affiliation Agreement (See Policy C-55)
- II.** School faculty are responsible for contacting the Clinical Education Department to request student placements. Requests should occur as far in advance as possible. The Clinical Education Department performs overall coordination of student placements to avoid miscommunications, track compliance with student-related Joint Commission standards, and solve conflicts when clinical placements are requested by multiple schools or disciplines during the same time frame.
- III.** The Clinical Education Manager or designee receives a request from the school and forwards the request to the appropriate Clinical Manager or Director. Clinical Managers must affirm that a placement can be safely accommodated with appropriate supervision.
- IV.** After the student placement is approved by the Unit Manager, the Clinical Education Manager or designee will communicate preceptor contact information (if assigned) to the Clinical Faculty or School Representative.
- V.** The Clinical Education Manager or designee will also inform the Tuality Pharmacy Department about each student's name and placement, and the approximate time frame for Pyxis password authorizations (if needed).
- VI.** **Before** any student experience may begin, students must complete and return required documents from the Nursing Student Orientation Handbook. These documents include: a required student orientation quiz, a signed attestation of intent to learn and follow organizational policies, a signed Student Confidentiality Statement, and requested contact information.
- VII.** Prior to a student or faculty experience in any clinical area, both students and faculty must attend Cerner electronic medical record (EMR) training. To schedule this training, faculty will contact the EMR Education Coordinator at 503-352-2332. Students and faculty must provide a date of birth and the last 4 digits of their social security numbers, so that Cerner EMR passwords can be assigned.

GUIDELINES FOR RN STUDENT CLINICAL LEARNING ACTIVITIES

I. Guidelines for All Registered Nurse (RN) Students

- A. RN students may have temporary access to the Pyxis system. The student must complete the online Pyxis Tutorial (located on the Medical Library computers (first floor, main hospital). When the tutorial is completed, the student will receive a Certificate of Completion. Additionally, the student must complete the "Application for New Pyxis ID and Password" form and ask a department manager to sign the form. The student brings 1) a tutorial Certificate of Completion, 2) the signed Application form, and 3) a school photo ID to the Pharmacy Department (basement level, main hospital) to obtain a temporary Pyxis password. Pharmacy will assign a Pyxis access level that excludes narcotics
- B. RN Students may perform bedside glucose testing and fecal occult blood testing (hemaprompt) after both competencies are verified. The Nursing School Faculty, Tuality educator, or a Tuality staff nurse may verify the students' competencies. Each school is assigned a list of Sure Step Flexx Glucometer ID pass codes; the school ID pass codes are assigned to individual students by the School Faculty or by the Clinical Education Department on a term-by-term basis. Students are expected to comply with Tuality policies when performing bedside glucometer testing. See Policies C-72, N-07D, and POCT-17
- C. RN Students may **not** verify written physician orders or take verbal or telephone orders from a physician or physician assistant.
- D. Prior to leaving an assigned unit, RN students are expected to report to the nurse assigned to the patient. All documentation by the student will be reviewed by the nurse prior to the student leaving the unit (i.e., Assessments, Nurses' notes, MAR other Activities and Interventions). The staff nurse will continue to chart all required assessments and other nursing documentation. It is the organization's policy that all patients are assessed and reassessed by Registered Nurses.

II. Guidelines for Senior Practicum RN Students

- A. The senior practicum RN student is in the final semester of professional training gaining experiences that will prepare the student for the transition to professional practice after graduation. The senior practicum student works the same schedule of an assigned Tuality RN preceptor and shares patient care assignments.
- B. The preceptor will work collaboratively with the student, the School faculty, and the Clinical Nurse Manager to supervise and assist with student learning. The preceptor will assist in providing a positive learning environment for the student and give guidance and feedback on performance on a regular basis.

- C. School faculty for senior practicum students are not consistently present in the clinical area, but are expected to make visits to the clinical area and maintain open communication with the Tuality preceptor and manager.
- D. The preceptor will communicate to the School faculty the progress of the student and any special situations requiring follow-up in a timely manner.
- E. The preceptor is responsible for the following: a) communicates with the student to assess prior experiences and acquired skills, b) assesses patient needs and the student's level of competency and current skill performance before assigning patient care duties, and c) observes the student's performance of each clinical skill before allowing the student to perform the skill independently. Clinical skills that have been observed and approved by the preceptor may thereafter be performed independently by the student with the exception of the items listed in section VIII-B-7 below.
- F. Verbal permission must be obtained from all patients prior to involving the student in the delivery or observation of the patient's care.
- G. The following interventions MAY NOT be performed independently by senior practicum or other nursing students. The student:
 - a. May not independently verify or initiate blood products for administration without direct supervision. Students may **assist** with the initiation of a blood transfusion and may monitor patients during blood administration.
 - b. May not independently take verbal or telephone orders from physicians.
 - c. May not independently sign as witness to a written patient consent. An agent of the hospital, such as the RN preceptor, must sign patient consent forms.
 - d. May not independently discontinue central venous access devices.
 - e. May not independently verify orders that have been entered into the EMR.
 - f. May not perform line draws independently.
- H. Students will report up-to-date information regarding the patient's care to the RN preceptor. Students will not leave the assigned patient care for breaks or at the end of shift without reporting off to the RN preceptor. The preceptor will assist and monitor the shift report given by the student to the shift coming on duty.
- I. The RN preceptor will assess all patients assigned to students. All documentation by the student will be reviewed by the RN preceptor before the student leaves the clinical area. The preceptor will continue to document all required assessments and other nursing documentation. RN preceptors do not

have to co-sign for medications administered by students, with the exceptions of heparin and insulin infusions.

- J. Narcotics may not be accessed independently from the Pyxis system by the RN student. Narcotics will only be accessed by a Tuality RN. Students may administer narcotics at the discretion of the Tuality staff nurse.

III. Guidelines for Re-Entry RN Students

- A. Re-entry RN students have a temporary license issued by the Oregon State Board of Nursing.
- B. Re-entry RN students are placed with a Tuality RN preceptor. Re-entry RN students follow the same guidelines as Senior Practicum RN Students explained in Part B of this policy.
- C. The Tuality preceptor will sign off the Skills Checklist from the Oregon State Board of Nursing and complete the re-entry student clinical evaluation.

IV. Guidelines for RN Students Other Than Senior Practicum or Re-Entry Level Students

- A. Junior level RN students are supervised by an on-site nursing school faculty, but are under the overall supervision and direction of a Tuality Healthcare staff nurse.
- B. Faculty who supervise RN students must carry a beeper, notify Tuality staff regarding beeper number, and wear beeper at all times while instructing and supervising students on premises.
- C. Students may participate in patient care in ways that are commensurate with their theoretical knowledge, critical thinking competency, and level of skill acquisition. In the interests of patient safety, students are expected to communicate their learning needs and level of competency to supervising Tuality Healthcare staff.
- D. Students are expected to review basic information on Tuality Healthcare safety procedures and codes prior to placement in the clinical area. This information is available in the Nursing Student Orientation Handbook, available on the Tuality Healthcare intranet or from the Clinical Education Department by email or hard copy.
- E. At the beginning of the student's shift, the student will review the plan of care for their patient assignment with the supervising staff nurse. Prior to leaving the unit at the end of their shift, students will report to the staff nurse and will review their documentation with the Tuality nurse.

- F. Verbal permission must be obtained from all patients prior to taking a student into the room or involving the student in the delivery of patient care.
- G. Nursing students are expected to comply with the following guidelines for medication administration, IV fluid therapy, and other assigned treatments.
- a. All medications delivered to patients by an RN student who is not in the senior practicum level will be reviewed by the RN clinical instructor or Tuality staff nurse prior to administration. The staff nurse does not need to co-sign for medications given by students except for heparin and insulin infusions. (Note: See Section B of this policy for Senior Practicum RN Student Guidelines.)
 - b. Students may **not** verify blood for administration or independently initiate blood products, but may monitor the patient during a transfusion. Two Registered Nurses must verify blood for administration. Students may assist in this process.
 - c. Procedures to access and administer regularly scheduled medications vary from unit to unit. Students are expected to clarify unit-specific policies with a Tuality Healthcare staff nurse.
 - d. Students may not access narcotics independently. Narcotics will only be accessed by a Tuality Healthcare RN. Students may administer narcotics at the discretion of the Tuality staff nurse.
 - e. All initial PCA pump set ups and any subsequent changes to a PCA pump must be under the direct supervision of the supervising Tuality nurse or RN clinical instructor.
 - f. Student may provide IV flush with saline only. Other IV push drugs can only be administered under the direct supervision of the Tuality nurse or RN clinical instructor.
 - g. The student may **not** independently change continuous IV infusions, insulin, heparin, PCA, or epidural infusion rates.
 - h. The student is expected to assess the patient and, when indicated, provide data and rationale to the staff nurse who is responsible for making changes to IV infusion settings.
 - i. Students may **not** discontinue any central venous catheters (PICCs or other central catheters).
 - j. Students may discontinue IV fluids and discontinue peripheral saline locks.

- k. Students may monitor oxygen administration, but may not change oxygen settings unless under the direct supervision of a Registered Nurse or Respiratory Therapist.

- l. Students may perform dressing changes per facility policies.

Chief Clinical Officer / Asst. Administrator

Clinical Education Manager

FORMULATED:	November, 2007
REVIEWED:	
REVISED:	October 2009