

 CaroMont Health Administrative Policy	Number: 15248
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Undergraduate Nursing Student Procedure for Clinical Experience

POLICY

The Undergraduate Student Procedure for Clinical Experience Policy will allow consistency of the clinical experience throughout the organization. Clinical nursing students will have a safe learning experience at CaroMont Health. Students will be assigned sites appropriate for the objectives of the clinical experience. Appropriate supervision of students must be maintained, ensuring patient safety.

PURPOSE

To provide a standard procedure for clinical students and ensure safe patient care and a safe work environment.

RESPONSIBILITY/SCOPE

- It is the responsibility of the program director or student to contact the Student Coordinator/Education Specialist to ensure an educational affiliation agreement has been documented and secure Certification of Insurance. This agreement should be between the accredited affiliating institution and the department/affiliate of CaroMont Health.
- The responsibility for patient care remains with the Clinical Instructor who supervises the student in a clinical group.
- The responsibility for patient care remains with the CaroMont Health provider who supervises the precepting student.

PROCEDURE/GUIDELINES

1. The program director will submit verification of educational affiliation agreement requirements: proof of immunizations and tuberculosis testing, criminal background check, urine drug screen, and annual training on bloodborne pathogens in accordance with OSHA guidelines prior to clinical rotation to the Student Coordinator/Education Specialist. This information will be provided in a letter by the program director, or designee. The documents must be made kept on file at the institution and be readily available to CaroMont Health upon request.
2. The Student Corporate orientation packet will be provided by the Student Coordinator/Education Specialist. Once completed the student will forward applicable documents to educational services.

3. Information on obtaining a name badge will be forwarded by the Student Coordinator/Education Specialist from the safety and security office. Name tag identification must be school identification with photo and CaroMont Health student badge. Both badges must always be prominently displayed during the clinical experience.
4. CaroMont Health employees are prohibited from using their Employee ID or Single Sign-On codes when in the student or instructor role.
5. Instructors must attend clinical orientation, including Epic training and CBLs, at CaroMont Health prior to bringing students for the first time or after a period of greater than 12 months of not bringing student groups to CaroMont Health.
6. Instructors must initiate a meeting with unit representative a minimum of five days prior to bringing students to the unit to provide objectives and receive orientation to the unit, completing the Instructor Checklist. Instructors may also request to shadow a nurse on the unit. Instructors must sign the Faculty Education Experience Agreement.
7. Instructors must provide a daily student assignment sheet, which includes room number, skills/focus for the day, contact information, and patient's primary RN. This is to be posted at the nurse's station to communicate the plan for the day. Instructors must complete the Student Checklist on the first day.
8. During a clinical rotation, students practice under the supervision and direction of the clinical faculty identified by the educational institution and with the assigned CaroMont Health RN. Nursing students may never function under the direction of anyone other than an RN.
9. The clinical instructor has the responsibility for teaching students new procedures, supervising, and evaluating their clinical practice. The instructor is also responsible for documentation of procedures. The clinical instructor must discuss all procedures with the patient's primary RN prior to proceeding with any procedure or patient care activity.
10. During a preceptorship, the student functions under the direction and supervision of the assigned RN preceptor. Nursing students may never function under the direction of anyone other than an RN.
11. Nursing students may only perform responsibilities within the scope of practice commensurate with their course objectives and their level in the nursing curriculum. Students must be validated on each skill by instructor/school prior to performing at CaroMont Health. See attached grid for guidance.
12. The student, instructor, and preceptor are required to conform with all policies, procedures, guidelines, and standards of practice of CaroMont Health.
13. CaroMont Health has the right to exclude the student if such individual is not performing satisfactorily.

Allowed Non-Invasive Procedures: For students in clinical groups, an instructor must always be present or readily accessible. For individual students working under a preceptor, the preceptor must always be present or readily accessible. Student must have been validated on each skill by instructor/school prior to performing at CaroMont Health.
PO and Topical Medication Administration
Assist patient with AM and/or PM care
Assist patient with meals/feeding
Perform bed baths and mouth care
Empty urinary catheter drain bags, and Nasogastric drainage
Obtain specimen collections not requiring credentialing to obtain
Take vital signs
Perform O2 saturation monitoring
Assist RN with in-hospital transport of patients
Provide care of drains and tubes
Assessment of Patients in collaboration with and under the direct supervision of assigned RN
Simple dressing changes
Allowed Invasive Procedures: Students in clinical groups must always perform procedures under direct supervision of instructor and CaroMont RN or instructor who has been deemed competent to perform procedure by CaroMont Staff. For individual students working under a preceptor, the student must always perform under the direct supervision of the preceptor. Student must have been validated on each skill by instructor/school prior to performing at CaroMont Health.
Foley Insertion
Sterile Dressing Changes
IV/IM/NG Medications
Subcutaneous and IM Medication Administration
Initiating Fluid/Priming Pump Tubing
NG Tube Insertion
Central Line Medication Administration
Procedures Never to be Performed by Students:
Blood Administration
Chemotherapy
Insulin Drips
Administration of Controlled Substances

Related Policies

CaroMont Health Educational Affiliation Agreement Administrative Policy 11647

REFERENCES