SUBJECT: NURSING STUDENT ROTATIONS

RATIONALE: To outline academic faculty, student, and Craig Hospital staff expectations for nursing student clinical rotations and precepted experiences at Craig Hospital.

SCOPE: Nursing Staff, Students and Faculty of contracted Programs of Nursing

DEFINITIONS:

I. Clinical Scholar Coordinator: A Master’s prepared Registered Nurse (RN) responsible for the nursing student clinical rotations and supervision of the Clinical Scholars and Associate Nursing Instructional Personnel (ANIP).

II. Clinical Scholar: An RN with a BSN or higher degree who provides supervision to the nursing students during their clinical rotation(s) and collaborates with the faculty at the School of Nursing. The Clinical Scholar is employed by Craig Hospital and the academic institutions contract with Craig Hospital for the Clinical Scholar’s time.

III. Associate Nursing Instructional Personnel (ANIP): A Bachelor’s prepared RN who, under the supervision of the Clinical Scholar, provides supervision to the nursing students during their clinical rotation(s) and collaborates with the faculty at the School of Nursing.

IV. Craig RN Preceptor: An RN staff nurse who assists in the supervision of nursing students during clinical rotations and provides direct supervision to nursing students during one-on-one precepted experiences. Whenever possible, the RN preceptor will be at or above the educational level of the nursing student.

V. Nursing Student(s): Those enrolled in a contracted program of nursing at Craig Hospital for clinical rotation(s).

VI. Clinical Rotation: A short-term (4-6 weeks) clinical experience at Craig Hospital, under the supervision of the Clinical Scholar/Instructor. The Craig RN preceptor will assist in the supervision of clinical rotations.
VII. Precepted Experience/Internship/Externship: A long-term (6-12 weeks) clinical experience at Craig Hospital with direct one-on-one supervision of the nursing student by the Craig RN preceptor.

VIII. Faculty Instructor/Course coordinator: Faculty from the academic institution assigned to and/or responsible for the nursing students during the clinical rotation or precepted experience.

POLICY:

I. A written contractual agreement signed by both Craig Hospital and the participating academic institution must be current prior to nursing students beginning a clinical rotation at Craig Hospital.

II. A written contractual agreement for Clinical Scholar must be signed by both Craig Hospital and the participating academic institution, if the Scholar/ANIP is providing the clinical instruction for that clinical rotation.

III. The student will not be compensated for their time during their student rotation at Craig Hospital.

IV. The academic institution will provide proof via an attestation letter that the student requirements as outlined in the contractual agreement are met. These include, but are not limited to:

- A. Current BLS certification
- B. HIPAA education (Alliance for Clinical Education approved)
- C. Medical malpractice
- D. OSHA / Joint Commission video education
- E. Negative PPD or chest x-ray for TB
- F. Proficiency in oral and written English
- G. U. S. citizens
- H. Received Hepatitis B series and/or signed a declination letter
- I. Liability insurance and workman’ comp insurance
- J. Health insurance
- K. Background check

V. Student files will be maintained for a period of 7 years.

VI. All students must be familiar with and follow Craig Hospital policies and procedures as well as policies set forth by their academic institution. Information will be provided to the students via the Nursing Student Orientation website as well as during the on-site orientation. Completion of both the website and on-site orientation are necessary to complete clinical at Craig Hospital for pre-licensure students. Students will sign a verification of orientation form confirming completion of the following:
A. read and understood the nursing student orientation website
B. confidentiality and HIPAA review
C. location of policies and procedures
D. student expectations and policy
E. overview of SCI and TBI information
F. Observe transfer training (Guldmann lift)
G. Observe suction and ventilator training
H. medication administration policies
I. Meditech documentation and documentation expectations
J. body substance isolation policy
K. resources for cultural diversity/competency
L. emergency procedures
M. tour of hospital
N. review of assignments
O. dress code

VII. Students will maintain the dignity and confidentiality of patients, staff, and visitors per HIPAA standards. Craig specific HIPAA information will be provided in orientation. Students will sign a Confidentiality Agreement as well as an Information Systems Security Agreement. Students are not allowed to photocopy medical records for purposes of their written assignments and not allowed to identify any patient in their written work. Craig Hospital reserves the right to terminate the student’s rotation experience at any time for violations of conduct, safety, or other unacceptable behavior.

VIII. Students will follow Body Substance Isolation procedures at all times.

IX. The Clinical Scholar/ANIP will be present in the facility and immediately available by pager or phone for student supervision throughout all clinical rotations at Craig Hospital. This applies to the Craig Hospital Clinical Scholar/ANIP as well as faculty from the academic institution. For precepted experiences (internships/externships), a faculty instructor/course coordinator from the student’s academic institution on the premises is not required; however, a faculty instructor must be available by phone during the hours that the student is at Craig Hospital. The Craig Hospital Clinical Scholar Coordinator will also be available by phone.

X. Student supervision is the responsibility of the Clinical Scholar/ANIP; however, students will be paired with a designated Craig RN preceptor as a resource.

XI. Make-up days for missed clinical time will be done at the discretion of the Clinical Scholar/ANIP or Clinical Scholar Coordinator. The Scholar Coordinator, Clinical Scholar or ANIP must be present in the building during make-up time for clinical rotations. A practicum student completing make-up will be assigned to an RN preceptor and the Clinical Scholar Coordinator is available by phone or pager.

XII. Students must follow the Craig Hospital dress code during their clinical experience. In addition, students will cover up any tattoos or body art that may be considered offensive. Body piercings are limited to one stud in each ear.
other visible body piercing adornments must be removed or covered with a band aid if unable to remove a Craig Hospital student photo ID badge must be worn at all times.

XIII. Students will perform only those tasks for which they have successfully completed skills validation and, in situations outlined in this policy, only when the Clinical Scholar/ANIP or appropriate Craig RN preceptor is present.

XIV. Due to licensure status, students may NOT perform the following: (this list is not all-inclusive). Additional limitations may be enforced per academic institution specifications.
   A. Accept Verbal or Telephone physician orders
   B. Administer blood or blood products independently or perform the blood verification.
   C. Administer investigational drugs
   D. Administer medications used for conscious sedation (may assist in the monitoring of the patient)
   E. Arterial Blood Gas puncture
   F. Conduct Narcotic Counts
   G. Glucose monitoring (unless competency completed in orientation)
   H. Package or label drug supplies for any individual
   I. Recommend over-the-counter medications or treatments not prescribed or ordered by a person licensed to practice medicine
   J. Transport patients in their cars or drive other vehicles to transport patients
   K. Remove central lines without supervision and/or permission of academic institution.
   L. Suction patients.
   M. Transfer patients independently.

XV. After skills validation is complete, IV medications may be administered by a student with supervision. All IV push medications will be directly supervised by the Clinical Scholar/ANIP if specified by the academic institution

XVI. Students will have access to Patient Safe bar coding medication administration system, and will be given a unique bar code on their Craig Hospital ID badge. This badge will also grant them access to the medication rooms.
   A. The Clinical Scholar/ANIP or Craig RN preceptor will verify all medications administered by nursing students using the Patient Safe documentation system (medication observation dot). The observation/verification process indicates the medication was verified for correct patient, drug, dose, time and route. The documentation for the observation/verification process will state “observation” on the electronic MAR.
B. The administration of medications by students will occur with the Clinical Scholar/ANIP or Craig RN Preceptor until the student has demonstrated skill and competency. Students are allowed to administer medications after completing the verification process once they Clinical Scholar/ANIP or Craig RN preceptor has previously witnessed their medication administration with that particular patient and deems the student competent to do so independently.

C. The Clinical Scholar or Craig RN Preceptor may document in Patient Safe that they witnessed the student complete the medication administration by manually entering med verification, witness required or bedside witness.

XVII. Nursing students have their own log-in and password for Meditech and access to the Status Board, Kardex/Reports and EMR.

A. Meditech training will be provided in orientation.

B. The RN retains accountability for the patient care and will document on their patients. Students will also document their assessments and interventions and nurses notes but the RN’s documentation always takes precedence over the nursing student documentation. Nursing students are here for learning experiences and do not have accountability for the patient care documentation.

C. The Clinical Scholar or RN preceptor should review student documentation, either by reviewing the interventions through history or using document spreadsheet.

D. To sign the student documentation as reviewed, the scholar or RN will choose Add Intervention (bottom tool bar) and type co-sign so Co-signing Nursing Student Documentation appears as a choice.

E. The box below appears.

<table>
<thead>
<tr>
<th>Co-Signature For Nursing Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Nurse’s Name:</td>
</tr>
<tr>
<td>I Have Reviewed Documentation From:</td>
</tr>
<tr>
<td>Chart date, start time and stop time of reviewed documentation</td>
</tr>
<tr>
<td>I Agree With This Documentation:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Comment:</td>
</tr>
</tbody>
</table>

F. You have 2 choices for reviewing nursing student documentation:

1. For med/surg students, the student may not document on the entire team or every intervention. The recommendation is for the RN to do their own documentation and review the student documentation for completion.
2. For senior practicum students, as the student gets more independent, it is appropriate to review their documentation using the Document Spreadsheet and the RN co-signs indicating agreement with their documentation and does not have to do an entire set of documentation.

G. To complete the co-signature:
   1. Type in the student name
   2. Type in the date and times reviewed. For example, the scholar may review the morning documentation (0630-1100) and then the preceptor reviewed the rest (1100-1900).
   3. Choose either agree or disagree with the student documentation. Use the comment box to indicate whether the RN has completed their own documentation or nurses notes by writing, “please see nurses notes” or “see RN documentation”.

XVIII. Students will have independent limited access to the Acudose medication dispensing system; limited access is provided to each student by the pharmacy. The misuse of alcohol and prescription/illegal medications will not be tolerated. Suspected substance abuse will be managed in accordance with the current Craig Hospital policy.

XIX. Non-traditional student experiences
   A. Students in a “shadowing” experience will be in the role of observer only and will not perform patient care. A confidentiality agreement form must be signed prior to the experience if it is not included as part of a routine student rotation
   B. Students in a leadership experience will not be performing any direct patient care.
   C. Orientation will consist of the online student orientation and items specific to their course. A confidentiality agreement form must be signed prior to the experience.

XX. An employee or former employee of Craig Hospital will only be eligible to participate in a student rotation at Craig Hospital if they are in good employment standing with an employment history that does not include coaching, verbal warning, written warning, final warning or termination notification.

PROCEDURE:

I. Academic Institution
   A. Provide the following for the Craig Hospital education department 3 weeks prior to scheduled clinical rotations:
      1. Student names.
      2. Verification that student requirements were met as outlined in the contractual agreement via the attestation letter.
3. A current list of the skills for which the students have been successfully validated to perform based on their status in the educational program.
4. A scanned copy of the last flu shot for each student.
5. If a Faculty Instructor is provided by the academic institution: instructor’s name, verification of licensure, home, office and pager numbers, as well as any other contact numbers while the instructor is at Craig Hospital.

B. Provide the information necessary to access the Craig Hospital nursing student orientation website.

C. Academic Institution Instructors:
1. Contact the Clinical Scholar Coordinator to arrange an orientation to Craig Hospital.
2. Familiarize self with the Craig Hospital online nursing student orientation and other resources as needed.
3. Be present on the clinical premises throughout student clinical rotations.
4. Orient students to Craig Hospital in collaboration with the Clinical Scholar.
5. Directly supervise IV push medication administration and any procedures new to the student if specified by the academic institution.
6. Follow Craig Hospital policy for suspected substance abuse.

D. Students:
1. Report for clinical experience ten (10) minutes prior to start of shift.
2. If the student is not present and prepared for report at 0630, the student will not be allowed to participate in clinical for that day and must arrange with the Clinical Scholar Coordinator for a makeup date to be provided at the discretion of the Clinical Scholar Coordinator.
3. Maintain academic institution and Craig Hospital standards for dress code/personal appearance including visible school photo ID name tag indicating student status.
4. Perform only those procedures that fall within the student’s scope of practice and for which skills validation has been completed.
5. Maintain patient confidentiality standards according to HIPAA and as educated by the academic institution and Craig Hospital.
6. Sign the Confidentiality Agreement and Information Systems Security Agreement.
7. Demonstrate professional behavior at all times.
8. Complete assigned documentation on each patient.
9. Sign documentation with first initial, last name, title, school. For example:
“S. Nurse SN Regis” OR “S. Nurse SN Extern”
10. Have Clinical Scholar/ANIP and Craig RN preceptor review documentation prior to leaving for the day.
11. Have Clinical Scholar/ANIP or Craig RN preceptor verify medications before administering.
12. Notify Craig RN preceptor before leaving for breaks and before leaving for the day.
13. Clarify questions or concerns regarding hospital policy on patient care issues prior to taking action.
14. Refer conflicts with the health care team to the Clinical Scholar/ANIP or Craig RN preceptor immediately.
15. Familiarize self with location and content of Craig Hospital Policies/Procedures, Standards of Care and Clinical Resources.
16. Familiarize self with the Emergency Procedures at Craig Hospital.