

**TITLE: STUDENT CLINICAL EDUCATION /ROLE OF PATIENT CARE SERVICES PERSONNEL POLICY # NA 6-60**

**MANUAL: NURSING ADMINISTRATIVE POLICY/PROCEDURE**

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Effective Date: 12/90

(Adapted from Nursing Structure Standards) Approval /s/

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## I. VALUES CONTEXT

Our value of service and excellence leads us to foster professional development innovation, teamwork, accountability and commitment to quality.

## II. PURPOSE/EXPECTED OUTCOMES

This policy was developed to define the role of SRMH personnel who participate in student clinical education.

It is the responsibility of the hospital and its clinical staff to assure that students and interns are properly supervised at all times.

Students and interns will be under the direction of a Faculty instructor and facility licensed clinical staff.

## III. POLICY

Personnel in each clinical area providing learning experiences for students will:

1. Retain the responsibility for planning and evaluating patient care and performing any tasks not within the student's scope of practice.
2. Maintain high quality patient care where students can consistently observe and learn positive attitudes by demonstrating the following:
  - a. A commitment to patient care.
  - b. An interest, enthusiasm, and cooperative attitude in caring for patients.
  - c. A caring professional attitude toward students and faculty and consider them an integral part of the patient care team.
  - d. A genuine interest in the students as learners and assist them in meeting their objectives.

## IV. PROCEDURE

- A. Manager or Licensed Clinical Staff in each department will retain responsibility for all patient care. Along with Faculty Instructor supervises the care given by students assigned to that department, including the following:
1. Collaborates with the faculty instructor in making assignments which would be most beneficial to students and patients.
  2. Is aware of hospital policies and procedures and assists the students and faculty in utilizing them as a resource.
  3. Demonstrates expertise in the assigned area of patient care.
  4. Assists students and faculty in initial problem solving and refers to appropriate resources as necessary.
- B. Staff facilitate students' clinical education to the degree they are able without interfering with their routine duties or incurring additional time or cost. This includes the following:
1. Maintaining a clean and safe environment.
  2. Maintaining open communication with faculty and students.
  3. Sharing experiences and knowledge with students.
  4. Serving as a role model in his/her area of competency.
  5. Participating in conferences with faculty and students when needed and pre-arranged.
  6. If the student is asking the staff member a question that seems inappropriate for that level of student refer student to instructor or reference material in the department.
  7. Clinical staff may supervise a student in performance of a clinical procedure that is within students' scope of practice. The student will review the SRMH procedure prior to performing the clinical procedure. **(NOTE: student may not administer blood, remove central line catheter, or withdraw blood from a central line catheter.)**
  8. At nurses' discretion and with approval of instructor, the nurse may supervise student in medication administration within students' scope of practice. Staff will be present during the entire medication administration process, from obtaining medication to administration and documentation at the bedside. Students are not allowed log on access to automated medication dispensing machines. If the student does not have knowledge about the medication, refer student back to the instructors. **(NOTE: students are not allowed to administer IV push medications except for saline flushes until their 1:1 preceptorship. Students are not allowed to administer chemotherapy, investigational medications or initiate, change or discontinue a PCA device.)**

9. Provide caring, supportive and constructive feedback to students and instructors as appropriate.
  10. Staff will receive report from student and review chart documentation for completeness prior to students' departure. It is expected that students will document patient assessments as performed and all aspects of care provided by the student. Staff will review and note documentation.
- C. Provide resources needed for a desirable learning climate. Santa Rosa Memorial Hospital will:
1. Maintain current care plans on all patients, which students are encouraged to contribute to.
  2. Policies and Procedures will be available for student and instructor review.
  3. An orientation is provided to instructors who are new to the facility. The instructors are provided with the required information/training and they are responsible for training the students.
  4. Maintain webpage for Student and Instructor information pertinent to their orientation to Santa Rosa Memorial Hospital.  
([http://stjosephhealth.org/instructors\\_students.aspx](http://stjosephhealth.org/instructors_students.aspx))
- D. Faculty Instructor
1. Instructor will attend hospital orientation or equivalent with nurse educator.
  2. Instructor will be available for all student medication administration, procedures and documentation as needed when the staff RN is unavailable to the student.
  3. Instructor will be responsible for orienting students to facility, policies and procedures.
  4. Instructor will utilize Student/Instructor webpage for appropriate orientation materials and return required documents to the education department.
- E. Scheduling Preceptorships/Internships
1. Only one scheduled preceptorship can occur at a single time for each staff member.
  2. Clinical Liaison from the school will meet with the preceptor and student prior to the start of preceptorship. Topics to discuss will include schedule, required paperwork, evaluation process, contact information and process for sick or ROH calls.
  3. Managers will approve every student requesting a preceptorship or internship. Instructor or student must contact the manager of the department to request approval of the desired preceptorship at least 2 weeks prior to the start of the preceptorship.

4. Managers may choose to interview the student and preceptor prior to approval of the preceptorship. Interviews are recommended in specialty areas such as Critical Care, Emergency, Labor & Delivery, and the Operating Room.
  5. The manager of each unit will determine the maximum number of students that can be accommodated for preceptorship at one time. The number of preceptorships available in some departments may be limited by the manager.
  6. The preceptor evaluates the student at the conclusion of the experience.
- F. Post Licensure Internship Program requirements
1. The Manager and preceptor approve the student's proposed preceptorship contract objectives and project. The student or school submits a copy of the following before beginning the clinical rotation:
    - a. Current, active California license (if applicable).
    - b. Proof of liability insurance with limits of \$1,000,000 per claim/\$3,000,000 aggregate.
    - c. CPR certification.
    - d. Proof of freedom from communicable disease (TB skin test or CXR report, Rubella titre or vaccine and Heptavax)
    - e. Proof of Criminal Background Check.
  2. Orientation Program
    - a. Students will be oriented to the hospital and department according to their proposed scope of practice. If a student is already an employee of SRMH, and is requesting a preceptorship at the hospital, the orientation process will be adjusted accordingly.
    - b. Students not employed at Memorial will be required to attend an Orientation program. Additional orientation will be developed by the Preceptor.
    - c. Students are required to visit the Student/Instructor webpage, review all pertinent materials and return required documents to the Education Department.
    - d. Students are required to conform to all hospital policies, procedures, and dress code.
- G. Student Schedules
- At the start of each semester or preceptorship the School/ Instructor will provide to the Hospital Liaison and the Clinical Manager of each department hosting students a list that includes the following:
1. Instructor's or School Contact name.

2. Instructor's or School Contact phone number.
3. Student's name.
4. Students phone number.
5. Preceptors name (if applicable).
6. Location, shift, and dates of clinical rotation or preceptorship.

Author/Department: Nursing Management Council	
References: Nursing Contracts, Board of Registered Nursing-Student-Clinical Nursing Experiences,	
Reviewed/Revised by: Nurse Educator Group	
Approvals: Nursing Leadership Council	Distribution: All Patient Care Departments