



NURSING STUDENT CLINICAL EXPERIENCE GUIDELINES

Purpose: Clinical nursing students will have a safe learning experience at Methodist Le Bonheur Healthcare. Contracts are up to date and on file for each school prior to the assigned clinical rotation. Clinical sites are appropriate for the objectives of the clinical experience. Appropriate supervision of students is maintained. Patient safety and appropriate clinical staffing is maintained.

Key terms within document: Appointed supervising RN – Methodist Le Bonheur Healthcare RN agreeing to work with student.

Contract Guidelines

Responsibilities of Schools:

1. School contacts Clinical Education Services to determine existence of contract or to determine if contract is current (901-516-8435).
2. Requests for clinical placements are submitted via the Tennessee Clinical Placement System (TCPS) online.
3. Clinical faculty competency is the responsibility of the school. Methodist Le Bonheur Healthcare offers opportunities as needed for faculty orientation to the clinical setting, which can be arranged by contacting the Clinical Director. Faculty/ School will complete appropriate forms prior to clinical rotation.
Annual Faculty Requirements can be found on the Academic Partners external web site and include the following:
 - Record of Competency for Clinical Faculty (Annually)
 - Clinical Faculty Demographic Information Form.
4. School will contact Clinical Director for scheduled unit at least one week prior to first day of clinical in order to confirm details of the students' clinical experience and objectives.
5. Specific patient assignments will be a collaborative effort between faculty and Clinical Director or other designated individual (i.e., Patient Care Coordinator or Charge Nurse).

Responsibilities of Health System:

1. Clinical Education Services and Methodist Le Bonheur Healthcare General Counsel establish affiliation agreement or review current agreement to ensure currency. If contract is current, no further action is needed.
2. Senior VP/ Chief Nurse Executive signs new/ revised affiliation agreement in duplicate. Copies are sent to school for signature. School retains one copy. Other copy is returned to General Counsel, Methodist Le Bonheur Healthcare, 1211 Union Avenue, Suite 700, Memphis, TN 38104. Copies distributed to departments only by specific request.

3. Clinical Education Services will coordinate clinical assignments. Clinical Director can access student rotation schedules via TCPS online link provided by Clinical Education Services.
4. Clinical Education Services reviews Faculty “Record of Competency” for completion prior to beginning of clinical.

Clinical Guidelines:

1. The clinical experience for nursing students is a learning experience under the direction of the school and Methodist Le Bonheur Healthcare.
2. Nursing students are not to be used in lieu of appropriate clinical staffing.
3. The instructor/ appointed staff designee must be in the clinical area and/ or immediately available when students are providing care. Exact determination of details of unique experiences, such as leadership and observation will be determined prior to clinical rotation with direct input from the Clinical Director, faculty of the school, and Clinical Education Services. Ultimately, the responsibility of the student lies with the faculty member who should maintain contact with the appointed unit designees and student throughout the observation or leadership experience.
 - **Advanced Practice Nurses** – Individual objectives will determine specific care and treatments provided by the advanced practice nurse commensurate with education, skills, roles, and supervision. The Tennessee Board of Nursing will be used as the guideline for care provided by Advance Practice Nursing Students.
4. The appointed staff designee may be used to assist with the education/ socialization of the student in specific circumstances as agreed upon by the faculty of the school, the Clinical Director of the floor/ unit and Clinical Education Services.
5. The school shall provide the student appropriate content and clinical application of skills commensurate to skills and knowledge required for patient care. The instructor, prior to the clinical rotation, will discuss the skills and care that will be performed by the students with the Clinical Director/ Patient Care Coordinator.
6. Students may perform procedures and treatments commensurate with education attainment of these skills with some exceptions.
7. Students may **not** perform the following:
 - Witnessing legal documents
 - Taking telephone/ verbal orders
 - Administering the following medications:
 - Intravenous chemotherapy
 - Research drugs
 - Moderate sedation
 - Tetanus Antitoxin
 - Histamine
 - Administering blood
 - Administering oxytocin drugs until the placenta has been delivered.
8. For PEDIATRIC and ADULT patients, the approved supervising RN assigned to the patient or the faculty member must review all medications with the student before administration and be present at the bedside at the time the medication is given.
9. Students may not provide care for patients under the age of 12 in an intensive care setting.

10. Students **may** perform the following under appointed supervising RN or nurse faculty supervision:

- Perform medication administration
- Perform venipuncture or start any type of intravenous fluid or intravenous medication on patients (may perform on pediatric patients)
- Perform intravenous push medication
- Students must have a co-signature for signing out narcotics.
- Point of care tests, such as bedside blood glucose monitoring, dipsticks, or Hemochron. The following information addresses bedside blood glucose testing only.

1. Only licensed associates can report Point of Care (POC) test results. This is accomplished by operator identification, training, and a complete competency check-off performed yearly.
2. Student nurses will be assigned to a faculty member or nurse preceptor who has met all of the criteria noted in statement #1.
3. Student nurse, under strict observation of the faculty member or nurse preceptor, will perform the bedside testing.
4. No student identification number will be placed in the testing database to perform bedside glucose testing. Therefore, no student will report any bedside blood glucose test results.
5. Student nurses must have a competency check-off sheet on file with their college or school. This check-off sheet must be maintained and readily available if such documentation is required by state or other credentialing agencies.
6. Each faculty member responsible for student nurses must have a valid competency on file with the POC office at each facility where the students will be rotating. This competency must be renewed yearly in order to remain in the testing database.
7. Nursing faculty and nurse preceptors will be the responsible parties for patient test results. Operator IDs cannot be shared or given to the student for the purpose of performing bedside blood glucose testing independently. Infractions will result in the offending party being removed from the testing database and the individual will not be allowed to perform bedside blood glucose testing in any of the Methodist Le Bonheur Healthcare facilities.
8. Pediatric faculty will be trained utilizing the parameters for blood glucose reporting in the pediatric setting. The Le Bonheur POC office will activate the faculty member's last six digits of his/ her social security number for use in the Accudata machine. Once completed, the nursing faculty responsible for student nurses will be placed in the testing database. These trained faculty members will then have access to the competency check-off sheets to be used for student nurses. These sheets must be maintained in a central location that is easily accessible and available to any credentialing agency requesting such items.
9. Any questions or concerns can be addressed to the POC coordinators at each facility.

Electronic Documentation:

1. MAR

- Appointed supervising RN or faculty should observe all medication administration by the student nurses.
- Medication Safety: A computer is taken to the bedside when medications are administered.
- At the end of the shift, review the MAR to ensure all medications have been administered and documented.
- Appointed supervising RN or faculty should document supervision of medication administration in the RN Review section of Iview.

2. Forms

- Forms completed by the student will be Unauthenticated/Pending validation and should be reviewed and authenticated by the appointed supervising RN or supervising faculty. Each form requires independent faculty review. Forms can be reviewed and validated from the Activity List or the Forms tab on the Menu.

3. Iview

- Appointed supervising RN or faculty documents review of Iview documentation using the RN Review section located in the VS Band. Indicate each section reviewed in the RN bands/ forms reviewed section. Review of multiple Iview bands can be documented with one entry.

4. Activity List

- At the end of the clinical shift, appointed supervising RN or faculty checks the student's Activity List to ensure all tasks have been completed.

5. Hand-Off

- Prior to leaving the clinical setting, hand-off is given to the RN assuming care for the patient. Hand-off is documented in Iview.

6. Computer Downtime

- In the event of a computer downtime, follow downtime processes for the area. The student/ faculty is responsible for documenting in the appropriate locations as applicable for that downtime.

Failure to comply with the above guidelines will result in the loss of clinical placements.