



ADMINISTRATIVE MANUAL



POLICY



PROCEDURE

TITLE: AFFILIATE SCHOOL CLINICAL EXPERIENCE

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ISSUED BY: ADMINISTRATION

POLICY

Affiliate Faculty and students presenting to this organization for the purpose of clinical practice, must meet approval and complete orientation process. The Department of Training and Development is responsible for administratively coordinating affiliate schools clinical rotation process.

PURPOSE

The purpose of this policy is to establish guidelines for clinical rotations, thereby promoting patient safety.

Definitions

1. Affiliate School – Accredited schools/programs partnered with The MED to train/educate students majoring in health related fields.
2. Certificate of Insurance – Evidence of malpractice insurance individually acquired or provided by the affiliate school for its students.
3. Clinical Affiliation Agreement – Renewable contract between The MED and affiliate school.
4. Clinical Rotation – Students provide patient care under direct supervision of approved faculty/instructor.
5. Hospital designee – Staff agreeing to work with student.
6. Observation Experience – Students observe patient care only with faculty accessible by phone/pager.
7. Preceptor – Staff who gives practical experience and training to a student within the student's scope of practice.
8. Preceptorship – A period of practical experience and training for a student by a staff member that is supervised by the faculty/instructor
9. Shadowing - An Observational Experience for a period of five days or less. :
10. TCPS – Tennessee Clinical Placement System, an online database that allows nursing schools to request clinical rotation or observation experiences at The MED.

Responsibilities of The MED

1. List available clinical sites within the facility for clinical rotation and observation experiences on TCPS.
2. Establish Clinical Affiliation Agreement and Certificate of Insurance or determine existence and currency.
3. Assume primary responsibility for patient care regardless of student assignment.
4. Model the Mission and Core Value Statements to enhance recruitment of health care workers.
5. Function as clinical instructors by supervising rehabilitation services students (PT, OT, and ST).
6. Provide Personal Protective Equipment (N95 respirators 3M1860 or 3M1870)



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Responsibilities of Affiliate School

1. Verify Clinical Affiliation Agreement and Certificate of Insurance to determine existence and currency.
2. Request clinical placement through TCPS.
3. Maintain student documentation of immunizations and CPR certification.
 - a. Annual TST (Tuberculin Skin Test) date, type, and result
 - b. Measles/mumps for students born on or after 1/1/57 provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination.
 - c. Varicella (Chickenpox). Adequate vaccination, diagnosed disease or, for those with a negative or uncertain history of varicella, serologic screening.
 - d. Hepatitis B (can waive, if documented; titer optional)
 - e. Rubella. For students born on or after 1/1/57, provide laboratory evidence of immunity or documentation of adequate vaccination. All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
 - f. Tdap (Tetanus Diphtheria and Pertussis) Booster every 10 years after the initial series
4. Complete an evaluation of the unit/department at the end of the assigned clinical rotation and submit to Training & Development.
5. Students at THE MED are not permitted to observe or in any way provide care or service to clients with suspected, known or probable cases of TB, SARS, or other similar acute respiratory infections unless they have been properly fitted for a respiratory mask and educated on its use.

Responsibilities of Faculty/Instructor

1. Maintain clinical faculty competency including licensure and CPR certification.
2. Complete and submit Clinical Affiliate Checklist to T&D Affiliate School Coordinator (i.e. clinical objectives/syllabus, clinical rotation schedule, student list, confidentiality forms, statement of immunization and CPR).
3. Contact Manager for requested unit(s) prior to the first day of clinical rotation or observation experience to confirm details of the students' experience and objectives.
4. Create patient assignments using a collaborative approach between faculty and managers.
5. Assume primary responsibility of students in the clinical area by directly supervising patient care.
6. Report identified or potential patient safety issues to manager or hospital designee.
7. Report to assigned caregiver prior to leaving for breaks or upon leaving for the day.

Approval Process for Omnicell Access to Instructors



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1. Training and Development sends an approved list of instructors for each approved teaching organization to the Pharmacy.
2. Pharmacy verifies that the instructor is approved for our organization by finding the instructor listed on the approval document from Training and Development.
3. The instructor works with manager and completes the Omnicell request form for medications.
4. The manager approves and signs the request form which is submitted to pharmacy.
5. Pharmacy will provide Omnicell access with an expiration date of expected completion of clinical rotation as determined and flagged for removal in the master database.
6. The instructor is granted full access to medications unless the manager of assigned unit notifies Pharmacy to restrict access.

Responsibilities of Students

1. Arrive on assigned units at the start of the shift as designated by faculty instructor.
2. Adhere to the dress code/departmental uniform policy:
 - a. Wear student ID badges at all times while on duty with name and picture visible.
 - b. Hair (restrained) and nails (1/4 inch) will not obstruct patient care or interfere with the performance of any machinery.
 - c. Avoid artificial nails, chipped nail polish, excess make-up, perfume, shaving lotion, and jewelry.
 - d. Wear personal protective equipment (PPE) in the environment of care according to infection control guidelines.
3. Reflect business-like and professional atmosphere.
 - a. Maintain confidentiality of all patients.
 - b. Answer phones by identifying the unit, self, and stating "How may I help you?"
 - c. Answer any call light.
 - d. Avoid loud and boisterous conversations in the organization.
4. Patient care delivery should compliment the work of the unit.
5. Meet with assigned staff to discuss patient care outcomes for the day.
6. Notify faculty/instructor immediately of identified or potential patient safety issues.
7. Report to assigned caregiver prior to leaving for breaks or upon leaving for the day.
8. Never witness consent forms or other legal documents.
9. Adhere to Infection Control Practices and Procedures
10. Perform treatments/procedures under the direct supervision of faculty/instructor until it is deemed the student is safe and competent **EXCEPT**:



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Unit specific procedures requiring certification, i.e. hemodynamic monitoring devices, ICP monitoring devices, subcutaneous access ports, dialysis

11. Administer medications under the direct supervision of faculty/instructor **EXCEPT**:
 - a. Intrathecal and epidural medications
 - b. Chemotherapy
 - c. Drug trial medications/research protocols
 - d. Narcotic waste or witnessing of narcotic waste/disposal
12. Students may monitor blood/blood product infusion and response EXCEPT:
 - a. Obtain blood/blood products from the blood bank
 - b. Perform bedside identification/verification of blood/blood products
13. Students may perform IV therapy skills under the direct supervision of faculty/instructor EXCEPT:
 - a. Prepare, hang, change tubing, or change pump settings on continuous or titrated medication drips
 - b. Administer boluses of fluids with or without added medication
 - c. Perform admixtures
 - d. Add medications to an existing IV bag
 - e. IV pushes
14. Students may perform PCA skills under the direct supervision of faculty/instructor **EXCEPT** perform initial PCA pump programming.

Shadowing

In order to be considered for a Shadowing experience, all of the following requirements must be completed by both the Director of the Department and Shadow candidates:

- Completion of application form (Department Director/Shadow Candidate)
- Review and acceptance of shadow experience rules/guidelines (Department Director)
- Completion of Hospital HIPAA training (Shadow candidate) and completion of requirements outlined in Shadow Pre-Acceptance Checklist (Shadow Candidate).

Clinical Preceptorship for Masters Degree Students

Students enrolled in an accredited university to obtain a master's degree in health related field are often required to complete clinical rotation under the auspices of a preceptor. However, the student is responsible for locating a qualified preceptor.

Preceptorship Requirements for clinical rotation at The MED

1. Signed clinical contractual agreement
2. Student immunization status -- letter from the school
The Affiliate School faculty must maintain student documentation listed on page two of this policy and the following:
3. Student current CPR Certification
4. Malpractice policy number and copy of certificate
5. Clinical syllabus



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- 6. Clinical rotation schedule
- 7. Signed confidentiality statements
- 8. Evaluation of clinical experiences

General Expectations For Clinical Rotation/Preceptorship

- The primary responsibility of the instructor while in the clinical educational role is that of teacher to the student.
- The primary responsibility for patient care remains that of The MED's staff assigned to the patient regardless of student patient assignment
- Affiliate school instructors will communicate with The MED's Training and Development Department on a regular basis.

Orientation Process

1. Student must complete orientation requirements prior to clinical rotation
EMR access (System Access Request, Meditech Password Reset, Confidentiality Form).
2. To supplement orientation, Training and Development will give access to faculty and students to The MED's Affiliate School orientation online
3. Nursing students have access the TCPS website: <http://www.tcn-tcps.org/go.htm> and complete the TCPS General Orientation. Nursing students will be required to have User ID and a password (see T&D Affiliate School Coordinator) to access the TCPS. After completing TCPS General Orientation and The MED's Affiliate School orientation, the student should print the certificate which is called a Passport and complete the requested information (i.e., student name, immunization status, clinical site, and CPR certification) along with the confidentiality statement and bring to Training and Development.

RELATED POLICIES

- Customer Service
- Patient Safety
- Patient Care Policies and Procedures
- Medication Use Manual
- Isolation Precautions/Handwashing/Aseptic Technique

Originating Division: Training and Development	Orig. Date: 09/29/2008
Most recent review (Version # if revised): <u>2.0</u> <u>09/29/08, 03/23/10</u>	Effective Date:04/15/10