



**Instructor Guidelines
for
RN Students During Clinical Experiences 2018-19**

General:

- Students and instructors can begin the clinical experience after *all* orientation requirements are met. This includes any unit tours, observations, etc.
- Clinical Passports for students and instructors must be compliant throughout the clinical experience. Non-compliance will result in removal from the clinical site.
- Students will perform at the level of their academic competency level and will adhere to Evergreen's regarding supervision of tasks. See [Student Learning Experience Policy](#).
- Instructors come prepared for each clinical experience and coordinate patient assignments with the charge nurse at the beginning of the shift. See *Patient Assignment Process – Student Groups* (sent in separate email).
- Instructors and students will adhere to [Evergreen's Dress Code Policy](#) while on the unit.
- Appropriate Evergreen policies and procedures will be followed when performing clinical skills and procedures.
- Student group instructors support the smooth transition of patient care at the beginning of each shift by facilitating communication between students and patients, including introductions, as appropriate.
- Students and instructors have limited use of the staff refrigerator on the units. Please check with charge nurse or unit educator regarding availability.
- Student group instructors limit their time off the unit/s. When it is necessary to leave the unit, ensure the charge RN and/or assigned RN has a current cell phone number.
- The number of students on a unit for clinical experience should not at any time exceed the parameters designated on the NPSCPC Consortium Placement Grid.
- Clinical experiences start at the beginning of the shift and can end prior to the end of the shift. Notify the charge RN, assigned RN/s and unit tech/s when students will be completing patient care for the shift.
- Instructors reinforce with students the daily use of the *Clinical Objective Form*.

Senior Practicum (precepted) assignments:

- Senior Practicum preceptor/s are arranged and coordinated by the Education Department's liaison. The contact information will be communicated to the instructor/students via email. The student can work directly with the preceptor on schedules. Once the student has received contact information any additional needs or changes can be discussed between the preceptor, unit contact and the nursing program instructor. See *Contact Information for Clinical Areas*.
- The specific clinical schedule is coordinated between the student and/or instructor and the preceptor and/or unit contact.
- Copies of all final clinical schedules are sent to **Jacqui Davis – Education** at jadavis@evergreenhealth.com or 425-899-2529.

Medication administration:

Medication administration requires direct supervision by a licensed RN (either the instructor or assigned RN). Each medication administered by the RN student must be co-signed/verified by whoever provided the direct supervision *immediately following* the administration. See: [Procedure for Authentication/Validation of RN Student's Documentation in Cerner](#). Group instructors will now be given a medication room access badge. It will be issued at orientation and returned to Jacqui Davis on the last clinical day of each quarter.

- Students may not peer check medications.

Meeting room reservations:

- Pre/post clinical meetings are arranged by the instructor and are conducted in a private meeting room out of public areas. It is preferred that the meetings take place on the units in the conference rooms.
 - Silver Tower (4, 5, 6, 7 & 8 Silver) meeting rooms are coordinated through **Lenore Apigo** at: LApigo@evergreenhealth.com.
 - For other units, contact the unit educator/manager for meeting room requests. See *Contact Information for Clinical Areas*.
 - If a room is not available, contact **Jacqui Davis – Education** at jadavis@evergreenhealth.com or 425-899-2529.

Documentation:

- IT accounts for students and instructors will be assigned at the quarterly student orientation after all required onboarding paperwork is complete.

- Student group instructors ensure student documentation of patient care has been completed by the student prior to leaving the shift.

The assigned RN reviews and authenticates all patient care documented by the student before the end of the shift. See: [Procedure for Authentication/Validation of RN Student's Documentation in Cerner](#)

Information Technology (IT):

- IT account requests are coordinated through the Education Department. Instructors are not permitted to contact IT directly to request additional IT accounts, access or permissions.
- Instructors can plan and provide additional computer training for their students. Contact **Jacqui Davis – Education Department** to arrange access to computer training rooms.
- Instructors/Students - Contact IT at ext. 1740 for individual IT account issues.

Student Group Observation Experiences:

- Observation experiences are optional and up to the discretion of the Unit Educator, Manager and/or Charge Nurse of the unit you wish to observe
- They are coordinated by the nursing instructor unless already scheduled on the Evergreen Clinical Placement Grid
- Observations are arranged at the beginning of the scheduled clinical experience
- Final observation schedules must be submitted to Jacqui Davis, Education Department at jadavis@evergreenhealth.com.

Emergency Department:

- Observation experiences are coordinated directly between the instructor and unit contact prior to the start date of the clinical rotation. See *Contact Information for Clinical Areas*.
- Observation experiences are optional and up to the discretion of the unit Director, Manager and/or Charge RN. **Exception:** Observation experience on the CPNW Consortium Grid has been previously approved and will be honored first.
- Final observation schedules are submitted to **Jacqui Davis - Education** at jadavis@evergreenhealth.com.

- One student from each clinical group may come to the ED on a predetermined schedule in order to observe an RN for 6-8 hour time frame. This observation time will coincide with the clinical rotation schedule.
- Only one observation student can be present in the ED at a given time, requiring coordination between any other clinical groups in the hospital.
- The student's role will be in an observatory capacity only, with no hands on patient contact, with the exception of performance of CPR should the need arise. Students will observe and practice hand washing, personal protective equipment and patient privacy policies.
- At the time a clinical rotation schedule is determined, a list of students and schedule will be given to **Faye Lindquist, MSN, RN, Director, Emergency Services** at FLindquist@evergreenhealth.com, for approval. Schedules will be determined on a first come, first serve basis should multiple clinical groups request the same time. The schedule should be prepared and approved no later than 4 weeks prior to the requested observation days.
- Students should be accompanied by their clinical instructor to the ED charge desk for their scheduled observation time.
- If at any time during the observation experience ED staff is unable to accommodate the process, the student will return to their assigned clinical area.

Labor and Delivery (FMC):

- The student's role will be in an observatory capacity only, with no hands on patient contact. Students will observe and practice hand washing, personal protective equipment and patient privacy policies.
- At the time a clinical rotation schedule is determined, a list of students and schedule will be given to **Lori Holman, BSN, RN, Clinical Nurse Educator – Women's Service's** at LAHolman@evergreenhealth.com, for approval.
- Final observation schedules are submitted to **Jacqui Davis - Education** at jadavis@evergreenhealth.com.
- Schedules will be determined on a first come, first serve basis should multiple clinical groups request the same time. The schedule should be prepared and approved no later than 4 weeks prior to the requested observation days.
- Students should be accompanied by the instructor to the FMC charge desk for their scheduled observation time.

- If at any time during the observation FMC staff is unable to accommodate the process, the student will return to their assigned clinical area.

NICU

- The student's role will be in an observatory capacity only, with no hands on patient contact. Students will observe and practice hand washing, personal protective equipment and patient privacy policies.
- At the time a clinical rotation schedule is determined, a list of students and schedule will be given to Jacqui Davis and Margaret Fanning, CNE Children's Services, MLFanning@evergreenhealth.com. Schedule will be determined on a first come first serve basis should multiple clinical groups request the same time. This schedule should be prepared and approved no later than 4 weeks prior to the requested observation days.
- Final observation schedules are submitted to **Jacqui Davis - Education** at JADavis@evergreenhealth.com.
- Students should be accompanied by their clinical instructor to the NICU/Peds charge desk for their scheduled observation time.
- If at any time during the observation NICU or Peds staff are unable to accommodate the process, the student will return to their assigned clinical area.

Operating Room:

- One observation student at a time in the department.
- Preferred start time of observation is 0700.
- Preferably no observations on Fridays since caseloads and staffing levels are less conducive to a good learning experience.
- Send requests as early as possible to **Paula Hogan, RN**, at PRHogan@evergreenhealth.com **and Jan Collins** JECollins@evergreenhealth.com. OR management and the CNE will accept/decline observation opportunities on a case by case basis. Every effort will be made to grant as many opportunities as possible in a manner that is fair to all applying nursing schools/students.
- Final observation schedules are submitted to **Jacqui Davis - Education** at jadavis@evergreenhealth.com.
- Provide learning objectives for the OR student observation with your observation placement request and share these objectives with your students. We will share the objectives with the Charge RN who will give these objectives to the RN assigned to your

student that day. Providing these learning objectives to all involved will facilitate a meaningful learning experience while the student is with us.

Patient Assignment Process - Student Groups:

WHO	STEP
Instructor	Goes to unit Charge RN <u>at least one (1) hour prior to the beginning of the shift</u> for patient assignment requests.
Instructor	Includes details of patient assignment requests, as needed (including number of patients, acuity, equipment, etc.).
Charge RN	Suggests patients to the instructor based on requests.
Instructor	Obtains the assigned RN contact information from previous shift for all suggested patient/s. This information is available either on the unit tracking board or from the Charge RN.
Instructor	Calls the assigned RN/s from previous shift requesting that he/she obtains patient permission for student to assist with care that shift.
Instructor	Contacts the Charge RN for alternative patient assignment/s if a patient refuses student care.
Instructor	Asks the upcoming shift assigned RN/s for level of instructor involvement desired for the shift.

Note: Patient census on the units regularly varies; it is important to be flexible regarding patient assignments.