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Owner Scott Kinner  
Policy Area Nursing Policy and Procedure - General  
Applicability Community Health Network

## Affiliating Schools of Nursing – Patient Care

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### Performed by:

Nursing Students, Community Health Network (CHNw) RNs, School Faculty

### statement of Purpose:

To provide affiliating School of Nursing (SON) faculty and CHNw employees with guidelines for responsibilities regarding nursing students providing patient care.

### Policy Statements:

- A. Faculty and nursing students will follow the policies and procedures of CHNw.
- B. Faculty and nursing students will adhere to the CHNw appearance standards.
- C. The CHNw RN in charge of the student's patient(s) maintains the ultimate accountability for the patient's care.
- D. Faculty are never to allow a student to log onto equipment or computer systems using the faculty's user ID.
- E. CHNw is willing to make available its facilities to SONs with affiliation agreements that are fully executed and active. These experiences will include tasks performed by the students in learning the techniques of nursing.
- F. CHNw retains the responsibility for nursing care of patients and patient outcomes.
- G. The SON will provide an electronic or written request to the Academic Placement Coordinator for each clinical experience with details including but not limited to clinical course objectives, inclusive dates and times of the clinical experience, and responsibility of the CHNw RN preceptors, if applicable.
- H. Supervision of Students:

1. Clinical activities are to be performed under the supervision of the faculty of the affiliated institution.
  2. Supervision may be provided in various degrees of proximity to the students' assigned clinical location. The degree of supervision is based on the nature of the tasks delegated and the capabilities of the student to perform those tasks. Refer to definitions section.
  3. A CHNw RN may provide direct supervision of the nursing student only after mutual agreement of such is established among the RN, nursing student, and school faculty.
  4. The nursing student is responsible for ongoing communication with the CHNw RN and other staff in regard to patient care.
- I. Capstone , Dedicated Education Units, Leadership, Management, On-Line or Other CHNw RN Precepted Student Clinical Experiences:
1. The CHNw Preceptor will assume the faculty responsibility of on-site direct supervision of students.
  2. The SON Clinical Faculty will provide off-site supervision.
- J. Students in on-line and distance programs:
1. CHNw employees may be accepted into clinical rotations when specific criteria are met.
  2. The SON will provide an electronic or written request to the Academic Placement Coordinator for each clinical experience with details including but not limited to clinical course objectives, inclusive dates and times of the clinical experience, and responsibility of the CHNw RN preceptors, at least 90 days before the start of the clinical experience.
  3. Documentation verifying that the student has been validated in the school's skills lab according to a skills list provided and/or accepted by CHNw must be kept on file with the school of nursing.
  4. All sections of this policy will apply to the employee in an on-line nursing program.

## definitions:

- A. Direct supervision: faculty is physically present at the point of care while the activities are conducted.
- B. Immediate supervision: faculty is in the immediate vicinity while the activities are conducted.
- C. On-site supervision: faculty is available within the facility while the activities are conducted.
- D. Off-site supervision: faculty is available off the facility premises by pager and/or phone. For example, the student in a Capstone, Leadership, or pre-arranged CHNw-approved observational experience.

## General Information:

- A. Each semester, faculty are issued an access code for the Automated Dispensing Cabinet and Electronic Medical Record (EMR) and students are issued an access code for the EMR only. This access code will be deactivated at the end of each rotation term.
- B. **Faculty - Who Are Employees**

1. Faculty who are CHNw employees do not need additional EMR training but are provided computer logins and equipment access codes which are different than their employee logins and codes. These logins and equipment access codes are to be used during SON clinical experiences.
2. Faculty who are CHNw employees can only perform the patient care indicated in this policy while on site as faculty. They may not do the other tasks as related to the employee role.

### C. Students - Who Are Employees

1. Students who are CHNw employees will be required to attend a nursing student EMR training session and are provided a computer login that is separate and different from the employee login. Students must use only the student login during SON clinical experiences.
2. Students who are CHNw employees can only perform patient care indicated in this policy while on site as a student. They may not do other tasks as related to their employee role.

## Procedures:

### A. Direct patient care nursing student duties:

#### 1. Treatment/Procedures:

- a. Students perform appropriate treatments or procedures under the direct supervision of the faculty and/or precepting CHNw RN. If the faculty deems the student safe and effective at performing non-invasive, non-sterile, and non-pharmacological treatments or procedures, the student may then perform the treatment or procedure independently with the faculty providing immediate or on-site supervision.

#### 2. Exceptions:

- a. Treatments or procedures that require certification and/or additional classroom or skills lab validation (ie, hemodynamic monitoring devices, dialysis, subcutaneous access ports, etc.).
- b. Treatments or procedures that Managers and or Directors of nursing units may restrict students from performing. Rationale for the restriction is to be provided to the Academic Placement Coordinator.
- c. Point-of-Care Testing: Faculty and students may not perform point-of-care testing (i.e. glucose monitoring).

3. Only students and faculty who are N95 fit tested by the school are allowed to enter airborne isolation rooms.

### B. Medications:

1. Students may administer medications only under the direct supervision of faculty and/or precepting CHNw RN.
2. Exceptions: Faculty and students are not allowed to:
  - a. Administer intrathecal and epidural medications
  - b. Administer any form of chemotherapy
  - c. Administer drug trial medications or those with specific research protocols to be

followed

- d. Serve as the witness of record for destruction/disposal of controlled substances
  - e. Administer fluid boluses with or without added medication
  - f. Add medication to an IV bag.
  - g. Administer vasoactive medications that require cardiac or hemodynamic monitoring (i.e. fosphenytoin rapid infusion, loproressor IV push, nitroglycerin infusion or sublingual, etc.).
  - h. Administer continuous infusions that are titrated (regular insulin, heparin, morphine, etc.).
  - i. Administer medications in Behavioral Health settings.
3. Faculty and students are expected to understand and comply with all practice and processes related to the safe handling, administration, and disposing of hazardous drugs.

### C. IV and Phlebotomy Skills

1. Students may perform IV therapy skills under the direct supervision of the faculty and/or precepting CHNw RN if the student has received appropriate training within the school and the faculty member has been validated in the use of CHNw equipment. Faculty are validated by attending a CHNw-sponsored IV therapy class and/or completing IV therapy orientation on the unit on which the students report (Medical, Cardiac, ICU, Maternity, etc.)
2. Exceptions: Students and faculty are not allowed to perform:
  - a. Arterial punctures.
  - b. Central line dressing or catheter cap changes.

### D. Blood/Blood Products:

1. Students may monitor blood/blood product infusions and patient response under the supervision of faculty and/or precepting CHNw RN.
2. Exceptions: Students are not allowed to:
  - a. Obtain blood/blood products from Blood Bank.
  - b. Perform bedside patient identification/verification of blood/blood products.
  - c. Initiate blood/blood product infusion or increase rate after 15 minutes based upon patient's response to blood product infusion.

## Equipment:

None

## Documentation:

- A. Students document in the patient's medical record after collaborating with the faculty and/or precepting CHNw RN. Faculty/precepting CHNw RNs are required to verify and co-sign all documentation prior to students leaving the clinical site.

### 1. Paper Documents:

- a. Each student's signature requires a co-signature by the faculty and/or precepting CHNw RN.

b. Faculty's or precepting CHNw RN's co-signature indicates that the documentation has been reviewed and verified.

2. **Electronic Documentation:** Students must assign their supervising faculty or precepting CHNw RN during the login process. Faculty or precepting CHNw RNs are to co-sign all documentation in accordance with the co-sign requirements of the EMR.

B. Refer to "Documentation in the Electronic Medical Record" and "Documentation Standards, General, Patient Medical Record."

## References:

None

## related documents:

None

**Legacy Policy Number: S-031**

## Approval Signatures

Step Description	Approver	Date
Chief Nursing Officer	Jean Putnam: EVP Chief Nursing Officer	04/2022
VP Prof Nursing Practice	Janel Borkes: VP Prof Nursing Practice	04/2022
Stakeholders (Emma Boucouras)	Scott Kinner: Clinical Placement Coord RN	04/2022
Approvers	Keri Brunner: Manager Nursing	03/2022
Approvers	Julia Kennedy: Nursing Educator	02/2022
Approvers	Elizabeth Law: Nursing Education Specialist	12/2021
Approvers	Trina Howes: Registered Nurse Ambulatory	11/2021
	Scott Kinner: Clinical Placement Coord RN	11/2021

## Older Version Approval Signatures

Chief Nursing Officer	Jean Putnam	12/2018
Stakeholders (Nancy Campbell)	Scott Kinner	12/2018
Approvers	Ann Loureiro: Sr. Education Specialist	11/2018
Approvers	Terri Humphrey	11/2018
Approvers	Anjanette Wicker	10/2018
Approvers	Shelly St. Clair	10/2018
Approvers	Darami Daniels	10/2018
	Scott Kinner	10/2018

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