

Clinical Rotation Guidelines



 **Ascension**
Providence Rochester Hospital

Nursing Education

General Guidelines

for

Nursing Students & Instructors

Nursing Student Supervision

1. All medication administration and invasive skills / procedures performed by a student are to be performed under the **direct** supervision of the Clinical Instructor or patient's primary nurse.
NOTE: Even if the physician is in the room with the student nurse, the Clinical Instructor or the patient's primary nurse must be present.
2. It is the responsibility of the Clinical Instructor, not Ascension Providence Rochester Hospital (APRH) associates, to supervise, teach and facilitate learning of the nursing students.
3. Students are **NOT** allowed on the unit without a qualified Nursing Instructor present on that unit.
4. Students may only perform skills which have been previously taught and supervised by their educational institution.

Nursing Student Assignments

An assignment sheet must be completed and posted on the unit to facilitate communication with the nursing associates. It is also recommended that each student / Instructor introduce themselves to the primary RN.

1. Students / Instructors are expected to keep the patient's assigned nurse informed of the patient's condition, changes in treatment plan, etc. during the shift and right before leaving the unit for the day.
2. In turn, the patient's assigned nurse should alert the Clinical Instructor about any changes in the treatment plan that would affect the care delivered during their clinical time on the unit.
3. Students must notify the patient's assigned nurse and nursing assistant before leaving the unit.
4. If unable to complete an assignment, the student and / or Instructor must notify the assigned staff nurse at least one hour prior to the end of the shift.

Nursing Skills

1. Under direct supervision of an RN (*clinical instructor, patient's assigned nurse or APRH RN preceptor*) students may administer and document administration of:
 - Oral Medications
 - Subcutaneous / IM injections
 - IV solutions (with the exception of; chemo drugs, cardiac drugs, IV Heparin, IV Insulin and blood products)
 - Medications allowed through IVP route include;
 - i. Normal saline
 - ii. Solu-medrol
 - iii. Lasix
 - iv. Protonix
 - v. Toradol
 - vi. Zofran

2. Students **may not** accept verbal orders from a physician, physician resident, physician assistant and nurse practitioner.
3. Students may monitor blood and blood products **AFTER** it has been initiated by the patient's assigned nurse. This includes ensuring patency of the infusion, performing vital signs, monitoring and reporting any signs and symptoms of a transfusion reaction.

Documentation Requirements

1. **Without exception**, no part of the patient's medical record may be printed or photographed.
2. Students are to complete computer orientation to electronic medical record (EMR) prior to starting clinical rotation.
3. Charting in EMR must be clear and concise. Interdisciplinary progress notes should not duplicate charting found on flow sheets.
4. Students are **ONLY** allowed to access patient charts on-site at APRH.
5. Students are **ONLY** allowed to access the chart of a patient they are caring for.
6. All charting completed by the nursing students are reviewed and co-signed by the Nursing Instructor.

Clinical Skills

1. Always practice and follow the National Patient Safety Goals.
2. Always refer to "**PolicyStat**" or "**NRC+**" within CERNER on the top banner (selection bar). If a policy cannot be located for reference, please refer to NRC+ for guidance .

Miscellaneous

1. Copy machines are **NOT** for student use. Clinical Instructors are permitted to use the copy machine in the Nursing Education Office for a small number of materials on an emergency basis for student information necessary to the hospital.
2. Students are expected to be familiar and in compliance with general hospital policies.
3. Students and Instructors are expected to demonstrate professionalism at all times while on hospital premises. Keep in mind that you are representing your nursing school once you enter the building (APRH).
4. School / Hospital I.D. badges must be worn and clearly visible at all times.
5. Personal use of cell phones is prohibited. Students may use applications on their phones for drug reference, disease, research, etc. (**DO NOT** use cell phones in patient rooms. The patient may misinterpret what you are doing with the phone).
6. Please enter and exit the unit as a group.
7. **NO** food or drinks on the unit. Food / drinks are permitted in break rooms **ONLY**.
8. When offered, "Off Unit Observation" requests are to be submitted at least 5 business days prior to requested dates utilizing the provided approved form. Off Unit Observations will be offered at the discretion of the hospital educator at times due to unforeseen circumstances. With an approved Off Unit Observation, the Clinical Instructor must be on-site but does not have to be on the particular unit or department with the student. It is understood that the student is in an observation role only. Absolutely no patient care will be performed. Please note, the Manager of the unit / department has the prerogative to cancel the observation at any point in time (for example, if census is low).

Student / Instructor Injury

1. In the event of an injury, call Associate Occupational Health (AOH) 248-652-5414 Mon-Fri, 7am to 4 pm, or after hours, report to the Emergency Department 248-652-5311. Follow up with notification to our Education Department.

Low Census

1. Feel free to contact the Education Department Deidre.bringold@ascension.org the day prior to your scheduled clinical day to establish if there may be a need for alternate student assignments due to low census. We will do our best to accommodate the students but cannot guarantee there will be an alternate unit for placement.
2. Please do not attempt to arrange or reassign the students without the facilitation of the Education Department. (This may require a waiting period).

Before / After Hour Questions

1. Be advised that the Education Office / Education Specialist is reachable by email and will reply to any questions or concerns.
2. In the event of an emergency, leave you contact information with the House Supervisor at 248-652-5251 and they will have an Education Specialist contact you ASAP.

Student Parking

1. All students are to park in the parking structure on level 2 in the assigned "Employee Parking" only.
2. Security monitors this area for proper vehicle parking.

Thank you for your ongoing support of APRN's excellence in Caring!

***If you have any questions / concerns, please contact Nursing Education
248-652-5452***

RAPID RESPONSE TEAM

AVAILABLE 24/7

DIAL 999

CRITERIA:

- Heart Rate acute changes: <50 or >130
- Systolic BP changes <90 or >180
- Respiratory Rate <10 or >30
- Oxygen Saturation <90 (despite Oxygen Therapy)
- Chest Pain
- Acute changes in mental status
- Seizures; new or prolonged
- Urine Output <50cc in 24 hours
- Failure to respond to treatment for any acute issue

Electronic Medical Record (EMR)

Nurse View

- Code status
- Allergies
- Reason for visit
- Comprehensive list of active orders for your patient

Results Review

- Radiology results
 - Cat Scan reports
 - MRI reports
 - Radiology reports including; chest, abdomen, bones, etc.
- Laboratory: results of all labs performed for this admission and previous admissions
 - CBC (RBC, WBC, Platelets, etc.)
 - CMP (Electrolytes, creatinine, glucose, etc.)
 - Hematology (PT, PTT, INR)
 - Urinalysis
- Vital signs that were charted
- eMAR summary

Activities and Interventions

- Forms / orders to be completed
- RN Interventions to complete

MAR

- Medications to be administered
 - Scheduled
 - PRN
 - Continuous Infusions

Clinical Notes

- Will have dictated report from Physicians, Physician Assistants and Nurse Practitioners

Patient Education (located on banner bar across top of page)

- Education topics to teach and review with patients / families