



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 staff designee – RN agreeing to work with student.

Contract Guidelines

Responsibilities of Schools:

1. School contacts Manager Clinical Programs and Contracts to determine existence of contract or to determine if contract is current (901-516-2592 for all contracts).
2. Request is submitted via the Tennessee Clinical Placement System online or via email on designated request form to Manager Clinical Programs and Contracts.
3. Clinical faculty competency is the responsibility of the school. Methodist Le Bonheur Healthcare offers opportunities as needed for faculty orientation and update for all clinical settings. Faculty/School will complete appropriate "Faculty Packet" prior to clinical rotation. Faculty packet includes:
 - Record of Competency for Clinical Faculty (Annually)
 - Clinical Faculty Demographic Information Form
 - Orientation Checklist (for each new unit)
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. Manager Clinical Programs and Contracts 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 sign 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, Tennessee 38104. Copies distributed to departments only by specific request.
3. Manager Clinical Programs and Contracts will coordinate clinical assignments. Clinical Director can access student rotation via online website <http://sm3.tcnplacement.org>.
4. Manager Clinical Programs and Contracts reviews "Faculty Packet" 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 and supervision of patient care.
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 and / or appointed staff designee, faculty of the school, and Manager Clinical Programs and Contracts.
 - o **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 Manager Clinical Programs and Contracts from Methodist Le Bonheur Healthcare System.
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
 - Moderated sedation
 - Tetanus Antitoxin
 - Histamine
 - Administering blood
 - Administer oxytocin drugs until the placenta has been delivered
8. For PEDIATRIC Patients (under the age of 18 years), the faculty member or the Registered Nurse assigned to the patient 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 nurse faculty or nurse preceptor supervision:
 - Perform a venipuncture or start any type of intravenous fluid or intravenous medication on patients (may perform on pediatric patients)
 - Perform intravenous push medication
 - Students may transcribe physician's orders only with a co-signature by the instructor or appointed staff designee.
 - Students must have a co-signature for signing out narcotics.
 - Point of care tests such as bedside glucose monitoring, dipsticks, or Hemochron. The following information addresses bedside glucose testing only.
 1. Only licensed associates can report Point of Care test results. This is accomplished by operator identification, training, and a complete competency check off performed yearly.
 2. Student nurses will be assigned with a Faculty Member or Nurse Preceptor that has met all of the above criteria.
 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 glucose test.
 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 Point of Care office at each facility where these students will be rotating. This competency must be renewed yearly in order to remain in the testing database.
7. Clinical Education Services, Nursing Faculty and Nurse Preceptors will be the responsible party for patient test results. Operator IDs cannot be shared or given to any student for the purpose of performing bedside glucose testing independently. Infractions will result in the offending party being removed from the testing database and will not be allowed to perform bedside glucose testing in any of the Methodist facilities.
8. Pediatric faculty will be trained utilizing the parameters for blood glucose reporting in the pediatric setting. The Le Bonheur Point of Care Office will activate the faculty member's SAP 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, easily accessible, and available to any credentialing agency requesting such items.
9. Any questions or concerns can be addressed to the Point of Care coordinators at each facility.