Nursing Student and Instructor Manual
Regions Hospital
Spring 2017

Regions Hospital Values

Our values serve as the foundation for everything we do. We live our values, so we can provide the best experience to our patients and families.

EXCELLENCE

- We strive for the best results and always look for ways to improve

COMPASSION

- We care and show empathy and respect for each person

PARTNERSHIP

- We are strongest when we work together and with those we serve

INTEGRITY

- We are open and honest, and we keep our commitments

Regions Hospital Mission

Our mission is to improve health and well-being in partnership with our members, patients and community.

Regions Hospital Vision

Health as it could be, affordability as it must be, through relationships built on trust.
Dear Nursing Faculty and Coordinators,

Welcome to Regions Hospital and the Department of Practice, Education and Research (Nursing). Whether you are a returning Nursing Instructor to Regions, or new to this clinical site, we are happy that you are here. As a fellow nursing leader, we have critical roles in preparing tomorrow's nurses. I hope that you and your students will find the clinical experience at Regions Hospital to be one of great learning.

The enclosed Nursing Student / Instructor Manual contains information intended for both nursing instructors and nursing students, both clinical rotations and senior preceptorships. Consistent with the contract between Regions and your facility, this Manual contains information that must be communicated by the nursing instructor to the students. Information included in this Manual is intended to help orient faculty and students to Regions Hospital, to ensure that critical patient care practices are followed and to help maximize the environment for student learning.

During your clinical rotations or senior preceptorships at Regions Hospital, if you have any questions or need additional information, contact the Staff Development Specialist office or the Nurse Manager (NM) for the patient care unit. For additional assistance or on issues of a global nature, please contact Jill Goring, contact information listed below.

Please keep in mind, that Regions Hospital does not allow any shadow experiences. Nursing students must be with a designated preceptor for their senior capstone or preceptorship, or with a clinical instructor.

Feel free to provide us with your feedback and / or suggestions for future Nursing Instructor / Student updates using the process outlined in the manual.

On behalf of all of Regions Hospital nurse leaders, nursing staff and the Department of Practice, Education and Research, we look forward to partnering with you on this education journey. We hope that your clinical and preceptorship experiences at Regions are the best they can be.

Sincerely,

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# Regions Hospital 2016-2017 Nursing Student and Instructor Manual

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ENVIRONMENT OF CARE

SAFETY AND SECURITY

Regions Hospital’s campus is patrolled on a 24 hour basis by the campus security department. Campus security officers are uniformed for high visibility to the public and to the staff. If you see someone wandering around or loitering in any unauthorized area or if you see any questionable activity, call campus security.

Emergency Calls: 651-254-4911  
Non-emergency Calls: 651-254-3979

The Campus Security Department will offer a safety escort to anyone at any time of the day from any building which the hospital leases and / or owns to the person’s vehicle as long as it is parked in a lot which is leased and / or owned by the hospital. To acquire an escort to your vehicle, simply call the Campus Security Department at 651-254-3979 and let the dispatcher know where you would like to be met and what your destination will be. An officer will be sent to your location to meet you, escort you to your vehicle and wait until you are safely in your vehicle and departing before clearing the area.

WORKPLACE VIOLENCE

Regions Hospital will not tolerate violence in the workplace. Regions Hospital may take disciplinary action, up to and including termination, and may also support criminal prosecution of those who threaten or commit work-related violence against its employees, customers and other visitors to its work environment.

If you encounter or witness any act of violence, contact the Safety and Security Department at extension 651-254-4911 immediately.

Regions Hospital nurses will assess the patient for potential aggressive behavior. There will be an alert magnet on the outside of the patient’s door (see image below) to notify staff for potential aggressive behavior. The magnet is for patient and staff safety and is a method to alert staff to use personal awareness when entering the patient’s room; this is not a danger sign. Nursing staff is responsible to place and remove the magnet.
RESTRAINTS AND ALTERNATIVES

- It is the philosophy of Regions Hospital to maintain a safe environment by assuring the safety of all patients. All attempts will be made to assure this safety with verbal de-escalation and nonphysical intervention. The use of restraints is strictly limited to situations where there is clear and present danger to the safety of self and others. Restraints are used as a last resort.

SMOKING

- Regions Hospital is smoke-free. Smoking is not permitted anywhere on hospital property. Patients, visitors, and employees must go off campus to smoke. Staff members cannot assist patients out of the hospital to smoke.

FIRE SAFETY

FIRE ALARM

- The hospital uses a code phrase “long grass” in place of “fire” to reduce the possibility of a panic situation with our patients and visitors during a fire alarm.
- Any time “long grass” is paged over the speaker system, it means that there is an active alarm somewhere within the facility.
- Shortly after the alarm has been activated, a tone will sound throughout the entire facility and a verbal announcement will follow to identify the location of the fire.
- Example of Announcement: “Long Grass – Building One – First Floor – North Zone”

FIRE ALARM SYSTEM DEVICES

- The only device throughout the facility which allows an employee to manually activate the fire alarm system is the “manual pull box”.
- The manual pull boxes are located throughout the entire facility and placed by every approved fire exit which leads into a stairwell.
- Other devices available to aid the general staff are the speaker strobes which are also located throughout the entire facility.
- The speaker will announce every alarm automatically on system activation and the strobes will only activate on the floor of the alarm, the floor above the alarm and the floor below the alarm.
- The fire doors throughout the facility will close automatically on activation only on the floor of the alarm.
Regions Hospital Fire Response Plan: **RACE**

- **R** – Remove all persons in immediate danger.
- **A** – Activate the fire alarm system.
- **C** – Confine the area to keep the fire from spreading.
- **E** – Extinguish the fire if possible.

**HAZARDOUS MATERIALS**

If you come into direct contact with a hazardous substance, call the Hazard Hotline at **612-617-0995** and follow the directions given to you over the phone. Have the unit's fax number available so that the chemical's Material Safety Data Sheet (MSDS) can be sent to you. If a chemical spills, contain the spill as much as possible and call the hospital Safety Officer at 4-3979, as well as the Hazard Hotline.
EMERGENCY PREPAREDNESS

Policies outlining specifics for each of the sections below can be found in Regions Hospital’s policy manual on Compliance 360.

Fire Plan
This plan outlines the hospital’s general fire response procedure for all employees to follow, as well as, information on the hospital’s internal fire response team. Information on system activation and response specific scenarios is also available.

Orange Alert
This plan outlines the hospital’s response to large scale disaster situations which may involve several victims in need of medical care. This plan specifically outlines departmental responsibilities on availability and outside responses as well.

Severe Weather
This plan outlines the hospital’s response to severe weather watches and warnings as they are announced. This plan addresses issues of call-outs to off campus departments, exterior campus notification and movement of all persons to the core of the building for better safety.

Blue Alert
This plan outlines the hospital’s desired response from employees in the event of a bomb threat. The information in this section identifies how to properly receive the call from the caller and how to inform the rest of the facility. All employees have a responsibility in response to a bomb threat.

Active Security Threat
This policy refers to what employees are required to do in the event of any type of threat, abuse, aggression, or assault on Regions Hospital campus. Call Security at 651-254-4911 and discuss plan with the nurse caring for the patient and the unit charge nurse. Follow guidance of hospital leadership in the event of an Active Security Threat.

Evacuation Plans
This section outlines the two different evacuation methods approved for the hospital: Horizontal evacuation which moves patients, visitors and staff across the floor to a safer area and instructions for Vertical evacuation which identifies how to perform this task and where to go to. This plan also outlines additional equipment which is available and where it is kept.

Telephone Outage
This plan outlines the hospital’s response to a complete communication shut down. The plan identifies where special telephones are kept to continue external communication and where radios and cellular telephones will be placed to continue internal communication.
**Code Stork**
This section outlines the hospital’s response to an infant or child abduction. This plan outlines the responsibility of staff in assisting the Security Department in recognizing and reporting all possible suspects.

**Code II**
This section outlines the hospital’s response to a cardiac arrest or medical emergency. To initiate a Code II, push the blue Code II button in the patient room or call the operator at 1-1111 and state the type of code (pediatric or adult) and the location (unit and room) to the operator. The operator will page the Code II Team to respond to the location that was requested. The Code II Team will triage the situation and move the patient to the appropriate area.

**Rapid Response Team (RRT)**
This section outlines the hospital’s response to a rapidly deteriorating patient condition. The purpose of the RRT is to improve the patient’s condition to prevent a code II. Staff is encouraged to use this team for situations in which the patient exhibits sign rapidly changing condition with potential for arrest call the operator at 1-1111 and ask to call the RRT giving the unit and room location to the operator.

**PERT (Psychiatric Emergency Response Team)**
PERT is a team of mental health staff, trained in non-violent intervention. The team may be used in non-mental health settings for inpatient adults when they exhibit severe agitation, such as yelling, making threats, or harming themselves or another person. Security will be called when visitors exhibit these behaviors.
PATIENT AND NURSING STUDENT SAFETY

PATIENT PRIVACY / HIPAA

- All students and instructors are to read and review Regions Hospital HIPAA Security Policy. All information concerning a patient’s medical and / or emotional condition and treatment must be kept confidential.
- Regions Hospital is committed to protecting Electronic Protected Health Information (EPHI) to help meet our mission of improving the health of our Members, our Patients, and the community we serve.
- Accordingly, Regions Hospital will take appropriate and reasonable steps to protect EPHI from inappropriate access, misuse and compromise in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Security Regulations.
- Confidential patient information is not to be communicated to, or discussed with any other person, including the patient, unless it is necessary in the performance of assigned duties. If you must, you may discuss patient information with a staff person.
- Medical information about employees who are patients will be treated with the same confidentiality as that of other patients.
- Confidential patient information includes any recorded or non-recorded information about any current or former patient’s medical and / or emotional condition and treatment which is in the possession of the hospital or its staff. This includes, but is not limited to, information contained in any medical record, patient charts, laboratory reports, x-rays, prescription records, computer data bases (e.g., Epic), claim files, appointment schedules, and any other information obtained for the use of the hospital in whatever form – written, verbal, electronically stored, or otherwise. Other characteristics of confidential patient information include information which identifies a patient (or patients) in some way and which was obtained by a hospital employee while at work.
- Some patients may choose to have no information, including that they are at the hospital, available to anyone. The patients will be noted as “blocked” in the electronic medical record.
- Students and instructors may not take any written / printed patient information outside of the hospital.
- The inappropriate collection, access to, use and / or dissemination of confidential information will result in disciplinary action, which may include individual student expulsion or loss of clinical site availability.

PROFESSIONAL BOUNDARIES

- Professional boundaries support the establishment and maintenance of therapeutic relationships between Regions Hospital staff and patients and to ensure patients’ rights to privacy and confidentiality. Regions Hospital staff who work with patients are prohibited from having relationships of a personal nature with patients during the patient’s hospital
stay. Mental Health staff are prohibited from having relationships of a personal nature with patients during or after the patient’s hospital stay. In order to maintain professional boundaries with a patient, staff needs to explain all physical contact prior to making the contact. This excludes emergency situations.

- Based on the Student Nurses Providing Patient Care Policy, the Professional Boundaries policy also applies to students and instructors. In order to not cross boundaries remember that patients want to be treated with respect, are in a vulnerable position, put their trust in staff to provide the best care, and expect you to maintain appropriate physical, emotional, and psychological relationships.

SAFETY EVENT REPORT OR GOOD CATCH
- All safety events, incidents, or good catches must be reported to the instructor and the staff nurse assigned to the patient immediately. The instructor or staff nurse will assist the student in completing a Safety Event or Good Catch report electronically.

CUSTOMER SERVICE
- Regions Hospital desires to provide excellent patient care. Quality customer service is a key element of patient care. When working with patients and visitors, they must be treated with utmost respect and esteem. To enhance communication with patients use the acronym AIDET:
  A – Announce your entrance.
  I – Introduce self.
  D – Duration: let the patient know the duration you will be caring for the patient.
  E – Explain the plan of care for the patient.
  T – Thank the patient and ask if they need anything else.

Use AIDET with all patient interactions.

- One method of customer service used at Regions Hospital is Service Recovery, which is the act of turning an unmet patient / customer expectation into a positive experience. Service Recovery is about keeping patients / customers coming back even after a poor experience. When patients share a complaint, listen to the complaint, express thanks for pointing out this opportunity for improvement, apologize for their discontent, and involve the staff nurse. As a student or instructor, it is important to involve the staff nurse who is assigned to the patient so that he or she can work with the charge nurse or nurse manager to assist with the patient experience.

DIVERSITY, INCLUSION AND CULTURAL HUMILITY
- We want to ensure diversity and inclusion are integral to our organization and as a result we are viewed as an employer of choice.
- We recognize that a core organizational strength comes from the dedication, experience and diversity of our employees and believe that, given the opportunity, each employee can make a difference.
• We are committed to promoting and supporting an inclusive environment that provides all employees the chance to work to their full potential in the pursuit of improving the health and well-being of our members, patients, and the community.
• If you should come across a patient or visitor who appears to need a language interpreter, work with the staff nurse to schedule an interpreter to visit the unit. If Regions does not have an interpreter for that language or if the need for an interpreter occurs during a weekend or night shift, work with the patient’s nurse to provide access to an interpreter.

**PATIENT ID BANDS**

Patients may be wearing several ID bands during hospitalization. Here is a summary of the ID bands:

<table>
<thead>
<tr>
<th>COLOR</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>White, with patient information</td>
<td>ID Band</td>
</tr>
<tr>
<td>Green</td>
<td>Latex Allergy</td>
</tr>
<tr>
<td>Red</td>
<td>Allergy or No Known Drug Allergy, specifics indicated on band</td>
</tr>
<tr>
<td>Purple</td>
<td>DNAR: Do Not Attempt Resuscitation</td>
</tr>
<tr>
<td>Yellow</td>
<td>Falls Precaution</td>
</tr>
<tr>
<td>Pink</td>
<td>Restricted Limb</td>
</tr>
</tbody>
</table>

**INFECTION PREVENTION**

**STANDARD PRECAUTIONS**

Standard Precautions are the basic level of infection control that should be used in the care of all patients all of the time. Use standard precautions in the care of all patients to reduce the risk of transmission of microorganisms from recognized and unrecognized sources of infection. Standard Precautions applies to blood, all body fluids, secretions and excretions (except sweat) whether or not they contain visible blood, non-intact skin, and mucous membranes.

*Standard Precautions include:*

- Foam in and foam out with waterless hand cleanser before and after entering a patient’s room.
- Washing hands before and after patient contact and after removing gloves.
- Wearing gloves when hands are likely to be exposed to blood, body fluids, non-intact skin, mucous membranes, or contaminated articles. Change gloves between tasks on the same patient. Wear a fluid-resistant gown when clothing is likely to become exposed to blood or body fluids.
- Wearing a mask, eye protection or face shield to protect eyes, nose and mouth during activities that may result in splashing or spraying of blood or body fluids.
- Do not recap needles unless no other safe alternatives are possible. Dispose of sharps in appropriate containers.
Personal Protective Equipment
How to Don and Doff

<table>
<thead>
<tr>
<th>Put ON in this order:</th>
<th>Take OFF &amp; dispose in this order:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wash or foam hands</td>
<td>1. Gloves (if used)</td>
</tr>
<tr>
<td>2. Gown (if needed)</td>
<td>2. Eye cover (if used)</td>
</tr>
<tr>
<td>3. Mask (if needed)</td>
<td>3. Gown (if used)</td>
</tr>
<tr>
<td>4. Eye cover (if needed)</td>
<td>4. Mask (if used)</td>
</tr>
<tr>
<td>5. Gloves (if needed)</td>
<td>5. Wash or foam hands (even if gloves used)</td>
</tr>
</tbody>
</table>

HAND HYGIENE

- Hand hygiene is completed:
  - When hands are visibly dirty or contaminated
  - Before having direct contact with patients
  - Before an aseptic task
  - After contact with a patient’s intact skin
  - After body fluid exposure risk
  - When moving from a contaminated body site to a clean body site during patient care
  - After contact with patient’s surroundings
  - After removing gloves

- Handwashing instructions:
  - Wet hands and wrists with warm water.
  - Dispense soap preferably with foot control. No bar soap.
  - Lather hands and wrists well. Add water and rub hands together vigorously to form suds; work lather over hands (palms and back) wrists and between fingers. Repeat this with other hand. This should take 15-20 seconds.
  - Rinse hands thoroughly under running water. Avoid touching the sink.
  - Leaving water running, dry hands with paper toweling. Use towel to turn off faucet.
- Waterless hand cleanser can be used in place of sink-washing for hands that are not visibly soiled. This should take 15 seconds of rubbing the hands together.

TRANSMISSION BASED PRECAUTIONS

Regions Hospital uses a colored card category isolation system in addition to Standard Precautions. This means all staff should wear Personal Protective Equipment (PPE) and provide other barriers, as indicated, when anticipating contact with blood or body fluids. Signs are posted on the door or wall to indicate specific precautions when we know the patient has an
infection or communicable disease. Nursing students and instructors will not provide care to patients with Airborne Isolation or Airborne/Contact Isolation, as the masks used to care for these patients require annual fit testing with Employee Health. Ask a nurse if you have any questions. The Quick Reference Guide below is on every isolation cart for the West and Central sections and is in the cubby drawers in the South section.

<table>
<thead>
<tr>
<th>Isolation sign</th>
<th>Common infections requiring isolation</th>
<th>Room requirement*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact</strong></td>
<td>• MRSA, VRE, ESBL, CRE, other antibiotic-resistant organisms</td>
<td>Regular private room</td>
</tr>
<tr>
<td></td>
<td>• RSV</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scabies, Lice</td>
<td></td>
</tr>
<tr>
<td><strong>Enteric</strong>**</td>
<td>• Clostridium difficile (C. diff)</td>
<td>Regular private room</td>
</tr>
<tr>
<td></td>
<td>• Norovirus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Gastroenteritis in incontinent/diapered persons</td>
<td></td>
</tr>
<tr>
<td><strong>Airborne</strong></td>
<td>• Tuberculosis: Pulmonary or Extrapulmonary if drain present or draining lesion</td>
<td>Airborne isolation room (Negative pressure)</td>
</tr>
<tr>
<td></td>
<td>• Measles (Rubella)</td>
<td></td>
</tr>
<tr>
<td>VISITORS: See information on back of sign.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If patient also has infection requiring CONTACT or ENTERIC isolation, post that sign on door in addition to AIRBORNE sign</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Droplet</strong></td>
<td>• Influenza, Pertussis, Mumps</td>
<td>Regular private room</td>
</tr>
<tr>
<td></td>
<td>• CSF or bloodstream infection caused by Neisseria meningitidis or Haemophilus influenzae</td>
<td></td>
</tr>
<tr>
<td><strong>Airborne and Contact</strong></td>
<td>• Chickenpox / disseminated herpes zoster</td>
<td>Airborne isolation room (Negative pressure)</td>
</tr>
<tr>
<td></td>
<td>• Localized herpes zoster (shingles) in immune-compromised host</td>
<td></td>
</tr>
<tr>
<td>VISITORS: See information on back of sign.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON- IMMUNE STAFF, SHOULD NOT ENTER ROOM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If non-immune staff must enter room, N95 or PAPR required. DO NOT USE THIS SIGN FOR KNOWN/SUSPECT TB or Measles (Rubella)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Neutropenic</strong></td>
<td>• Oncology determines and orders as appropriate</td>
<td>Regular private room</td>
</tr>
<tr>
<td><strong>Advanced Burn</strong></td>
<td>• Additional prevention practice for patients deemed to be high risk by burn unit attending</td>
<td>Regular private room</td>
</tr>
</tbody>
</table>

*Private room required for isolation unless unavailable and patient meets cohorting criteria. Contact Infection Prevention to discuss cohorting.

**When patients have an infection listed here plus MRSA, VRE, ESBL or CRE, only post the Enteric Isolation sign.*
BLOOD AND BODY FLUID EXPOSURE

Each institution is responsible to have procedures clearly outlined for the care of any student who experiences a blood and body fluid exposure while at Regions Hospital. All students and instructors must be aware of his/her institution’s procedures, whether the student is with an instructor or is doing his/her preceptorship. Students are triaged in the Emergency Department for care/treatment. Institutions and students should have a clear understanding of that care. Employee Health and Wellness will provide the necessary information to the designated follow up care provider upon request.

In the event of a blood or body fluid exposure, follow the steps below:

- Immediately care for the exposure site.
- Notify nursing instructor and charge nurse.
- Obtain a Blood and Body Fluid Exposure Packet (Red Packet). Red Packets are available in every department and are also available in the Emergency Department or Employee Health and Wellness.
- Go to the Emergency Department for care/treatment.
MENTAL HEALTH EXPECTATIONS OF NURSING STUDENTS AND INSTRUCTORS

PATIENT DOCUMENTATION IN MENTAL HEALTH

- Students may NOT document in Epic, only the instructor or nurse working with the student.
  - To gain documentation experience, we suggest that students write what they “would” document in Epic on a piece of paper and discuss it with their instructor and/or nurse preceptor.
- Group clinical students will not be granted access to the electronic health record, senior nursing students doing a preceptorship will be granted access to the electronic health record.
- Clinical nursing students can continue to review patient information in Epic with the primary nurse, but may not complete any written documentation.

PASSING MEDICATIONS ON MENTAL HEALTH FLOORS

- Clinical students may NOT pass medications directly to patients on any of our mental health floors; however, they are expected to observe their nurse preceptor when they are passing medications.

BADGE ACCESS TO MENTAL HEALTH FLOORS

- Clinical students and instructors will not be granted badge access to secure Mental Health areas. Students and faculty will need to buzz the nursing station to enter and exit the Mental Health units.
STUDENT RESOURCES

PATIENT CARE DELIVERY PRACTICES

- As an instructor or student nurse, all policies and procedures of the Department of Nursing related to patient care must be followed. The responsibility of patient care remains that of the Regions Hospital staff and nursing department staff.

REGIONS NURSING STAFF MEMBERS

- The staff nurse assigned to a patient, who also has a student nurse, has primary responsibility for that patient’s care. The staff nurse is responsible for monitoring that the administration of medications, treatments, and cares are timely; assessing the patient care that is delivered by the student; reviewing / verifying patient charting; co-signing the student’s documentation; and being available for student nurses’ questions.

INSTRUCTORS AND CLINICAL ROTATION STUDENTS

- Prior to the nursing clinical experience the nursing instructor will contact the nursing unit Nurse Manager to introduce self and discuss expectations. The nursing instructor will provide the nursing unit with a pager number and / or cell phone number where she / he can be reached during clinical times. During clinical time the instructor must be available on the assigned nursing units. This includes during preparation, administration and documentation of medications, patient care activities and Epic documentation. The students will have the instructor pager / contact number as well. Staff nurses may provide supervision as clearly negotiated between the staff and instructor.
- Clinical Nursing Students may NOT be on patient floors without an instructor present on campus (e.g., job shadows or observations).
- The nursing instructor will use the Regions Electronic Health Record (Epic) to chart medications administered by students and retrieve data including lab results, ancillary results, and medications administered. The instructor will co-sign the appropriate charting document for the procedures or treatments they have supervised.
- A student in a clinical rotation with an on-site instructor will administer nursing cares and treatments in a timely manner, as allowed per hospital and school policies, and chart on the appropriate medical record. All patient progress notes will be reviewed and co-signed by a staff nurse. Any changes in a patient’s condition will be reported to a staff nurse, and report will be given to a staff nurse prior to breaks and departure from the unit. The clinical rotation student will have assistance and immediate supervision from his / her instructor for medication preparation, administration, and as needed for other treatments.
  - Clinical rotation nursing students may NOT be on any patient floor without the instructor present on campus, e.g., job shadows or observations.
• Epic codes for CLINICAL ROTATIONS will be picked up by the nursing instructor, not the student, on the first day of clinical rotations in the Security Office on the first floor of the hospital.

• Clinical rotation nursing students are NOT allowed on any of the following units: Emergency Department, Surgical Services, Burn, MICU, CICU, NCCU, or SICU unless pre-approved and arranged with the Director of Nursing for the service and the Director of Nursing Practice, Education, and Research.

• Clinical students do NOT have access to Pyxis.

• Clinical students do NOT have access to view the MAR but are not allowed to document in the MAR.

• At Regions Hospital every patient has an interdisciplinary plan of care which is Regions’ Clinical Practice Model (CPM) of Care. Each patient will have an Interdisciplinary Plan of Care implemented on admission. The plan of care will be updated every 8 hour shifts by nursing and the other disciplines caring for the patient. Nursing students are expected to review the plan of care for their patient(s). Nursing students can document against the plan of care but cannot initiate or discontinue a plan of care. Any questions around the plan of care should be addressed with the patient’s nurse.

• Nursing students cannot start IVs.

• Nursing students cannot place indwelling urinary catheters.

• Clinical students must read the Nursing Student and Instructor Manual and review the required policies.

SENIOR PRECEPTING (CAPSTONE) STUDENTS

• Individual nursing student preceptorships are provided by Regions Hospital to senior nursing students.

• Nursing schools and their faculty coordinators request individual preceptorships for the students.
  o Preceptor requests will NOT be accepted by individual nursing students.
  o Many nursing students are employees of Regions Hospital. All clinical experiences are coordinated by the school and the Department of Nursing Practice, Education and Research and The Clinical Coordination Partnership (TCCP).

• Specific unit requests may be requested, however may not always be possible; therefore students will be assigned to nursing units depending on the unit and nursing availability.

• Students are expected to work the preceptor’s assigned shift. This includes nights and weekends.

• Students are expected to complete the preceptorship in a timely manner with no extended time off.

• Prior to the individual student preceptorship, the nursing student will contact the assigned nurse preceptor to arrange start date and verify shifts.

• Prior to the preceptor start day, it is the students’ responsibility to go to the Regions Hospital parking office and obtain a student ID badge and parking access. Parking hours are 0700 – 1630 (more details in the following section).
• Any school requirement for the preceptor will be given to the preceptor prior to the start of the preceptorship. The nursing student will bring the preceptor all required paperwork on the first day of the preceptorship.

• Students are expected to come prepared for their shift. Nursing students will wear their school uniform and NO open-toed shoes, e.g., sandals or Crocs with holes in them.

• Students will wear two name badges: 1) School name badge, 2) Regions Hospital student ID badge. Badges must be worn near the collar (NOT near waist and NO lanyards).

• Direct supervision of a precepted student is provided by the precepting staff nurse. The student will administer nursing cares and treatments in a timely manner, as allowed per hospital and school policies.

• All nursing student documentation will be reviewed and co-signed by a staff nurse.

• The precepting student may administer medications ONLY with their precepting nurse present. NO EXCEPTIONS.

• Senior precepting students do NOT have access to Pyxis.

• Senior precepting students have access to view the MAR but are not allowed to document in the MAR.

• At Regions Hospital every patient has an interdisciplinary plan of care which is Regions’ Clinical Practice Model (CPM) of Care. Each patient will have an Interdisciplinary plan of care implemented on admission. The plan of care will be updated every 8 hour shifts by nursing and the other disciplines caring for the patient. Nursing students are expected to review the plan of care for their patient(s). Nursing students can document against the plan of care but cannot initiated or discontinue a plan of care. Any questions around the plan of care should be addressed with the patient’s nurse.

• Nursing students cannot start IVs.

• Nursing students cannot place indwelling urinary catheters.

• Any issues that arise with the nursing student will be discussed with the student’s nursing instructor and appropriate follow-up will take place.

• Senior precepting students must read the Nursing Student and Instructor Manual and the required policies.

**SENIOR PROJECTS OR RESEARCH PAPERS**

• Any senior preceptorship that also includes a senior project or research paper by the senior precepting nursing student must comply with the following expectations:
  - Nursing students may only provide education or research information to nursing staff in collaboration and consultation with the nurse manager of the assigned unit and the Director of Practice, Education and Research.
  - Nursing students must consult with the Decentralized Nurse Educator (DNE) and the Staff Development Specialist (SDS) of the unit prior to completing any senior projects.
MEDICATION ADMINISTRATION / PYXIS

- Instructors will complete a form to receive Pyxis access, and will complete the Pyxis online education module.
- The precepting student may administer medications ONLY with their precepting RN present.
- The clinical rotation student may only administer medications with their instructor’s immediate supervision.
- The clinical rotation student may not administer IV push medications, but may administer IV saline flushes in the presence of the instructor or Regions nurse preceptor.
- Senior nursing students may administer IV push medications in the presence of the Regions nurse preceptor.
- Nursing students do NOT have access to the Pyxis machine – NO EXCEPTIONS.
- Each school year, Regions Hospital Department of Practice, Education and Research will update the returning instructors’ access to the system. If you have questions concerning the use of Pyxis, please contact Pharmacy.
- Nursing students have access to view the MAR but are not allowed to document in the MAR.

EPIC CODES, COMPUTER ACCESS, TAP and GO

- All students and instructors will receive access to the Epic documentation system (aside from Mental Health rotations).
  - Nursing student access is extremely limited.
- Instructors are required to completely fill out the Epic request form for their students a minimum of 14 days prior to the start of clinical rotations or preceptorships.
- You must indicate on the Epic request form if the student has ever:
  - Been an employee of Regions Hospital OR any other HealthPartners facility.
  - Been a student of Regions Hospital OR any other HealthPartners facility.
  - Been a nursing assistant for any other facility (including non-HealthPartners’ facilities such as home care, long term care or nursing homes).
  - All information must be completed on the form in order to process it.
- Students and instructors are required to read the nursing student Epic Quick Start Guide prior to arriving at Regions Hospital.
  - Currently there is no electronic tutorial.
- Epic codes for CLINICAL ROTATIONS will be picked up by the nursing instructor, not the student, on the first day of clinical rotations in the Security Office on the first floor of the hospital. Epic codes for SENIOR PRECEPTORSHIPS / CAPSTONES will be picked up by the precepting student on their first day in the Security Office on the first floor of the hospital.
• **Nursing staff does not have access to Epic codes.**
• Nursing students do not have access to “Tap and Go”, although Nursing Instructors may request access.

**USING THE EPIC TRAINING ROOM #1 / COMPUTER ROOM**

• The Epic computer room is available for nursing instructors and clinical students, *typically* Monday through Thursday from January through June from 5:00 p.m. – 8:30 p.m.
  - Nursing Instructors are notified at the beginning of each semester of the “exceptions” to the rule (e.g., the specific days it is NOT available and the specific days it is not available until a later time).
• Due to security concerns (the amount of equipment in the room and the isolated location), the Epic training room is locked at all times. Instructions for using the room:
  - To use the room, you must go to the Security Office (on the same floor), room 1381 and request that a security officer open the room for you. **Do not knock on the door next to the room and ask someone to open it for you. You must have the Security Office open it for you. No exceptions!**
  - When you leave, please close the door and turn off of the lights.
  - Even if it is between the hours of 5:00 p.m. – 8:30 p.m., and you are the last group to leave, you **MUST** close the door and turn off the lights.
  - When you are using the training room, you may prop the door open to circulate some air, but you **MUST** close it when you leave.
• Please keep the computer room clean. Remind all students to throw their trash in the garbage cans.
• The Epic room is **ONLY** available at the above times, e.g., it cannot be used until the designated time, so please inform your students they may not go into the computer room early. If your students arrive early, instruct them to wait elsewhere, such as the North Lobby.
• If you would like to book the room at any other time, please contact Beth Dewyre. Let her know you are a nursing instructor that would like to book the room at a different time for your students: elizabeth.g.dewyre@healthpartners.com and by calling her at 651-254-3273.
• If you wish to book any other conference room or the computer rooms in the West Building, please contact Yumi Iwasaki at 651-254-3330.
• The above rules and procedures must be followed. If they are not, privileges to use this room will be revoked for nursing students. No exceptions.

**PARKING ACCESS AND PHOTO IDENTIFICATION BADGES**

• At this time, parking on campus is extremely limited. Currently, parking for students on campus cannot be confirmed. If we determine we are able to provide access to on-campus parking, we will send the Parking Access Form electronically at that time.
• Student photo ID badges are obtained from the Parking Office on the 2nd floor of the hospital. Badges are to be worn at all times.
• The parking office hours are 7:00 a.m. – 4:30 p.m.
• Photo ID badge form MUST be completed prior to going to the Parking Office.
• It is the responsibility of the nursing student to obtain a photo ID badge PRIOR to the start of their experience at Regions Hospital.
• Please call the Parking Office with any questions at 651-254-6967.

Note for Nursing Instructors:
• As you come to Regions Hospital each day of your clinical rotation, you may park in the West Ramp.
• Go to the parking office each day to buy a $5.00 parking sticker.

ILLNESS / ABSENCE / INJURY

• Clinical students will notify their instructor when unable to attend the clinical day.
• Senior precepting students calling in ill for a scheduled shift need to call their assigned unit. A message from the nursing student can be given to the Health Unit Coordinator. Any missed time needs to be made up according to individual nursing school policies.
• Students or instructors who are injured or become ill while involved in clinical placements will report the illness and injury to Regions in accordance with Regions policies (SF: 05 Employee Injury Incident Reporting; RH-SP-EHW-1:14 Blood and Body Fluid Exposure).
• Neither students nor instructors are employees of Regions and any health care costs incurred by the student as a result of an injury or illness during or arising from the clinical placement are the student’s responsibility.

REASONS FOR STUDENT OR INSTRUCTOR EXPULSION

Per the contract agreement between the student’s academic institution and Regions Hospital, Regions Hospital, at its sole option, may immediately terminate the student’s participation in the Clinical or Preceptorship Placement at its facility if:

• A student engages in unprofessional conduct or inappropriate behavior.
• A student fails to comply with the instructions given by Regions Hospital Personnel concerning patient care as explained in the above section “Patient Care Delivery Practices”.
• A student fails to comply with ANY of Regions Hospital’s policies.

RESOURCES

MEDICAL LIBRARY

• The Regions Hospital Medical Library, as part of the HealthPartners Institute for Education and Research provides access to information through electronic and print resources for Regions Hospital and HealthPartners physicians, residents, medical students, nurses and other allied health professionals.
• It is staffed by professional librarians who are available to assist you with your research and clinical questions.
• The Medical Library is open to the public from 8:00 a.m. to 4:30 p.m. Monday through Friday with badge access after-hours.

**GIFT SHOP**

• The Bright Corner Gift Shop is located on the second (main) floor in the South section near the South section elevators.
• They carry a broad selection of unique retail gift items and snacks. They also sell fresh flowers, postage stamps, discounted tickets to Valley Fair, and low cost film processing.
• Gift shop profits are donated to pay hospital bills of uninsured and underinsured patients.

**Regions Hospital Café 640**

• Located on the 2nd floor of the hospital, Central Section.
• It is open to visitors and staff for breakfast, lunch and dinner, seven days a week.
• Items available include hot entrees, deli sandwiches, salad bar, desserts, hot and cold beverages and snacks.
• Weekdays: Open 6:30 a.m. – 6:30 p.m.
  o Hot Breakfast 7:00 a.m. – 9:30 a.m.
  o Lunch 11:00 a.m. – 1:30 p.m.
  o Dinner 4:30 p.m. – 6:30 p.m.
• Weekends & holidays
  o Breakfast 7:00 a.m. – 9:00 a.m.
  o Lunch 11:00 a.m. – 1:00 p.m.

**OVERLOOK CAFÉ AND DELI**

• The Overlook Coffee and Deli is located on 2nd floor of the main building adjacent to the Atrium.
• Peet’s coffee, gourmet espresso drinks, and blended iced beverages.
• A deli that specializes in hand crafted paninis, soups, and salads.
• Freshly baked cookies, and a wide range of desserts and pastries.
• Hours are 6:30am to 9:00pm daily, serving breakfast from 7:00 a.m. to 10:00 a.m.

**NURSING CARE TEAM**

• The nursing care team consists of Registered Nurses (RNs), Patient Care Assistants (PCAs) or Nursing Assistants (NAs) or Emergency Room Technicians or Mental Health Associates (MHAs), and Health Unit Coordinators (HUCs) or Emergency Room Clerks.
• Below are listed the uniform requirements for members of the nursing care team:
  o RN (inpatient and Mental Health) = Navy Blue scrubs
  o Emergency Department RNs = Royal Blue Scrubs
PCA / NA = Dark Green / Forest / Hunter Scrubs
ERTs/MHAs = Maroon Scrubs
HUCs = Hospital-issued Purple / Eggplant shirts with Black pants or skirts
Nursing Students = School Uniform

- Other members of the health care team consist of Social Workers, Dieticians, Physicians / Residents / Medical Students, Case Managers, Respiratory Therapists, and Physical / Occupational Therapists.

A CAREER AT REGIONS

- Your clinical experience could be a stepping stone into a full time career at Regions Hospital. If you are interested in employment at Regions Hospital, contact the Human Resource representative:
  - Human Resources, Recruiting Department, 651-254-3284.
- You can also access job postings online at www.regionshospital.com. Applications are available on the website or in the Human Resource office.
REQUIRED POLICIES FOR NURSING INSTRUCTORS AND STUDENTS

REQUIREMENTS

- By signing the “Nursing Student Verification of Forms Completion” of this manual, you are stating that you have read and will abide by the policies of Regions Hospital.
- *Failure to comply with ALL policies (not just those listed) will result in immediate removal from Regions Hospital and privileges between your organization and Regions Hospital may be severed.*

REGIONS HOSPITAL POLICY MANUAL

All of Regions Hospital’s policies are accessible via the intranet site, myPartner. The policy manual is located on a site called Compliance 360. From the myPartner home page, click on the Tools and Services tab and click on the Policies, Manuals, & Guidelines. This will allow you to click on the Policy Manual Resource Directory; scroll to the Regions Hospital section to access policies.

LIST OF REQUIRED POLICIES

- HIPAA: HR-60:10:30
- Unsafe and Safe Abbreviation List: PC-05-05
  - *Attachment A: Symbol Definition*
  - *Attachment B: Epic Abbreviations*
  - *Attachment C: Machine Settings*
- Patient Care Planning and Interprofessional Documentation: PC-04-08
- Professional Appearance: HR-60-10-04
- Handwashing, Hand Hygiene and Hand Care: RH-SP-IC 30:10
- Isolation: RH-SP-IC 40:05
- Patient’s Rights and Responsibilities: PC-10-01
- Professional Boundaries: HR-60-10-28
- Non-Violent Restraints : PC-12-30
- Environmental Safety: PC-12-05
- Student Nurses Providing Patient Care: NS-01-20 **Recently updated**

FLU SHOT REQUIREMENT

- All nursing students that attend Regions Hospital are required to receive the flu shot PRIOR to coming to Regions Hospital.
- Nursing student compliance is tracked and verified on the “Student / Instructor Verification of Forms Completion and Understanding” *and also* the flu shot spreadsheet form that is sent to the Employee Health and Wellness Office.
If a student has an allergy to the flu shot they must sign the exemption line on the form and state the known allergy.
If a student has a medical contraindication for a flu vaccination and if Regions has initiated the requirement of wearing a mask during widespread flu periods, students must comply and wear a mask, following all the same guidelines as employees

- 100% compliance is required.

**FLU SHOT DOCUMENTATION PROCESS FOR INSTRUCTORS / COORDINATORS WITH STUDENTS AT REGIONS HOSPITAL BETWEEN OCTOBER 1, 2016 AND MARCH 31, 2017:**

- Fill out the Excel form completely, for every nursing student at Regions Hospital from October 1, 2016 – March 31, 2017 (this is sent in a separate email)
- Do **NOT** send individual forms for each student from your institution. ONE spreadsheet for ALL students in a semester
- DEADLINE FOR FALL / WINTER SEMESTER STUDENTS (August – December): Spreadsheet must be completed and sent electronically, no later than October 15
- DEADLINE FOR WINTER / SPRING STUDENTS (January - May): Spreadsheet must be completed and sent electronically, no later than February 15
- Please email the electronic form to RegionsEmployeeHealthWellness@healthpartners.com
- 100% COMPLIANCE IS REQUIRED BY REGIONS HOSPITAL AND CMS
- IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MICHELE ISLAND AT 651.254.3534 (Manager of Employee Health and Wellness)
- **Regions Hospital does not provide the flu shot to nursing students. They must receive it elsewhere**