Mayo Clinic Affiliated Program Faculty Guidelines

Mayo Clinic is dedicated to meeting the needs of our patients by providing exceptional care to every patient, every day. Our growing health care system provides the region with quality health care backed by a team of highly-trained medical specialists, close to home.
Welcome

Welcome to the Mayo Clinic. We are exceptionally proud of the quality of nursing care that is provided at our institution. Mayo Clinic is a not-for-profit health care organization providing chronic, urgent, and preventive services. Mayo Clinic is dedicated to meeting the needs of our patients by providing exceptional care to every patient, every day. Our growing health care system provides the region with quality health care backed by a team of highly-trained medical specialists, close to home.

Manual Purpose

The information in this manual is designed to help provide guidance for Mayo Clinic Department of Nursing policies, procedures, standards, routines, and resources. In addition, this guideline clarifies expectations of clinical experiences to enhance patient safety and ensure a positive experience for all involved.

Mayo Mission and Vision Statement

Primary Value
The needs of the patient come first.

Mission
To inspire hope and contribute to health and well-being by providing the best care to every patient through integrated clinical practice, education, and research.

Vision
Mayo Clinic will provide an unparalleled experience as the most trusted partner for health care.

To accomplish this, Mayo Clinic will link the expertise in practice, education and research with the health-delivery systems of our communities. We will combine the finest Mayo Clinic care for complex, serious illnesses with the finest community care. Ours will become a model for the high quality, innovative and cost-effective approach to the full spectrum of health improvement and patient care.
Mayo Clinic Values

The needs of the patient come first

- **Respect**: Treat everyone in our diverse community including patients, their families and colleagues with dignity.

- **Integrity**: Adhere to the highest standards of professionalism, ethics and personal responsibility, worthy of the trust our patients place in us.

- **Compassion**: Provide the best care, treating patients and family members with sensitivity and empathy.

- **Healing**: Inspire hope and nurture the well-being of the whole person, respecting physical, emotional and spiritual needs.

- **Teamwork**: Value the contributions of all, blending the skills of individual staff members in unsurpassed collaboration.

- **Innovation**: Infuse and energize the organization, enhancing the lives of those we serve, through the creative ideas and unique talents of each employee.

- **Excellence**: Deliver the best outcomes and highest quality service through the dedicated effort of every team member.

- **Stewardship**: Sustain and re-invest in our mission and extended communities by wisely managing our human, natural and material resources.
Mayo Clinic Nursing Professional Practice Model

The Mayo Nursing Care Model is a relationship-based care model which is supported by an evidence-based approach to care. It is enabled by the seven nursing roles and based upon the foundation of the four Mayo Nursing Core Values.

**Relationship-Based Care:**

- Ties the caregiver to the patient resulting in dedicated, personalized care
- Based in the science and art of nursing
- Places the person who knows what to do at the point of care
- Promotes continuous learning and practicing from evidence-based investigation

---

**Designated Clinical Encounter Definitions**

1. **Group Clinicals**: The clinical faculty is on campus at all times. The clinical faculty, student, and staff work collaboratively to ensure patient safety and create an optimal learning environment. It is expected that faculty regularly visit their students and guide their learning. Please ensure that you are abiding to your state BON and/or accreditation requirements for ratio of faculty to students. Experiences are arranged through TCCP.

2. **Preceptorships/Syntheses/Capstone Experiences** is intensive, culminating experiences occurring in the last semester of a student’s degree program. The student works one-on-one
with an assigned preceptor. Clinical faculty are not present during this experience, but can be reached via phone. These experiences range from 60-120 hours per student. (See Mayo Clinic Guidelines for Pre-Licensure Nursing Student Preceptorships below)

3. **Observational Experiences** provide students the opportunity to observe and interact with patients at the guidance of their staff preceptor. Students do not perform hands-on skills that require licensure. Clinical faculty may not be present during this experience, but can be reached via phone.

**Mayo Clinic Guidelines for Pre-licensure Nursing Student Preceptorships**
- Maximum of 120 hours/student
- Maximum average of 24 hours/week (for example, at least a 5 week span for a 120 hour experience). This is the required average – students and preceptors can arrange if they want more hours some weeks and less other weeks.
- Students must have at least one year of faculty-supervised clinical experience prior to starting the preceptorship, and be in the senior year, or final semester of the nursing program. In addition, for Mayo Clinic Rochester preceptorships, students must have had at least one semester of clinicals at a Rochester site.
- One preceptorship experience/student at Mayo Clinic
- One preceptor assigned per student (unit leadership has the option to provide more than one if they determine it is needed)
- Student must follow the preceptor’s work schedule
- School will provide a designated faculty member and contact information for each student
- Preceptorship students require the same onboarding requirements as other nursing students at their assigned Mayo Clinic site

**Mayo Clinic Guidelines for Medical Assistant Student Preceptorships**

Medical Assistant students are able to complete up to 240 hours during their preceptorship.

**Responsibilities: Coordinators/Program Directors/ Chairs and Faculty**

The following information is intended to guide you through the process of performing clinical practicums at Mayo Clinic.

**Master Calendar:** Please submit requests to TCCP for clinical sites by the established deadlines. Clinical facilities are best utilized when assignments for student experiences are balanced between shifts, days of the week, and seasons of the year. Schools are asked to consider this when planning and scheduling for the upcoming school year.

**Verification of Student/Faculty Compliance for the Required Training:** Submit verification of student and faculty compliance for the yearly required training to the Education Coordinator by the established deadline by confirming the following:
- All have reviewed the Faculty and Nursing Student Orientation Packet
All have reviewed and signed the Mayo Confidentiality, Electronic Security Authorization Agreement, and HIPAA information forms.

All meet the immunization, health, and medical insurance, and state and national background check requirements outlined in the master clinical agreement.

Schools are responsible for collecting and maintaining required forms in the students’ and faculty files which may be audited by Mayo Clinic.

Failure to present appropriate documentation of students and/or faculty compliance records may result in termination of contractual clinical agreements.

**Student List:** Please submit a complete listing of students for each rotation—[form is located on TCCP](#).

**Faculty List:** Schools are asked to provide Mayo Clinic with the name, employee status (Mayo or non-Mayo), Mayo MR#, RN license number and expiration date, pager #, best contact telephone number, and email address for each faculty in the clinical environment by the established deadlines. New faculty need to submit the Faculty Information Form to Mayo Clinic to obtain required access.

**Rochester students only:** On-line Application: New students including Mayo employees are required to complete Mayo School of Health Sciences’ on-line application. It is very important not to skip any fields that are required or it may delay the process of the application. Application instructions are posted on TCCP

### Responsibilities: Faculty

1. All nursing school faculty are expected to be competent and knowledgeable about the units they work with and use for student placement. Faculty who supervise students in the clinical environments are expected to have current and sufficient knowledge regarding facility policies, nursing practice for the patient population on the assigned unit, and nurse manager unit expectations. Instructors who are new to teaching on a unit are required to complete an 8-hour shadow on the unit prior to teaching on the unit (see goals below).

2. There is Faculty Orientation sessions scheduled each year in August and, as needed, December or January. New clinical instructors are required to attend the full faculty development and orientation portions of the sessions. Experienced faculty only attend designated portions of the orientation.

3. New Faculty: Suggested goals of 8-hour orientation on nursing care unit:
   a. Meet nursing personnel, leaders, and providers Orientate to environment and location of supplies
   b. Partner with charge nurse to identify assignment process
   c. Unit routines such as report times, daily patient care routines, etc.
   d. Medication Administration/Pyxis
   e. IV Pump review along with other frequently used equipment on unit
   f. Review patient populations and specific cares provided
Before Clinical
1. Faculty will orient or arrange for orientation of students prior to bringing students to a patient care unit. Infection control, safety, security, confidentiality, emergency preparedness, electronic charting and dress code issues will be included.

During Clinical
1. Faculty are responsible for the direct supervision of student clinical experiences including, but not limited to performance of nursing skills, administration of medications, and electronic documentation activities. Faculty will orient, or arrange for orientation, of students to the clinical environment. In addition, student competency assessment is the ultimate responsibility of the clinical instructor or precepting staff nurse. Assessment and reassessment of student competencies occurs on a continuous basis and is inherent in the student clinical experience.
2. Reinforce Student Parking requirements.
3. Clinical instructors must be on-site for the entire clinical experience period/shift for Group Clinical Experiences.
4. Faculty should be present on the unit prior to the start of clinical to make student assignments. Consultation with the charge nurse or patient care supervisors for the appropriateness of the patients for student assignment is recommended.
5. Use Student Nurse Assignment Form on TCCP and post in visible location. Ensure Student Assignment Grid is Posted within Patient Care Unit (If possible, please try to print on colored paper so that it stands out from all other documents).
6. Please make certain your students wear uniforms as designated by the respective school. Lab coats and nametags are required over street clothing if students are in the clinical setting for data collection purposes. It is highly recommended that clinical faculty wear a white labcoat to be easily identifiable on the unit. Attire is to reflect the standards within the Mayo Clinic for professional roles. Please review the Mayo Dress and Decorum guidelines with your students.
7. If students will be absent from an assigned clinical experience, the nurse manager or designee should be notified by the instructor as far in advance of the assignment as possible.
8. Information regarding unit relocation, renovation, or closure will be communicated to faculty as soon as it becomes available. Arrangements for reassignments will be made as needed.
9. Provide a brief overview during the unit huddle prior to each shift. This should include the academic focus for the student’s clinical experience for the day. This should include time on the unit and departing time.
10. Students will participate in bedside report when arriving on the unit and will give report to the appropriate staff nurse when the clinical experience ends.
11. If there is a low census on any day of student clinicals, please have alternative learning experiences in place. Do not call other departments directly to seek out alternative experiences unless previously arranged by the Academic Coordinator.
12. When an onsite clinical faculty is absent, the school is to notify the Academic Coordinator of the assigned unit and provide a qualified replacement. Qualified replacements are those individuals that meet all the requirements listed within this document. Alternatively, the
clinical may be canceled for that day. If so, the clinical instructor must notify the site contact.

Responsibilities: Mayo Clinic Staff

1. Patients and Mayo staff reserves the right to exclude a patient for a student clinical experience or observation.
2. The Mayo staff maintains responsibility and accountability for patient care. Students should communicate with the staff as appropriate about their assigned patients throughout the day, before any breaks, at completion of their shift and whenever the patient’s condition changes. In addition, the staff is expected to communicate with the student and faculty regarding any changes in orders and patient status.
3. The staff is not responsible for the educational guidance of the student; however, they may assist the clinical faculty with teaching components if previously approved or arranged.
4. The staff will commit to having first party communication with students and/or clinical faculty when concerns are present.
5. The staff will bring unresolved and/or immediate safety issues to the attention of leadership.

Medication Administration

1. All inpatient medication administration is done with barcode scanning technology.
2. During medication administration times students should be logging into the barcode scanning technology with their own LAN ID and password.
3. All ambulatory medication administration is done with documenting in the EMR Medication List.
4. Pyxis access is required for all Clinical Nursing Faculty, as students are not permitted access.
The Nursing Faculty must obtain all medications from the PYXIS.

Pyxis Training:

i. Access online Training: [https://clp.carefusion.com/clp/](https://clp.carefusion.com/clp/)
ii. Please click on New User Registration and enter the appropriate information to create an account.
iii. Once in the system, please look for the following class: CLP1107 - Pyxis® MedStation ES Station Tutorial for Nursing and Pharmacy
iv. Click on Begin Training to launch the course.
v. Complete all sections of the training. Taking the quiz is not required but is recommended.

Safety Report ~ SWMN Sites only

In the event a student and/or clinical instructor is outlined in a safety event a **Performance Improvement Letter** will be submitted to school lead/instructor/student to review and return to MCHS to be placed with the Safety Report.

Student/Instructor Injury/Accident

1. In the event a student’s/faculty gets injured during the clinical experience, complete a safety report for a patient and visitor. Rochester sites: security personnel should be contacted to complete an incident report.
2. An employee Incident Form should never be used for students.
3. Students should be offered and provided medical care if needed, either through Occupational Health or the Emergency Department. Students will be responsible for any costs incurred.

Flu Policy

Students and faculty with influenza or influenza-like illness should not return to the clinical environment until they have been afebrile for 24 hours, without the use of fever reducing medications. A mask should be worn when providing direct patient care for seven days from onset of symptoms or until the cough has resolved, whichever comes first. Students and faculty should not provide direct patient care for bone marrow/stem cell transplant patients requiring a protective environment for seven days from onset of symptoms. A healthcare provider should be seen as needed.

Impaired/Intoxicated Student

In the event a clinical student appears impaired or under the influence, the clinical faculty/preceptor/charge RN should immediately suspend the clinical experience. The clinical faculty, if not on site, should be notified and asked to come to the site immediately. The student may not complete the remainder of the clinical experience until the school has
completed their own investigation and cleared the student of any health issues that may have contributed to the situation.

**Smoking**

1. Smoking is not allowed anywhere in the hospital or on hospital grounds. This includes smoking in your car while parked in the parking lot.
2. Clothing Odor: Students will be asked to leave clinical experience.

**Social Networking**

1. Students must be extremely careful what they post on social networking sites. Students should NEVER post any information regarding their clinical experience.
2. **Students need to remember to treat all social networking sites as public domain.**
   a. DO NOT discuss patient information
   b. DO NOT take or post any pictures of patients or patient care areas
   c. DO NOT discuss patient cases with classmates
   d. DO NOT badmouth classmates
   e. DO NOT badmouth healthcare facilities or employees
3. If you see a posting of unacceptable information on a social networking site by a student, please print a copy of the posting and send to Mayo Clinic Integrity and Compliance Office.

**Cell Phones/Electronic Devices**

1. Electronic devices may only be carried by faculty.

**Student/Clinical Faculty Dismissal and Conflict Resolution**

1. Clinical faculty and leadership are strongly encouraged to meet throughout the clinical experiences to discuss problems, suggest changes for improvement, etc. regarding a student’s clinical experience.
2. When a student or clinical faculty is experiencing performance problems and/or not showing improvement, as evidenced by failure to complete designated improvement activities, they shall be prohibited from participating in the clinical experience.
3. Mayo Clinic personnel may require that the student and/or onsite clinical faculty leave the room/unit/site by being escorted by security.
4. Students and clinical faculty may also be prohibited from participating in the clinical experience in cases where the student’s or clinical instructor’s personal characteristics prevent desirable relationships with Mayo Clinic where the student’s or clinical faculty’s health status is a detriment to the student’s or clinical instructor’s successful completion of the clinical experience or to other persons at Mayo Clinic.
5. The school shall process any complaints by Mayo Clinic against any student or clinical instructor in accordance with its academic policies.

**Nursing Student May Not Perform List**

This list pertains to nursing students participating in clinicals at Mayo Clinic and includes students in traditional clinical, capstones/preceptorships and Dedicated Education Units (DEUs). There are separate guidelines provided for Summer IIIIs, Nurse Technicians, and Nurse Interns; therefore, this list does not apply to those groups.

Students may perform skills/procedures for which they have received academic preparation and have been deemed clinically competent as designated by their clinical instructor, preceptor, and/or Clinical Nurse Teacher (CNT). The nurse preceptor, CNT, staff nurse, or nursing instructor must be present throughout the entire medication administration process for every medication the student administers.

- Please note, this is not an exhaustive list, there may be other skills that the student should not perform at the discretion of the preceptor, CNT, staff nurse, or instructor. They should not perform any skill that requires specialty training and/or certification of nurses.
- The student can observe these skills being performed unless there are extenuating circumstances, such as patient/family refusal, infection control issues, or too many people in the room.

**Students may NOT perform the following skills (even under the supervision of a nurse):**

**Medications**
- Administer the following medications: Calcium injection, Chemotherapeutic medications (parenteral and oral), Concentrated Electrolyte injections (see List of High Alert Medication resource), Epoprostenol injection (Flolan), Neuromuscular blocking agents, Treprostinil injection (Remodulin), Anesthetic agents, Ketamine, Propofol and Etomidate.
- Students may not act as a secondary licensed witness for medication administration, or any other task

**Equipment**
- Initiate patient restraints or seclusion
- Point-of-care testing (Glucometer): Mayo employees and clinical instructors who have received the training and have maintained competency are allowed
- Remove any type of wound drain (Penrose, JP, Duval, etc.)
- Maintenance of mechanical ventilators and external/transvenous pacers
- Pregnancy test point-of-care
- Change batteries in Ventricular Assist Device (VAD)/artificial heart

**Procedures**
- Assist with central venous catheter insertion
• Access or de-access Implanted Venous Access Devices (IVADs)
• Remove central lines
• Administer blood products
• Perform venipuncture for blood draws
• Scrub in for surgical procedures
• Interpret ECG or fetal monitor tracings

Orders
• Take verbal/telephone orders, or critical lab value results
• Verify or witness informed consent
• Accompany transportation of patients who require licensed personnel supervision

Medical Assistant Student May Not Perform List

Medical Assistant Students within Mayo Clinic Health System can perform any skill/procedure for which they have received academic preparation for as designated by their clinical instructor and/or preceptor, while noting the following:

• Please note, this is not an exhaustive list, there may be other skills that the student should not perform at the discretion of the medical assistant preceptor, staff nurse preceptor, or medical assistant instructor. They should not perform any skill that requires specialty training and/or certification.
• The student can observe these skills being performed unless there are extenuating circumstances, such as patient/family refusal, infection control issues, or too many people in the room.
• All skills must be performed with direct supervision by designated preceptor.

Students May NOT perform the following skills (even under the supervision of a preceptor/staff nurse/CMA):

Medications
• Act as a secondary licensed witness for medication administration, or any other task
• Authorize medication refills
• Make changes to the medication list in the EMR
• Independently Document Medication Administration in the EMR

Equipment
• Initiate patient restraints or seclusion
• Glucometer point-of-care testing
• Remove any type of wound drain (Penrose, JP, Duval, etc.)
• Pregnancy test point-of-care
• Change batteries in Ventricular Assist Device (VAD)/artificial heart
Procedures
- Order labs in the EMR
- Start IVs
- Insert urinary catheters
- Assist with central venous catheter insertion
- Access or de-access Implanted Venous Access Devices (IVADs)
- Remove central lines
- Administer blood products
- Perform venipuncture for blood draws
- Scrub in for surgical procedures
- Interpret ECG or fetal monitor tracings
- Micro (identifying cells using a microscope)-Lab Setting
- X-Ray exposure (student can position patient for x-ray but not expose)
- Document procedures performed

Orders
- Take verbal/telephone orders, or critical lab value results
- Enter an order on behalf of a provider

Other
- Verify or witness informed consent
- Accompany transportation of patients who require licensed personnel supervision
- Independently care for a patient

Site Specific Resources
- Review Site specific packets unique to each site/region, which are posted on TCCP