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SCOPE

Maple Grove Hospital

PURPOSE

The following guidelines define expectations for all participants in a nursing academic clinical experience in order to:

1. Provide nursing experiences for undergraduate and graduate nursing students
2. Assure safe, quality patient care according to North Memorial standards of Nursing Practice

POLICY

1. A student affiliation agreement with the academic institution must be on file in Professional Practice, Development and Education at North Memorial Medical Center which includes Maple Grove Hospital before any clinical experience can begin.
2. All undergraduate nursing students must have a faculty member on site to oversee the learning experience or be assigned a Maple Grove Hospital RN Mentor and be designated as a Capstone student.
3. Patient care is provided by a student must be supervised by a Maple Grove Hospital RN.
4. All graduate nursing students must be assigned an RN with advanced education to oversee the learning experience.
5. For all nursing student related problem resolution, nursing unit leadership and the faculty will work to resolve issues that arise as quickly as possible. Issues that are not resolved at the unit or are complex are escalated to the Manager of the unit.

PROCEDURE

1. Expectation/Guidelines at **Maple Grove Hospital:**
 - a. Provide faculty with orientation materials related to organizational and regulatory body requirements specific to safety, infection control, privacy, etc.
 - b. Facilitate the educational access to the facility
2. Expectation/Guidelines of the **Unit Manager:**
 - a. Support students' clinical experience by collaborating with faculty prior to supervised clinical experience to share the following:
 - i. Unit philosophy and routines
 - ii. Opportunity for faculty to shadow a clinical RN
 - b. Ensure that the standards of nursing practice are met during the clinical experience
3. Expectation/Guidelines of the **Assigned Staff RN:**
 - a. Supervise the care students are providing to their assigned patients versus delegating care to students
 - b. Uses a thoughtful decision-making process in determining what the student may do for the patient.
 - c. Identifies care that is safe for students to perform

- d. Determines the level of supervision needed (e.g. at the elbow, in the room, down the hall in proximity to the care area, etc)
 - e. Criteria for determining level of supervision includes:
 - i. Potential for harm
 - ii. Complexity of tasks/intervention
 - iii. Degree of problem solving required
 - iv. Unpredictability of outcomes
 - v. Level of patient/family interaction required
 - f. Provides clear communication to the student and faculty about the patient's plan of care, changes in condition, documentation expectations, and medication needs
 - g. Promotes student experiences by doing the following:
 - i. Discussing with the student the plan of care for each patient
 - ii. Knowing the student's skill level and limitations (e.g. ability to pass medications, provide treatments)
 - iii. Including the student in any relevant procedure and interdisciplinary and family meetings
4. Expectation/Guidelines for **School of Nursing**:
- a. Contacts the Education Coordinator at Maple Grove Hospital with all clinical requests
 - b. Facilitates contractual agreements with North Memorial and Maple Grove Hospital and communicates relevant contract information to the faculty coming to Maple Grove Hospital
 - c. Ensures students are current with required background checks, immunizations, and certifications and provides documentation if requested by Maple Grove Hospital
 - d. Provides information outlining what students can and cannot do during clinical experiences
 - e. Supports faculty for unit and organizational orientation
 - f. Supports clinical starting times that coincide with unit shift start times
 - g. Considers full shift versus half shift clinicals (negotiable with specific unit)
 - h. Supports faculty/Maple Grove Hospital meetings for sharing feedback
 - i. Provides specific guidelines for communication with faculty and co-assigned staff
 - j. Assures a procedure is in place notifying the unit and students if the instructor is absent for planned clinical shifts
 - k. Ensures that faculty is current with MN RN license, CPR, MN background check, immunization and provide Maple Grove with a list of current instructors with credentials if requested
5. Expectations/Guidelines for **School of Nursing Faculty**:
- a. Schedules meeting with unit nurse manager prior to start of clinical rotation experience
 - b. Completes Maple Grove Hospital Unit Orientation Checklist with the students
 - c. Checks out student badges from the Security Desk and returns them at the end of each shift
 - d. Oversees the clinical experience and patient care provided by students
 - e. Instructor availability for clinical observation and supervision of clinical care is dependent on the goals and objectives of the clinical experience, the experience of the student and the competency level of the student
6. Expectations/Guidelines for **Undergraduate Nursing Students**:
- a. Provides care/treatments only as directed and supervised by the RN mentor and faculty
 - b. Follows the directions of the RN mentor and faculty

- c. Reviews and follow policy and procedures prior to performing patient interventions. Students are expected to be prepared for their clinical experiences
 - d. Are prepared to administer medications safely to patients and review the medication policy of Maple Grove Hospital
 - e. Seeks assistance from Faculty or assigned clinical RN mentor when necessary
 - f. Provides patient care according to the patient's plan of care and under the direction of the assigned Maple Grove Hospital RN mentor
 - g. Participates in change of shift reporting using the SBAR method. Report concerns to the RN immediately
 - h. Completes all documentation and returns badge to the faculty member before leaving the unit
 - i. Reports any infectious disease exposure to faculty, assigned clinical mentor, and charge RN
 - j. Are responsible for maintaining their own health status including immunizations as defined in the academic contract.
 - k. Activates an undergraduate student may NOT perform:
 - i. Administer blood and blood products
 - ii. Program a PCA pump
 - iii. Manage an epidural infusion, tubing, or pump setting
 - iv. Interpret EKG or fetal monitoring
 - v. Take verbal or telephone orders
 - vi. Verify informed consent
 - vii. Advance the plan of care
 - viii. Supervise or Delegate to unlicensed assistive personnel independently
 - ix. Administer IV push or infusion medications
 - x. Administer IV Medications via Port-A-Cath
 - xi. Titrate IV medication drips or pumps
 - xii. Initiate or hang TPN or Lipids
 - xiii. Perform Central Line Tubing Change
 - xiv. Discontinue Central Lines
 - xv. Perform blood line draws
 - xvi. Place foley catheters
 - xvii. Manage Passey Muir (tracheostomy speaking valves)
 - xviii. Remove any type of Wound Drain (Penroe, JP, Duval, etc)
 - xix. Independently perform comprehensive assessment or re-assessment (eMDS for Medicare or Medicaid)
 - xx. Initiate a plan of care (may contribute)
7. Expectations/Guidelines related to **undergraduate Capstone Experiences:**
- a. Responsibilities of Senior or Capstone Students:
 - i. Collaborates with the preceptor to determine work schedule
 - ii. Student is to plan scheduled work days that do not conflict with other students assigned to unit
 - iii. Present goals and objectives to preceptor prior to the clinical experience
 - iv. Actively seeks assistance from preceptor when seeking/acting on new clinical experiences
 - b. Characteristics of the **Mentor**

- i. An experienced RN, employed by the hospital, who assumes joint teaching responsibility with a faculty instructor when a clinical instructor is not present in the setting
 - ii. A practicing expert RN who demonstrates a deep level of expertise in a clinical area of care
 - iii. Works with nursing students in clinical and leadership areas and acts as role model, teacher, and evaluator for the student
 - c. Responsibilities of a Mentor:**
 - i. Collaborates with the course instructor and student to plan for clinical learning activities to meet learning objectives
 - ii. Provides direct oversight to all clinical learning experiences for the student
 - iii. Provides a consistent one-on-one relationship for effective learning
 - iv. Allows and encourages the student to build on acquired knowledge/skill base to integrate this into safe, competent nursing practice
 - v. Demonstrates knowledge and uses appropriate resources to incorporate principles and concepts relevant to nursing process
 - vi. Maintains responsibility for the care of the assigned patients while allowing the student to assume as much responsibility in the care of the patient as appropriate
 - vii. Provides objective, timely information to the course instructor regarding process of student's ability to meet course objectives.
 - d. Instructor responsibilities with the precepted student**
 - i. Meets with the student and mentor on an ongoing basis to evaluate the learning objectives of the course
 - ii. Provides clinical evaluation of students in order to assure comprehensive formative and summative evaluation processes
- 8. Expectations/Guidelines specific to Graduate Nursing Students:**
 - a. School of Nursing Faculty:**
 - i. Collaborate with graduate nursing student to identify a Maple Grove Hospital employed advanced degree RN
 - ii. Supports students' clinical experience by collaborating with faculty employed advanced degree RN
 - iii. Reviews expectations for the EHR access and assure student access on the first day of experience
 - iv. ERH access for advanced practicing nursing students will be consistent with that of the Maple Grove Hospital Advanced Practice RN
 - v. Reviews the student course objective and provide experiences to meet those objectives
 - b. Graduate Nursing Student:**
 - i. Complete review of all standards identified for that role
 - ii. Review course objective with Maple Grove Hospital Advanced degree RN and seek assistance when necessary

DEFINITIONS

Student Nurse: A nurse student is an individual enrolled in an academic nursing program with a clinical affiliation agreement and signed PLA with Maple Grove Hospital

RN Mentor: A Maple Grove Hospital RN Team member on the unit that is responsible for the student activities while on the unit.

Clinical Experience: A clinical experience takes place within a defined period of time.

Capstone Student Experience: A student in their senior or last semester, seeking a clinical experience with a mentor. Frequently in a focused area chosen by the student where the student wishes to receive additional education prior to graduate

TABLE OF REVISIONS

Date	Description of Change(s)