Gundersen Health System
Student Nurse Supervision Guidelines
(RN, LPN)

This document is intended for all faculty and staff working with RN or LPN student nurses.

Student Preceptor: Any RN or LPN assigned with a student nurse; Responsible for the plan of care of the patient.

Contract Agreement: Gundersen Health System (GHS) maintains a current contract with the School of Nursing.

Student Preparation: Prior to the start of clinical the **student nurse** will complete:

- **Student Registration**: Online provided by GHS each semester. After that is completed, registration will be approved by GHS and an automated email letter will be sent to the student; this may take 2-3 weeks. The letter will provide directions and passwords that will be needed to complete mandatory education.
- **Online Mandatory Education** is required once each calendar year.
- EPIC Training is completed as a one-time requirement and reviewed as needed.

Validation of Skills: Prior to the start of clinical, the School of Nursing's assigned faculty will validate student expectations for the course. The skills that the students will be able to perform will be identified through a Welcome Email sent by the department's PDN.

Department Orientation: Faculty will provide a basic department orientation for students prior to patient care assignments.

Assigned Clinical Department

Student Assignments: Charge RN is responsible for providing student assignments prior to clinical shift. Faculty may collaborate with the Charge RN to identify student needs. The student nurse is assigned to a student preceptor. This should not be counted into staffing and should not affect staffing assignment ratios.

Student Basic Functions: Students provide safe, basic patient care for patients and families under the supervision of a student preceptor or faculty in the hospital or clinic setting. This is performed under Direct and/or General Supervision as defined below.

- **Direct Supervision:** Student preceptor or faculty will be **immediately available** to coordinate, direct, and inspect at **first hand** the care provided by the student nurse.
- **General Supervision:** Student preceptor or faculty will be available as needed to coordinate, direct, and inspect the care provided by the student nurse.

Students must have direct supervision to perform the following interventions:

- Administration of **ALL Medications** (based on department specific guidelines) including all pump administered medications, fluids, and nutrition
- Perform procedures with IVs within unit guidelines
- Perform procedures requiring sterile technique or universal precautions
- Perform specimen collection within unit guidelines
- Administer blood utilizing BPAM
- Review and discuss patient's plan of care

Students may have general supervision to perform the following interventions:

- Provide physical care including nutrition, elimination, comfort, mobility, safety, and emotional support to patients
- Provide total personal care, assist patient with ADLs, and encourage self-care under the direction of the student preceptor and plan of care
- Demonstrate effective communication with health care team, patients, and families
- Follow the standards of care for hand hygiene, use of personal protective equipment, fall prevention, and use of correct body mechanics in patient care provision

Delegation: The decision of whether to delegate is based upon the student preceptor's judgment concerning the condition of the patient, the competence of all members of the nursing team, and the degree of supervision that will be required of the student preceptor if a task is delegated.
Students may not be delegated to:
- Receive or enter orders
- Administer chemotherapy
- Administer high risk medication infusions (for example: Total Parenteral Nutrition (TPN), Lipids, Blood Products, Tissue Plasminogen Activator (TPA), Pressors, Insulin, Heparin, Nicardipine)
- Care for patients that require a PAPR or N95 respirator
- Care for WDOC inmates or jail patients
- Care for COVID-19 positive patients or those under investigation for COVID-19

Student Goals and Objectives: It is expected that daily the student will share their goals and objectives with the student preceptor.

Patient Assessment: Students may contribute to assessment by collecting and documenting data; however, the **RN must also assess and document on each patient** per policy, Nsg-6730 Nursing Care Plan.

Patient Education: Student preceptor is responsible for developing and evaluating an individualized educational plan. Student may complete the Learning Assessment and reinforce patient education that has been initiated by the student preceptor.

Patient Care Planning: Student preceptor is responsible for initiating and coordinating the patient's plan of care. This includes creating and modifying the patient's specific goal, documenting to overall progress toward goal(s), and discipline summary. The student may carry out delegated care plan interventions under the general supervision of the student preceptor.

Patient Transfers: Student preceptor is responsible to call the receiving area and provide SBAR handoff.
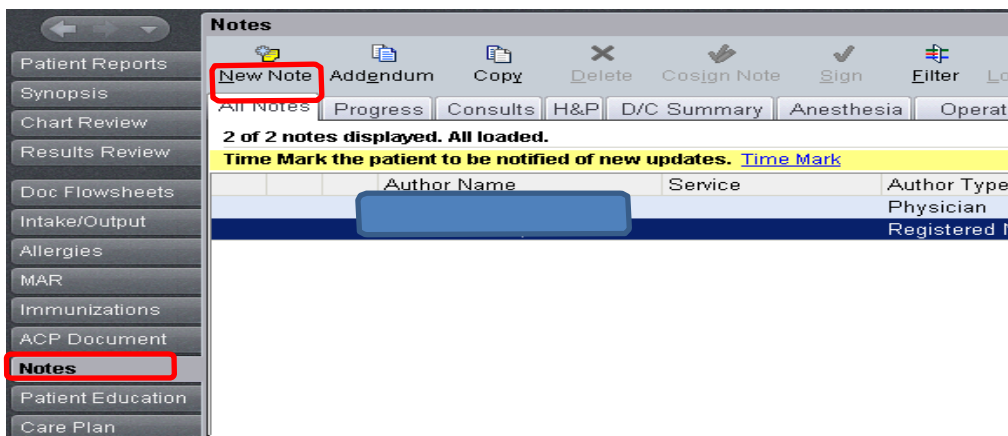
EPIC Documentation: Students will have EPIC access and be responsible to document any assessments and interventions performed. The student preceptor is responsible to assure documentation is accurate and complete before the student leaves the shift.

- Student preceptor must verify student documentation as indicated in a clinical note in EPIC.
- **Student preceptor or faculty will co-sign medication administration by signing into the patient's MAR after the student**
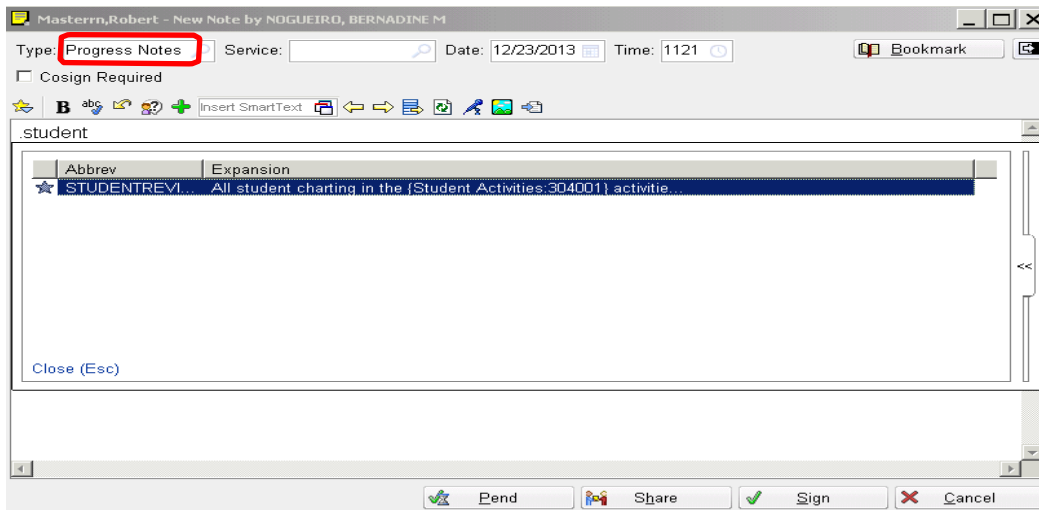
After verifying all student entries in EPIC, the student preceptor will co-sign using the following smart phrase **.student** (see upcoming screenshots based on clinical setting).

<u>Inpatient</u>

    1. Click on **Notes** and select **New Note**

    2. Note type; select Progress Notes, type smart phrase .student in the note section.

Outpatient

1. Under **Visit Navigator** click on **Clinical Support note.** In the box type the smart phrase **.student**, highlight **"STUDENTREVIEW"** and press **ENTER**

Emergency Services or Urgent Care

1. In the **ED Narrator,** click on **Notes** in the Toolbox and then **ED UC Note.** In the text box type the smart phrase **.student**, highlight **"STUDENTREVIEW"** and press **ENTER**

Documenting Within Note

1. Press **F2 to fill in the highlighted components** for the drop-down selections.

2. Select activities from the smart list that identifies the student and then type in name of the student

3. Select activities from the smart list that the student charted to, i.e.: flow sheet, notes. Sign the note