

**POLICY/PROCEDURE TITLE:HR -Student Educational Experience**

**CATEGORY:** Human Resources

**LAST APPROVAL DATE:** 10/2016

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**SUB-CATEGORY:** Human Resources

**ORIGINAL DATE:** 5/13/1998

**COVERAGE:**

All students and faculty of academic institutions (clinical or non-clinical) that participate in educational experiences (including preceptorship, internship, externship, , observation or independent study) which are covered by a current signed agreement between the educational facility and El Camino Hospital. In addition, the Hospital has established specific rules and procedures for educational experiences in order to maintain and safeguard the high standards of patient care and safety established by the Hospital. The rules and procedures set forth in this policy are administered by Clinical Education/Talent Development

**PURPOSE:**

1. Stipulates requirements to be met by students and faculty prior to the student educational experience whether a group rotation, individual practicum or preceptorship
2. Insure that patient care standards and/or other professional and business standards are maintained in all student learning situations.
3. Define responsibility and accountability for assignment of students and the patient care or other work producsts they provide
4. Clearly delineate any limitations on students clinical practice

**POLICY:**

All participants in academic educational experiences (including preceptorship, internship, externship, , observation or independent study) at El Camino Hospital must be covered by a current signed agreement between the educational institution/organization and El Camino Hospital, which is drafted by El Camino Hospital. This agreement must be submitted to the educational institution for review and signature. Agreements will be forwarded to the Chief of Human Resources for review and final approval.

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The agreement must include the following:

- a. Statement of purpose (including student course of study)
- b. Responsibilities of the parties
- c. Designation of an individual from the educational institution/ organization who will supervise and/or who is directly responsible for student placement and monitoring.
- d. Statement that required health documentation and background checks for affected students must be on file at the educational facility and that the educational facility must be able to deliver copies to the Hospital upon request.
- e. Required insurance coverage (plus insurance certificate documents evidencing all required insurance coverage to be provided by the educational facility or the student):
  - General liability
  - Professional or malpractice liability
- f. Statement that students and instructors must comply with all policies and procedures of El Camino Hospital.
- g. Statement that the Hospital reserves the right to deny access to any student, non-employee, volunteer or instructor that does not comply with its' policies and procedures.

El Camino Hospital retains the responsibility of the care of the patient, including those assigned to a student. The ECH clinical professional assigned to manage the care of a patient for a given shift retains ultimate accountability for the decisions regarding patient care.

4. During a clinical rotation, the student practices under the supervision and direction of the clinical faculty identified by the educational institution and the assigned El Camino Hospital clinical professional (ex. RN, therapist, etc). During a preceptorship, the student functions under the supervision and direction of the assigned preceptor.

5. The student placement coordinator and the Department Managers are responsible to:

- Ensure that the terms of the agreement are followed and properly completed in a timely manner.
- Report student and instructor non-compliance issues to the Director of Clinical Education or the Director of Talent Development , as appropriate.

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6. El Camino Hospital reserves the right to determine the number of students assigned to a particular area or areas of the Hospital at any time to insure that patient care or safety standards are not compromised.
  
7. The educational institution is responsible for assuring that students are prepared to carry out assigned responsibilities commensurate with their course objectives, before assigning such responsibilities in the clinical setting.

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**PROCEDURE:**

- 1.. All students scheduling must be coordinated through Clinical Education Services/Talent Development. Any student who has not been scheduled through one of these departments will be denied access to the designated area of experience. Director of Clinical Education and/or Director of Talent Development may delegate this responsibility to a department designee.
  
- 2.. Compliance with Hospital immunization, background check and drug screening requirements outlined in the Infection Prevention policy must be documented by providing date completed prior to the start of the educational experience. School representative must affirm in writing that the information has been reviewed, the student meets all the requirements for eligibility and that documentation of such can be provided upon request from the hospital. These affirmation records will be maintained in Clinical Education/Talent Development.
  
3. Clinical Education/Talent Development or department designee will make copies of all applicable El Camino Hospital policies and procedures available to the educational facility prior to the start of the educational experience. New and/or updated policies and procedures will also be made available to the educational facility as appropriate.
  
- 4.. Clinical Education/Talent Development , in partnership with the educational facility, will provide orientation materials to the students prior to the commencement of the educational experience regarding applicable safety training, emergency paging codes, confidentiality, etc.
  
5. Student Injury/Exposure Guidelines
  - a. Follow school policy for non-emergency injury/exposure sustained by a student during an educational experience (including preceptorship, internship, externship, volunteer internship or independent study).

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The Hospital will make available, whenever possible, emergency health care for the assigned student in case of accident or illness while on hospital premises. Any student receiving such emergency services shall be financially responsible for the charges therefore. The student shall otherwise be responsible for his or her own health care.11.

**6. Student Scope of Practice**

- a. Pre-licensure students may perform skills normally associated with the performance of role /job which they are preparing and that are deemed appropriate to the student's level of knowledge and skill by their facility. See Appendix B- Limitations to student scope of practice.
- b. All students who engage in an evidence-based project, research study or quality improvement project as part of their degree requirement must consult with the hospital prior to seeking approval from their academic Institutional Review Board (IRB) and /or El Camino Hospital IRB.

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<b>APPROVAL</b>	<b>APPROVAL DATES</b>
Originating Committee or UPC Committee:	05/2015
Medical Committee (if applicable):	
ePolicy Committee:	9/2016
Pharmacy and Therapeutics (if applicable):	
Corporate Compliance Committee:	10/2016
Board of Directors:	10/2016

Historical Approvals: 5/13/98, 11/15/00 (formerly numbered 20.10), 11/19/03, 11/06, 06/09, 11/12

**REFERENCES: (as applicable)**

Title 16 CCR, Division 14, Board of Registered Nursing, Section 1426.1, 1427

**ATTACHMENTS:, ADDENDUMS:, EXHIBITS:, OR APPENDICES:**

Appendix A – Roles and Responsibilities of Parties involved in Student Educational Experiences

Appendix B – Limitation to the Student Scope of Practice

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Director of Clinical Education/Director of Talent Management or designee

1. Validates that a current agreement for Student Educational Experience is in place with the academic institution. Agreements are kept by Clinical Education/Talent Development Services
2. Approves educational experiences (including group rotations, preceptorship, internship, externship, volunteer internship or independent study)
3. Facilitates hospital and unit orientation for students and faculty. Facilitates all aspects of iCare access and training.
4. Prior to the start of the educational experience, validates compliance with required health screening, immunizations, background checks, drug testing and pre-clinical compliance training materials.
5. Communicate with affiliating schools regularly to discuss learning experiences, to elicit feedback from faculty and student on the quality of the student experiences and provide updates on facilities policies and initiatives.

Manager or designee (educator)

1. Refer all requests for student clinical placement to the Director of Clinical Education/Talent Development or designee.
2. Facilitate unit orientation of clinical faculty, as needed.
3. Provide clinical facility any unit specific policies and procedures relevant to the student clinical experience.
4. Foster collaboration through ongoing communication with faculty to achieve the best learning outcomes and positive relationship between El Camino and affiliating schools.

Clinical Faculty

1. During a clinical rotation, is responsible to provide a level of supervision commensurate with the level of the student in the nursing curriculum and must be available to the students and staff at all times during the students' clinical hours.
2. Collaborates with RN or clinical staff member, charge nurse/charge person and unit manager to determine student assignments focused on clinical objectives. Post student assignments on unit per unit preferences.
3. Reviews documentation with student and verifies the entries using the cosign smartphrase. By prior arrangement, this may be relinquished to the RN or clinical staff member to whom the patients are assigned.
4. Supplementary assignments and schedules in specialty areas (i.e. operating room, outpatient clinics, ect) are approved by the manager prior to the beginning of the semester.
5. Is responsible for assessing and evaluating student competence and clinical performance.

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6. Promptly informs department manager and hospital student coordinator of any patient care problem involving a student and submits appropriate documentation.

El Camino Hospital Staff supervising student(s)

1. Retains responsibility for patient assessment, documentation, and provision of appropriate patient care.
2. Exchanges information regarding care of the student's assigned patients at the beginning, throughout and at the completion of the shift or clinical assignment.
3. Maintains open lines of communication with student and faculty in order to help identify experience that will enhance the student experience.
4. In collaboration with clinical faculty, may directly supervise students in the performance of and documentation of clinical responsibilities for which a student has received instruction for in their curriculum.

Student (clinical rotation)

1. Performs patient care in accordance with El Camino Hospital policies and procedures.
2. Performs clinical care responsibilities within the scope of practice commensurate with the course objectives and their level in school.
3. Complies with school and hospital dress code, acts in a professional manner when interacting with staff and during patient care.
4. Displays facility specific ID badge with school designation at all times while on the hospital properties.
5. Reports to assigned unit/dept on time to verify patient assignment and received bedside report with the staff nurse, if appropriate.
6. Maintains patient and hospital confidentially following HIPAA and CA state law
7. May not print or photocopy from the EHR any patient specific information.
8. Performs ALL new skills under the supervision of the clinical staff.
9. Promptly reports changes in the patient's condition to the assigned RN and the clinical faculty.
10. Completes all required documentation for the patient assignment as agreed upon with the assigned nurse. All documentation is reviewed and co-signed by the clinical instructor or assigned El Camino Hospital preceptor.
11. Completes an evaluation of the clinical experience at the end of the semester which is turned in to the hospital.

Student Preceptorships

1. Precepting student functions under the direction and supervision of the assigned RN or clinical staff member
2. Clinical Faculty is not required to be onsite while the student is providing care but must be available to students and staff at all times during the student's clinical hours and maintain accountability for the student's clinical performance. Faculty must also have periodic face-to-face visits with the preceptor.



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3. Students may not assume responsibility for patient care when the preceptor is absent from the nursing or clinical unit. Students must not be assigned to care for patients independently but are expected to work as a team with the preceptor.
4. El Camino Hospital Staff Preceptor provides ongoing feedback to the student and instructor throughout the semester about student performance and progress in meeting the learning objectives. The preceptor is responsible for communicating to the clinical faculty and department manager the lack of progress or other performance problems as soon as they are identified.
5. All documentation by the student during a preceptorship is verified by the El Camino Hospital staff preceptor using the EHR smart phrase.

Appendix B- Limitation to the Nursing Student Scope of Practice  
RN and LVN students may NOT perform the following nursing responsibilities:

1. Receive verbal or telephone orders
2. Receive or report critical test value to the physician

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3. Acknowledge or sign off physician orders
4. Have unsupervised access to the medication Pyxis
5. Serve as one of the two authorized staff performing the independent double check at the patient's bedside when preparing and administering high alert medication by any route
6. Serve as one of the two authorized staff when obtaining blood products or identifying the to receive blood products.
7. During a Code Blue or other emergency situation, defibrillate or mix, hang or push emergency medications.
8. Be the primary initial contact informing the patient/families of a change in the patients status or emerging health problems.
9. Insert a feeding tube with a metal stylet
10. Perform arterial sticks
11. Administer chemotherapy
12. Perform a blood glucose check

LVN Students: In addition to those area identified above, LVN students may NOT perform the following clinical procedures or tasks:

1. Perform venipuncture for collection of laboratory specimens and /or establish IV therapy
2. Flush or withdraw blood from a central venous catheter or arterial line
3. Hang or monitor intravenous therapy containing medication, including TPN or PPN
4. Central venous catheter site care.

RN Students MAY perform, ONLY with DIRECT OBSERVATION by a licensed staff RN or their clinical faculty, the follow clinical procedures/tasks:

1. Report changes in condition, test results, provide status updates to the physician and answer queries from the physician
2. Following the identification of correct blood products and match with correct patient by two licensed staff RN's administer blood products.
3. Administer, but not independently sign out, narcotics. Narcotics must be obtained from the Pyxis by the staff RN and administration observed
4. Administer IV push Medication
5. Initiate, make/rate adjustments, and reload narcotics for Patient Controlled Analgesia (PCA) or continuous narcotic infusions.
6. Perform venipuncture for collection of laboratory specimens and/or to establish IV therapy
7. Perform central venous catheter site care, catheter flush and withdrawal of blood

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