

**ELLIOT HOSPITAL
MANCHESTER, NH**

**The Elliot Nursing Center for Practice and Education
Preceptor - Senior Nurse Student**

MEMORANDUM

TO: Elliot Preceptors - Senior Nursing Students
FROM: Joanne Welch, MS, RN, Director, Nursing Practice & Education
RE: Materials for Senior Nurse Student Internship/Practicum/Capstone

Thank you for your willingness to act as a role model and mentor to one of our many affiliating students seeking practical, hands-on experience in your particular area of expertise. Together with this memo you will find a packet of materials and forms for use during your student's time here at Elliot Hospital. Each packet consists of the following:

- A copy of a policy entitled "Guidelines for Clinical Experience of Affiliating Nursing Students" which outlines everyone's responsibilities including the hospital, the school, the faculty, the student, etc. Please pay
- An acknowledgement of training form which includes a confidentiality statement - to be signed by the student and returned to me
- Student evaluation of observational experience form – which should be returned directly to me (*also in student packet*)

Listed on a separate link is the orientation packet for each student, and they can print a copy themselves from this site. This packet includes

- Short document entitled "Guidelines for Affiliating Students"
- Educational information regarding environment of care (safety), infection control, confidentiality and latex allergy
- Student evaluation of observational experience form – which should be returned directly to me
- Medical records request form
- Parking directions and shuttle bus schedules

Please feel free to contact me anytime at 663-2631 or pager 385-6682 if you require any further assistance.

ELLIOT HOSPITAL
MANCHESTER NH

NURSING ADMINISTRATIVE MANUAL

TITLE: GUIDELINES FOR CLINICAL EXPERIENCE OF AFFILIATING NURSING STUDENTS

PURPOSE: To provide a resource and guide for both the Affiliating Agency and Nursing Organization in order to identify expectations thus reducing conflict, thereby maintaining an effective clinical experience for affiliating nursing students.

PROCEDURE:

A. Director of External Education/Career Development:

1. Negotiates clinical experiences with the Dean/Director of affiliating nursing programs four to six months prior to the beginning of a new academic year; assures affiliating agreements are up-to-date and meet Elliot Hospital requirements.
2. Communicates pertinent information, both verbally and in writing, regarding organizational changes, new policies/procedures/equipment, and issues relative to new clinical experience, to:
 - Dean/Director of affiliating schools.
 - Clinical coordinators/Instructors of affiliating schools.
 - Chief Nurse Executive and other appropriate Department Directors
3. Acts as a liaison between Elliot Hospital and affiliating schools.
4. Coordinates schedules for clinical placement (days, times, shifts).
5. Assigns clinical placement in collaboration with appropriate Vice President, Executive Director and/or Department Director.
6. Forwards confirmation of clinical placement schedule, in writing, to Chief Nursing Executive and/or appropriate Vice Presidents, and Department Directors.
7. Notifies the Chief of Security regarding the dates and number of students who will be utilizing the parking areas..
8. Notifies the Director of Food Services regarding the date dates and number of students who will be utilizing the cafeteria.

B. Department Director:

1. In collaboration with the Director of Nursing Practice and Education, determines appropriate clinical placement of students.
2. Relates any problem or concern regarding the student affiliation to the Director of Nursing Practice and Education.
3. Identifies any student or instructor whose health or performance is detrimental to the well being of the patient or to the achievement of the stated objectives and notifies the Director of Nursing Practice and Education to request the affiliating agency to withdraw the student or instructor.
4. Coordinates and monitors the orientation of instructors, to include any changes in staffing, department routine, policies and procedures.
5. Collaborates with the instructor as to patient assignment for students. Should the Department Director deem that the students skills do not meet the patient care needs in a particular patient assignment, or that the condition of a patient has changed to warrant a different level of expertise, the Department Director will terminate that patient assignment. The student may be re-assigned to a more appropriate patient.

6. Allows student and/or instructor to participate/attend any unit educational activity, which might enhance the learning opportunity for students.
7. Encourages staff to participate in teaching activities to enhance both the student learning opportunities as well as career ladder advancement.
8. Discuss with staff the stated objectives of the clinical experience, the academic level of the nursing students and the expected outcomes.
9. Participates in the evaluation process of the affiliation experience with attendance at the interagency meeting at the end of the academic year to discuss the strengths and weaknesses of the program.
10. Communicates with the instructor on a frequent basis to facilitate mutual goal setting.
11. Allows the student to become involved in the care of selected patients and to have access to essential information about the patient, treatment and care, as required for student affiliation.
12. Allows staff to collaborate with the instructor and participate in teaching or supervision of student activities when appropriate.

C. Staff Nurse:

The staff nurse is ultimately responsible for the patient and the provision of nursing care. Communication with the student regarding what care the student will and will not be providing is essential.

1. Assures all medications for assigned patients are given as ordered and documented according to hospital policy.
2. Maintains responsibility for documentation on his/her assigned patients.
3. Provides input to the instructor regarding selection of patient assignment when requested.
4. Refers to student assignment to ascertain student level of competence and patient care needs are compatible.
5. Notifies the Department Director and instructor immediately with any concerns, including unsafe nursing practice and inappropriate behavior by the student (Director of Nursing Practice and Education should also be notified).
6. May offer input to instructor regarding evaluation of student performances.
7. May not supervise students for something the student has not done previously in a clinical or simulated setting (students are responsible to communicate this information to staff).
8. May supervise students in the administration of oral, IV, IVPB, sub Q, and IM medication if instructor has discussed this with the staff nurse prior to administration.
9. Is encouraged to be a role model and provide observational learning experiences for students.
10. Notifies the physician in the event a variance has occurred, including medication errors; may request that the student and instructor be present when the physician is notified. It is the responsibility of the instructor and student to complete the variance occurrence report.
11. Maintains confidential any information shared with them by the instructor regarding student performance levels.

D. Dean/Director of Nursing Program, Affiliating School:

1. Obtains signature of Dean/President for Statement of Agreement between Elliot Hospital and the affiliating school.
2. Responds to the Director of Nursing Practice and Education's request for the annual utilization plan to be submitted by July 15 for the upcoming academic year.
3. Communicates any concerns for information regarding student affiliation to the Director of Nursing Practice and Education.
4. Ensures that faculty is qualified and competent to perform clinical skills required for patient care and in teaching and supervising student learners.
5. Requires the students and clinical instructors to respect the confidentiality of all records and information in regards to the patient and hospital records.
6. Accepts any request from Elliot Hospital for the withdrawal of a student or instructor whose health or performance is detrimental to patient well-being or to achievement of the stated objective.
7. Provides the Director of Nursing Practice and Education the following information, in writing, prior to each semester:
 - Names of Instructors and unit assignment
 - Names of students and unit assignment
 - Days, dates, times of clinical experience for each student and instructor
8. Initiates requests for student affiliation 3-4 months in advance of the fall semester each year.

E. Clinical Instructor:

1. Familiarizes self with policies/procedures of the hospital and nursing organization.
2. Prepares student assignments in conjunction with the Department Director (or designate) and provides concurrent teaching and supervision of student practices; demonstrates/assists students with only those procedures in which the instructor is currently proficient.
3. Posts student assignment in each unit conference room prior to student assignment which specifically states student patient assignment and nursing care to be provided.
4. Advises staff nurse assigned to the same patient as the student, of student's performance level and strengths and weaknesses as necessary; may request verbal report from staff nurses(s) regarding the student performance.
5. Assumes full responsibility for clinical instruction.
6. Must be knowledgeable of the nursing organization's policies, standards of practice and standards of care, and familiar with all equipment related to central lines in order to supervise the administration of IV medications via external central lines by students.
7. Supervises the administration of all narcotics and co-signs narcotic records.
8. Reviews all documentation by the students on the nursing progress notes, medication and narcotic record.
9. Maintains discipline among students and confers when necessary with the Department Director and/or Director of Nursing Practice and Education, regarding problems or concerns that may jeopardize the student's learning experience.
10. Respects/accepts the Department Director's decision to terminate any student assignment if in her judgment, the student's skills do not meet the patient care needs in a particular patient assignment, or that the condition of a patient has changed to warrant a different level of expertise. Confers with the Department Director in re-assigning the student to a more appropriate patient.

11. Submits evidence to the Director of Nursing Practice and Education:
 - Current licensure
 - CV
 - Current professional liability
 - Course objectives and syllabus
12. Attends orientation on the clinical unit during the time of day or evening planned to supervise students. The orientation will be utilized by new instructors to meet staff and familiarize self with unit, routine, policies/procedures, and Nursing Information Systems.
13. Wears a uniform or lab coat and name tag identifying status as Instructor and school name.
14. Maintains presence with students at all times during clinical tour of duty.
15. Notifies the Department Director and Director of Nursing Practice and Education in writing, of any schedule changes and requests for internal observational experiences, with objectives.
16. Communicates any concern or information regarding the student affiliation to the Director of Nursing Practice and Education.
17. Orients students to:
 - Dress Code
 - School uniform
 - ID tag (name, school)
 - Documentation
 - SN of student nurse
 - School abbreviation
 - Parking – offsite
 - St. Pius Church lot; contact Courier service for shuttle schedule
 - Dining
 - Cafeteria hours
 - Employee prices
 - Health Science Library
 - Illness/injury procedures
 - Variance/Injury Reporting System
 - Mandatory (self-study packet with past-test)
 - Fire/Safety
 - Infection Control
 - Confidentiality
 - Emergency Codes
 - Hazardous Materials/MDS
 - Tour of facility
 - Resources
 - Policies/Procedures
 - Persons
18. Arrange internal observation and/or participatory experience with the specific Department Director or designee); with students names and dates and learn objectives prior to the experience; assures that student(s) is aware of the experience objectives; schedules OR orientation for OR experience.
19. Assures accurate completion of variance report forms in the event of a variance occurrence, including medication orders; notifies the Department Director and staff nurse immediately and gives report to the Department Director. (If requested by the staff nurse or Department Director, the instructor and the student should be available at the time the physician is notified).

F. Students:

1. Responsible for practicing at their level of knowledge and experience; perform only those tasks/procedures for which they have had previous instruction.
2. Familiarizes self with policies/procedures of Elliot Hospital and the nursing organization.
3. Participates in direct patient care under the supervision of the clinical instructor or *Preceptor and in conjunction with the RN assigned to the patient.
4. Documents on patients permanent record after collaborating with the instructor or preceptor and RN assigned to the patient. Documentation must include the student's name, title, and name of school.
5. Responsible for knowing who the staff nurse assigned to their patient is.
6. Prepares to complete patient assignment and articulate basic, pertinent, theoretical knowledge prior to participating in direct nursing care.
7. Identifies and verbalizes learning needs to instructor or preceptor, and staff nurse.
8. Informs the staff nurse of the hours he/she will be on the unit, including when leaving the unit for break, lunch, or alternate learning experience.
9. Notifies the instructor or preceptor and the unit when unable to report to duty due to illness or other emergency. Provides name, school, unit assigned to and instructor's name. (If a family member is attempting to locate a student, follow the same procedure).
10. Informs the staff nurse of the patient care procedures, medications, documentation, flowsheets, etc., that he/she will or will not be using.
11. Maintains patient confidentiality.
12. Upon identification of any medication variance/occurrence, procedure or treatment error, or patient fall, informs the staff nurse assigned to the patient and reports the variance to the instructor or preceptor and completes the appropriate documentation.
13. Must be knowledgeable about medications prior to their administration.
14. Notifies instructor or preceptor when supervision is required prior to tasks/procedures, etc.
15. Communicates location of patient chart to staff nurse prior to taking chart from desk area; chart should be returned to place from where it was removed.
16. Wears ID tag, obtains parking permit, and parks in parking lot as directed.
17. Students are not permitted to:
 - a. Draw arterial or venous blood
 - b. Start IV's
 - c. Hang blood or blood products
 - d. Administer Chemotherapy drugs

18. BSN/ADN students may administer medications following these guidelines:
- a. Senior/Junior nursing students, who have completed theory and lab practicum in the management of vascular devices, may administer IV medication via external central lines, under the direct supervision of the Nursing Instructor, Preceptor, or RN responsible for the patient.
 - b. All IV Medications must be given in the presence of the Instructor, Preceptor or RN knowledgeable of the patient, and in accordance with nursing organization's policies/procedures/protocols.
 - c. Medications administered IM, SQ., PO, SL, PR, or topically will be given under the supervision of the instructor, preceptor or RN.
19. LPN students may administer medications following these guidelines:
- a. Under no circumstances will students be allowed to administer IV medications.

APPROVED BY: Deborah Baker, RN, VP Patient Care Services/CNE

EFFECTIVE DATE: 8/27/02

REVIEWED:

PREPARED BY: Mage Grady, RN External Education

ELLIOT HOSPITAL

ACKNOWLEDGEMENT OF TRAINING:

I have read and understand the orientation/training materials set-forth by Elliot Hospital. I also acknowledge my responsibility to maintain “confidential” all patients’ illness, treatments, or personal life, including but not limited to financial information, which may be learned during my tenure within the Elliot Health System. Any violation of “confidentiality” will have serious legal repercussions.

Student(s) Signature:

Date:

Instructor/Preceptor Signature:

Date:

STUDENT EVALUATION OF "OBSERVATIONAL" EXPERIENCE

Clinical Observation Site: _____ Date: _____

School: _____ Student: _____

Please use the following scale for each statement:

5 -Excellent 4 -Good 3 -Satisfactory 2 -Fair 1 -Poor N -Not Applicable

1.) There was sufficient orientation to facilitate this learning experience.

5 4 3 2 1 N

2.) The environment was conducive to student learning.

5 4 3 2 1 N

3.) The staff was receptive and willing to assist student.

5 4 3 2 1 N

4.) The staff was effective as professional role models.

5 4 3 2 1 N

5.) The observational experience was interesting and stimulating.

5 4 3 2 1 N

6.) The learning objectives for this experience were known to me and were met.

5 4 3 2 1 N

7.) The assignments of this observation was a meaningful educational experience.

5 4 3 2 1 N

Additional Comments:

* Please have each student complete this evaluation form after every observational experience and return to Joanne Welch, RN at your earliest convenience. You may make a copy for your records.

Welcome to the Elliot Hospital Security Site

Directions to St. Pius Church Parking

- 1 . Begin at 1 Elliot Way on Elliot Way and go East for 90 feet 0.0 mi
- 2 . Continue on Nelson St and go East for 600 feet 0.1 mi
- 3 . Turn right on Mammoth Rd, RT-28A and go South for 0.2 miles 0.2 mi
- 4 . Turn left on Candia Rd and go East for 0.7 miles 0.7 mi
- 5 . Turn right on Sarto St and go South for 70 feet to 575 Candia Rd 0.0 mi



Driving Direction to St. Pius Offsite Parking Lot

From Hampton Area

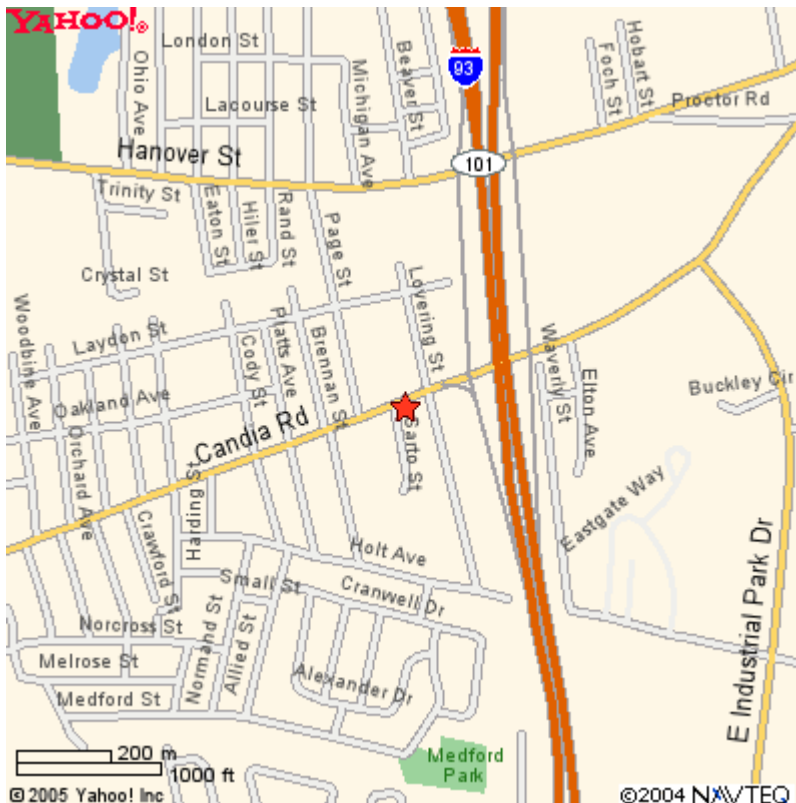
Take Rte. 101 West to Manchester. When entering Manchester area, take Rte. I-93 North towards Concord. Merge onto I-93 North. Take the Wellington Rd. exit number 8. Keep right at the fork in the ramp. Merge onto Wellington Road. Turn left onto Mammoth Road (2nd set of lights). Follow Mammoth Road until you reach Candia Road. (third set of lights). Take a left onto Candia Road and follow until you reach St. Pius church just before the overpass. Take a right onto Sarto Street, lot is behind.

From Salem Area

Take I-93 North to Exit 6, Candia Road. Turn left onto Candia Road. Go under highway through set of lights and St. Pius is on your left. Take a left onto Sarto Street for parking. Lot is behind St. Pius church.

From Concord Area

Take I-93 South to Exit 6, Hanover Street towards Candia Road. At the end of the ramp, go straight to second set of lights (Candia Road). Take a right onto Candia Road. St. Pius church is on your left. Take a left onto Sarto Street for parking lot behind the church.



OFF-SITE PARKING VAN SCHEDULE

Revised on: 1/22/04

TO ELLIOT	
A.M.	
Departure (St. Pius)	Arrival (Elliot)
5:45	5:50
5:53	5:58
6:01	6:06
6:09	6:14
6:17	6:22
6:25	6:30
6:33	6:38
6:41	6:46
6:49	6:54
6:57	7:02
7:05	7:10
7:13	7:18
7:21	7:26
7:29	7:34
7:37	7:42
7:45	7:50
7:53	7:58
8:01	8:06
8:09	8:14
8:17	8:22
8:25	8:30
8:33	8:38
8:41	8:46
8:49	8:54

TOTAL TRIPS: 24

TO ST. PIUS	
P.M.	
Departure (Elliot)	Arrival (St. Pius)
2:22	2:27
2:30	2:35
2:38	2:43
2:46	2:51
2:54	2:59
3:02	3:07
3:10	3:15
3:18	3:23
3:26	3:31
3:34	3:39
3:42	3:47
3:50	3:55
3:58	4:03
4:06	4:11
4:14	4:19
4:22	4:27
4:30	4:35
4:38	4:43
4:46	4:51
4:54	4:59
5:02	5:07
5:10	5:15
5:18	5:23
5:26	5:31
	5:39
	5:47
	5:55
	6:03
	6:11

TOTAL TRIPS: 29