POLICY TITLE: Student Rotation Procedure, Clinical and Non-Clinical Areas (PSF)

DEPARTMENT: Human Resources  ORIGINATION DATE: 07/01/1992
CATEGORY: Training/Development  EFFECTIVE DATE: 06/09/2015

SCOPE
This procedure applies to all Penrose-St. Francis Health Services (PSFHS) departments.

PURPOSE
This procedure outlines the steps required for students to participate in a student experience at PSFHS.

PROCEDURE

A. Initial Student Placement and Onboarding:

1. School representative (*instructor, advisor, dean or placement coordinator*) contacts PSF Education Resources Department.
2. Education Resources confirms a current School Affiliation Agreement is in place between school and Centura Health. If Affiliation Agreement is not in place, school will contact Centura Contract Coordinator to establish agreement.
3. Education Resources determines if placement opportunity exists after affiliation agreement is confirmed. Education notifies school of successful placement or inability to meet request.
4. School representative submits completed PSF Student Attestation form to Education Resources.
5. Student orientation is completed
   a. School notifies individual student to contact Education to schedule student orientation.
   b. Clinical group student/faculty orientation may be conducted by the school, with approval from Education Resources.
6. Education Resources assures student/faculty identification (see section ‘B’ below) and parking permit.
7. Computerized Information System access and training obtained if required for rotation.
   a. Nursing clinical group access and training requested by school instructor
   b. Imaging clinical group access and training requested by Imaging manager
   c. Individual student/other group access and training requested by Education Resources
8. School submits to the department manager a rotation schedule, syllabus with course objectives, instructor contact information (pager, cell phone, home phone, email, etc), rotation evaluation tool, skill level list of student capabilities, and the legal limitations for students specified by each training program prior to first student day.
9. School/student contacts department manager prior to any student experience to verify:
   a. Specific date of rotation
   b. Number of students assigned to the area if clinical group
   c. Types of experiences in which student(s) will participate
   d. Specific student behavioral objectives to be achieved during each rotation
   e. Student instruction on use of unit-specific equipment
   f. Student competencies at the current point in their academic experience

   If a face-to-face meeting is impossible, telephone contact must be made with the manager or preceptor (preferably both).
The manager (or designee) will make the preceptor assignment based on the needs of the student, if the instructor will not be on-site during the experience.

10. Arrange and conduct all educational experiences in accordance with the Centura Affiliation Agreement/Student Contract.
11. Submit to Education Resources a rotation schedule and instructor contact information.
12. Provide for the instruction and supervision of students, and assume responsibility for the conduct of students and their adherence to the standards of the PSFHS and the department guidelines.
13. Remove any student from a rotation upon request of the manager (or designee) and/or director for any cause deemed sufficient, provided that said removal is accomplished in a reasonable and non-discriminatory manner.
14. Ensure that occurrences are documented and communicated to the staff person in charge.

B. Student/Faculty Identification

1. All school instructors and students will wear a picture ID badge with name, title, and school’s name at all times when present at PSFHS facilities for a school-sponsored experience.
2. Badges are to be provided by the school/agency, with the exception of PSFHS sponsored training programs.
   a. A black and yellow “STUDENT” sticker, with dates of rotation, will be provided by Education Resources to place on the front of the school badge to validate completion of pre-requisite activities.
   b. If a PSFHS badge is issued, in the event the school does not issue a picture ID badge, the badge with black and yellow color scheme will designate role as “STUDENT” and will be issued only after Education validates completion of pre-requisite activities.
3. Badges will be worn on upper right chest per PSFHS practice.

C. On-Site Faculty

1. Orient to the unit(s) prior to rotation, if new faculty.
2. Complete the PSFHS “Student Orientation” Packet annually
3. Review the department guidelines and utilize as a reference.
4. Adhere to facility policies and procedures as well as policies set forth by their academic institution.
5. Provide an orientation to the facility and the unit(s) for the students, including the location of reference materials appropriate for the unit(s).
6. Submits to the department manager a rotation schedule, syllabus with course objectives, instructor contact information (pager, cell phone, home phone, email, etc.), rotation evaluation tool, skill level list of student capabilities, and the legal limitations for students specified by each training program prior to first student day
7. Maintain confidentiality of patients and instruct students on PSFHS practices regarding patient confidentiality.
8. Discuss possible assignments with the charge person and staff as necessary to determine the appropriateness for student experience.

D. Department Manager/Designee Activities:

1. Designate a preceptor/buddy; for a clinical rotation, the preceptor/buddy will retain accountability for the care of those patients who are assigned to a student.
2. Meet with the instructor prior to the student rotation.
3. Create a positive environment for the student experience.
4. Keep the instructor informed of opportunities for learning experiences on the unit.

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5. Provide feedback on student performance to the instructor.
6. Keep the instructor informed on pertinent changes in the hospital’s or unit’s practices, which would affect the learning experience of the students.
7. Provide normal staffing without considering the students as replacement staff.
8. Notify the instructor of changes that would affect the presence of the students on the unit.
9. Communicate to the staff the legal limitations of the students, a skill level list of student capabilities, and a rotation schedule.
10. Validate that the student has the PSF-issued STUDENT sticker on the picture ID badge or a PSF Student Badge. If the student does not have a sticker or PSF Student badge, do not allow the student to proceed with experience, contact Education Resources at 776-5186 and send the student to Education Resources for follow-up. The student will not be allowed to continue with experience until a sticker or badge is obtained from Education Resources.

C. Preceptor Activities:
1. Determine the student’s capabilities, limitations, legal limitations specified by the training program, and the limitations imposed by the hospital/agency using the instructor and instructor-provided materials.
2. Validate that the student has the PSF-issued STUDENT sticker on the picture ID badge or a PSF student badge. If the student does not have a sticker or PSF student badge, do not allow the student to proceed with experience, contact Education Resources at 776-5186 and send the student to Education Resources for follow-up. The student will not be allowed to continue with experience until a sticker or badge is obtained from Education Resources.
3. Create a positive environment for the student experience.
4. For a rotation:
   a. Retain ultimate accountability and responsibility for ensuring that quality care is provided to the patient.
   b. Verify that the patient is aware that a student will also be caring for him or her. If the patient refuses to have a student involved in their care, accommodate their wishes and assist the student with finding another patient.
   c. Co-Sign all appropriate documentation to include the Computerized Information System (CIS).

D. Student Activities
1. Sign and return the Student Orientation Packet prior to the start of the clinical experience. The student packet includes:
   a. Student Orientation Checklist
   b. Confidentiality Agreement (after completion of HIPAA Training)
   c. Integrity Standards
   d. Safety Extravaganza Orientation packet
   e. Wristband Training
2. Students will wear the specified uniform per their academic institution’s policy, which must include picture ID with “STUDENT” sticker on the front of the ID badge. The uniform must be within the specifications of the facility Personal Appearance and Personal Grooming policy or standards.
3. Assume responsibility for providing care of the highest quality possible within the guidelines of the college, university, and hospital.
4. Adhere to facility policies, guidelines and standards of practice.
5. Function within their course guidelines unless contraindicated by PSFHS (see Centura policy, “Prohibited activities below and department guidelines for contraindicated activities).
6. Utilize the department guideline manuals as a reference for activities.
7. Notify the hospital department prior to the beginning of the shift if unable to report for a scheduled experience.
8. Discuss with the preceptor capabilities, limitations and the legal limitations specified by the training program.
9. For clinical experiences:
   a. Maintain confidentiality of patients. Cut all identifying information from patient record print-outs, laboratory and diagnostic sheets before taking them out of the facility. No other portion of the patient’s medical record may be photocopied or removed from the patient care area. Failure to comply may result in the student’s exclusion from experiences in PSFHS facilities.
   b. Verify the patient’s willingness to have a student as caregiver at the start of the shift. In the event that the patient is confused or unable to communicate with the student, the family may be consulted.
   c. Collaborate and communicate with the preceptor responsible for his or her patient(s) to define aspects of care:
      1. Within student’s scope of practice
      2. Within the scope of practice, but where experience is minimal or absent
      3. Not within the student’s scope of practice.
   d. Frequently communicate with the preceptor:
      1. The patient’s progress
      2. Any abnormal assessments
      3. Assistance needed during the course of the shift
      4. When leaving the unit for lunch, post clinical conferences, etc.
      5. Patient status, when leaving for the day
   e. Report to the charge person the patient assignment for the following day and communicate with the instructor.

E. Prohibited Activities
1. No student will be assigned to a patient for whom an N-95/PAPPR mask is required.
2. Nursing activities, which are contraindicated within PSFHS, in addition to those contraindicated per Centura policy, are as follows:
   a. Using auto-transfusion machines
   b. Administering Rhogam
   c. Allowing nurses to remove medications from the PYXIS for students. Students may receive temporary PYXIS identity codes to access the PYXIS. Students will not access the PYXIS under the code of another student or nurse.

3. Respiratory Therapy activities, which are contraindicated within PSFHS are as follows:
   a. Intubation

4. EMT/Paramedic activities, which are contraindicated within PSFHS are as follows:
   a. Intubation, except in the OR and ED under the direct supervision of a physician

F. Additional Activities for Nursing Clinical Group Rotations
1. The school instructor will:
   a. Follow guidelines as outlined previously regarding responsibilities of the school instructor.
b. Train the students on how to use the Computerized Information System (CIS) for charting according to the Penrose Information Technologies protocol. Faculty new to PSFHS will attend the formal computer training class prior to conducting student training.

c. Review student documentation to discuss completeness.

2. The RN (preceptor) responsible for patients assigned to students will:
   a. Follow guidelines as outlined previously regarding responsibilities of the preceptor, to include retaining ultimate accountability and responsibility for ensuring that quality care is provided to the patient.
   b. Collaborate with the student to determine any required aspects of care, which are beyond the scope of practice for that student. Those identified aspects of care become the sole responsibility of the RN to perform.
   c. Perform appropriate physical assessment and compare findings with the student’s assessment. The nurse must co-sign all of the student’s documentation to include documentation in the CIS. The nurse who does not agree with the student’s documentation must discuss any areas of concern with the student and complete his/her own documentation.
   d. Talk to the student frequently during the course of the shift to determine patient progress and student needs, and offer assistance as needed. Inform the student if leaving the unit temporarily.

G. Additional Activities for Physician-Directed Rotations

1. The student in a discipline credentialed by Medical Staff Resources will complete privileges documents in Medical Staff Services.

H. Evaluation

1. All participants in the student learning experience will have an opportunity at the end of the student assignment to express the strengths and areas for improvement of the hospital, unit, students, and instructors.

2. The manager and the instructor will meet on an ongoing basis throughout the student assignment to discuss the overall clinical experience.

3. A summary of the student evaluations will be sent to Education Resources Department at PSFHS.

DEFINITIONS

1. **School Instructor/Clinical Placement Coordinator** - employed by the school and provides supervision of the student(s) in the clinical setting. Instructor supervision may be indirect via electronic means.

2. **Preceptor** - employed by PSFHS and provides supervision and supportive training of the student in the clinical setting, or is employed by another agency and has an affiliation agreement directly with the school but utilizes a clinical setting within PSFHS for the purpose of providing clinical experiences for the student (i.e. nurse practitioner or nurse midwife programs).

3. **Buddy** - staff person who partners with the student for a shift, but does not accept responsibility for the entire orientation experience. They are employed by PSFHS and provide direct and indirect supervision of the student in the clinical setting and provide supportive training in the student’s endeavors to complete written assignments

4. **Coordinator for Educational Placements/or Designee** – The individual/department responsible for reviewing requests for placement, assuring Cooperative Education/Affiliation Agreement is on file with Centura Corporate Services and requesting Agreement if not on file, and maintaining student
files. The Education Resources Department is responsible for these duties at PSFHS with the following exceptions: The Program Coordinator for the following PSFHS programs will be responsible for the above duties—Clinical Pastoral Education, Dietetic Internship Program, EMS Institute and School of Clinical Laboratory Science. All enrolled students will be governed by the department curriculum and must comply with PSFHS Associate Principles.

**REVIEW/APPROVAL SUMMARY**

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