



**Nursing Division
Policy and Procedure Manual**

Policy #:	10.01.04
Issued:	December 1, 1999
Reviewed/ Revised:	10/04, 08/07, 12/07, 07/08, 2/10
Section:	10.01 Nursing/Student Clinical Placement

NURSING STUDENT CLINICAL PLACEMENTS

Policy Statement:

Coordination of all nursing student clinical placements and preceptors will be managed within the division of nursing by the coordinator of nursing professional development. To support the medical center's mission related to education of future health care providers, efforts will be made to accommodate as many agencies/students as feasible without compromising patient care. All nursing student clinical education experiences are in accordance with the Massachusetts Board of Registration in Nursing's regulation *244 CMR 6.04: Standards for Nursing Education Program Approval*.

Procedure:

A. General

1. All agencies requesting student placements at BMC shall first sign the BMC affiliating agency agreement. This agreement shall self-renew each year unless either party notifies the other of requested changes. The signed agreements shall be kept on file in nursing administration.
2. Prior to the start of the clinical placement, the school is responsible for providing documentation that students and faculty have met the health clearance and insurance requirements as identified in the agreement. Such documentation shall be submitted to the coordinator of nursing professional advancement and **prior** to be start of any student experience. See Attachment A.
3. Affiliating agency requests for student placements for the next academic year will be met based on nurse manager and staff feedback, and are based on departmental and organizational needs and ability to accommodate.

4. Professional attire is a firm requirement. Students and clinical faculty members will wear their appropriate uniform, student identification badge, temporary BMC identification badge and a Red Infection Control/FireSafety Card at all times.

B. Requesting student placements

1. All requests for undergraduate group, and independent study should be submitted on the Massachusetts Centralized Nursing Clinical Placement System (www.mass.edu/mcncps/welcome.asp) on a semester basis. The total number of students to be placed in any one clinical area is negotiated between the nursing director, nurse manager, and requesting agency, but will not be greater than eight students at one time (6 in pediatric areas).
2. Any type of precepted student experience undergraduate independent study student placements, are negotiated on an individual basis and require that a BMC employee is qualified and available to serve as the student's preceptor during his/her clinical affiliation with the division of nursing. See Attachment B. These requests should also be placed on the Massachusetts Centralized Nursing Clinical Placement System. www.mass.edu/mcncps/welcome.asp.
3. All graduate student requests should be submitted in writing (or via Email) to the Clinical placement coordinator (Pamela.corey@bmc.org) on a semester basis.

C. Clinical Faculty

1. Faculty assigned to clinical units must have appropriate clinical knowledge and background with the particular patient population involved, in accordance with the clinical affiliation agreement and BORN regulations. BMC reserves the right to determine if a given faculty member's clinical background and expertise is an appropriate match for the clinical setting to which they have been assigned based on review of their experience, credentials and orientation.
2. Prior to the start of the clinical placement, new clinical faculty must successfully complete the division's orientation requirements:
 - a. Computer education and training. Upon completion faculty will receive a password to access our electronic patient records. Passwords cannot be shared. PXYIS access will be arranged on the unit with the nurse manager/charge nurse.
 - b. Spend at least 8 hours of unit-based orientation with a staff nurse following a clinical orientation checklist (Attachment C), and meet with the nurse manager prior to bringing students to the clinical area.
 - c. Take a medication exam and pass with a score of 88% or better.
 - d. Review and be familiar with current Joint Commission standards and National Patient Safety Goals
 - e. Review and be familiar with related BMC policies and procedures including: Patient Identification Policy, Medication Administration Policy, Documentation, and others as appropriately identified by the division of nursing. Copies will be provided and they are available at unit-based computer terminals on the Intranet.

3. Except for precepted or observation only experiences, faculty are required to be present and available on their assigned units at all times during which their students are present and caring for patients. Clinical faculty are responsible for making patient assignments for students in collaboration with the charge nurse/manager as appropriate.

D. Documentation

1. Students may document in the patient record with either faculty or RN co-sign. All nursing notes must follow the “DARP” (Description, Action, Response, and Plan) format. Guidelines are available in the unit’s Documentation Manual which is also on the nursing webpage under Quick links on the BMC Intranet’s nursing web page.

E. Medication Administration

1. Medication administration will be directly observed by the preceptor or clinical faculty at all times. No medication should be given without preceptor or clinical instructor present. All must follow the medication administration and patient identifier policies. Only clinical faculty will be given access to the PYXIS.
2. Blood transfusions, IV push medications, and blood glucose testing are not activities included in the student clinical experience.
3. Limited medication administration is permitted in the pediatric inpatient and outpatient settings with instructors who have successfully completed the required pediatric medication competency

F. Pediatric Considerations

1. For those instructors who successfully complete the pediatric medication competency, medication administration is permitted on the inpatient pediatric unit with the following limitations:
 - a. Maximum of 2 students per clinical day may administer medications with the instructor’s oversight
 - b. No immunizations will be administered by instructors or students
 - c. Instructors and students must directly communicate with the patient’s registered nurse before and after administering the medication in addition to documenting in appropriate patient records.
2. There is a maximum of 6 students allowed in pediatric clinical groups.

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G. Other

1. ID badges will be authorized by the coordinator of professional development for students and faculty. They should be turned back into the ID office at the end of the semester. The fee for a replacement badge is \$35.
2. Parking is available at the Albany Street Garage for a maximum of \$30 per day. For transportation information, contact the BMC TransCom office: 617-638-7473. Due to the high student volume and limited parking for patients and employees, BMC cannot subsidize parking for students or faculty.

3. Faculty should review the following with students on the first day of or prior to starting the clinical experience: policies mentioned above, fire and safety equipment locations, egress routes, HIPPA review, and all other relevant unit-based policies as learned on orientation. See Attachment D.
4. All requests for student observational experiences outside of the assigned clinical area must be authorized through the nurse manager and/or charge nurse in advance. Clinical faculty must keep records of each occurrence: the student's name, date, and area visited for observation.
5. At the end of the semester, all faculty and students are encouraged to give feedback to the coordinator of nursing professional advancement in efforts to ensure an optimal learning experience.