
EFFECTIVE DATE: Not Set**POLICY & PROCEDURE TITLE:**

Student Nursing Policy and Procedure

REVIEW BY: Not Set

As with all St. Mary Medical Center (SMMC) policies, we strive to advance our mission: “We, St. Mary Medical Center and Trinity Health, serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities. As a community of caring people, we are committed to extending and strengthening the healing ministry of Jesus.” By so doing, we live out our values of Reverence, Commitment to those who are Poor, Justice, Stewardship, Integrity and Excellence. As a Catholic Health System, we are also guided by the Ethical and Religious Directives for Catholic Healthcare Services as promulgated by the U.S. Conference of Catholic Bishops.

This policy & procedure impacts the following core values: Excellence

PURPOSE

To delineate the scope of responsibility/activity of nursing students in the provision of nursing care at St. Mary Medical Center.

To delineate the provision of nursing care between nursing students and hospital nursing personnel

POLICY

- (1) When students are functioning in a learning capacity, the nursing department is accountable for patient care and related duties.
- (2) To facilitate student learning goals and objectives, the nursing department provides appropriate learning experiences based on student’s learning needs and opportunities available.
- (3) Students are required to follow SMMC nursing and hospital policies, procedures and standards of practice and behavior. Policy and procedure is on the policy management system (Policy Tech) for reference.
- (4) The nursing department and each school of nursing operates under a written affiliation contractual agreement that includes the effective student liability insurance face sheet. The contract is signed by both parties prior to student placement and renewed according to the term limit of the agreement. Nursing student placements are coordinated through the Nursing Professional Practice Department.

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- (5) Prior to the first day of the clinical experience, the nursing instructor ensures each student has the requisite immunizations, TB and hepatitis testing, current flu vaccine, criminal background check clearance and has completed the online St. Mary Student Nurse orientation which is sent to each school's learning management system administrator.
- (6) During students' clinical hours, the nursing instructor is available within the hospital to students and nursing department staff. Nursing instructors ensure student nurses are practicing safely and within the scope of practice.
- (7) Nursing instructors do not need to be on premises for BSN/MSN observational experiences, only clinical practicum experiences.

PROCEDURE

(1) Process to be followed for Arranging Student Experiences in the Nursing Department.

Colleges and Universities requesting student placement notify the director of nursing professional practice at least 3 months, preferably 6 months prior to proposed student clinical dates. The purpose of this early review is to safely allow for the accommodations of student placement and availability of resources to fulfill the requests.

- a. Prior to the negotiation meeting/phone call, the university or college faculty members provide the following to the director of nursing professional practice:
 - i. Fully signed and approved affiliation contractual agreement
 - ii. Current student nurse liability insurance face sheet
 - iii. Course syllabus and evaluation tools
 - iv. Time of experience (frequency of visits to clinical site)
 - v. Length of experience (start and end date)
 - vi. Number of students
 - vii. Names of the students
 - viii. Confirmation of annual influenza vaccine
 - ix. Type of experience desired (e.g., clinical practice, administration, research, education)
- b. Prior to scheduling clinical experiences, the director of nursing professional practice determines the number of students to be accommodated and potential placements for them based on:
 - i. safety
 - ii. course objectives
 - iii. qualified preceptors
 - iv. available experiences that can fulfill course objectives
- c. Nursing instructors make patient assignments based on the care needs of the patient and the learning needs of the student. The nursing instructor is responsible for notifying the SMMC RN (Registered Nurse) of the student assignment in the manner agreed upon in the unit involved.
- d. The director of nursing professional practice:
 - i. Makes placement arrangements for experiences/learning opportunities that facilitate completion of course objectives.
 - ii. Notifies nursing instructors and posts final placement arrangements on the

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Education SharePoint Site affiliating school calendar.

- iii. Ensures the students are provided a student orientation to SMMC for students including compliance training, computer training, and Pyxis Systems) – Orientation is provided via each school of nursing's learning management system. Unit tours are the responsibility of the clinical faculty accompanying the students. New nursing instructors must complete SMMC online orientation as well.
- iv. Collaborates with the nursing department leaders and the nursing staff on the patient care units in evaluating student experiences from an organizational and systems perspective.
- v. Is contacted regarding any issues with nursing instructors and nursing students so they are shared with the senior faculty of the nursing school.
- a. For undergraduate students, the student's nurse instructor may meet with the nurse preceptor at the beginning and end of the shift, and upon request, of the student's clinical assignment.
- b. The nurse manager provides feedback to the director of nursing professional practice who will provide that feedback to the nursing school to enhance contract negotiation decision-making, and to provide feedback for program improvement.
- c. Each participating school of nursing provides a written evaluation of SMMC nursing department's ability to fulfill course objectives.
- d. On an annual basis, the director of nursing professional practice:
 - i. Reviews affiliation contract agreements and maintains the right to cancel the agreement based on any infringement of the agreement.
 - ii. Attends school of nursing review boards to improve clinical education.
 - iii. Ensures nursing leadership is satisfied with current affiliation programs.

(2) Duties of St. Mary Registered nurses in relation to the nursing student:

- a. SMMC nursing department RN's are ultimately responsible for the care of patients assigned to students.
- b. The SMMC RN communicates with the student regarding relevant day-to-day information related to the patient's status and plan of care.
- c. The SMMC RN reports questionable student nurse practices to his/her manager and to the nursing instructor that are not in keeping with SMMC standards, policies and procedure.

(3) Clinical Clarification

- a. Nursing Students may **NOT**
 - i. Insert IV catheters (Perform venipunctures to establish IVs or saline lock sites)
 - ii. Titrate IV solutions
 - iii. Administer blood or blood products.
 - iv. Draw blood peripherally or from PICC/Central line
 - v. Take verbal/phone orders/critical values
 - vi. Sign out any medications without instructor/preceptor supervision
 - vii. Discontinue PICCS/Central lines
 - viii. Discontinue Chest tubes
 - ix. Perform vaginal or rectal exams

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- x. Perform moderate sedation/anesthesia
- xi. Replace inner cannula of trachs
- xii. Perform accuchecks
- xiii. Hang TPN/PPN/LIPIDS
- xiv. Remove spinal support devices
- xv. Adjust or manipulate O2 devices
- xvi. Adjust or manipulate infusion pumps without instructor/preceptor supervision
- xvii. Care for specialized cannulas; e.g., multilumen, arterial, long lines [central lines, i.e. Hickman and Groshong catheters and intravascular access devices]. This care includes: changing of I.V. tubing, flushing or aspirating from catheters, changing dressings, and removing catheters.
- xviii. Tape, extubate, or manipulate endotracheal tubes
- xix. Adjust or manipulate any invasive monitoring equipment (a-lines, Swans, IABP, Ventricles, shunts, etc.)
- xx. Adjust or manipulate wound vacs
- xxi. Adjust or manipulate peritoneal dialysis apparatus/hemodialysis machine -Handle epidural/PCA pumps or any controlled substance
- xxii. Have access to controlled substance
- xxiii. Administer any I.V. Push medications
- xxiv. Administer any research drugs.
- xxv. Administer the following medications:
 - a. IV opioids
 - b. IV vasoactive solutions
 - c. Cytotoxic drugs
 - d. Hazardous/High Risk Medications(i.e., magnesium sulfate, calcium gluconette, pitocin)
- b. Nursing Students **may** perform the following nursing actions in accordance to SMMC Nursing Department policies, procedures, and standards of practice:
 - i. Change peripheral I.V. sites dressings
 - ii. Convert peripheral I.V. lines to intermittent infusion devices – in presence of nursing instructor
 - iii. Change I.V. fluid without additives
 - iv. Monitor I.V. rates
 - v. Administer medications by the following route:
 - a.Oral
 - b.IM
 - c.S.Q.
 - d.I.V. Piggyback – in the presence of the instructor
 - vi. Perform simple wound care, dressing changes
 - vii. Perform ostomy care
 - viii. Perform urinary catheter care, including insertions on patients without urinary tract abnormalities (enlarged prostate, birth defect, post urinary surgical, coagulation issues, etc. are abnormalities) – instructor **MUST** be present
 - ix. Suction of the oral nasopharyngeal cavities
 - x. Insert NG tubes on patients without abnormalities (tumor, esophageal varices,

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coagulation issues, severe facial/neck injuries, etc. are abnormalities) – instructor MUST be present

- xi. Obtain specimens (urine/stool/throat culture only)
- xii. Provide safety measures
- xiii. Perform skin prep for surgical patients
- xiv. Obtain vital signs & chart
- xv. Obtain weights & chart
- xvi. Measure intake and output & chart
- xvii. Assist in bathing, dressing, and performing other activities of daily living for the patient
- xviii. Feed patients requiring assistance and provides between meal nourishment
- xix. Turn, position, lifts and transfers patients as directed
- xx. Administer cleansing enemas – instructor or preceptor must be present
- xxi. Perform clinical nursing documentation (RN must countersign or with electronic charting complete a sub-note attesting to the approval of the nurse extern documentation).
- xxii. Perform post-mortem care
- xxiii. Answer call light
- xxiv. Contribute to the patient plan of care by reporting all findings to the RN in a clear and timely fashion

SCOPE/APPLICABILITY

Schools of nursing bringing students to St. Mary Medical Center for registered nurse licensure clinical practice; BSN/MSN observational students; and registered nurses whose patients are being cared for by a nursing student

DEFINITIONS

RESPONSIBLE DEPARTMENT

Further guidance concerning this Policy may be obtained from Nursing Professional Practice

RELATED PROCEDURES AND OTHER MATERIALS

PASBON (2020).

http://www.dos.state.pa.us/portal/server.pt/community/state_board_of_nursing/12515

PADOH (2020)

http://www.portal.state.pa.us/portal/server.pt/community/department_of_health_home/17457

The Joint Commission Manual (2018)

<https://e-dition.jcrinc.com/ProxyLogin.aspx?lnk=EAA68B8643C6>