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 Owner: Joe Decostanza: Manager
 Department: Assoc Training & Devel
 References:

Clinical Responsibilities of Nursing Students and Faculty, Refer to NS-10-102

Holy Cross Hospital Mission and Core Values Statement:

This policy and procedure is strongly aligned with Holy Cross Hospital's "Core Values" of Reverence for each person, Justice, Commitment to those who are poor, Stewardship, Integrity and the organization's commitment to person centered care. We are committed to a culture of inclusion in which all people are welcomed, valued and celebrated.

Policy Statement:

Student nurses will be held to the standards of competent professional nurses when performing all nursing duties.

Orientation: Students and faculty must complete an on-line orientation through the Holy Cross University annually. Once required courses are completed, they must print and submit their transcript to their instructor prior to their first clinical day. Instructor must maintain file of their students and be able to provide necessary documentation as requested by the hospital.

Parking: All students and instructors MUST park in the parking garage on floors 5-7.

Security Badge Access: Faculty will submit completed Security Access Request form to Security in order to obtain security access badge for their students.

Uniform: The nursing student will wear appropriate school uniform and school name tag, with a Holy Cross guest badge while on duty in this hospital. Lab coats are permitted and name badges are required when the student is picking up an assignment. Students are expected to follow other dress code policies of the hospital.

Scheduling Rotations: Deans/Instructors must request clinical rotations through the Centralized Clinical Placement System (CCPS). Once approved, any additional requests or changes must be made through the CCPS.

Clinical Responsibilities of Student and Faculty:

Communication: Students must receive a patient report. During their clinical time, the student will find out their patient's needs, scheduled events, and status. Communication regarding issues, problems, or questions with any aspect of the patient's care will be discussed with the nurse clinician assigned to the patient. It is imperative that the nurse responsible for the patient is notified when there is a decline in the patient's condition, or if a problem with the patient, equipment, or medication arises. Students must report off to the assigned nurse when leaving the floor for any reason, or at the end of their duty. Students are educated on **the National Patient Safety Goals and must adhere to the standards in patient safety.**

Reporting on and off duty: The charge nurse or C3 is responsible for the unit during the shift. Upon arriving on the unit, report to the charge nurse/C3 and primary nurse. If unable to come to clinical, call your instructor / school. The instructor will notify the clinical unit.

Clinical Technical Skills/Procedures: The instructor/nurse clinician must be present if the student has not attained clinical competency in a procedure or technical skill. The instructor will provide guidance about which skills may be performed independently.

Medication Administration: Students are to demonstrate safe medication practices. This includes knowledge of the six rights, medication action, safe dosage for adults, seniors and children, side effects and special considerations for administration and proper patient identification. Students are expected to read policy and procedure on **Medication Administration Documentation** and referenced policies prior to administering medications.

Medication Verification: Nursing instructors or nurse preceptors will check **ALL medications** prior to student administration. Select medications must be double checked by two licensed individuals prior to administration. **These include medications in our High Risk Alert Medications Policy and Sound-A-Like/Look-A-Like Drugs policy.**

Intravenous Medications: ALL intravenous medications are to be **prepared and administered** under the **direct supervision** of a licensed Registered Nurse. Preparation includes reconstitution, aspirating medication from vials and confirming premixed pharmacy doses. Direct supervision is defined as being in immediate proximity. Students are not permitted to give IV push medications.

Blood Glucose Monitoring and Point of Care Testing (POCT): Performance of blood glucose monitoring and any point of care testing are limited to Associates of HCH. Students may not perform POCT using access codes of HCH employees. Students may observe POCT and study on-line training modules as a learning activity.

Blood Transfusion: Students may NOT administer blood or blood products: Students are allowed to monitor vital signs during the transfusion, but not the first vital sign.

Chemotherapy: Students may NOT administer Chemotherapy: Students may monitor patients receiving it.

Restraints: Students may not apply or remove restraints: Only persons who have completed a competency on application and removal of restraints may remove or apply restraints.

Documentation: Documentation must be approved prior to entry in the medical record or Electronic Medical Record (EMR) by the clinical instructor or nurse assigned to the patient and co-signed by that nurse. Student's signature shall include the first initial or full name and full last name and student status;(SN). Clinical instructors must complete training at Holy Cross Hospital for access to the EMR.

Transcriptions of Orders: Students are not permitted to receive telephone/verbal orders.

Photocopying: Students may NOT photocopy any part of the patient's medical record or have in their possession any individually identifiable health information belonging to a patient of HCH. Individually identifiable data elements include but are not limited to name, address, birth date, name of employer, telephone number, e-mail address, social security number, medical record number, and health plan number

RELATED POLICIES:

P-201 Medication Orders; Receiving and Processing
NS/P-30-553 High Alert Medication

Attachments:

No Attachments

	Approver	Date
	Jane Punch: Administrative Director	3/26/2015
	Jane Punch: Administrative Director	3/26/2015
	Taren Ruggiero: VP and CNO	4/8/2015

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