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| <b>Policy Title:</b> Student Nurses Placement and Clinical Rotation | <b>Policy Number:</b> NW.KFH.ADMIN.084         |
| <b>Owner Department:</b> Professional Development                   | <b>Effective Date:</b> 04/17/2015              |
| <b>Custodian:</b> Director of Professional Development              | <b>Last Review / Revision Date:</b> 10/07/2021 |
| <b>Approver:</b> Chief Nurse Executive                              | <b>Next Review Date:</b> 10/07/2024            |
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## 1.0 Policy Statement

Kaiser Permanente Northwest (KPNW) recognizes the importance of providing clinical experiences for nursing students.

At the discretion of the nursing leadership, nursing student clinical placements may be permitted within the Northwest Kaiser Foundation Hospitals (referred to as hospital(s) below). The hospitals will identify a student placement coordinator(s) to facilitate all inpatient nursing student placements within their facilities.

## 2.0 Purpose

To outline the responsibilities of parties involved in clinical nursing student placement in the hospitals.

## 3.0 Scope/Coverage

- 3.1 This policy applies to all employees who are employed by the following entities:
  - 3.1.1 Kaiser Foundation Hospital – Westside;
  - 3.1.2 Kaiser Foundation Hospital – Sunnyside;
  - 3.1.3 Students, faculty, and staff involved in student placement from affiliated nursing schools;
  - 3.1.4 Students enrolled in graduate level nursing programs, including masters, doctorate and Clinical Nurse Specialist programs.
  - 3.1.5 Exclusions: This policy does not apply to:
    - 3.1.5.1 Students from other health profession programs, e.g. physician, Certified Registered Nurse Anesthetist (CRNA), Nurse Practitioner (NP), Certified Nurse Midwife (CNM), physical, occupational, speech, or other therapists, paramedic, diagnostic imaging, etc.
    - 3.1.5.2 Job Shadows.

## 4.0 Definitions

N/A

## 5.0 Provisions

- 5.1 Student Placement Coordinator(s) responsibilities:

- 5.1.1 Serves as a liaison between hospital(s) and the schools of nursing
  - 5.1.1.1 Reviews clinical placement requests.
  - 5.1.1.2 Ensures current student affiliation agreement is in place with the nursing school(s) prior to accepting requests for student nurse placement.
  - 5.1.1.3 Collaborates with the nursing unit leadership to determine the number of clinical placements available.
  - 5.1.1.4 Communicates acceptance or denial of student placement requests to schools of nursing.

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5.1.1.5 For confirmed student placements, relays relevant information (e.g. - preceptor name(s), unit(s), schedule(s), etc...) to nursing school personnel, and relevant student information to hospital personnel on the unit where the student is assigned.

**5.1.2** Reviews student/faculty documentation of immunizations, health screenings, and trainings as outlined by the Oregon Health Authority (OHA) administrative requirements for students in health profession programs (OAR 409-030-0100 to 409-030-0250).

**5.1.3** Meets with each clinical faculty member the first time they are assigned to a specific hospital, and yearly thereafter, with the option to meet more frequently, if needed.

**5.1.4** Coordinates clinical faculty site orientation. Orientation to include:

- 5.1.4.1 Review of applicable student nurse policies
- 5.1.4.2 Outline of clinical placement expectations for both students and faculty
- 5.1.4.3 Collection of mandatory paperwork and training documents
- 5.1.4.4 Campus tour, if necessary
- 5.1.4.5 Review of any additional faculty questions
- 5.1.4.6 Leader introductions, if available

**5.1.5** Coordinates student orientation in collaboration with hospital personnel and nursing school partners.

**5.1.6** Coordinates with KP Badge Access team to facilitate delivery of student/faculty badges and/or applicable access codes.

**5.1.7** Receives and manages feedback and compliance reports regarding nursing students/faculty. Reviews findings with hospital nursing leadership and nursing school leadership, as appropriate. Note: situations where unsafe behavior or practice occur may result in immediate removal of the student/faculty from the clinical arena and could lead to termination of the clinical experience and/or student affiliation agreement.

**5.2** Nurse Manager/Associate Nurse Manager, and/or Charge RN responsibilities:

**5.2.1** Serve as unit level leaders, partnering with the school of nursing faculty and students placed on their unit.

- 5.2.1.1 In collaboration with the student placement coordinator(s), determines number of students to be assigned to the unit.
- 5.2.1.2 Assists in the orientation of faculty and students to the facility, staff, and unit policies/ procedures.
- 5.2.1.3 Assists, as needed, in the patient assignments of students.
- 5.2.1.4 Allows students to become involved in the care of selected patients, and access essential information required to care for patients.

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- 5.2.1.5 Facilitates student attendance at unit meetings and/or unit in-services that may enhance the student's learning.
- 5.2.1.6 Participates in periodic evaluation of student performance, as requested by the faculty.
- 5.2.1.7 Relates any problems regarding student performance and/or placement to the clinical faculty member, and the site-specific student placement coordinator(s).
- 5.2.1.8 Promotes a safe learning environment.
- 5.2.2 Directs all inquiries or requests for student placement to the student placement coordinator(s).
- 5.3 On-site Clinical Faculty (Instructor) responsibilities:
  - 5.3.1 Ensures students are in compliance with OHA "Health Profession Student Clinical Training Standards" (health screenings, immunizations, and trainings--OAR 409-030-0100 to 409-030-0250), at all times. Failure to do so, may result in removal of the clinical faculty member from the clinical rotation, and place future clinical rotations in jeopardy.
  - 5.3.2 Maintains own compliance with the OHA "Health Profession Student Clinical Training Standards" (health screenings, immunizations, and trainings--OAR 409-030-0100 to 409-030-0250), at all times. Failure to do so, will result in removal of the clinical faculty member from the clinical rotation, and place future clinical rotations in jeopardy.
  - 5.3.3 Provides evidence of current, unencumbered Oregon Registered Nurse licensure. Maintains current Oregon Registered Nurse licensure for the duration of the clinical experience. Failure to do so, will result in removal from the clinical rotation, and place future clinical rotations in jeopardy.
  - 5.3.4 Reviews and abides by applicable hospital policies and procedures. Failure to do so, may result in removal of the clinical faculty member from the clinical rotation.
  - 5.3.5 Maintains confidentiality of protected patient information. Does not print patient records or leave hospital with any Protected Health Information (PHI). Please refer to the applicable organizational policy.
  - 5.3.6 Maintains confidentiality of protected student information.
  - 5.3.7 Attends clinical faculty orientation.
  - 5.3.8 Supervises student's clinical practice as outlined in the Oregon State Board of Nursing (OSBN) Nurse Practice Act (851-021-0045).
  - 5.3.9 Adheres to student to faculty ratios as outlined in the Oregon State Board of Nursing (OSBN) Nurse Practice Act (851-021-0045).
  - 5.3.10 Makes student assignments in conjunction with the nurse manager/associate manager, charge nurse, and/or preceptor/clinical teaching associate.

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- 5.3.11** Will provide students and hospital personnel (student placement coordinator(s), unit manager/associate manager, charge nurse, and registered nurse assigned to student) with cell phone or pager and be readily available when students are present in the clinical arena.
- 5.3.12** Collaborates with the patient's registered nurse and/or preceptor to supervise student documentation in the medical record. Confers with hospital unit personnel (manager/associate manager, charge nurse, and/or nurse assigned to student) regarding any issues or questions about entries.
- 5.3.13** Maintains discipline among students and confers with unit manager/associate manager and student placement coordinator(s) regarding issues.
- 5.3.14** In the event a safety event occurs, the registered nurse working with the patient, student placement coordinator and unit manager/associate manager will be notified.
- 5.3.15** Wears scrubs or business attire when on the hospital campus.
- 5.3.16** Wears school name badge and KP-issued badge when on the hospital campus. Returns KP-issued badge to student placement coordinator(s) upon conclusion of clinical rotation.
- 5.3.17** Collects and returns KP-issued student badges to student placement coordinator(s) upon conclusion of clinical rotation.
- 5.3.18** Notifies the student placement coordinator(s), in writing and by phone, of any changes in the schedule of students or clinical faculty.
- 5.3.19** Communicates to student placement coordinator(s) any concerns and clarifies any questions about the clinical rotation.
- 5.3.20** Parks in designated staff parking while on hospital premises.
- 5.3.21** In addition to the above, the Onsite Clinical Faculty (Instructor) who is also an employee of Kaiser Permanente:
  - 5.3.21.1 Differentiates between the role of the employee and the role of faculty at all times.
  - 5.3.21.2 Refrains from wearing employee identification badge, logging-in to the electronic medical record as an employee or accessing any areas that are not accessible to other, non-employed faculty members or the general public, while on hospital premises as a faculty member.

**5.4 Pre-licensure Nursing Student responsibilities:**

- 5.4.1** Maintains own compliance with the OHA "Health Profession Student Clinical Training Standards" (health screenings, immunizations, and trainings--OAR 409-030-0100 to 409-030-0250), at all times. Failure to do so, will result in removal from the clinical rotation, and place future clinical rotations in jeopardy.

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- 5.4.2** Reviews and abides by applicable hospital policies and procedures. Failure to do so, may result in removal from the clinical rotation, and place future clinical rotations in jeopardy.
- 5.4.3** Maintains confidentiality of patient information. Does not print patient records or leave hospital with any Protected Health Information (PHI). Please refer to the applicable organizational policy.
- 5.4.4** Completes student orientation.
- 5.4.5** Participates in direct patient care, in accordance with their documented skill level and competency, under the supervision of the clinical faculty and/or registered nurse assigned to the patient. If competency has been demonstrated, starts IVs with the direct supervision of the clinical faculty and/or the registered nurse for the entirety of the placement.
- 5.4.6** Ensures clinical faculty is present if they have not performed or attained competency in a skill or procedure. If the clinical faculty is unable to respond immediately, or patient care cannot wait, the faculty/instructor may direct the student to the registered nurse for assistance.
- 5.4.7** Documents patient care completed in the medical record in collaboration with the registered nurse and clinical faculty. Ensures documentation is cosigned by the registered nurse.
- 5.4.8** Student nurses can administer prescribed medications by accepted routes that are within the scope of their competency and level of education.
  - 5.4.8.1 All medications will be pulled from the pyxis by the licensed Kaiser registered nurse.
  - 5.4.8.2 Student nurses will not access or remove any medication(s) from the pyxis machine.
  - 5.4.8.3 Under continuous/direct supervision of the Kaiser registered nurse, the student nurse will prepare and administer medications consistent with applicable medication administration policies and the (OSBN) Nurse Practice Act. All drug calculations shall be checked by the Kaiser registered nurse and co-signed in the patient's medication administration record.
  - 5.4.8.4 Student nurses are not allowed to administer chemotherapy.
  - 5.4.8.5 Student nurses can not act as the second licensed signature of high alert medications that require dual signatures or as the second licensed signature for the waste of controlled substances, as student nurses are not licensed.
- 5.4.9** Completes handoff report and/or provides updates pertinent to the care of the patient to the registered nurse prior to leaving the unit, taking a break, or going to lunch.

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**5.4.10** In the event a safety event occurs, notifies the Kaiser registered nurse assigned to the patient, student placement coordinator, unit manager/associate manager, and clinical faculty.

**5.4.11** Wears scrubs or business attire when on the hospital campus.

**5.4.12** Wears school name badge and KP-issued badge when on the hospital campus. Returns KP-issued badge to instructor or student placement coordinator(s) upon conclusion of clinical rotation.

**5.4.13** Parks in designated staff parking while on hospital premises.

**5.4.14** In addition to the above, the Pre-licensure Nursing Student who is also an employee of Kaiser Permanente:

- 5.4.14.1 Differentiates between the role of the employee and the role of the student at all times.
- 5.4.14.2 Refrains from wearing employee identification badge, logging-in to the electronic medical record as an employee or accessing any areas that are not accessible to other, non-employed students or the general public, while on hospital premises as a student.

**5.5** Graduate Nursing Student (MSN, DNP, CNS) responsibilities:

**5.5.1** Maintains own compliance with the OHA "Health Profession Student Clinical Training Standards" (health screenings, immunizations, and trainings--OAR 409-030-0100 to 409-030-0250) at all times. Failure to do so, will result in removal from the clinical rotation, and place future clinical rotations in jeopardy.

**5.5.2** Provides evidence of current, unencumbered Oregon Registered Nurse licensure. Maintains current Oregon Registered Nurse licensure for the duration of the clinical experience. Failure to do so, will result in removal from the clinical rotation, and place future clinical rotations in jeopardy.

**5.5.3** Retains responsibility for identifying and securing a preceptor appropriate to the goals of the academic program and student.

**5.5.4** Reviews and abides by applicable hospital policies and procedures. Failure to do so, may result in removal from the clinical rotation, and place future clinical rotations in jeopardy.

**5.5.5** Completes student orientation.

**5.5.6** Maintains confidentiality of patient and organizational information. Does not print patient records or leave hospital with any Protected Health Information (PHI). Please refer to the applicable organizational policy.

**5.5.7** In the event a safety event occurs, notifies the registered nurse working with the patient (if applicable), student placement coordinator and unit manager/associate manager.

**5.5.8** Wears scrubs or business attire when on the hospital campus.

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- 5.5.9 Wears school name badge and KP issued badge when on the hospital campus.
- 5.5.10 Parks in designated staff parking while on hospital premises.
- 5.5.11 In addition to the above, the Graduate Nursing Student who is also an employee of Kaiser Permanente:
  - 5.5.11.1 Differentiates between the role of the employee and the role of the student at all times.
  - 5.5.11.2 Refrains from wearing employee identification badge, logging-in to the electronic medical record as an employee or accessing any areas that are not accessible to other, non-employed students or the general public, while on hospital premises as a student.
- 5.5.12 In addition to the above, the Clinical Nurse Specialist (CNS) student:
  - 5.5.12.1 Adheres (if applicable) to the requirements set forth by the Oregon Board of Nursing in *Clinical Practicum in Oregon for Clinical Nurse Specialist Students Enrolled in a Non-Oregon Based Graduate Program*—OAR 851-054-0060.
- 5.6 Kaiser Registered Nurse responsibilities:
  - 5.6.1 Promotes a safe learning environment.
  - 5.6.2 Acts as a resource regarding hospital policies, processes, and procedures.
  - 5.6.3 In collaboration with the clinical faculty, supervises the nursing student in the provision of patient care and/or student practice activities.
  - 5.6.4 Maintains responsibility for the quality of care provided to the patient. Collaborates with the nursing student and clinical faculty regarding student competency, to determine the extent to which the nursing student will participate in care delivery.
  - 5.6.5 Verifies and cosigns nursing student documentation in the patient's medical record.
  - 5.6.6 Provides direct oversight for all student medication administration to include:
    - 5.6.6.1 Retains the responsibility for retrieving and returning medications to the pyxis.
    - 5.6.6.2 Confirms with the student and faculty that the student has demonstrated competence in medication administration.
    - 5.6.6.3 Ensures direct observation of all medication handling and administration completed by the student nurse.
    - 5.6.6.4 Checks all drug calculations performed by the student nurse prior to medication administration.
    - 5.6.6.5 Ensures that student nurses do not administer chemotherapy.

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5.6.6.6 Guarantees that only licensed personnel (not unlicensed students) perform the second licensed signature of high alert medications or waste of controlled substances.

**5.6.7** Provides feedback to the clinical faculty and unit manager related to student performance.

**5.6.8** Directs all inquiries or requests for student placement to the student placement coordinator(s).

## 6.0 Procedures

N/A

## 7.0 References/Appendices

**7.1** Oregon Health Authority; Office of Policy-Health Profession Student Clinical Training Standards. <https://www.oregon.gov/oha/HPA/HP/Pages/SCT.aspx>

**7.2** Oregon State Board of Nursing Practice Act.  
<https://www.oregon.gov/OSBN/Pages/laws-rules.aspx>