To identify procedures and levels of supervision for Registered Nurse (RN) students, both undergraduate and graduate, at Palomar Health.

II. DEFINITIONS:

A. **Academics**: A component of the Department of Nursing and Interprofessional Education responsible for all decision making regarding placement of nursing students within Palomar Health facilities as well as monitoring the Academics@palomarhealth.org email account

B. **Float Student**: A nursing student who leaves his/her primary group for specifically assigned dates/hours in order to observe an RN providing patient care in a specialty area. A nursing student who is "floating" does not provide any "hands-on" patient care to include treatments or medication administration; observation only

C. **Instructor/Faculty**: Employee of a nursing school within a college or university responsible for supervising clinical rotations for a student or group of students. Clinical instructor must be present on the unit or immediately available to students at all times

D. **Palomar Health RN**: RN employed by Palomar Health acting as a preceptor for a nursing student

E. **Post Licensure Student**: RN in a student role completing clinical requirements for an undergraduate or graduate degree program (e.g. MSN, NP, CNS, ENL, MEPN, RN to BSN)

F. **Preceptorship**: Formal assignment of a student from a nursing program with a specific Palomar Health RN. Instructor from the academic program is available via pager or cell phone but may not be routinely on site. Palomar Health RN should complete the Preceptor program offered by Palomar Health and have the approval of his/her manager/supervisor prior to accepting a student.

G. **RN Student**: Individual enrolled in a college/university affiliated nursing program completing clinical experience for his/her program at Palomar Health under school/agency contracts

H. **SDNSEC**: San Diego Nursing Student Education Consortium

III. STANDARDS OF PRACTICE:

A. Performed by:
   1. Department of Nursing and Interprofessional Education Staff
   2. Human Resources Department
   3. Instructors/Faculty
   4. Palomar Health Laboratories
   5. Organizational Learning and Development
   6. Palomar Health RNs
   7. RN Students
   8. Security

B. **AUTHORITY**: The authority for students to perform RN functions can be found in the Business and Professions Code 2729 Services by Student Nurses which states nursing services may be rendered by a student when these services are incidental to the course of study when the RN student is enrolled in a board-approved nursing program (see Student Medication Administration, BRN Letter dated Nov, 2008)

C. All requests for nursing student placements are submitted via the San Diego Nursing Service Education Consortium (SDNSEC) website and require approval by Palomar Health Academics, a component of the Department of Nursing and Interprofessional Education

D. A fully executed copy of a current Clinical Affiliation Agreement between the student's school of nursing and
E. Instructor and Staff Responsibility for Supervision:

1. Nursing faculty of a California Board of Registered Nursing (BRN) approved program are authorized by the above referenced law to initiate and continue to allow RN Students clinical educational functions including provision of patient care, performance of procedures, and administering of medication. The role of the nursing instructor on-site is to provide direct and indirect supervision of RN students in all clinical activities. When determining the appropriate level of supervision, instructors consider the severity of illness and stability of the assigned patient and the patient’s condition; the types of treatments, procedures, medications required for the patient; and the student’s competency and ability to adapt to changing situations in the clinical setting. When engaged in clinical learning experiences the RN student is directly under the supervision of the clinical instructor in addition to the Palomar Health RN preceptor at the facility. Both the instructor and the Palomar Health RN preceptor are responsible for the quality of patient care provided.

2. During a preceptorship, a Palomar Health RN preceptor, approved by Palomar Health, will supervise the student's independent learning contract at the facility. Supervision guidelines are the same as in (1) above, as faculty for precepted experiences are available through the school or by phone.

3. Instructors are responsible for orienting their student groups to the use of routine equipment and procedures, including items on the Consortium Facility Specific Orientation Checklist, prior to any patient care assignments.

4. Palomar Health RN retains ultimate responsibility for assessments, patient care, and documentation.

5. Palomar Health RN may elect to observe students performing procedures on the skills list provided by the school of nursing or request that the instructor provide oversight. The instructor will sign off skills inventory lists.

6. Instructors will post student assignments in areas designated by unit leadership. Nursing Student Assignment forms will include the name of the instructor and the pager number. Consultation with the charge nurse prior to making an assignment is required.

7. Palomar Health RN and student will meet and receive report at the beginning of the student's clinical hours to discuss the patient, delineate assignment and plan of care, determine which medication routes student is able to administer, and clarify level of supervision (instructor vs. staff).

8. Students will report on and off to assigned Palomar Health RNs with specific focus on:
   a. Assessments made including lines, IVs and tubes
   b. Care and documentation completed
   c. Patient needs for the remainder of the shift
   d. For student groups (excluding precepted and post licensure students): instructors must be immediately available when students are providing patient care.

9. **Student Floating as part of a clinical group assignment**
   a. Report to the charge nurse of the unit he/she is assigned and provide his/her instructor's name and pager number.
   b. Charge nurse assigns float student to an RN who will be observed providing patient care.
      i. A nursing student who is "floating" does not provide any "hands-on" patient care.
   c. Instructor sends completed "Float Log for Nursing Student Groups" to Academics@PalomarHealth.org at the end of each student group rotation.

F. **Security**

1. Students must complete Nursing Student on-line orientation modules located on pphol.org using their full legal names, complete background checks and drug screens according to the SDNSEC guidelines by going to http://www.sdnsebackground.com/ to place order, and be cleared by Palomar Health Academics prior to coming to a Palomar Health facility.

2. Students go to Security prior to or on the first clinical day with a picture ID in order to obtain a Palomar Health Student name badge.

3. Students and Instructors must wear their Palomar Health name badges while on site at all times.

4. Instructors and Preceptors are required to collect student badges and return them to Palomar Health Security once the clinical rotation has been completed.

5. Cell phones and cameras are not allowed in any patient care area.

G. **Student Skills**

1. Students may perform any function within their stated objectives or skill lists. A copy of the student's skills must be provided to the clinical unit at the beginning of the clinical rotation. Students do not
perform any function for which the facility/department has special competence criteria (e.g.: chemotherapy, defibrillation, blood administration, etc.). Both consideration of the educational level of the RN student and verification of the individual student’s competency by the instructor will be taken into account prior to delegation of supervision of medication administration and other procedures to a Palomar Health RN.

2. **Computerized documentation.** Computer access and passwords are requested from IT by Academics once student’s background check is cleared and all modules are completed. Students sign in using their own logons. Students may not document under a staff member's or instructor's log-on. Students may not print any patient information.

3. **Patient Assessments.** Students will document their assessments on the electronic health record (EHR) or on the appropriate paper assessment forms. Instructors are expected to assess the care and documentation of each student throughout the shift relative to quality and thoroughness. Students are expected to discuss assessments, especially anything outside defined limits, with the Palomar Health RN prior to documentation. The Palomar Health RN will complete his/her own assessment and document, or write a clinical note stating he/she has assessed the patient, reviewed the student's note, and whether he/she concurs with the student’s assessment.

4. **Glycemic testing:** Instructor's competency is verified by a qualified Palomar Health clinician, usually during NSO. The student must use his/her own Student ID number and not that of the preceptor or instructor. Students may perform Accu-Cheks:
   a. After successful demonstration to an instructor who has completed his/her competency validation form
      i. Student Accu-Chek competency forms are found on the [PalomarHealth.org/Academics](http://www.palomarhealth.org/Academics) web page.
      ii. A Student Accu-Chek form must be completed for each student, signed off, and sent to any Palomar Health lab, attention: Lab POCT Coordinator for activation to continue through the duration of the course.
   b. Under direct supervision by a staff RN or competency-verified instructor.

5. **Venipunctures:** IV starts may be done by RN students with the instructor (subsequent to verification of instructor's competency) or under Palomar Health RN supervision

6. **Medication Administration:** RN instructors may be granted access codes to PYXIS. All students must be under the direct supervision of a licensed RN, preceptor, or instructor throughout the medication-use process.
   a. During initial communication with the staff RN (within 30 minutes of the start of the shift) clarification to be made regarding which medications and routes will be student administered.
   b. Instructor to mark on the Nursing Student Assignments Form if student(s) will be administering PO, subcutaneous, topical, IM or IV medications
   c. Student must communicate to Palomar Health RN his/her intent to administer a medication
   d. Student must use the Bar-Code Medication Administration Process (BCMA) process. Students are oriented to the BCMA process by the instructor.

H. Instructors will be notified immediately of any concerns or problems regarding a student. Instructors may be paged for any procedure or situation requiring their presence. If a Palomar Health RN has concerns regarding working with a student on a clinical day, the RN is to notify his/her supervisor and the clinical instructor.

**IV. STEPS OF PROCEDURE:**

A. Equipment: N/A

B. **Process for On-boarding of Students.** Nursing School submits Course Objectives and Palomar Health Student Orientation Record to Academics@palomarhealth.org mailbox (at least 2 weeks prior to first day of class). Academics will then:
   1. Verify that a fully executed Clinical Affiliation Agreement between the nursing school and Palomar Health is in C360 and that it remains effective beyond the last day of the course.
   2. Verify consortium information on Palomar Health Student Orientation Record received matches SDNSEC data previously accepted.
   3. Transfer Student data from Orientation Record to Palomar Health database.
   4. Send student names to support@americandatabank.com for background check verification.
a. If student's background check is flagged, it is sent to Palomar Health Human Resources (HR) for approval. If not approved by HR, Academics will notify the school that the student's background check was not cleared and the student may not access Palomar Health facilities.

5. Verify that each student has taken these orientation courses during the current academic year (August 1- July 31) at pphol.org using their legal first and last name:
   a. Nursing Student Orientation Course
   b. Accu-Chek Meter Competency (not required for leadership rotations or graduate programs)

6. Request IT assign and activate Student ID number granting access to Clarity for duration of the course

7. Send list of Student ID numbers to L_Security and instructors
   a. Clarity password is the student ID and must be changed upon initial log-on
   b. Student ID numbers must be assigned prior to reporting to Security for a Palomar Health ID Badge

8. If student is a current, non-exempt employee:
   a. Notify HR with name of non-exempt employee student. A secondary student job code (5999) will be created enabling employee to clock in and out during clinical time as a student
   b. Clocking in with the student job code will enable employee to receive $8.00 an hour additional pay

C. Process for On-boarding of New Instructors supervising students. School or Instructor sends Palomar Health Instructor Orientation Record to Academics@palomarhealth.org mailbox (at least 3 weeks prior to first day of class).

1. Academics will then:
   a. Transfer Instructor data to Palomar Health database
   b. Verify instructor has taken the orientation courses listed below during the current academic year (August 1- July 31) at pphol.org using their legal first and last name:
      i. Nursing Student Orientation Course
      ii. Accu-Chek Meter Competency
      iii. Monitoring EtC02 During Opiod Delivery
   c. Request IT to assign and activate ID number
   d. Send Instructor ID number to Security, Instructor, and NSO coordinator

2. Instructors will:
   a. Obtain a Palomar Health ID Badge from Security
   b. Attend Nursing Service Orientation (NSO) in order to ensure current knowledge of Palomar Health procedures and documentation requirements
      i. NSO dates are located on the the PalomarHealth.org/Academics web page
   c. Send an email to the Academics@palomarhealth.org mailbox requesting a NSO class date to ensure a seat is available

3. NSO will:
   a. Provide e-copies to Academics of the following Instructor Competency forms completed during NSO:
      i. Faculty Facility Specific Orientation
      ii. Palomar Health Instructor Orientation to Palomar Health Procedures (lists initial procedures to be viewed in Lucidoc) signed by instructor
      iii. Clinical Instructor Initial Competency Validation Checklist to be completed and submitted prior to supervision of students performing these skills
   b. Send PYXIS MEDSTATION ID/Password Confidentiality Agreement to Pharmacy for access to PYXIS Medstations
   c. Send Accu-Chek competency form to the Lab, ATTN: POCT Coordinator

D. Preceptorships. Student Preceptorship placement requests are submitted and approved via the San Diego Nursing Service Education Consortium (SDNSEC) http://sdnsec.org/ website.

1. Instructor Requirements
   a. Complete a Student Orientation Record with student name(s) and send electronically to Academics@palomarhealth.org along with student objectives (at least three weeks prior to student's first clinical day)
   b. Pair each of their students with an available Preceptor from the list they received from Academics once their students have completed the required modules on http://pphol.org
      i. Contact Preceptors on the list in order to determine their work schedules, then assign
their student to an available preceptor
ii. Send Preceptor to Student pairings to Academics@palomarhealth.org

c. Meet with Preceptors to share student information, student objectives, clarify skills the student has been taught and may perform, and discuss evaluation method
d. Contact Preceptor to obtain an evaluation of student at the completion of the student’s experience.
e. Be available to student and Preceptor by phone or pager at all times

2. Student Requirements
a. Complete a background check and drug screen according to the SDNSEC guidelines
b. Create an account on http://pphol.org, and complete “Nursing Student Orientation Course” (at least two weeks before first clinical day). Students who will have contact with patients must also complete “Accu-Chek Meter Competency.”
d. Once cleared by Academics, go to Security before first clinical day to obtain a Palomar Health ID badge and parking sticker
e. Attend NSO if student will be providing patient care. Review NSO dates, posted on the PalomarHealth.org/Academics web page, and email Academics@palomarhealth.org with NSO dates to be attended; a seat will be reserved for the student. Students must attend NSO in its entirety in order to be current with Palomar Health policies and procedures, documentation, and equipment.
f. Contact assigned Precept or to schedule a time to meet and discuss objectives of rotation.

3. Proper sequence of student placement with preceptors at Palomar Health:
a. School places request according to the SDNSEC guidelines.
b. Academics revises (if necessary) and either approves or declines Consortium request.
c. Academics requests Palomar Health RNs who volunteer as both available and appropriate preceptor(s)
d. School submits orientation records and course objectives to Academics@palomarhealth.org

e. Student completes PPHOL.org modules which automatically notifies Academics@palomarhealth.org
f. Academics assigns a Student ID number (students must take PPHOL modules and Academics@palomarhealth.org must receive confirmation from American Databank that background checks out okay) within 5 working days.
g. Academics sends student ID numbers to Security with a cc to instructor and school contact providing confirmation those students are cleared to go to security and obtain their ID badges
h. Academics sends contact information of available preceptor to school (or instructor) ccing the preceptor to let them know that the school/student will be contacting them

i. School notifies students they must go to Security and obtain their Student ID badge before making any contact with Palomar Health staff. Student ID badges must be worn at all times
j. School/Student works with the preceptor to create a schedule for clinical hours
k. School sends Preceptor to Student pairings to Academics@palomarhealth.org

V. PUBLICATION HISTORY:

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### VI. REFERENCES:

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<td><a href="https://www.lucidoc.com/cgi/doc-gw.pl?ref=pphealth:34112$3">pphol.org</a></td>
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