I. PURPOSE:
To identify procedures and levels of supervision for Registered Nursing (RN) Students.

II. DEFINITIONS:

A. **Academics**: Academics@pph.org email account monitored by Center for Nursing Excellence.

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

C. **Post Licensure Student**: RN or other licensed individual completing clinical experience for a Graduate or Undergraduate program.

D. **Preceptorship**: Formal educational assignment of a student from a nursing program with a specific Palomar Health RN who has taken a preceptor course. Instructor from the academic program is available through the school or via pager and is not routinely on site.

E. **RN Student**: Individual enrolled in an educational nursing program completing clinical experience for his/her program at Palomar Health under school/agency contracts.

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

G. **Staff RN**: Palomar Health licensed Registered Nurse.

III. STANDARDS OF PRACTICE:

A. Performed by:
   1. Center for Nursing Excellence (CNEx) Staff
   2. Human Resources
   3. Instructors
   4. RNs
   5. RN Students
   6. 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 RN school courses and RN student placements must be submitted via the San Diego Nursing Service Education Consortium (SDNSEC) website and be approved by Palomar Health Academics.

D. Instructor and Staff Responsibility and Supervision:
   1. Nursing faculty of a California Board of Registered Nursing approved nursing program are authorized by the above referenced law to initiate and continue to allow RN Students clinical educational functions including 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 plus the Palomar Health Staff RN at the facility. Both the instructor and the Palomar Health Staff RN staff are responsible for the quality of care.
   2. During a preceptorship, a Palomar Health staff RN preceptor, approved by Palomar Health and the school, 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.

E. Security:
   1. Students must complete Nursing Student on-line orientation modules using their full legal names on
      pphol.org, complete a background check and drug screen 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 Palomar Health.
   2. Students must go to Security on their first day with a picture ID in order to obtain Palomar Health name
      badges.
   3. Students and Instructors must wear their Palomar Health name badges while on site at all times.
   4. Instructors 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.

IV. STEPS OF PROCEDURE:

A. Equipment: N/A

B. Process for Onboarding of Students. Nursing School sends Course Objectives and Palomar Health
   Student Orientation Record to Academics@pph.org mailbox (at least 2 weeks prior to first day of class).
   Academics will then:
   1. Verify consortium information on Palomar Health Student Orientation Record received matches
      SDNSEC data previously accepted.
   2. Transfer Student data from Orientation Record to Palomar Health database.
   3. Send student names to support@american datab ank.com for background check verification.
      a. If student’s background check is flagged, it is sent to HR for approval. If not approved, then
         Academics will notify school that student background check was not cleared and student is not
         allowed to participate.
   4. 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 (may not be required for leadership rotations or RNs enrolled in
         graduate programs)
   5. Request IT to assign and activate Student ID for duration of the course.
   6. Send list of Student IDs to L_Security and instructors (Clarity password=student ID and must be
      changed upon initial logon).
   7. If student is a current, non-exempt employee:
      a. Notify HR with name of non-exempt employee student which will require that a secondary student
         job code (5999) be created so employee may clock in and out during clinical time as a student.
      b. Send employee instructions on how to badge in and out while in a Palomar Health facility as a
         student using job code 5999 to receive $8.00 an hour for pay.

C. Process for Onboarding of New Instructors supervising students. School or Instructor sends Palomar
   Health Instructor Orientation Record to Academics@pph.org mailbox (at least 3 weeks prior to first day of
   class). Academics will then:
   1. Transfer Instructor data to database
   2. Verify instructor has taken these orientation courses during the current academic year (August 1- July
      31) at pphol.org using the legal first and last name:
      a. Nursing Student Orientation Course
      b. Accu-Chek Meter Competency
      c. Monitoring EtC02 During Opiod Delivery
   3. Save e-copies of the following Instructor Competency forms filled out during Nursing Services
      Orientation (NSO):
      a. Faculty Facility Specific Orientation (this form will be made available and completed during NSO).
      b. Palomar Health Instructor Orientation to Palomar Health Procedures (lists initial procedures to be
         viewed in Lucidoc) signed by instructor.
      c. Clinical Instructor Initial Competency Validation Checklist to be completed and submitted prior to
         supervision of students performing these skills.
   4. Request IT to assign and activate Instructor ID
   5. Send PYXIS MEDSTATION ID/Password Confidentiality Agreement to Pharmacy
6. Send Instructor his/her personal Instructor ID
7. Notify L_Security Instructor is cleared to be on site.

D. **Preceptorships.** All student Preceptorship student placement requests must be approved via the San Diego Nursing Service Education Consortium (SDNSEC) http://sdnsec.org/ website.

1. **Instructor Requirements**
   a. Completely fill out a Student Orientation Record with student name(s) and send electronically to Academics@pph.org along with student objectives (at least three weeks prior to student's first clinical day).
   b. Schedule an appointment to meet with student’s Palomar Health Preceptor, once Academics sends Preceptor(s) name with contact information.
   c. Meet with the Preceptor 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 end of the student’s experience.
   e. Be available by phone or pager.

2. **Student Requirements**
   a. Complete a background check and drug screen according to the SDNSEC guidelines.
   b. Go to http://pphol.org, create an account, 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.”
   c. Review "Nursing Student Guidelines" available at pph.org Academics.
   d. Attend Nursing Services Orientation (NSO) if student will have patient contact or access to patient information. NSO is offered twice a month in Escondido. Student must attend all portions in order to be current with Palomar Health policies and procedures, documentation, and equipment. Student to send e-mail with dates they plan to attend to Academics@pph.org to reserve their seat.
   e. Go to Security on first clinical day to obtain a Palomar Health ID badge and parking sticker.
   f. Contact assigned Preceptor to schedule a time to meet and discuss objectives of rotation.

E. Instructors and Students must receive orientation prior to providing patient care:

1. Instructors will be oriented prior to starting a group of students in a clinical area by attending Nursing Services Orientation (NSO) and unit orientation with completion of a competency checklist by an Advanced Practice Nurse or other designee.

2. Orientation for all students must be completed online annually at pphol.org.

3. Student groups are oriented to the use of routine equipment and procedures, including items on the Consortium Facility Specific Orientation Checklist, by the instructor prior to a patient care assignment.

4. Precepted students who will have patient contact or access to patient information are required to attend Nursing Services Orientation (NSO) prior to beginning their rotations.

F. **Supervision of Students:**

1. The staff RN will retain ultimate responsibility for assessments, patient care, and documentation.

2. The staff RN may observe students performing procedures on their skills list, if the staff RN is willing to observe. The instructor will sign off skills inventory lists.

3. 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.

4. The staff RN and student will hold report at the beginning of the clinical time to discuss the patient, delineate assignment and plan of care, and clarify level of supervision (instructor vs. staff).

5. Students will report on and off to assigned staff RNs. They will report off each time they are leaving the area and identify:
   a. Assessments made
   b. Care and documentation completed
   c. Patient needs for the remainder of the shift

6. At the end of a shift, the student will go to the bedside with the staff RN and provide report with focused assessment of lines, IVs, and tubes.

7. For student groups (excluding precepted and post licensure students): instructors must be immediately available and on the unit where students are providing patient care.

G. **Skills:**

1. Students may perform any function within their objectives if verified on their skill lists. A copy of the student's skills must be provided to the clinical unit by the start 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 or supervision of medication administration and other procedures to a staff RN in the facility.

2. **Computerized documentation.** Computer access and passwords are requested from IT by Academics once student's background check is cleared with American Databank and the required pphol.org on-line orientation modules are completed. Students sign in using their own Student logons. They may not document under a staff member's or instructor's logon. Students may not print any patient information.

3. **Patient Assessments.** Students will document their assessments on the computerized documentation system or on the appropriate 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 staff RN prior to documentation. The staff 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 code and not the code of the preceptor or instructor. Students may perform Accu-Cheks:
   a. After a demonstration to an instructor who has completed a competency validation (Student Accu-Chek competency forms will be completed, signed off, and sent to any Palomar Health lab attention of the Lab POCT Coordinator for activation).
   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 with a staff RN supervising them.

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 will be student administered.
   b. Instructor to mark on the Nursing Student Assignments Form if giving PO, subcutaneous, topical, IM or IV medications.
   c. Students must communicate to patient's nurse his/her intent to administer a medication.
   d. Students must use the Bar-Code Medication Administration Process (BCMA) process.

   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 staff RN is uncomfortable working with a student on a clinical day, s/he should notify the instructor and his/her supervisor.

V. **PUBLICATION HISTORY:**

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( 08/24/2012 ) Elissa Hamilton, Director, Home Health
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( 09/18/2012 ) Lorie Shoemaker, Chief Nurse Executive

VI. **REFERENCES:**

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https://www.lucidoc.com/cgi/doc-gw.pl?ref=pphealth:34112