School Clinical Instructors, Students, and Nurse Preceptors

Expectations and Protocols

Welcome to the Sharp Experience! We are honored that you have chosen Sharp Health Care for your student placements. Sharp is committed to creating positive educational opportunities for students and nurses that assures best practice through evidenced based learning and guided role development. To help facilitate best possible outcomes for students, we have created and defined “role clarity” through protocols that identify responsibilities and expectations of clinical instructors, nursing students and nurse preceptors/mentors. Please refer to the student & faculty web-sites for compliance forms, guidelines for regulatory requirements, educational modules, and information about the Sharp experience.

http://www.sharp.com/instructors-students/
CLINICAL INSTRUCTOR EXPECTATIONS & PROTOCOLS

Prior to giving patient care

1. **All** Clinical Instructors (novice, experienced & Sharp employees) bringing students to Sharp facilities are required to attend an **annual Faculty Orientation** at Sharp Spectrum, complete all regulatory education modules and requirements, and complete a unit specific orientation. All requirements must be completed **at least two weeks** prior to bringing students. **Students will not be permitted on the unit until all requirements are completed.**

2. Instructors **may not pass** medications with students until they attend a scheduled **three hour Bar-Coding class**. Contact Cerner.training@sharp.com to register for the class and email the Certificate of Completion to Barbara.defulvio@sharp.com. This is a one-time only requirement.

3. Instructors must complete the **Cerner EMR training on-line tutorial** found on the Guidelines link on the faculty web-site. This must be completed prior to attending the Bar-Coding class.

4. Assure students have completed all Sharp regulatory requirements (See Mandatory Regulatory Requirements: Guidelines for Nursing Students)

5. Assure students are oriented to the unit (including equipment e.g. Accu-check, bed alarms, Alaris pump, etc.)

6. Assure students have completed Cerner EMR documentation training. **Bar Coding** is also included in this tutorial and must be completed by **all** nursing students even if not passing meds for their rotation. Students must complete every slide in these modules in order to receive the certificates. Access to tutorials is found on both faculty & student web-sites.

7. For details, visit: [http://www.sharp.com/instructors-students/](http://www.sharp.com/instructors-students/)

Sharp employees as clinical instructors

Please remember, that the role of a clinical instructor is **differentiated** from your Sharp employee role: e.g. you are not permitted to take M.D. orders as an instructor. **Your access codes for Cerner and PYXIS as instructor are distinctive from your access code as an employee.** Exception: may use your bar code for Accu-check.

Instructors who are Sharp employees may not bring students to the same unit on which they work unless approved by the CNO.
Communication
1. **Daily** introduction and review of student goals to Charge RN.
   - Assure unit is aware students are coming ahead of time
   - Instructor is responsible for making assignments
   - Assignments posted on each unit at least 2 hrs prior student arrival
   - Assure only one student is assigned with one nurse (if possible)

2. Pager/phone or text number to Charge RN and students each day

3. Ensure students are on time for daily RN/RN report.

4. Ensure students are prepared with Objectives. See: *RN-Student Communication tool* on student web-site.

5. Instructors are expected to check in with the RN **at least once each day** to discuss student progress and/or to answer questions.

6. Instructors are expected to complete a preceptor note (sign off the student charting) (To chart oversight of students in Cerner follow: *Ad Hoc → Nursing Procedure → Preceptor note.*)

7. Instructors should be rounding on all students throughout the day. **Students should be able to access their clinical instructor at any given time.**

8. Notify CHARGE- RN if you (the instructor) must leave the floor.

Policies and Procedures
Go to the Sharp intranet on top of page and click on A- Z directory. Click on *P* and select *Policies & Procedures.*

Medication passes
1. Clinical instructors will be assigned a **PYXIS** code via email from *REMEDY.* Only this code can be used for PYXIS access. **PYXIS access from the charge nurse is not acceptable. Students do not receive PYXIS access.**

2. The Clinical Instructor and the bedside RN are responsible for patient safety and proctoring students with **all** med passes using the 6-rights and competency check offs per individual schools.

3. **Clinical instructors** are responsible for determining the amount of supervision to be provided to any individual nursing student when passing p.o. medications (**BRN-Bus. & Prof. Code 2729 & 2725**). When determining the appropriate level of supervision, the clinical instructor will consider:
   - The severity and stability of the assigned patient
   - Patient treatments & procedures
- Medication types
- Clinical setting,
- The student’s experience and ability to adapt to changing situations while in the clinical setting.

All intravenous (IV) medication administration must be supervised/witnessed by a licensed nurse and or clinical instructor. Students are not allowed to administer:
- IV Hyper/hypoglycemic standardized medications (i.e. D50, D10 etc…).
- NO- CODE or ESO drugs (i.e. EPI, vasopressors etc...)
- Any type of IV psych-medications.

*Clinical Instructors are responsible for proctoring students with all med passes unless other arrangements have been made directly with the RN.*

**Student Evaluations & Preceptor Acknowledgement**

1. Assure students complete *Student Evaluation Forms* at the end of each semester. Please forward all evaluations via interdepartmental mail to Barbara De Fulvio: Spectrum: SRN. Or scan and email to Barbara.defulvio@sharp.com. Please include both sides of the form.

2. Please encourage students to *acknowledge the nurses* who have provided them with a good learning experience by writing out a short thank you note or unit forms such as *catch me caring*. Please do this at the end of each shift in post-conference and submit to the charge nurse or unit manager. For unresolved student/RN preceptor issues after going through the chain of command, notify Barbara.defulvio@sharp.com

**Leadership or Preceptorship Instructors,**

Please see Regulatory requirements for Preceptor/Leadership Instructors on the faculty web site and contact Barbara De Fulvio prior to students presenting to their clinical sites: 858-499-5244 or Barbara.defulvio@sharp.com
Welcome Student Nurses!
Sharp nurses are vested in providing nursing students
With the best possible learning experience by extending observation, and
participation, offering challenging questions, and reinforcing theoretical content.
Best of luck in your clinical experience at Sharp and to the world of nursing!

STUDENT NURSE EXPECTATIONS & PROTOCOLS
In preparation for clinical:

1. Choose assignments the night before or prior to coming on the unit according to
your instructor. Come prepared; know your patient ahead of time. Assignments
must be arranged with your Clinical Instructor.

2. Each day, be on time for RN/RN report; nurses should not have to give report
twice. Please wait until after report to ask questions.

3. Have goals and objectives available for review at all times; communicate
goals/objectives (goals for the day) to each nurse preceptor at the beginning of each
shift. Completion of RN/Student Communication tool is required every
day and on each patient (provided by your instructor or from the Sharp student
web-site on the Student Orientation Materials and Forms page)

4. Be able to identify “learned skills” that you have performed (have skills roster
available for RN review if needed).

5. Be flexible; in the real world assignments can change quickly, you may not always
get the patient you researched or requested.

6. Always report to the RN if leaving the unit/floor, even for a short break.

7. If unable to complete treatments in a timely manner, alert assigned nurse ASAP.

8. Report all abnormal findings ASAP to bedside RN or covering RN.

9. All charting should be reviewed with your instructor and RN. Both the RN and
Clinical Instructor are responsible for signing off the chart. Please use only the
computers on the periphery.

10. Students are responsible for knowing how and where to contact their Clinical
Instructors at all times.

11. Be prepared to observe only if the nurse is busy with an emergency or life
threatening situation. If you have questions during that time, write them down and
discuss with the nurse preceptor or your Clinical Instructor when time permits or at
the end of the day.
12. If you forget how to do something or you do not understand the assigned intervention/treatment, speak up and ask again. It’s better to be safe than sorry!

13. Remember some nurse preceptors are new, they won’t have all the answers but together you can look them up!

14. Please no cell phones/texting in any patient care areas, (including hallways, elevators and med rooms).

15. Please no eating at the nursing stations

16. Please abide by school dress code and finger nails less than ¼ inch from the finger tip.

17. Please be familiar with Sharp HealthCare 12 Behavior Standards & AIDET: Please bring a copy of these with you on the unit each clinical day.

18. Be aware that Cerner Documentation & Bar-Coding training is required in order to access patient charts and to give medications.

19. MEDICATION PASSES:

   **Students are not issued PYXIS access**

   The Clinical Instructor and the bedside RN are responsible for patient safety and proctoring students with all med passes using the 6 rights and competency check offs per individual schools. Clinical instructors are responsible for determining the amount of supervision to be provided to any individual nursing student when passing p.o. medications (BRN- Bus. & Prof. Code 2729 & 2725). **Students must assure RN or instructor is with them during medication passes.**

   All intravenous (IV) medication administration must be supervised/witnessed by a licensed nurse and or clinical instructor. **Students are not allowed to administer:**

   - IV hyper/hypoglycemic standardized medications (i.e. D50, D10 etc…).
   - NO- CODE or ESO drugs (i.e. EPI, vasopressors etc...)
   - Any type of IV psych-medications
NURSE PRECEPTORS EXPECTATIONS & PROTOCOLS

1. Remember **Sharp Health Care is a teaching facility for nurses**. We are the only true mentors for our future nurses and “mentoring” is considered part of your role. You will not know all the answers to student’s questions! That’s OK! Seek answers collaboratively with your student, role model where to find resources.

2. As a nurse-mentor it is your responsibility as a professional to communicate in a kind, courteous manner.

3. Use timely, positive reinforcement, and feedback. Remember you are the “role model”. We were all students at one time!

4. Be aware of what the student can do within their nursing program. Ask the student to share his/her **RN/Student Communication Form** to clarify student objectives. When in doubt check with the Clinical Instructor and charge nurse. Please be familiar with the following:

   **A. Medication passes:** The Clinical Instructor and the bedside RN are responsible for patient safety and proctoring students (as needed) with all med passes using the 6 rights and competency check offs per individual schools. **Clinical instructors** are responsible for determining the amount of supervision to be provided to any individual nursing student when passing p.o. medications (*BRN- Bus. & Prof. Code 2729 & 2725*).
   All intravenous (IV) medication administration must be supervised /witnessed by a licensed nurse and or clinical instructor. **Students are not allowed to administer:**
   - 1V hyper/hypoglycemic standardized medications (i.e. *D50, D10* etc…).
   - NO- CODE or ESO drugs (i.e. EPI, vasopressors etc...)
   - Any type of IV psych-medications

   **B. Computer charting** (instructors are responsible for initial documentation training).

   **C. Provide patient care** that the student has successfully demonstrated with his/her Clinical Instructor. Communicate with the instructor questions or concerns.

5. As the bedside nurse, **YOU are responsible** for all aspects of your patient’s assessment, interventions, care and safety.

6. Sensitive issues regarding patient, student or staff safety; attempt to intervene yourself. If further intervention is needed, follow the “chain of command”.

7. At the beginning of shift, discuss your student’s goals for the day. Long term goals should be available if needed. Ask for the RN/Student Communication Form filled out by the nursing student.

8. An Educational Module regarding teaching nursing students is found on the Sharp Learning Center. One CNE credit can be earned by taking the **Leading Future Nurses with Pride** Learning Center course. To self-enroll go to the Learning Center: click on Catalog link; click on the NURSING folder

**Thank you Sharp Nurses!**
Nurses and healthcare providers at Sharp Health Care take great pride in teaching and embracing our future nurses committed to making this a rewarding experience for students, faculty and preceptors.
Thank you for all you do in making this a positive experience for our future nurses!