

Beaumont Rehabilitation &  
Continuing Care Center - Dearborn

Ambulatory \_\_\_\_\_  
 LTC \_\_\_\_\_  
 Department \_\_\_\_\_  
 Other \_\_\_\_\_  
 Addenda/Addendum

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**TITLE: Skilled Nursing Facility Student Nurse Clinical Placements**

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**I. PURPOSE/OBJECTIVE:** To provide guidelines and information with regards to student nursing clinical placements throughout Beaumont Rehabilitation & Continuing Care Center – Dearborn (BRCC-D).

**II. GENERAL INFORMATION**

- A. A written contract between BRCC-D and each affiliated school of nursing/vocational school must be signed and available prior to the commencement of the clinical experience. All contracts are reviewed minimally every three years.
- B. The BRCC-D Nurse Educator is responsible for coordination of the student clinical placement experience at BRCC-D with the assistance of designated BRCC-D site persons.
- C. Requests for clinical experiences by the affiliated schools of nursing/vocational schools are submitted to the identified nursing student clinical placement contact at each site via written communication or via the ACE Placement System. Requests should indicate:
  - 1. Course number and course description
  - 2. Level of student
  - 3. Clinical experience requested
  - 4. Number of students/groups
  - 5. Dates, times and lengths (weeks/months) of clinical experience, including semester breaks.
  - 6. Name of faculty when determined
- D. The school will require each on site faculty member and student to be covered by malpractice insurance throughout the entire clinical experience either via individual policy or through the affiliated school policy.
- E. If a student is injured during their clinical experience at Beaumont, the student should be sent to Beaumont Employee Health Services or to the Emergency Room if more urgent care is required. The student should not be asked to pay for the cost of the treatment obtained. Beaumont is responsible for that per

Workman's Compensation policies covering students training for a career or profession.

- F. The school is responsible to perform criminal background checks for those students who will be providing direct patient care and for the onsite faculty monitoring them. Criminal background checks will be completed prior to the commencement of the clinical experience. BRCC-D is responsible to determine what positive result would lead to a student or faculty's inability to participate in BRCC-D clinical experiences. BRCC-D has the right to request a repeat criminal background check if there exists some valid student or faculty suspicions. Criminal background checks will be conducted in the state and country that the student or clinical instructor resides in. **The process for criminal background checks is as follows:**
1. The school obtains the criminal background checks on their students.
  2. The school is responsible to review the results. Any student with a felony conviction, or a conviction related to neglect, abuse, physical violence (e.g. assault), or a crime of fraud or dishonesty is not eligible for BRCC-D student clinical placement. Dishonesty includes shoplifting and convictions related to writing bad checks.
  3. The school notifies Administrative Manager of any student with a misdemeanor offense.
  4. Administrative Manager forwards the misdemeanor case to the appropriate site BRCC-D HR Director. BRCC-D HR makes the ultimate decision if the student can do clinical at BRCC-D or not.
  5. Administrative Manager informs the school of the BRCC-D HR decision.
  6. Decisions are based on BRCC-D Hire Policy and Practice.
- E. Patients may request not to be a teaching resident and BRCC-D facility medical staff may designate a resident as a non-teaching resident. These designated residents would not be eligible for student care or for observation.
- F. A maximum of two schools are assigned to clinical area during the same week unless otherwise approved by the unit clinical manager. Only one group of students will be assigned to a unit during a particular time of day, unless otherwise approved by the unit clinical manager.
- G. Prior to clinical experience, the affiliated school will provide the identified nursing student clinical placement site contact via the ACE placement system with:
1. Course objective(s) (Via ACE Placement Website)
  2. Clinical experience date(s) (Via ACE Placement Website)
  3. Names of faculty and students (Via ACE Placement Website) Telephone numbers of faculty and students (Via ACE Placement Website). In addition, faculties are responsible for providing the unit clinical manager with their home and office telephone numbers.
  4. Rubella, measles, varicella, hepatitis B, and yearly tuberculin testing results/dates for students and on site faculty (Via ACE Placement Website). BRCC-D does not maintain a copy of the actual lab test results.

The school retains a copy of the actual test results on file should BRCC-D need to refer to them. The school is responsible for obtaining and maintaining updated results.

5. BLS expiration date for students and on site faculty (Via ACE Placement Website). The school is responsible for obtaining and maintaining updated certifications.
  6. Completed Unit Faculty Orientation Form (via BRCC-D Student/Faculty Orientation Website).
  7. Completed Student Orientation Checklist (via BRCC-D Student/Faculty Orientation Website).
  8. Completed Required Tests (via ACE Placement Website)
- H. The manager on the requested unit/department must approve observational experiences on units other than the regularly assigned unit.
- I. The school shall maintain proof of State registration, proof of malpractice insurance and current licensure and/or certification of faculty. The school is responsible for obtaining, validating, and maintaining updated faculty RN licenses.
- J. Traditional nursing clinical placements are defined as placements where a group of nursing students are assigned to a unit or an area for their clinical experience and the faculty person from the affiliated school is on site at BRCC-D with them for the entire clinical experience period.
- K. In some cases, students may be placed at BRCC-D for a clinical experience where a BRCC-D nurse precepts the student in a clinical setting (on a unit or in a clinical area) or in a management/leadership setting. The affiliated school faculty is not continuously on site with the student for these types of clinical experiences but should be available during clinical hours by phone or by pager.
- L. Other clinical placement types are identified and defined on the BRCC-D orientation website. Please refer to this website for that information.
- M. All required paperwork and required reading for nursing clinical placements is located on the Beaumont Faculty/Student Orientation website.
- N. Beaumont is not liable for any faculty/student personal property that is lost, stolen, damaged during the Beaumont clinical experience.

### **III. FACULTY EXPECTATIONS**

- A. The school shall provide at least one faculty member to coordinate each specific clinical experience at BRCC-D facilities. The assigned faculty is responsible for the clinical education experience at BRCC-D facilities and will provide for the teaching, guidance, supervision and evaluation of students placed at BRCC-D facilities.
- B. The school shall certify that each student and each onsite faculty selected for clinical experience at a BRCC-D facility has passed a reasonable physical examination prior to beginning their clinical experience at BRCC-D.

- C. When an on site faculty member is absent, the school is to notify that faculty's assigned clinical unit and provide a qualified replacement. The identified nursing student clinical placement contact must be provided with the substitute's health and licensing information as defined in items H. 4 – 7 above. The faculty or school may choose to cancel the clinical for that day and, if so, must notify the unit/department of this cancellation.
- D. The faculty and clinical manager will meet as needed throughout the clinical placement to discuss the student experience, problems and suggested changes for improvement.

#### IV. FACULTY AND STUDENT ORIENTATION

- A. Faculty are responsible to contact the nursing student clinical placement site contact to obtain orientation **at least two weeks** before the clinical rotation begins whenever possible. All faculty persons must be oriented **at least yearly**. The faculty orientation may include two phases:
  - 1. General nursing faculty orientation conducted by the nursing student clinical placement site contact.
  - 2. Unit faculty orientation conducted by the unit manager or designee (See Unit Faculty Orientation sheet for contents on BRCC-D orientation website.) Unit faculty orientation is only required for faculty who are on site with students throughout the clinical experience.
- B. Faculty are responsible to orient their students prior to beginning their clinical experience at BRCC-D including, as appropriate, orientation to BRCC-D policies and procedures and relevant unit, setting, or program-specific policies and procedures. This includes but is not limited to job duties and responsibilities related to safety and infection control, cultural diversity, confidentiality, and the ethical aspects of residents care and the process used to address ethical issues. (See BRCC-D Student Orientation Checklist and the Student Information Guide for complete contents.) In the case of a student who will be working with an BRCC-D preceptor or BRCC-D mentor, the faculty will provide the basic orientation above and the BRCC-D preceptor/BRCC-D mentor will provide the unit specific orientation.
- C. In addition, students and faculty, as appropriate, will be oriented on how to describe or demonstrate:
  - 1. Actions to eliminate, minimize, or report risks
  - 2. Procedures to follow in the event of an incident
  - 3. Reporting processes for common problems, failures, and user errors while attending their clinical experience at BRCC-D.

This information is located in the Student Information Guide found on the BRCC-D orientation website.

## **V. ONGOING TRAINING**

- A. Additional student and faculty training occurs when job responsibilities or duties change.
- B. Students and faculty are invited to attend unit patient care conferences, and are encouraged to include staff when they have a conference about a patient. Students and faculty are invited to attend educational programs and or inservices. Students and faculty wishing to attend a conference, inservice or presentation must first notify the sponsoring person(s) and receive approval before attending.
- C. Student and faculty participation in ongoing inservices, training or other activities occurs as appropriate to increase student and faculty knowledge of clinical experience-related issues. Ongoing inservices, training, or other activities:
  - 1. Emphasize specific job-related aspects of safety and infection prevention and control.
  - 2. Reinforce the need and ways to report unanticipated adverse events.
  - 3. Are offered by the school or by BRCC-D in response to learning needs identified through performance improvement findings and other data analysis.

## **VI. FACULTY AND STUDENT COMPETENCY ASSESSMENT**

- A. Competency assessment for students who work in the same capacity as staff providing care, treatment and services for residents is based:
  - 1. On population served.
  - 2. On defined competencies to be required
  - 3. On defined competencies to be assessed during orientation
  - 4. On defined competencies that need to be assessed and reassessed on an ongoing basis based on techniques, procedures, technology, equipment, or skills needed to provide care, treatment, and services to patients.
  - 5. On assessment methods appropriate to the skill being assessed.
- B. Student competency assessment is the ultimate responsibility of the faculty or precepting/mentoring BRCC-D nurse. Assessment and reassessment of student competencies occurs on a continuous basis. This process is inherent in the student clinical experience.
- C. Faculty or precepting/mentoring BRCC-D nurse who assess competency are qualified to do so as determined by the affiliated school.
- D. It is the responsibility of the affiliated schools to define and verify the required competence and qualifications of faculty in their nursing programs.
- E. The school agrees to provide pre-clinical academic instruction to each student, in accordance with requirements mutually agreeable to the school and BRCC-D, and to present for clinical experience at BRCC-D only those students who have satisfactorily completed the pre-clinical academic instructional program.

## **VII. STUDENT/FACULTY DISMISSAL FROM OHS CLINICAL EXPERIENCE**

- A. When a student or faculty member with performance problems is unable or unwilling to improve, as evidenced by failure to complete designated improvement activities, they shall be prohibited from participating in the BRCC-D clinical experience. BRCC-D supervisory personnel may, for the safety and quality of resident care in an emergency or otherwise require that the student or the on site faculty member leave the room and/or unit or department pending a final determination of the outcome of an identified performance problem.
- B. In addition to student or faculty withdrawal from the clinical experience due to unsatisfactory performance, students and faculty may also be prohibited from participating in the BRCC-D clinical experience in cases where the student's or faculty's personal characteristics prevent desirable relationships with BRCC-D or where the student's or faculty's health status is a detriment to the student's or faculty's successful completion of the clinical experience or to other persons at BRCC-D.
- C. Students or faculty who were a prior employee of BRCC-D and employment was terminated due to unsatisfactory job performance, are prohibited from participating in clinical experiences at BRCC-DC-D.
- D. The school shall process any complaints by BRCC-D against any student or faculty member in accordance with their standards and procedures for student/faculty conduct or academic discipline, which are applicable to complaints arising at the school.

## **VIII. GENERAL CLINICAL ROTATION GUIDELINES**

- A. The daily start time for clinical experience will vary with the affiliated school and clinical placement area, and are determined by the faculty member and clinical manager and/or precepting/mentoring BRCC-D nurse.
- B. Before the start of the semester, the faculty member will:
  - 1. Meet the clinical manager/precepting or mentoring nurse to discuss course objectives, course expectations, student experience, and specific activities students are able to perform.
  - 2. Provide the clinical manager/precepting or mentoring nurse with criteria for resident selection.
- C. On a daily basis, the on site faculty member will identify and confirm the patient assignment with the clinical manager, or assistant clinical manager, or charge nurse.
- D. All site policy and procedure manuals for patient care are available on the Beaumont webpage. The on site faculty and students are responsible to be knowledgeable of the BRCC-D policies for all performed procedures and clinical skills.

- E. The clinical manager, assistant clinical manager or charge nurse will designate a unit staff nurse responsible for the student's patient. **The BRCC-D nursing staff maintains responsibility for patient care.** Students should communicate with the charge nurse or team leader or precepting BRCC-D nurse as appropriate about their assigned patients:
  - 1. Throughout the clinical day.
  - 2. Whenever they leave the unit for breaks.
  - 3. At the completion of the clinical time.
  - 4. Whenever a change in patient condition occurs.
- F. The charge nurse or designated BRCC-D nurse will communicate with the student and the on site faculty member regarding any charges in orders and patient status.
- G. The on site faculty member is expected to be on the unit during the time of clinical experience and should know the patient's diagnosis and current condition. It is the responsibility of the on site faculty member to ensure that all student's patients are adequately 'covered' during absence from the unit and that the team leader/charge nurse is informed of the appropriate patient care details.
- H. If there is concern or conflict on the unit, every effort should be made to resolve it by the clinical manager and faculty member or precepting/mentoring BRCC-D nurse as appropriate. If the problem cannot be resolved, it is to be directed to the nursing student clinical placement contact or to the BRCC-D Nurse Educator.
- I. BRCC-D supervisory personnel or clinical instructor may, for the safety and quality of patient care in an emergency or otherwise, temporarily relieve a student from a specific assignment.
- J. Student and faculty are expected to adhere to the BRCC-D dress code and any additional school policies.
- K. Appropriate identification badges must be worn by students and faculty at all times when on a BRCC-D campus.
- L. Nursing students and on site faculty are permitted:
  - 1. To receive emergency phone calls. (**The use of personal cell phones or pagers is prohibited while on the BRCC-D campus.**)
  - 2. To inform their immediate family member/significant other of assigned unit and phone numbers as needed.

## IX. GUIDELINES FOR CLINICAL SKILL PERFORMANCE

- A. Faculty must contact a nurse educator at the assigned clinical site for glucometer training. The nurse educator will train the faculty according to the requirements set forth by BRCC-D laboratories for the glucometer. The trained faculty person will train the students as needed. Students may perform blood glucose testing under the guidance of the trained on site faculty person or trained BRCC-D nurse.

- B. Nursing students and/or faculty are not permitted to administer intravenous push (IVP) medications with the exception of maintaining peripheral IV access catheters with saline or heparin as ordered.
- C. Nursing students and/or faculty do not make decisions about implementation of patient restraints or seclusion. They may suggest the need for this to the staff nurse and may participate in monitoring restrained or secluded patients per staff nurse's direction.
- F. Nursing students and/or faculty are not allowed to perform:
  1. Peripheral IV starts
  2. Any type of blood draw whether via peripheral access or central line\*
  3. Initiate access to a patient's central line\*. Students may administer IVPBs via an existing primary IV or may change the existing primary IV solution and tubing under the guidance and direction of an RN.
  4. Perform central line\* dressing changes
    - \*Central lines include but are not limited to implanted ports, PICC lines, external central venous catheters and all various other central venous catheters.

## **X. GUIDELINES FOR MEDICATION ADMINISTRATION**

- A. All medications being dispensed by students must first be reviewed and approved for administration by a licensed nursing person. Licensed nursing personnel must cosign for every medication administered by a student.
- B. Please refer to the unit staff nurses to determine the type of narcotic storage existing at your clinical site. Students must dispense all narcotics in the presence of faculty or nursing staff. The unit will review further details for proper dispensing procedures.

## **XI. GUIDELINES FOR CLINICAL DOCUMENTATION**

- A. Students and faculty will follow BRCC-D policies and procedures related to the obtainment of documentation system passwords and clinical documentation in the BRCC-D Clinical Information System.
- B. Nursing students and on site faculty must use the appropriate signature for documentation (where applicable) including the first initial of their first name and their full last name, student nurse indicator (SN) or RN for faculty, and abbreviation of the school. By way of example:
 

Student = S. Johnson, SN, HFCC  
Faculty = R. Wright, RN, HFCC
- C. All student documentation must be reviewed and cosigned by the on site faculty member or an BRCC-D staff nurse, including medication administration and narcotic medication sign out as well as any online documentation i.e., Matrix.



- D. Other information including helpful modules regarding clinical documentation can be found on the Faculty/Student Orientation website.

## **XII. OHS NURSING RESPONSIBILITIES RELATED TO STUDENT NURSES**

- A. BRCC-D has primary responsibility for patient care and shall plan and administer all aspects of such care at BRCC-D.
- B. On site faculty are the primary superiors of students when they provide resident care in the clinical setting. BRCC-D staff nurses do supervise students when they provide resident care, treatment, and services as part of their training. If the student is being precepted or mentored by a BRCC-D nurse, then the BRCC-D nurse is the primary superior of that student while they are performing clinical duties at their assigned clinical BRCC-D site.
- C. While students are to consider the on site faculty as their prime source of information, students should utilize nursing and hospital staff as resources.
- D. As appropriate, the BRCC-D nurse will collaborate with the student nurse and on site faculty regarding assessment, planning, evaluation and implementation of the nursing process related to the delivery of resident care.

## **XIII. MISCELLANEOUS INFORMATION**

- A. The library is available for use by faculty and students. Regulations regarding use of books, copying machine must be observed.
- B. The break room is available for use by faculty and students.
- C. Lockers may be available for students and faculty as designated by the BRCC-D facility.
- D. Faculty/student parking will be identified by the assigned BRCC-D facility.