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**TITLE:**

**UNDERGRADUATE AND GRADUATE STUDENT NURSE CLINICAL PLACEMENTS**

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**PURPOSE/OBJECTIVE:** To provide guidelines and information with regards to undergraduate and graduate student nursing clinical placements throughout Beaumont Health-Oakwood. Unless otherwise indicated, all information pertains to both undergraduate and graduate nursing students and faculty.

**POLICY/PROCEDURE**

**I. GENERAL INFORMATION**

- A. A written contract between Beaumont Health and each affiliated school of nursing/vocational school must be signed and available prior to the commencement of the clinical experience.
- B. The Beaumont Health Administrative Manager is responsible for coordination of the student clinical placement experiences throughout Beaumont Health-Oakwood.
- C. Requests for clinical experiences by the affiliated schools of nursing are submitted via the ACE (Alliance for Clinical Experience) MAPP System. Requests should indicate:
  - 1. Course number and course description
  - 2. Level of student
  - 3. Clinical experience requested
  - 4. Number of students
  - 5. Dates, times and length (weeks/months) of clinical experience
  - 6. Name of faculty when determined
- D. The school is responsible to obtain criminal background checks and drug testing for those students who will be providing direct patient/resident care including assessments, and for the onsite faculty monitoring them. In addition, finger printing is required for students and faculty who will be providing resident care and conducting assessments at Beaumont Rehabilitation and Continuing Care-Dearborn, as well as for sub acute and mental health units if clinical assignments last more than 120 days. Criminal background checks and drug testing will be completed prior to the commencement of the clinical experience. Beaumont Health-Oakwood is responsible to determine what positive result would lead to a student or faculty's inability to participate in Beaumont Health-Oakwood clinical experiences. Beaumont Health-Oakwood has the right to request a repeat criminal background check and/or drug test if there exists some valid



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student or faculty suspicion. 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 and drug testing is as follows:**

1. The school obtains the criminal background check and drug testing for their students and faculty.
  2. The school is responsible to review the results. Any student or faculty 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 Beaumont Health-Oakwood student clinical placement. Dishonesty includes shoplifting and convictions related to writing bad checks. Any student or faculty with a positive drug test result must be reported to Beaumont Health-Oakwood along with explanation if school is considering them for clinical placement at a Beaumont Health-Oakwood facility.
  3. The school notifies Beaumont Health Administrative Manager of any student or faculty with a misdemeanor offense or positive drug test result.
  4. Beaumont Health Administrative Manager forwards all misdemeanor cases and all positive drug test result cases to the appropriate site Beaumont Health-Oakwood HR Director. Beaumont Health-Oakwood HR makes the ultimate decision if the student or faculty can attend clinicals at Beaumont Health-Oakwood or not.
  5. Beaumont Health Administrative Manager informs the school of the Beaumont Health-Oakwood HR decision.
  6. Decisions are based on Beaumont Health-Oakwood Hire Policy and Practice.
- E. Nursing students testing positive for marijuana will not be deemed to have failed their pre-clinical placement physical exam if they can demonstrate the valid use of medical marijuana under the Michigan Medical Marijuana Act which includes having a current legitimate Michigan Medical Marijuana prescription card. However, these students may not be under the influence of medical marijuana as evidenced by demonstrating observed behaviors that may suggest impairment based on the HR observational checklist. They cannot have any odor of smoked marijuana (consistent with non-smoking employees) apparent while in clinical at Beaumont Health-Oakwood.
- F. The school will require each on-site faculty member and nursing student to be covered by malpractice insurance throughout the entire clinical experience either via individual policy or through the affiliated school policy.



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- G. 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 nursing licenses.
- H. A maximum of eight (8) nursing students per clinical group are allowed at Beaumont Health-Oakwood facilities for undergraduate clinical placements.
- I. A maximum of three 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.
- J. Prior to clinical experience, the affiliated school will provide the identified nursing student clinical placement site contact with the following information via the ACE MAPP System or via sent paperwork using the forms on the Student Orientation website:
  - 1. Clinical experience date(s)
  - 2. Names of faculty and student(s)
  - 3. Telephone numbers of faculty and student(s). In addition, faculty is responsible for providing the unit clinical manager with their contact phone numbers.
  - 4. Rubella, measles, varicella, mumps, hepatitis B, Tdap, and yearly tuberculin testing results/dates for students and on-site faculty. Beaumont Health-Oakwood does not maintain a copy of the actual lab test results. The school retains a copy of the actual test results on file should Beaumont Health-Oakwood need to refer to them. The school is responsible for obtaining and maintaining updated results.
  - 5. Flu vaccine during applicable times of the year as determined by CDC guidelines.
  - 6. BCLS expiration date for student(s) and on-site faculty. The school is responsible for obtaining and maintaining updated certifications.
  - 7. Completed Required Tests indicated in ACE; namely, OSHA, HIPPA & Bloodborne Pathogens.
- K. All required paperwork and required reading for nursing clinical placements is located on the Beaumont Health-Oakwood Student Orientation website.



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- L. Patient/residents may request not to be a teaching patient/resident and Beaumont Health-Oakwood facility medical staff may designate a patient/resident as a non-teaching patient/resident. These designated patient/residents would not be eligible for student care or for student observations.
- M. Beaumont Health-Oakwood is not liable for any faculty/student personal property that is lost, stolen, damaged during the Beaumont Health-Oakwood clinical experience.
- N. If a student or faculty person is injured during their clinical experience at Beaumont Health-Oakwood, the student or faculty person should be sent to Beaumont Health-Oakwood Employee Health Services for evaluation and treatment or to the Emergency Room if more urgent care is required. Students and faculty persons are not covered under Beaumont Health-Oakwood Workman's Compensation policies and should be asked to pay for the cost of treatment obtained. Beaumont Health-Oakwood is not responsible for the cost of treatment for student or faculty injuries occurring while on site at Beaumont Health-Oakwood during clinical experiences. An incident report must be completed per policy.
- O. Clinical will be canceled for any issues of non-compliance as determined by the Beaumont Health Administrative Manager.

**II. IMMUNIZATION INFORMATION**

- A. The flu vaccine is required for all on site students and faculty per Beaumont Health-Oakwood policy during applicable times of the year as determined by CDC guidelines. Flu vaccine requirements can be found on the Student Orientation website.  
**Students/faculty who do not receive the flu vaccine during applicable times, MAY NOT attend clinical at Beaumont Health-Oakwood.**
- B. For all other vaccines, students/faculty who have had the recommended number of repeat vaccinations and who still have a negative titer are considered a non convert. Documentation of all vaccinations and negative titer result must be obtained by the school and be available to Beaumont Health-Oakwood at their request. In this case, the student/faculty can attend clinicals at Beaumont Health-Oakwood.



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- C. **Students/faculty who cannot receive a live vaccine due to being immunocompromised for any reason such as pregnancy, medical treatments, or disease entities MAY NOT attend clinicals within Beaumont Health-Oakwood.**
- D. Students/faculty who have contracted TB must have completed physician-ordered treatment and must receive written clearance from a physician in order to attend clinicals.
- E. If a student or faculty are exposed to TB during clinical at Beaumont Health-Oakwood, the exposed person must go to Employee Health Services for TB testing at no charge. The exposed person may elect to go to their own physician but, if so, they must bring in their proof of TB testing to Beaumont Health-Oakwood Employee Health Services. This is required by the State of Michigan.
- F. Any student or faculty who tests positive for exposure to Hepatitis B must be reported to the Beaumont Health Administrative Manager. They may attend clinicals, but must first be counseled by infectious disease department representative.
- G. Students who are allergic to the Hepatitis B vaccine may attend clinical if we receive verification of this from the school and if the school provides documentation verifying that the student has been informed to use universal precautions at all times and that the student verbalized understanding.
- H. Nursing students must have adequate protection against these diseases which are outlined in the Advisory Committee on Immunization Practices (ACIP) recommendations: Hepatitis B (Hep B), Influenza, Measles, Mumps, Rubella (MMR), Tetanus, Diphtheria, Pertussis (Tdap), and Varicella (Var). The table below identifies requirements for some of these vaccinations.



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<i>Vaccination</i>	<i>Requirements</i>
Hepatitis B (Hep B)	If the student does not have documented evidence of a complete Hep B vaccine series, or if they do not have a current blood test that shows they are immune to hepatitis, then they must get the 3 dose series (dose #1 now, dose #2 in one month, and dose #3 approximately 5 months after dose #2). The student must get anti-HBs serologic tested 1 – 2 months after dose #3.
Influenza (Flu)	Get one dose of influenza vaccine annually.
Measles, Mumps & Rubella (MMR)	If the student was born in 1957 or later and has not had the MMR vaccine (2 doses), or if they do not have a current blood test that shows they are immune to measles, mumps and rubella, then they must get 2 doses of MMR, 4 weeks apart.
Varicella (Chicken Pox)	If student has not had the varicella vaccine (2 doses), or if they do not have a current blood test that shows they are immune to varicella, then they need to get 2 doses of varicella vaccine, 4 weeks apart.
Pertussis (Tdap)	If you have not received a dose of Tdap previously, get a one-time dose of Tdap as soon as possible prior to clinical placements. Get Tdap boosters every 10 years thereafter.

**III. UNDERGRADUATE FACULTY EXPECTATIONS**

- A. The school shall provide at least one faculty member to coordinate each specific clinical experience at Beaumont Health-Oakwood facilities. The assigned faculty is responsible for the clinical education experience at Beaumont Health-Oakwood facilities and will provide for the teaching, guidance, supervision and evaluation of students placed at Beaumont Health-Oakwood facilities either by being on-site with the student i.e. via a traditional student clinical placement or via a Beaumont Health-Oakwood assigned preceptor .
- B. Staff may oversee the supervision of students when they provide patient care, treatment, and services as part of their training.
- C. The school shall certify that each student and each onsite faculty selected for clinical experience at a Beaumont Health-Oakwood facility has passed a reasonable physical examination prior to beginning their clinical experience at Beaumont Health-Oakwood.



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- D. 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 above in this policy and be oriented by the Beaumont Health Administrative Manager prior to clinical placement. This may be an abbreviated orientation. The faculty or school may choose to cancel the clinical for that day and, if so, must notify the unit/department of these cancellations.
- E. The faculty and clinical manager or Beaumont Health-Oakwood assigned preceptor will meet as needed throughout the clinical placement to discuss the student experience, problems and suggested changes for improvement.

**IV. UNDERGRADUATE FACULTY AND STUDENT ORIENTATION**

- A. Undergraduate faculty are responsible to contact the Beaumont Health Administrative Manager to obtain orientation *at least two weeks* before the clinical rotation begins. Clinical will be canceled if faculty is not identified and/or does not contact the nursing student clinical placement site coordinator a minimum of two weeks before the clinical start date.
- B. All faculty persons must be oriented at least yearly including faculty who will not be on-site with their students. The faculty orientation may include two phases:
  - 1. General nursing faculty orientation conducted by the Beaumont Health Administrative Manager.
  - 2. Unit faculty orientation conducted by the unit manager or designee (See Faculty Unit Orientation Checklist for contents on Beaumont Health-Oakwood Student Orientation website.) Unit faculty orientation is only required for faculty who are on-site with students throughout the clinical experience.
- C. Faculty are responsible to orient their students prior to beginning their clinical experience at Beaumont Health-Oakwood including, as appropriate, orientation to hospital wide 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,



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and the ethical aspects of patient/resident care and the process used to address ethical issues. (See Beaumont Health-Oakwood Student Orientation Checklist and the Student Information Guide for list of contents.) In the case of a student who will be working with a Beaumont Health-Oakwood preceptor, the faculty will provide the basic orientation above and the Beaumont Health-Oakwood preceptor will provide the unit/department specific orientation.

- D. Electronic documentation training for faculty and students will be provided via electronic learning modules or via online instruction. Faculty are responsible to ensure their students are trained on the proper use of electronic documentation prior to documenting in the patient/resident record.
- E. 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 and/or adverse event including the need to report the event or incident.
  - 3. Reporting processes for common problems, failures, and user errors while attending their clinical experience at Beaumont Health-Oakwood.
- F. Faculty may have faculty or students observe them in clinical. This must be pre-approved by the nursing student clinical placement site coordinator. These faculty and/or students must have obtained all appropriate requirements before clinical observation can occur. This includes:
  - Current TB test
  - Signed confidentiality form
  - Current flu vaccine, per CDC guidelines
  - Obtainment of Beaumont Health-Oakwood badge
  - Orientation to safety/emergency information as indicated in the Student Information Guide located on the student orientation website.
  - Unit manager or appropriate designee notification and approval

**V. GRADUATE NURSING STUDENT ORIENTATION**





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- A. Graduate nursing students are responsible to contact the Beaumont Health Administrative Manager to obtain orientation *at least two weeks* before the clinical rotation begins. Clinical will be canceled if the graduate nursing student does not contact the Beaumont Health Administrative Manager a minimum of two weeks before the clinical start date to obtain the required orientation.
- B. Orientation consist of two parts:
  - 1. General nursing faculty orientation conducted by the Beaumont Health Administrative Manager.
  - 2. Unit/Site/Department orientation conducted by the preceptor or designee using the Nursing Student Orientation Checklist located on the Nursing Student Orientation website.
- C. Electronic documentation training for faculty and students will be provided via electronic learning modules or via online instruction.
- D. In addition, graduate nursing students, 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 and/or adverse event including the need to report the event or incident.
  - 3. Reporting processes for common problems, failures, and user errors while attending their clinical experience at Beaumont Health-Oakwood.

**VI. 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/resident care conferences, and are encouraged to include staff when they have a conference about a patient/resident. 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.



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- 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 Beaumont Health-Oakwood in response to learning needs identified through performance improvement findings and other data analysis.

**VII. FACULTY AND STUDENT COMPETENCY ASSESSMENT**

- A. Competency assessment for students who work in the same capacity as staff providing care, treatment and services for patient/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 patient/residents.
  5. On assessment methods appropriate to the skill being assessed.
- B. Student competency assessment is the ultimate responsibility of the faculty or precepting Beaumont Health-Oakwood 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 Beaumont Health-Oakwood 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.



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- E. The school agrees to provide pre-clinical academic instruction to each student, in accordance with requirements mutually agreeable to the school and Beaumont Health-Oakwood, and to present for clinical experience at Beaumont Health-Oakwood only those students who have satisfactorily completed the pre-clinical academic instructional program.
- F. Before providing care and treatment services, confirmation occurs to ensure that non-employed graduate nursing students who are brought into the healthcare system by a licensed independent practitioner to provide care, treatment or services have the same qualifications and competencies required of employed individuals performing the same or similar services.

**VIII. STUDENT/FACULTY DISMISSAL FROM BEAUMONT HEALTH-OAKWOOD 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, or if student or faculty is deemed in anyway unsafe, they shall be prohibited from participating in the current Beaumont Health-Oakwood clinical experience and possibly all future Beaumont Health-Oakwood clinical assignments. Beaumont Health-Oakwood supervisory personnel may, for the safety and quality of patient/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.
- B. Students and faculty may also be prohibited from participating in the Beaumont Health-Oakwood clinical experience in cases where the student's or faculty's personal characteristics prevent desirable relationships with Beaumont Health-Oakwood 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 Beaumont Health-Oakwood.
- C. Students or faculty will be eliminated from participation in their Beaumont Health-Oakwood clinical experience if all requirements are not met prior to commencement of clinical including but not limited to completion of ACE information.



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- D. Students or faculty who were a prior employee of Beaumont Health-Oakwood and employment was terminated due to unsatisfactory job performance, are prohibited from participating in clinical experiences at Beaumont Health-Oakwood.
- E. Faculty may be eliminated from current clinical and/ or from conducting future clinicals throughout Beaumont Health-Oakwood at any time due to poor performance issues, negative personality issues, any violation of Beaumont Health-Oakwood policy/procedures or for any other reason deemed appropriate by the Beaumont Health Administrative Manager.
- F. The school shall process any complaints by Beaumont Health-Oakwood 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.

**IX. UNDERGRADUATE GENERAL CLINICAL ROTATION GUIDELINES**

- A. The daily start time and end time for clinical experience will vary with the affiliated school and clinical placement area, and are determined by the faculty member, clinical manager and/or precepting Beaumont Health-Oakwood nurse and student. Clinical times may not be extended beyond the agreed upon time as other clinicals may be starting immediately afterwards.
- B. Before the start of the semester, the undergraduate faculty member will:
  - 1. Contact the clinical manager/precepting nurse to discuss course objectives, course expectations, student experience, and specific activities students are able to perform.
  - 2. Provide the clinical manager/precepting nurse with criteria for patient/resident selection.
  - 3. Distribute faculty contact information to the manager/precepting nurse.
- C. On a daily basis, the on-site undergraduate faculty member will identify and confirm the patient/resident assignment with the clinical manager, or assistant clinical manager, or charge nurse and nursing staff using the required unit communication tool located on the Student Orientation website.



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- D. Hospital policy and procedures for patient/resident care are available on the Beaumont Intranet or on Oaknet. The on-site faculty and students are responsible to be knowledgeable of the Beaumont Health-Oakwood 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 undergraduate student's patient/resident. The Beaumont Health-Oakwood nursing staff maintains responsibility for patient/resident care.
- F. Undergraduate nursing students should communicate with the charge nurse or team leader or precepting Beaumont Health-Oakwood nurse as appropriate about their assigned patient/residents:
  - 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/resident condition occurs.
- G. The charge nurse or designated Beaumont Health-Oakwood nurse will communicate with the undergraduate nursing student and the on-site faculty member regarding any changes in orders and patient/resident status.
- H. The on-site faculty member is expected to be on the unit during the time of clinical experience and should know the patient/resident's diagnosis and current condition. It is the responsibility of the on-site faculty member to ensure that all students' patient/residents are adequately 'covered' during absence from the unit and that the team leader/charge nurse is informed of the appropriate patient/resident care details.
- I. 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 Beaumont Health-Oakwood nurse as appropriate. If the problem cannot be resolved, it is to be directed to the Beaumont Health Administrative Manager.



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- J. Beaumont Health-Oakwood supervisory personnel or clinical instructor may, for the safety and quality of patient/resident care in an emergency or otherwise, temporarily relieve a student from a specific assignment.
- K. Student and faculty are expected to adhere to the Beaumont Health-Oakwood personal appearance/dress code and any additional school policies.
- L. Nursing school picture identification badges must be worn by students and faculty at all times during clinical. When at a Beaumont Health-Oakwood acute care site, Beaumont Health-Oakwood badges are obtained from Security and worn **in addition to** school picture identification badges.
- M. 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 Beaumont Health-Oakwood campus.**)
  - 2. To inform their immediate family member/significant other of assigned unit and phone numbers as needed.

**X. GRADUATE GENERAL CLINICAL ROTATION GUIDELINES**

- A. The daily start time and end time for clinical experience will vary with the affiliated preceptor and clinical placement area, and are determined by the precepting Beaumont Health-Oakwood nurse and the student.
- B. The graduate nurse preceptor will discuss the process for patient/resident selection and management with the graduate nursing student. The graduate nursing student will observe and/or obtain the patient/resident history and physical and/or assessment and/or discuss the patient/resident management plan as appropriate. The graduate nursing student and the graduate nurse preceptor will work closely together with the goal of providing quality, evidenced based patient/resident care adhering at all times to Beaumont Health-Oakwood policy and procedures.
- C. Hospital policy and procedures for patient/resident care are available on the Beaumont Intranet or on Oaknet. Graduate nursing students are responsible to be



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knowledgeable of the Beaumont Health-Oakwood polices for all performed procedures and clinical skills.

- D. The Beaumont Health-Oakwood graduate nursing student preceptor maintains responsibility for patient/resident care.
- E. If there is concern or conflict on the unit, every effort should be made to resolve it by the precepting Beaumont Health-Oakwood nurse as appropriate. If the problem cannot be resolved, it is to be directed to the Beaumont Health Administrative Manager.
- F. Beaumont Health-Oakwood supervisory personnel or clinical instructor may, for the safety and quality of patient/resident care in an emergency or otherwise, temporarily relieve a student from a specific assignment.
- G. Student and faculty are expected to adhere to the Beaumont Health-Oakwood personal appearance/dress code and any additional school policies.
- H. Nursing school picture identification badges must be worn by students and faculty at all times during clinical. When at a Beaumont Health-Oakwood acute care site, Beaumont Health-Oakwood badges are obtained from Security and worn **in addition to** school picture identification badges.

**XI. GUIDELINES FOR UNDERGRADUATE NURSING STUDENT CLINICAL SKILL PERFORMANCE**

- A. On-site undergraduate faculty must contact a nurse educator at the assigned clinical site for glucometer training. (See Student Orientation website for educator contacts.) The nurse educator will train the faculty according to the requirements set forth by Beaumont Health-Oakwood laboratories for the glucometer. The trained faculty person will train the students as needed. Undergraduate students may perform blood glucose testing under the guidance of the trained on-site faculty person or trained Beaumont Health-Oakwood nurse. Beaumont Health-Oakwood employees with a current glucometer user ID and bar code DO NOT need to obtain a separate glucometer user ID and bar code when on site as faculty.



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- B. Undergraduate 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. Undergraduate nursing students and/or faculty are not permitted to administer any chemotherapeutic agents via any administration route including orally.
- D. All nursing students and/or faculty are not permitted to care for or assist with any patient/resident who is in airborne isolation precautions, as they are not fit tested for hepa-filtered masks.
- E. Undergraduate nursing students and/or faculty do not make decisions about implementation of patient/resident restraints or seclusion. They may suggest the need for this to the staff nurse and may participate in monitoring restrained or secluded patient/residents per staff nurse's direction.
- F. Undergraduate nursing students and/or faculty are not permitted to administer blood products and blood components or participate in any of the process of administering blood products such as double-checking the blood product, identifying the patient/resident, or hanging the blood product. Nursing students and/or faculty may monitor a patient/resident receiving blood products by assessing for adverse and/or allergic reactions and taking patient/resident vital signs as described in the Beaumont Health-Oakwood policy. These blood products include:
  - 1. Whole Blood
  - 2. Red Blood Cells
  - 3. Granulocytes
  - 4. Platelets
  - 5. Plasma
  - 6. Cryoprecipitate
  - 7. Human Peripheral Blood Progenitor (HPBPC)
  - 8. Albumin
  - 9. Factor VIII
  - 10. Factors II, VII, IX, X
  - 11. Intravenous immune globulin (IVIG)





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- 12. Immune serum globulin (Gamma globulin)
- 13. RH immune globulin (RhoGam)

- G. Undergraduate 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/resident'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
    - a. \*Central lines include but are not limited to implanted ports, PICC lines, external central venous catheters and all various other central venous catheters.
- H. Undergraduate nursing students and faculty are not permitted to access any devices used for dialysis at any time for any reason.
- I. Undergraduate and graduate nursing students as well as nursing faculty are not permitted to obtain patient consent of any kind.
- J. See Addendum A for summary.

**XII. GUIDELINES FOR GRADUATE NURSING STUDENT CLINICAL SKILL PERFORMANCE**

- A. Advanced practice nursing students may perform only those clinical skills agreeable to their preceptor based on the preceptor's evaluation of the student's ability, competency and Beaumont Health-Oakwood policy. Performance of these clinical skills will be under the supervision and guidance of the preceptor.
- B. Graduate nursing students are not permitted to care for or assist with any patient/resident who is in airborne isolation precautions, as they are not fit tested for hepa-filtered masks



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**XIII. GUIDELINES FOR UNDERGRADUATE NURSING STUDENT  
MEDICATION ADMINISTRATION**

- A. All medications being dispensed by students must first be reviewed and approved for administration by the on-site faculty or a Beaumont Health-Oakwood staff nurse acting as preceptor for the student.
- B. Licensed nursing personnel must cosign for every medication administered by a graduate or undergraduate nursing student. This must be completed by the end of the assigned clinical time for that day.
- C. Faculty or licensed nursing personnel must observe undergraduate students administering medications to patient/residents.
- D. It is illegal for students or faculty to chart medications (or any other documentation) under another person's electronic sign-on access other than their own.
- E. Students and faculty must review and adhere to all medication management policies as indicated in the Safe Medication Management document located on the Student Orientation website.
- F. A work station on wheels (WOW) or laptop **MUST BE** used in the patient/resident's room, with the exception of isolation patient/residents where the work station on wheels or laptop is left directly outside the patient/resident's room, by all nursing students and/or faculty administering meds to ensure all required medication checks are complete and accurate: right patient/resident, right medication, right route, right dose, right time, right documentation, right patient education, right to refuse, right assessment, and right evaluation.
- G. All medication errors must be reported per Beaumont Health-Oakwood policy. Please see your unit's clinical manager, assistant clinical manager, charge nurse or nursing supervisor for assistance in completing all requirements related to medication errors. You may be asked to participate in a risk management activity related to an investigation of the medication error occurrence.



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- H. 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.

**XIV. GUIDELINES FOR CLINICAL DOCUMENTATION**

- A. All nursing students and faculty will follow Beaumont Health-Oakwood policies and procedures related to the obtainment of documentation system passwords and clinical documentation in the Beaumont Health-Oakwood Clinical Information System.
- B. It is illegal for students or faculty to chart under another person's electronic sign-on access other than their own.
- C. There may be times when the electronic documentation system is not operational (referred to as "downtime"), requiring handwritten documentation. 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:  
Undergraduate Student = S. Johnson, SN, HFCC  
Faculty = R. Wright, RN, HFCC  
Graduate Student = Indicate your first and last name followed by your current credentials, type of student and school abbreviation: Sue White RN, MSN, DNP Student, UDM
- D. All undergraduate student documentation must be reviewed and cosigned by the on-site faculty member or a Beaumont Health-Oakwood staff nurse, including electronic documentation. Cosignatures must be completed by the end of the assigned clinical time for that day.
- E. All graduate student documentation must be reviewed and cosigned by the graduate nurse preceptor, including electronic documentation. Cosignatures must be completed by the end of the assigned clinical time for that day.
- F. Documentation audits are routinely conducted by Beaumont Health-Oakwood. Faculty



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will be notified cosignature is missing & be required to come back to Beaumont Health-Oakwood promptly to document missing cosignatures.

- G. Students and faculty should not use the computer rooms or nursing desk areas to chart. Rather, they should use the area designated on your assigned unit for students to chart. Work stations on wheels (“WOWs”) are used primarily for medication administration versus reviewing charts or charting.
- H. Students may ask to utilize the unit laptop computers if available. By using these, students and faculty can remain out of the way of the busy nursing desk areas and efficiently and effectively conduct charting and medication administration even at the bedside as appropriate.

**XV. BEAUMONT HEALTH-OAKWOOD NURSING RESPONSIBILITIES RELATED TO STUDENT NURSES**

- A. Beaumont Health-Oakwood has primary responsibility for patient/resident care and shall plan and administer all aspects of such care at Beaumont Health-Oakwood.
- B. On-site faculty are the primary superiors of students when they provide patient/resident care in the clinical setting. Beaumont Health-Oakwood staff nurses do supervise students when they provide patient/resident care, treatment, and services as part of their training. If the student is being precepted by a Beaumont Health-Oakwood nurse, then the Beaumont Health-Oakwood nurse is the primary superior of that student while they are performing clinical duties at their assigned clinical Beaumont Health-Oakwood 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 Beaumont Health-Oakwood 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 patient/resident care.



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**XVI. GUIDELINES FOR OBSERVATIONAL EXPERIENCES**

- A. Nursing students may be eligible for observational experiences in a variety of clinical areas throughout their assigned clinical site. These experiences are dependent on the observational area's ability to accommodate students which may change from day to day.
- B. All observational experiences **MUST BE** pre approved by the department/unit manager of the area where the observational experience will occur. Students who “show up” for an observational experience that was not pre approved by that area’s manager will be escorted out of the area.
- C. For students who follow patient/residents to Surgical Services areas including the operating room, permission must first be obtained from the patient/resident to do so. Secondly, the Surgical Services area must approve the observation prior to the student accompanying the patient/resident there, including pre operative, operating room and post operative areas.
- D. The student clinical placement site coordinator should be contacted to arrange these observational experiences **OR** they may provide the faculty with contact information for managers as needed so faculty can make the arrangements themselves. Advanced practice nursing students may be assisted by their Beaumont Health-Oakwood preceptor in obtaining an observational experience. Contact information for managers may be obtained from Beaumont Health Administrative Manager.
- E. Undergraduate students may **OBSERVE ONLY** while attending observational experiences. Undergraduate students are in no way to provide care to patient/residents or manipulate equipment etc.
- F. Advanced practice nursing students may be clinically assistive while attending observational experiences under the guidance of their assigned preceptor in the observational area.



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**XVII. Use of Social Media (Taken from “A Nurse’s Guide to the Use of Social Media”,  
National Council of State Boards of Nursing)**

- A. Nursing students and faculty have an ethical and legal obligation to maintain patient/resident privacy and confidentiality at all times.
- B. Nursing students and faculty are strictly prohibited from transmitting by way of any electronic media any patient/resident-related image. In addition, nursing students and faculty are restricted from transmitting any information that may be reasonably anticipated to violate patient/resident rights to confidentiality or privacy, or otherwise degrade or embarrass the patient/resident.
- C. Nursing students and faculty must not share, post or otherwise disseminate any information or images about a patient/resident or information gained in the nursing student /patient/resident relationship with anyone unless there is a patient/resident-care-related need to disclose the information or other legal obligations to do so.
- D. Nursing students and faculty must not identify patient/residents by name or post or publish information that may lead to the identification of a patient/resident. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- E. Nursing students and faculty must not refer to patient/residents in a disparaging manner, even if the patient/resident is not identified.
- F. Nursing students and faculty must not take photos or videos of patient/residents on personal devices, including cell phones, or on any Beaumont Health-Oakwood recording devices.
- G. Nursing students and faculty must maintain professional boundaries in the use of electronic media. Online social contact with patient/residents, former patient/residents, and/or their significant others is prohibited as this blurs the distinction between a professional and personal relationship. The fact that a patient/resident may initiate contact with the nursing student or faculty does not permit the nursing student or faculty to engage in a personal relationship with the patient/resident.



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- H. Nursing students and faculty must promptly report any identified breach of confidentiality or privacy.
- I. Nursing students and faculty must be aware of and comply with Beaumont Health-Oakwood policies regarding use of Beaumont Health-Oakwood -owned computers, cameras and other electronic devices, and use of personal devices in the workplace. These policies are available on the Beaumont Intranet.
- J. Nursing students and faculty must not make disparaging remarks about Beaumont Health-Oakwood employees. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- K. Nursing students and faculty must not post content or otherwise speak on behalf of Beaumont Health-Oakwood unless authorized to do so and must follow all applicable policies of Beaumont Health-Oakwood.

**XVIII. GUIDELINES FOR NURSING STUDENT RESEARCH, EVIDENCED BASED PRACTICE (EBP), OR QUALITY IMPROVEMENT (QI) PROJECTS CONDUCTED WITHIN BEAUMONT**

- A. All research, EBP and/or QI projects conducted by nursing students within Beaumont **must be preapproved** by the Beaumont Nursing Inquiry, EBP, and Research Council. Project work cannot begin until this approval from Beaumont is obtained.
- B. Project application and related materials can be found on the Beaumont Nursing Webpage under the “EBP and Nursing Research” tab.
- C. Completed applications must be turned in to the Beaumont representative indicated in the application packet.
- D. The Beaumont Nursing Inquiry, EBP, Research Council reviews submitted applications at monthly meetings and as needed via email.



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**XIX. MISCELLANEOUS INFORMATION**

- A. Information regarding library use, conference room availability, lockers, parking, cafeteria use and more is available on the Beaumont Nursing Student/Faculty Orientation website.



**ADDENDUM A**  
**GUIDELINES FOR UNDERGRADUATE NURSING STUDENT/FACULTY**  
**CLINICAL SKILL PERFORMANCE**

<b>Undergraduate Nursing Students and/or Nursing Faculty ...</b>	<b>Comments</b>
<b>MAY NOT</b> administer intravenous push (IVP) medications.	Exception is maintaining peripheral IV access catheters with saline or heparin.
<b>MAY NOT</b> administer any chemotherapeutic agents via any administration route including orally.	
<b>MAY NOT</b> care for or assist with any patient who is in airborne isolation precautions.	Nursing faculty and students are not fit tested for hepa-filtered masks.
<b>MAY NOT</b> make decisions about implementation of patient restraints or seclusion.	Nursing faculty and students may make suggestions for this need to staff nurse and may participate in monitoring restrained or secluded patients per staff nurse's direction.
<b>MAY NOT</b> administer blood products or participate in any of the process of administering blood products.	This includes double checking the blood product, identifying the patient, or hanging the blood product.
<b>MAY NOT</b> perform peripheral IV starts.	
<b>MAY NOT</b> perform any type of blood draw.	Includes peripheral or central line blood draw.
<b>MAY NOT</b> initiate access to a central line.	Licensed nurse must first assess and confirm patency of the line before administering medication or hanging an IV.
<b>MAY NOT</b> perform central line dressing changes.	Central lines include PICC lines, implanted ports, external venous access catheters and all central venous access catheters.
<b>MAY NOT</b> access any device used for dialysis.	
<b>MAY NOT</b> obtain patient consent.	