Instructor and Student Roles and Responsibilities
Welcome to Tallahassee
Memorial Healthcare

TMH is strongly committed to partnerships within the academic community
Objectives

• To provide an overview of the TMH clinical experience:
  • Requirements
  • Goals

• To identify the roles and responsibilities related to the clinical student process at TMH:
  • Instructor Responsibilities
  • Student Responsibilities
  • TMH Colleague Responsibilities
Preceptorship

Description:

- Final clinical experience for students in a Registered Nurse Program
- Gives student the opportunity to work with an RN in hospital care setting to provide direct patient care
Getting Started

In order to best comply with rules, regulations and guidelines of healthcare organizations, it is imperative that all academic programs, affiliated individuals (faculty and students) and TMH colleagues have an understanding of his/her role in clinical rotations.

In addition, all stakeholders support positive learning experiences while simultaneously providing safe, quality Patient and Family Centered Care.
Instructor Responsibilities

Key Instructor Responsibilities Include:

1. Clinical Clearance
2. Communication
3. Ensure Patient Safety
4. Adherence to TMH polices and procedures
Clinical Clearance

• Prior to functioning as an instructor, it is mandatory that all faculty members complete all clearance requirements
  • This includes all instructors who are current or previous TMH employees
• The Academic Liaison at TMH (431-5786) will collaborate with faculty to ensure all requirements are met
Communication

This is key to providing safe patient care and a safe learning environment for the student.

There must be a clear understanding of what the goals are for the clinical rotation and what the student will be responsible for.
Communication

- Supply a copy of the clinical objectives to the manager/director of the department
- Notify Charge Nurse/Supervisor if the student(s) are unable to complete or meet their scheduled rotation
- Collaborate with Charge Nurse/Supervisor, unit Clinical Specialist or Nursing Administration for making assignments
- Notify Charge Nurse/Supervisor of student assignments, dates/times of care, and tasks students will be performing
Communication

Per TMH policy, the TMH RN assigned to the patient will retain complete oversight and accountability for all care when nursing students are present and participating in care.

TMH Patient Care Policy and Procedure: Nursing Student Responsibilities

Based on this policy, it is imperative the instructor ensure continual communication and collaboration with the primary RN throughout the course of the shift.
Communication

Ask the patient and family for permission for students to work with patient.
Instructors/TMH RN will oversee delegated procedures for assigned students

Examples:

- Dressing changes
- Foley catheter placement or removal
- Bedside blood glucose checks
Ensure Patient Safety

Medication Administration Keys:

- Instructors/TMH RN will accompany students for all NG, PEG, and parenteral medications (including IVs).

- Instructors/TMH RN may allow students to administer PO meds unaccompanied (after med checks) and approval by faculty instructor

- Instructors are responsible for removing all medications from the Pxyis for students

  - Completion of Pxyis Tutorial required

- When wasting controlled substances, this must be done by 2 RNs. One of these RNs must be a TMH RN and the other may be the instructor
Adherence to Policies and Procedures

TMH is committed to provide quality, evidence-based care to all patients at all times

Two tools that will help instructors and students contribute to this commitment are:

1. Policies and Procedures
2. Lippincott

Important Note: If there is a difference between Lippincott and TMH Policy, TMH policy takes precedence
• If procedure is not found on TMH’s intranet, Lippincott is the resource to use.

• ALL TMH policies and procedures override Lippincott procedures.

• Lippincott Nursing Procedures is available for access through the TMH Intranet. This point-of-care tool offers step-by-step procedural guidance to help you keep current with approved standards of care.
Instructor Need to Know

There are some procedures, students are not permitted to performed.

These identified tasks are based on TMH policy and Florida Statues regarding nursing education programs.

These restrictions are not intended to be punitive towards the student. Instead they are designed to support a safe, non-threatening learning environment while also reiterating the importance of safe patient care.
Instructor Need to Know

Students are **not allowed** to:

1. Enter an isolation room requiring an N95 mask
2. Set up, refill or program a PCA or PCEA pump
3. Administer chemotherapy, heparin, or insulin infusions
4. Administer, regulate or discontinue blood products
5. Accept verbal or telephone orders from a provider
6. Perform RN Review on electronic orders or “sign off” orders on paper.
7. Have access to the Pxyis machine

TMH Patient Care Policy and Procedure: Nursing Student Responsibilities
Important to Know

Even though students are not permitted to perform the tasks previously described, he/she has opportunities to learn about these skills when the opportunity presents.

Learning opportunities include:

- Observing the TMH RN when he/she performs these skills
- Discussion and feedback from the TMH RN regarding these processes
- Review TMH policies and procedures for such procedures/processes
Student Responsibilities

As an instructor it is imperative to know what the student is responsible for during his/her clinical rotations at TMH

- Clinical Clearance
- Communication
- Patient Safety
- Adherence to TMH Policies and Procedures

As the instructor, it is your responsibility to ensure the students are meeting the above expectations
Students: Clinical Clearance

- Prior to participating in clinical rotations, students will also complete all clearance requirements via TMH’s Academic Liaison

**Important:** All students and instructors will be issued a green TMH ID badge upon completion of clearance requirements.

Students and instructors must wear their school ID badges and these green badges at all times.

These badges must be easily visible, which includes being worn above the waist.
Students: Communication

- Students should notify their clinical instructor if they are unable to meet their scheduled clinical rotation
- Maintain constant communication with the patient’s primary RN and instructor
Communication with RN

Includes:

• Participation in SBAR handoff
  • Receive SBAR at start of the shift
  • Provision of SBAR to the RN at end of the shift

• Verification of procedures/treatments with the nurse/TMH preceptor with whom they are working prior to implementing the procedure or treatment

• Report on and off duty to the nurse/TMH preceptor
  • This includes when he/she is off the unit for breaks, meals, in-services, or other reasons.
  • Imperative they inform nurse when they leave for the day

• Report all patient changes promptly to the TMH RN

• If not assigned to a nurse/TMH preceptor, the student is to report off to the RN caring for the patient(s) the student is assigned to
Students: Patient Safety

Procedures:

• Students may perform waive testing under the direct supervision of the TMH RN or faculty member

• Adhere to TMH’s Patient Identification Policy which includes:
  • Identify the patient prior to any procedure
  • Positive identification prior to any medication administration or blood specimen collection
  • Prior to all medication administration, the patient’s armband will be scanned
  • Comparison and verification patient’s name and FIN number on their ID is identical to name and number on specimen label
Students: Patient Safety

Documentation

• Complete all documentation on assigned patients promptly
• Have all documents reviewed by the TMH RN or faculty instructor
• Follow up and document the patient’s response to any PRN medications
Students: Adhere to Policies

- Patient Care Policies and Procedures
- Other Need to Know Policies:
  - Dress Code
  - Patient Identification
  - Parking
  - Cell Phone and Electronic Devices
  - Tobacco Free
Policies/Procedures on Spark

Leadership Policies

• Patient Identification
• Human Resources Policies
• Dress Code/Professional Appearance
• Parking
• Cell Phone, Pagers and Electronic Devices
• Tobacco Free
• Internet Use

Nursing Policies and Procedures

• Nursing Student Responsibilities

All Policies and Procedures

• Compliance Policies
• Environment of Care and Emergency Management
• Human Resources Policies
• Infection Prevention and Control Policies
• Information Management Policies
  • HIPAA Privacy Policies
  • HIPAA Information Security Policies
• Leadership Policies
• Medical Staff Policies
• Medication Management Policies
• Nursing Policies
• Provision of Care, Treatment, & Services Policies
  • Lippincott Procedures
• Record of Care, Treatment and Services Policies
• Rights and Responsibilities of the Individual
• Transplant Safety Policies
• Point of Care Testing Policies
TMH Colleague Responsibilities

Because the TMH RN ultimately retains responsibility for the patient, including all aspects of care and treatment, it is imperative that he/she communicate with the instructor and student(s)
The TMH RN assigned to the patient will:

- Provide SBAR handoff report to the student at the start of the shift
- Delegate appropriate duties to the student
- Clearly define the duties and responsibilities delegated to the student
- Retain accountability for all patient assessments, plans of care and interventions
In Conclusion

- Thank you for choosing TMH as an educational experience for your students
- We welcome you and look forward to having you at TMH