

## **CLINICAL ACCESS POLICY FOR STUDENT NURSES**

**1. PURPOSE:** The purpose of this Standard Operating Policy (SOP) is to establish administrative and clinical policy, processes and parameters for Schools of Nursing, Clinical Instructors, and Student Nurses.

**2. POLICY:** It is the policy of the Portland Veterans Affairs Medical Center Education Division that all Schools of Nursing, their faculty, and students, follow the administrative processes set forth in this policy prior to gaining access to any clinical setting. All parties for the duration of any clinical experience must adhere to all clinical processes and parameters set forth in the procedure section of this policy.

### **3. RESPONSIBILITIES:**

**Schools of Nursing** are responsible for ensuring that a current and correct Affiliation Agreement is on file with the Portland Veterans Affairs Medical Center (PVAMC): email Jerry Fulkerson, Affiliations Assistant: [Jerry.Fulkerson@va.gov](mailto:Jerry.Fulkerson@va.gov) .

**Schools of Nursing representatives** are responsible for requesting student placements for **each group** of students coming to the PVAMC. This process is coordinated through the Oregon Center for Nursing, "Regional Nursing Clinical Placement Workgroup" <http://www.ocnplacement.org/> . Requests will be approved based on appropriate resources in the clinic/ward/unit to support the students.

**Clinical Instructors** or designated individuals are responsible for ensuring administrative processes and all required documents are completed prior to any/all student clinical experiences, including senior practicums/preceptorships. These include:

- Contacting the **Administrative Assistant** in Education Division (503) 220-8262 ext 54747 to coordinate completion and receipt of all required documents in the Education Division a minimum of 4 weeks prior to the scheduled clinical start dates.
- **"Student Nurse Clinical Rotation List"** must have all the blocks completed with the clinical and student(s) information. It is understood that the School of Nursing has documentation that the students are in good standing, have a current CPR card and have the required immunizations (Hep B and MMR for the PVAMC as well as those immunizations required of the school of nursing) **prior to** the clinical experience. It is expected that the School of Nursing notifies all students that they must wear their student picture identification at all times while on the PVAMC premises.
- **Student Packet:** includes (<http://www.va.gov/portland/Education/SON/studentchecklist.htm>):
  - Optional Form 612, Optional Application for Federal Employment
  - Optional Form 306, Declaration for Federal Employment Without Compensation and Instructor/Student Registration
  - SF 181, Race and National Origin Identification
  - VA Form 10-0410, Clinical Trainee Registration Form
- **Faculty/Instructor Packet:** includes (<http://www.va.gov/portland/Education/SON/facultychecklist.htm>):
  - Clinical Instructor Profile
  - VAF 10-2850a, Application for Nurses and Nurse Anesthetists
  - Optional Form 306, Declaration for Federal Employment Without Compensation & Instructor/Student Registration Form
  - Copy of CV
  - Copy of BLS
  - Copy of professional licensure/registration
  - Copy of Class syllabus with goals/objectives of clinical experience  
*A current syllabus (which must be updated at least annually) for the course with a list of the objectives for that rotation.*

- Coordinate Computerized Patient Record System (CPRS) training and/or Bar Code Medication Administration (BCMA) training with Clinical Coordinator to arrange scheduled time for students' orientation to CPRS system.
- May obtain no more than two parking cards per School of Nursing for student use. The Clinical instructor will need to contact Education Division (503-220-8262 ext 54747) for information on how to acquire the card(s). The Clinical Instructor must sign in this card(s) at the completion of each clinical experience. Cards will not be issued for the next clinical group from the same school of nursing until cards are returned or paid for if lost. \*A \$25.00 fee is required from the School of Nursing or Clinical instructor if lost.
- Meet with Nurse Managers or designee to arrange an orientation for the Clinical Instructor to the specific unit. It is expected that in the event of concerns or difficulty in the clinical environment, the Clinical Instructor will communicate and problem-solve with the Nurse Manager or designee.
- Are responsible for ensuring that their students adhere to all parameters stated for student nurses in the "clinical procedures" section of this policy.

**Clinical Managers** are responsible for contacting the Administrative Assistant in Education Division to verify the administrative processes have been completed prior to allowing students access to patients on their units.

**Administrative Assistant** in Education Division is responsible for working in conjunction with the above parties to assure administrative processes are current, correct, and complete. He/she is also responsible for assuring all clinical parameters for student nurses are reinforced to the Clinical Instruction / Student Nurse at the beginning of their clinical experience.