

**TCMC Parthenon Pavilion Expectations of  
Nursing Instructors and Students (Clinical and Observation)  
2017**

<b>Instructor Responsibilities</b>	
	Meet with Parthenon Pavilion's Clinical Educator (PPCL) <b>PRIOR</b> to start of clinical rotation to discuss the following:
	<p>Schedules: Please provide following information to PPCL. We need to know who is in the building at any given time.</p> <ul style="list-style-type: none"> <li>• Clinical Dates with Clinical Start and End Times</li> <li>• Number of students in each clinical day (may NOT exceed 8 students)</li> <li>• Clinical year of nursing students (AD – first or second and BS – third or fourth, or Bridge)</li> <li>• Clinical Instructor contact information</li> </ul>
	<p>Badges: ALL nursing instructors will be required to wear a photo ID at ALL times while on the premises. The PPCL will notify HR to authorize your ID. After HR is been notified instructors will need to call and make an appointment to have the ID completed. This ID also is used for keyless entry within the Parthenon Pavilion thru a swipe function. If you choose to have meals in the Tower cafeteria area, please be VERY careful to not allow unauthorized persona to enter or leave the premises. Anyone authorized to enter Parthenon will be wearing a photo ID.</p>
	<p>Assignments" assure compliance with guidelines below:</p> <ul style="list-style-type: none"> <li>• <b>Objectives:</b> The purpose of clinical here is to observe milieu practices and procedures and to practice communicating with clients. With direct instructor involvement and with permission of unit charge nurse/ group staff, some student groups have led groups on the units.</li> <li>• <b>Tasks:</b> Instructor assures compliance with tasks students may and may not perform: <ul style="list-style-type: none"> <li>○ Students may not give medications or administer blood or blood products.</li> <li>○ Students may not go into patient rooms without staff. For safety, students must remain out on the unit or in designated areas to be visible to unit staff while working with patients.</li> <li>○ Students may NOT travel independently without escort of staff or instructors during their clinical rotation.</li> </ul> </li> <li>• <b>Assignments:</b> Instructor assures compliance with how assignments are made. Instructor is to ask <u>charge nurse</u> if unit is able to provide patient assignments for one or two students. (NO more than two students on each unit at any given time. Rare exceptions may occur.) Ask if charge nurse would please obtain permission from the patient to have a student follow them. Ask if charge nurse would be willing to introduce the student to the patient and help guide them as to where to talk together. After you are sure patient has agreed to work with a student and if charge nurse is unable to make introductions, you may provide introductions and assist to find place to talk. Please allow time for charge nurse to select patient assignments. If patient changes their mind about having a student, please instruct student to contact you. <u>Instructor</u> may then seek guidance form charge nurse regarding another patient assignment. Any deviation form this procedure must be approved by charge nurse on day of clinical.</li> </ul>
	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Required paperwork must on file in the Education Department prior to each new clinical group. Instructors and students must sign, date and return to PPSNL a copy each of "CMC and CMC AC Patient Care Area Expectations of Nursing Instructors and Students Clinical and Observation" (Instructors sign and date "Instructor Responsibilities") and "Protocol for Visitors to The Treatment Mall". Instructors are to ensure compliance.</li> <li>• Unit contact information - Unit contact numbers are provided in information packet</li> <li>• Schedule changes – Please communicate these to the PPCL.</li> <li>• Confidentiality – Remember to stress confidentiality to students.</li> <li>• Report - Students are welcome in shift report. Students must be on time and remain for full shift report. Shift report times are 6:45 to 7:15 AM and 2:45 to 3:15 PM. Shift reports occur on each unit or in the unit's staff lounge. If students are to observe a shift report, instructor is to comm8nicate with un it staff prior to report to for permission and to determine location of report. Students are to arrive prior to start of report and remain until report is completed.</li> <li>• Problem resolution (Chain – of – Command) – Should any problems occur, please first Inform PPCL. Even if PPCL is unavailable, please leave message explaining the problem. Next seek unit manager. If unavailable, seek charge nurse.</li> </ul>

	<ul style="list-style-type: none"> <li>Clinical instructor is to have each new student group complete two <b>evaluation forms</b> on last day: Parthenon Pavilion Evaluation (provided in information packet) and CMC evaluation (provided with on line materials). These are to be submitted to PPCL.</li> </ul>
	Review mission and philosophy with students (organizational)
	Review ICARE values and Caring Model Behaviors (as listed at end of student expectations form)
	Review patient populations (please see handouts for primary diagnoses for each unit)
	<p><b>Departmental expectations:</b></p> <ul style="list-style-type: none"> <li>Clinical Instructor is knowledgeable about patient population</li> <li>Clinical Instructor remains on the patient care units at all times with nursing students</li> <li>Clinical Instructor remains actively engaged and seeks out other learning opportunities during the clinical hours on the unit.</li> <li>Clinical instructor ensures students spend minimal time sitting in the conference areas working on patient care plans, no time sitting in the conference areas working on other school work or "visiting" with one another.</li> <li>Instructor facilitates Safety Scavenger Hunt for students on all applicable departments.</li> <li>Instructor advises students to communicate immediate patient safety concerns directly with unit staff. Non emergent issues should be communicate with instructor who can then communicate with charge nurse or PPSNL.</li> <li>Students must be dressed appropriately at all times. Students are to wear rubber soled shoes.</li> <li>Students may not use computers, copy or fax machines.</li> <li>For confidentiality use of personal communication devices in patient care areas and during "work time" is strictly prohibited. Students may NOT carry such devises during clinical hours. Instructor may choose to carry phone for student if student has emergent situation.</li> <li>Students may not bring personal effects including textbooks into the hospital. Personal effects should be secured in vehicles during clinical hours. JCAHO requires all items to not be on the floor or within 18 inches of the ceiling. We do have space to store student items.</li> <li>Students are to wear lab coats at all times. If a student arrives without lab coat, student should be sent home. Last names should be covered on student name tags and/or lab coats.</li> <li>Students should report off to patient's assigned nurse or to charge nurse at end of clinical day.</li> </ul>
I have read and understand all instructions above. I understand that failure to comply with above guidelines may result in School of Nursing being denied access to this site for clinical hours.	
CLINICAL INSTRUCTOR SIGNATURE: _____ DATE: _____	
<b>Student Responsibilities (facilitated by clinical instructor)</b>	
	Meet with Clinical Instructor to start of clinical rotation to discuss the following:
	Review mission and philosophy (organizational)
	Review ICARE values and Caring Model Behaviors
	Departmental expectations
	<p>Student expectations</p> <ul style="list-style-type: none"> <li>Communicate concerns or issues directly with Clinical Instructor</li> <li>Comply with departmental shift reporting processes.</li> <li>The students remain actively engaged and seek out other learning opportunities during the clinical hours on the unit. Minimal time spent sitting in the conference areas working on patient care plans. No time spent sitting in the conference areas working on other school work.</li> <li>Function as a member of the patient care team (asking other members if they need help)</li> <li><b>No printing or copying of the medical record for any reason other than nursing task list. Nursing task list must be discarded appropriately <u>BEFORE</u> leaving the medial center.</b></li> <li>Dressed appropriately at all times (professional). Must wear lab coat and rubber soled shoes for all clinical hours.</li> <li>Use of personal communication devices in patient care areas and during "work time" is prohibited.</li> <li>Do not bring personal effects other than what you can keep in your lab coat pockets in the hospital. If you are here during a meal time, you may bring food and store it in the unit refrigerator. All food must be labeled with your name and with the date.</li> </ul>
	Assignments and Communication

	<ul style="list-style-type: none"> <li>• Instructor reviews all instructor responsibilities above with students</li> <li>• Students must read student packet to include Dear Student Letter, Unit Program Descriptions, Unit Comparison Chart, Top Three Unit Diagnoses as of July 2012, Parthenon Pavilion map.</li> <li>• Students must sign and return acknowledgement of Student Responsibilities and "Protocol for Visitors to The Treatment Mall".</li> </ul>
	<ul style="list-style-type: none"> <li>• On last day of clinical, students must complete, sign, date and return to instructor (who will return signed dated copies PPSNL) two evaluation forms.</li> </ul>

### **Nursing Students MAY NOT DO THE FOLLOWING:**

- Administer Blood And Blood Products
- Have Access To Narcotic Keys
- Take Physician Telephone Or Verbal Orders
- Change central line dressings and/or discontinue central lines (**includes instructors**)

### **Observation Nursing Students MAY DO THE FOLLOWING:**

- Take vital signs
- Provide nursing care specific to activities of daily living (ADLs)

### **Observation Nursing Students MAY NOT DO THE FOLLOWING:**

- Administer Medications
- Provide Treatments
- Be out of view of staff when working on the unit with patients.
- Spend time alone with patient in patient room.
- Use computers fax or copy machines.

### **Caring Behaviors Model**

- Greet patient with a smile.
- Introduce yourself to patients and explain your role in care today.
- Call the patient by his/her preferred name.
- Sit with the patient whenever possible when explaining care & treatments.
- Use touch. A touch on the arm (if appropriate as per behavioral health and cultural conditions).
- Praise peers and physicians in front of patients and families.

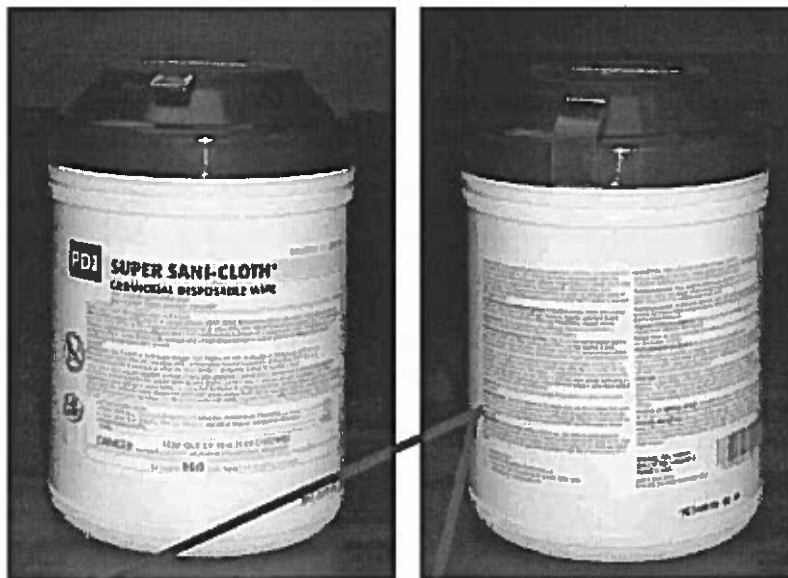
### **Safety Scavenger Hunt**

#### **Environment of Care:**

- Disaster Response (How to respond: Report to charge nurse and/or instructor)
- Emergency Codes:
- Code Red (Fire) R=Rescue; A=Alarm; C=Contain; E=Extinguish & Evacuate if Directed
- Code Pink-(Abduction) overhead age + gender- monitor exits; stop all individuals from exiting building
- Code Delta- (Internal/External Disaster) await further instructions
- Code Silver-Active Shooter= Run, Hide and call 911, Fight back if necessary
- Evacuation Routes from your work area
- Eyewash stations closest to your work area
- Electrical Boxes and Medical Gas Boxes (nothing within 3 feet)
- Fire Pull Boxes and Extinguishers nearest your work area (nothing within 3 feet)
- Number for Material Safety Data Sheets (MSDS) for detailed information on a hazardous chemical /material
- Path of Egress (Location of lighted EXIT signs; Path of egress clear - **only** Emergency Crash Carts are allowed in hallway)

#### **Infection Prevention**

- Knowledge of facility infection prevention motto: "YOU TOUCH IT, YOU CLEAN IT!"
- Use of Sani Cloths
- Clean supply areas, equipment storage areas, procedural areas, nutritional areas
- Dirty supply areas, equipment storage areas, procedural areas, nutritional areas
- Linen covered (flap down)



**DISINFECTING:** To disinfect nonfood contact surfaces only: Use a wipe to remove heavy soil. Unfold a clean wipe and thoroughly wet surface. Treated surface must remain visibly wet for a full two (2) minutes. Use additional wipe(s) if needed to assure continuous two (2) minute wet contact time. Let air dry.

**PERSONAL SAFETY:** Please wear gloves when you use this product.

**NOTE: This is not the TriStar Centennial Medical Center Facility Orientation or the Nursing Clinical Orientation located on the TCPS website. Both of these programs must be completed in addition to reviewing the material and signing the attestation in this document.**

I have read and understand all expectations above (both Instructor and Student Expectations). I understand that failure to comply with above expectations may result in School of Nursing being denied access to this site for clinical hours.

DATE: \_\_\_\_\_

NURSING STUDENT SIGNATURE Printed): \_\_\_\_\_

Signed: \_\_\_\_\_