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Department of Nursing

Student Clinical Orientation Manual

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Welcome to the clinical portion of your education in nursing. Clinical education, under the supervision of skilled preceptors, provides students with the "real world" experiences they need to develop as nursing professionals. Arguably, the most important responsibility of the preceptor is to socialize the student to their respective role through both formal and informal education. The preceptor guides the student's clinical learning experience, facilitates student autonomy, and acts as a role model.

This Student Clinical Orientation Manual was developed to convey information to students enrolled in a clinical course about policies and procedures for clinical practicum in the Department of Nursing. These policies and procedures adhere to the standards of practice for NYS nursing professionals. It is expected that students will read and comply with the policies, procedures, and standards contained within this Manual.

Thank you,

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Scope of Practice

§6902. Definition of practice of nursing.
1. The practice of the profession of nursing as a **registered professional nurse** is defined as diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed physician, dentist or other licensed health care provider legally authorized under this title and in accordance with the commissioner's regulations. A nursing regimen shall be consistent with and shall not vary any existing medical regimen.

3. The practice of registered professional nursing by **a nurse practitioner**, certified under section six thousand nine hundred ten of this article, may include the diagnosis of illness and physical conditions and the performance of therapeutic and corrective measures within a specialty area of practice, in collaboration with a licensed physician qualified to collaborate in the specialty involved, provided such services are performed in accordance with a written practice agreement and written practice protocols. The written practice agreement shall include explicit provisions for the resolution of any disagreement between the collaborating physician and the nurse practitioner regarding a matter of diagnosis or treatment that is within the scope of practice of both. To the extent the practice agreement does not so provide, then the collaborating physician's diagnosis or treatment shall prevail.

    b. Prescriptions for drugs, devices and immunizing agents may be issued by a nurse practitioner, under this subdivision and section six thousand nine hundred ten of this article, in accordance with the practice agreement and practice protocols. The nurse practitioner shall obtain a certificate from the department upon successfully completing a program including an appropriate pharmacology component, or its equivalent, as established by the commissioner's regulations, prior to prescribing under this subdivision. The certificate issued under section six thousand nine hundred ten of this article shall state whether the nurse practitioner has successfully completed such a program or equivalent and is authorized to prescribe under this subdivision.

§6908. Exempt persons.
1. This article shall not be construed:
    c. As prohibiting such performance of nursing service by students enrolled in registered schools or programs as may be incidental to their course of study;

Students who are not yet licensed can work under the direct supervision of a registered professional nurse. The registered professional nurse who serves as the student's preceptor shall decide to what extent he/she is comfortable allowing the student to practice.

Clinical Health Clearance

Students in all clinical courses must complete health clearance requirements. The Department of Nursing is now partnered with Castle Branch to facilitate the clearance process. Please use the link below to submit clearance documents in order to be registered for a clinical course. Be sure to correctly identify your program of study.

https://portal.castlebranch.com/LN88

Clearance documents include:
- Physical within 1yr of practicum experience completion
- PPD within 1yr of practicum experience completion
- Documentation of receiving two (2) MMR Vaccines after age 12 months, the second being given no sooner than 28 days after the first **_OR_** Positive MMR titer with copy of serology (lab copy)
- Documentation of history of disease with Varicella **_OR_** Documentation of receiving two (2) Varivax Vaccines **_OR_** Positive Varicella titer with copy of serology (lab copy)
- Documentation of Hepatitis B vaccination series **_OR_** titers with copy of serology
- Documentation of Tdap (Tetanus, Diptheria & Pertussis) vaccine within the past 10 years
- Documentation of Meningitis vaccine within the past 5 years (or signed declination waiver)
- Documentation of annual seasonal flu vaccine
- Valid RN license before degree is issued
- Valid CPR Card – must be a **_Healthcare Provider_** BLS CPR certification – valid signed cards are to be uploaded to and managed through Castle Branch. Certification is valid for two (2) years. If nearing expiration, renewal is **REQUIRED** prior to expiration date.
  - American Red Cross (www.redcross.org) – Basic Life Support for Healthcare Providers (BLS)
  - American Heart Association (www.americanheart.org) – Basic Life Support for Healthcare Providers (BLS)

Appointments can be made at the LMC Wellness Center via email at **healthservices@lemoyne.edu** or via phone at (315) 445-4440. Please be advised that the Wellness Center is **CLOSED during the SUMMER.**

Health clearance is a mandatory requirement that must be continually updated and current to be allowed in the clinical setting. Castle Branch automatically sends email reminders regarding upcoming and overdue health requirements. The student must act accordingly to these notices. In addition, the Clinical Coordinator may also request information from the student regarding health clearance. Communication from the Clinical Coordinator to the student will be sent via e-mail and will be labeled in subject line "1st Request, 2nd Request, and 3rd Request", if student does not respond to these requests, the student will be withdrawn from the clinical setting.

NOTE: Failure to complete health clearance will result in being administratively withdrawn from your clinical course. The student will not be re-enrolled until proof of health clearance is established.

<div align="center">**Clinical Practicum Experiences**</div>
Please be advised that students may need to travel in excess of 60 miles for clinical site placements. Students are responsible for travel and parking fees.

<u>Undergraduate Clinical:</u>
Two courses require the student to complete clinical practicum experiences.
- Management/Leadership (NSG 410) = 22.5 hours
- Community Health (NSG 440) = 45 hours

The student will be assigned an appropriate clinical placement at the beginning of each course. The student must achieve satisfactory completion of both the clinical practicum portion and didactic component of these courses (according to specific criteria outlined in each course syllabus) to receive a passing grade. Students must comply with all clinical agency regulations regarding conduct and dress codes. Also, they must be in compliance with agency and college health and safety policies.

<u>Graduate Clinical:</u>
Educator Program
- Teaching Practicum (NSG 701) = 180 hours

Administrator Program
- Administrative Practicum (NSG 703) = 180 hours

The student, in conjunction with the instructor, select an appropriate agency or institutional placement prior to the beginning of the semester to fulfill learning requirements. The graduate student is responsible for identifying a preceptor in advance of the semester in which the practicum experience will occur and the Clinical Coordinator will facilitate clinical contracts.

FNP Program
The FNP student must complete a minimum of 810 hours of clinical practice beginning in the second semester of the full-time program of study and beginning in the fourth semester of the part-time program of study, as outlined in the curriculum plans respectively. Clinical hours must be completed in the semester or summer session in which a clinical course is taken. Clinical sites encompass a variety of community-based and acute care practice settings. The clinical hours are allocated based on age/developmental stage requirements of each population group.
- 22 – 64 years (adult) = 300 hours
- 65 + years (older adult) = 110 hours
- 0 – 21 years (child and adolescent) = 200 hours
- Women's Health = 100 hours
- Specialty = 100 hours

Prior to admission the Family Nurse Practitioner (FNP) students are expected to identify potential preceptor and clinical sites in their community. The Clinical Coordinator will facilitate clinical contracts and schedules in advance of the semester in which the preceptorship experience will occur and will work to secure additional sites. The clinical coordinator will provide the student with agency and preceptor contact information. Students are allowed to locate clinical sites on their own but once a preceptor and site is found the Clinical Coordinator **MUST** be contacted in order to facilitate the contract process**. Contracts can take 4-12 weeks to be executed.**

Clinical Practicum Policies

Attendance

1. Clinical preceptorships and practicums are graded and evaluated.
2. Students are required to attend designated clinical days. Exceptions, if made, are at the discretion of the clinical faculty, clinical preceptor and the faculty course coordinator. New dates will be scheduled to insure all clinical hour requirements are met.
3. Punctual attendance is required at all clinical sessions. **Plan to be at the site at least 15 minutes before the start of scheduled patients.**
4. If the student is going to be late to the clinical area, the **student** is expected to call the clinical site as soon as possible so the preceptor can be notified.
5. In case of an emergency or when the student cannot attend the clinical session, the student must:
   a. Call the clinical preceptor or designated contact person at the clinical site prior to the start of the clinical session or as soon as possible; and
   b. Call the clinical faculty as soon as possible

Failure to adhere to these attendance policies with ongoing absenteeism or tardiness will result in an "Unsatisfactory" evaluation

Professional Dress & Behavior Code

All students associated with Le Moyne College, Department of Nursing are expected to maintain a neat, clean, professional appearance at all times.

Professional dress for graduate students should be appropriate for their role and the specific clinical site. In some cases, students may need to follow dress codes that are designated by the specific site.

1. **Lab coats** are to be worn at all times in the clinical area, unless otherwise directed by the Preceptor. **(FNP ONLY)**
2. **Comfortable footwear** with an enclosed heel and toe are required. Heels should not be higher than 2 1⁄2 inches.
3. **Clothing must be neat, clean, in good repair.**
4. Women: Dress shirts, slacks, khakis, and knee length dresses or skirts are acceptable.
5. Men: Dress slacks, khakis, and collared shirts with ties are acceptable.
6. Jeans, Tee shirts, and sneakers are not acceptable.
7. **Tattoo:** All tattoos must be covered during a clinical experience.
8. **Hair:** Hair must be neat and clean. Extreme hair colors, hairstyles and hair ornaments should not be worn in a professional health care setting. Beards and mustaches must be well groomed and kept clean. If you have long hair, be prepared to hold it back or to wear a surgical cap for certain clinical procedures.
9. **Nails:** Nails must be kept short enough so as not to injure the patient. Clear or light colored nail polish may be worn, as long as it is neat and without designs. As there are

institutions that do not allow nail polish, the clinical faculty will advise students of the specific agency policy.

10. **Jewelry:** Jewelry must be conservative and kept to a minimum. Visible pierced body jewelry is limited to one to two earrings in each ear lobe. Visible body piercing including tongue stud/ring, clear nasal stud or brow jewelry is to be removed prior to patient care.

11. **Fragrance:** Non-scented make-up and hair products may be worn. No perfumes or colognes are permitted. Lotions and deodorants must be limited to those bearing a light scent.

12. **No chewing gum or tobacco:** Neither of these products are allowed during clinical experiences. Note that smoke odors embedded in clothing can be offensive to patients and staff.

13. **Technology:** Use of computers, smart phones, or iPad during the clinical day are restricted to researching databases or health related sites. At **NO** time is gaming or accessing social media accounts acceptable. Taking pictures of patients with your personal phone or iPad is forbidden. You cannot accept personal calls or texts while you are seeing patients or working with your preceptor in the clinical. You may make or respond to calls or messages when you are on break.

14. **Policies & Protocols:** Adhere to known policies and protocols at the assigned clinical site. **NOTE:** Certain sites reserve the right to random bag checks of any person entering/ leaving the facility.

Identification

The following identification must be worn and clearly visible in every clinical setting:

- Le Moyne College Student ID Badge should be worn on the breast pocket of your lab coat.
- An Institutional ID Badge should be worn in any health care agency that requires one and provides one.

Failure to comply with the DON Professional Dress & Behavior Code will result in potential dismissal from the clinical setting. If there are repeated clinical violations, the student will receive an Academic Warning for unprofessional behavior and may fail the clinical portion of the course.

Student Behavior/Incidents in the Clinical Setting

<u>Behavioral Probation</u>
The hallmarks of a nursing professional are to exhibit at all times the behaviors that represent the practice standards and norms of ethical conduct expected of undergraduate and graduate nursing students. A violation of these expected behaviors may result in a decision by the Chair of Nursing and the Dean of the Purcell School of Professional Studies, in conjunction with the Academic Standards Committee (ASC) of the Department of Nursing, to place a student on behavioral probation for a minimum of at least one semester.

In conjunction with the American Nurses Association's *Code of Ethics for Nurses with Interpretative Statements* (2015), examples of professional behaviors include, but are not limited to, demonstrating the following:

- caring, sensitivity, compassion, tact, integrity, and tolerance towards others
- written, verbal, and nonverbal communication that conveys respect for clients, self, peers, and faculty
- responsibility and accountability for all actions, including timeliness to classroom, laboratory, and clinical experiences as well as prompt reporting to meetings with administrators, faculty, advisors, and preceptors
- appropriate use of technology to maintain client privacy and confidentiality of medical information, to avoid disruptions in learning environments (class, lab, and clinical) as well as in meetings with students, faculty, staff, and colleagues, and to project a professional image on social media venues
- appearance and conduct that conveys professional demeanor and adheres to institutional policies and procedures
- remaining free of chemical dependency or substance abuse in classroom, laboratory, and clinical settings

<u>Steps to Implement Behavioral Probation</u>
The following processes will be followed to invoke the consequences that will occur to a student when unprofessional behavior is witnessed and reported by a faculty or staff member of the College, a clinical preceptor, or a fellow student:

- Level I: Warning System
- Level II: Probationary Period
- Level III: Probationary Period Extended or Dismissal of Student

No more than one probationary period involving a given student may be allowed during his/her undergraduate or graduate degree program. If behavior does not satisfactorily improve to meet professional standards, the student will be referred to the Dean of the Purcell School of Professional Studies for a decision regarding student status in the nursing program and at the College, which could result in dismissal as per institutional policy. (See Appendix A for directions)

Clinical Experience Expectations

Student Responsibilities:
1. Provide the primary preceptor with a copy of the signed learning contract, course objectives, and the Preceptor Evaluation of the Student document and ensure its completion prior to the last day of classes for the semester.
2. Communicate learning needs to the preceptor and seek additional information.
3. Work independently according to the preceptor's judgment and recommendations.
4. Takes initiative in aiding organization project or activity.
5. Integrate personal learning objectives with course objectives.
6. Contact clinical preceptor and determine the schedule for the clinical experience, including days of week and hours per day.
7. Develop and share daily clinical learning needs/objectives with preceptor and discuss strategies to meet them.
8. Adhere to professional attire that is in accordance with clinical site requirements and Le Moyne College, Department of Nursing Professional Dress Code.
9. Maintain professional behavior in the clinical setting at all times.
10. Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
11. Complete clinical preceptor and clinical site evaluations at end of clinical rotation.
12. Attend all scheduled clinical experiences on time and prepared, completing all required clinical hours for each clinical course.
13. Notify clinical preceptor and clinical faculty as soon as possible if unable to attend clinical as scheduled and arrange make-up clinical day.

Preceptor Responsibilities:
1. Orient student to the clinical site and agency policies. Discuss with student the preferred method for communication with clinical preceptor and/or clinic site.
2. Facilitate an informal, collaborative, and mutually respectful environment in which to learn.
3. Review the objectives of the course, and student's clinical objectives to determine the type of learning opportunities that will enhance the student's learning and direct the student to resources and evidence based readings.
4. Assume responsibility for providing a substitute preceptor in the event of an absence.
5. Collaborate with student and faculty to identify learning opportunities.
6. Provide guidance on the level to which the student may practice independently and safely.
7. Provide a role model for professionalism and introduce to the broader health care team.
8. Be available to students, as arranged,
9. Provide ongoing feedback and evaluation of student's participation and performance.
10. Promptly communicate issues of concern or unsafe practice (student behavior, clinical skills, and/or student progression) regarding the student to the clinical faculty.
11. Complete student's clinical evaluation(s).
12. Verify the student's clinical hours.

13. Complete Preceptor Information Form and complete abbreviated CV Form prior to student beginning clinical experience.

College Faculty and Clinical Coordinator Responsibilities:
1. Collaborate to identify learning opportunities within the clinical experience.
2. Provide class materials to the preceptor and student.
3. Assist student and preceptor to optimize clinical learning environment.
4. Support the preceptor and provide ongoing communication regarding the clinical experience.
5. Evaluate written assignments and provide feedback.
6. Complete phone conference or site visit to discuss student's clinical evaluation.
7. Award student's final grade upon achievement of clinical competencies.
8. Review the student's evaluation of the clinical preceptor and clinical site and make recommendations as appropriate for on-going use.

Evaluations
Evaluations are required to be completed for all clinical courses. Failure to complete evaluations will result in an unsatisfactory (U) grade for the clinical course, which may result in failure of said course.

<p style="text-align:center">Appendix A
Procedures for Addressing Concerns with a Student's Professional Behavior</p>

Please use the following criteria to explain your concerns about student behavior.

It is very important that faculty in the Department of Nursing notify the Chair whenever concerns about student professionalism arise during the semester. Please do not wait until the end of the semester. This intervention is designed to help the student develop a plan to be successful in your course.

Forms are available in the Department of Nursing or online.
- LEVEL 1: concerns addressed by the professor, improvement plan discussed, department notified in writing, no meeting requested at this time

- LEVEL 2: concerns persist and/or new concerns have arisen, concerns addressed by the professor, written improvement plan developed, department notified in writing, no meeting requested at this time

- LEVEL 3: concerns persist and/or new concerns have arisen, improvement plan not being followed, department meeting requested, student notified

Directions:
1. Discuss your concern with the student (Level 1).

2. Complete a Department of Nursing Student Concern Form and deliver to the Chair of the Department of Nursing (Level 1).

3. The Chair will report this incident of concern to the Academic Standards Committee.

4. A Student Improvement Plan will be developed, which will identify the concern(s) and provide a clear explanation of expectations the student must meet in order to demonstrate satisfactory improvement. A specific date for implementation of the plan will be determined. The student is given a copy of this plan and a copy will be placed in the student's file in the Department of Nursing office (Level 2).

5. When appropriate, input will be sought from other course instructors.

6. When the concern(s) has/have risen to a Level 3, the Chair and any other personnel who need to be involved will schedule a meeting with the student.

7. Those involved will be notified of the outcome of the meeting(s).

8. If the issue of concern is not resolved, the Dean of Purcell School of Professional Studies will be notified.

Department of Nursing Concerns about Student Behavior

Date: _____

Student Name: _____

Program: (Circle One)   DDPN   RN-BS   A-DDPN   MS   FNP

Instructor: _____

Course # and Title _____

Student Notification Date _____

Method of Notification (E-Mail, Letter, Phone Call) _____

Student Response Date _____

Should a meeting be scheduled with the student and a department representative?   Y   N

What are your concerns? See attached for description of concern levels.

Concern	Level		Concern	Level
Attendance			Practicum/Clinical Behavior	
Tardiness to Class, Clinical, Meetings			Professional Standards	
Deadlines with Assignments			Professional Demeanor	
In-Class Behavior			Professional Appearance	
Other – Please Describe:				

If the semester ended today, the student's grade would be?
_____

Specific details pertaining to your concern:

Steps you have taken to address the concern:

Action	Yes	No
Met with Student to Discuss Concerns		
E-Mailed Concern(s) to Student		
Gave Student Concrete Examples of Unacceptable Behavior		
Apprised Student that Department Representatives are Being Notified		
Communicated with Student's Other Professors		
Other – Please Describe:		

FOR FNP STUDENTS ONLY:

Student In-Service Guidelines – Typhon

This information will introduce you to Typhon Group's Nurse Practitioner Student Tracking System, also called NPST. It is an internet-based system, so you can log in from anywhere you have internet access.

You should have received your login information, which was sent to your Le Moyne email account. This email with your password and username was sent using the Typhon system and will be addressed from the Typhon Coordinator, along with a direct link to the login page. Be sure to bookmark this login page for future reference. Then, just enter your login and password information and press log in to continue.

In case you forget your login and password, to the right of the password box is a link that says "Forgot Login or Password". All you have to do is click on this link and enter your e-mail address and press submit. The system will verify that you are a student and will immediately e-mail your login and password information to you.

Next you should start the first tutorial video. The video will show everything that the NPST System offers. You will have access to these videos that you can watch on your own once you have access to the system. The video assumes you have logged in to the system already.

- The very first time you log in to the system, you will be forced to set up your default choices. This includes your current course, semester, preceptor and clinical site. If your preceptor or site is not listed, simply click the link "request addition". This information will need to be updated as you progress through the program and clinical levels/ rotations.
- There is a learning curve... this is a lot of information to collect. Most students say that the first two to three days it may take 5-10 minutes to enter each encounter, but that drastically drops by the end of the first week and by the end of the second week that time is less than half that per encounter.
- You should always try to enter today's cases TODAY - don't wait until the end of the week to enter them. If you average 5 minutes per encounter, and 10 encounters per day times, 5 days per week... do the math and you'll spend most of your weekend entering cases -- NOT GOOD! Get ahead of the learning curve and you will be online less than 30 - 45 minutes per day by the end of the first month.
- *****IMPORTANT NOTE***** – students will have only up to **15 days** to enter time and case logs into the Typhon system, after this date students will be locked out of entering this information into Typhon.
- When you complete your data entry for the day, be sure to log out. This ends your session on the server. If you are at a community computer (like a clinical site or a library), it is also a good idea to log out, and close the Internet Browser. This will prevent the next person from pressing the "back" button to see what you did.
- If you have a technical problem with the system, go to your HELP section and click "Instructions and Video Tutorials". There, just under the tutorial links you will find a technical support link. Fill out the support request form and Typhon Group will respond to you directly by the next business day. If you have a clinical question, or an item is missing in a drop down list, contact the faculty.

Frequently asked questions

- **I cannot remember all the information I am supposed to enter. Can I print off a blank Log sheet?**
  - Go to the Data Entry Section Menu
  - Look for the Help Section
  - Click on Blank Case Log Worksheet
  - Print
- **When I started the new semester, my course did not show up anymore. Where is it?**
  - Go the main menu.
  - Look for Help.
  - Click on Set up Defaults. Choose your courses, preceptor, and site from the list. You will need to do this each semester and as you change preceptors.
- **How do I enter time into my time log?**
  - Go the main menu.
  - Look Other activities and reports (#3)
  - Click on My Time Logs
  - Input the total time you spent on clinical at the top under total shift time
  - Input the break down on hours by specialty below (adult, womens, peds, etc)
  - Click Save
- **Where do I add a new preceptor?**
  - Go to the main menu
  - Click on Setup Default Settings under Information & Setup (right side)
  - Click on link "request addition" next to preceptor
- **How do I upload documents? (License, CPR, Health Records, Preceptor Evaluations)**
  - Go to the main menu
  - Click on Modify Account Settings under Information & Setup (right side)
  - Click on link + sign next to the title of the document you want to submit
- **How do I complete a clinical site and preceptor evaluation?**
  - Go to the main menu
  - Click on My Evaluations & Surveys under Other Activities & reports (left side)
  - Click on link for the survey you need to complete: please note you must complete one evaluation for each site and one evaluation for each preceptor during your clinical experience.
- **What info do I include in my case logs?**
  - See attached blank case log
  - **<u>NOTE</u>** – ICD-10 and CPT billing Codes DO NOT need to be entered during clinical level 671

Please note preceptors **CANNOT** access typhon