



## Policies and Procedures

<b>Policy Title:</b> Nursing and Allied Health Students at Cone Health, Clinical and Nonclinical*			
<b>Department Responsible:</b> Nursing	<b>Policy Code:</b> ER-SED-2010-64	<b>Effective Date:</b> March 21, 2017	<b>Next Review/Revision Date:</b> March 2020
<b>Title of Person Responsible:</b> Manager, Staff Education	<b>Approval Council:</b> Nursing Policy and Procedure Council		<b>Date Approved by Council:</b> March 2017

**PURPOSE:**

Cone Health is dedicated to providing a safe healthcare environment for all patients, as well as a learning environment for all students who have been approved for a learning experience at Cone Health. Students will have access to a wide array of educational opportunities designed to facilitate the development of highly skilled and knowledgeable professional caregivers. In partnership with educational institutions, students will practice under the direct supervision of faculty instructors and/or Cone Health registered nurse (RN) preceptors, as well as other licensed practitioners. The licensed professional, whether faculty instructor or Cone Health preceptor, will supervise all care provided by the student in the clinical setting.

**DEFINITIONS:**

1. **Faculty:** Individual employed by Cone Health, or affiliated with Cone Health through a program at an educational institution, to instruct and supervise students as part of the program.
2. **Learning experience:** A structured experience at Cone Health in which a student works to meet academic program learning objectives under the guidance of a faculty instructor or Cone Health preceptor.
3. **Preceptor:** An employee or affiliate with practicing privileges at Cone Health who facilitates student learning and provides guidance and evaluation of students at Cone Health as part of the learning experience.
4. **Program:** Nursing or allied health program of study at an educational institution affiliated with Cone Health, where students are enrolled and receive all preplacement training and education related to their field.
5. **Student:** An individual officially enrolled in a nursing or allied health educational institution program of study who participates in a learning experience at any of the Cone Health sites. Students include undergraduate, graduate, and licensed professionals returning to the clinical setting for a learning experience as part of their educational program.

**POLICY:**

**Overview**

Students may perform activities that are permitted within the scope of practice for the program’s level of education and clinical agency policy. Students will be supervised by a licensed faculty/preceptor, RN, or other licensed healthcare professional. No student will be allowed to perform a procedure that requires specialty training and/or certification beyond their practice discipline.

## Scope

This policy applies to all Cone Health facilities and to all students as defined above.

## Dress Code for Students/Faculty

1. Students must wear the designated school uniform or abide by the unit-specific attire (ex. scrubs, business casual). Students/faculty must wear an authorized **Cone Health student / faculty photo identification badge** while on duty and identify themselves as a student/faculty at all times. Additionally, students and faculty must adhere to the Cone Health policy for [Standards of Appearance and Dress Code](#) and any specific guidelines of the departments in which they have learning experiences. Student/faculty uniforms must be easily differentiated from Cone Health employee uniforms.
2. Cone Health employees participating in clinical experiences as a student or faculty must identify themselves as a student/faculty and wear an authorized Cone Health student / faculty photo identification badge while in the student/faculty role. They **may not** wear their employee Cone Health badges while serving in a student/faculty role.

## Faculty Instructor/Student Orientation

1. Cone Health requires all newly hired faculty instructors, and those who have had clinical teaching experience in Cone Health but have been away for a year or more, to attend the General Clinical & Nursing Orientation and complete the Cone Health Instructor Orientation process. Cone Health employees new to the instructor role may be exempt from the General Clinical & Nursing Orientation component of the Cone Health Instructor Orientation process.
2. Instructors will complete unit-based orientation prior to supervising students on the unit. Instructors will contact the director of the department **PRIOR** to the clinical experience to arrange this orientation.
3. Instructors must contact the department director to share course and clinical objectives, the student list, scheduled dates and times of clinical experiences, and faculty contact information **PRIOR** to beginning the clinical experience. Failure to submit this information will result in the clinical student/group not being allowed in the department. The instructor will be responsible for notifying the department director when schedule changes affect the presence or absence of students in the clinical area.
4. **Each semester, and as changes occur**, the educational institution is required to submit a roster of students and all faculty instructors supervising students in clinical rotations no later than the first day of the clinical experience. This list should be sent electronically to the Cone Health Staff Education Mailbox: [staff.education@conehealth.com](mailto:staff.education@conehealth.com).
5. Instructors are responsible for orienting students to Cone Health prior to their arrival on the department according to the Cone Health Student and Instructor Orientation Process. This information is current on the Cone Health Clinical Placement website.
6. Annually, instructors and students must complete the online Core Orientation process and the Cone Health Orientation process found on the Cone Health Clinical Placement website.

## Supervision of Students

1. Student supervision is the responsibility of the faculty instructor or Cone Health preceptor.
2. Faculty instructors must be present in the facility at all times and be available by phone or pager. Exception: For precepted or graduate students, a faculty instructor must be available by phone or pager while the student is within Cone Health.
3. Ultimate responsibility for patient care rests with the patient's physician and Cone Health staff assigned to the patient. Physicians must be employed or privileged at Cone Health. At any time the Cone Health primary caregiver deems necessary, he/she can assume care of any patient assigned to a student.

### Computer Use by Students

1. All students documenting patient care must complete the appropriate Cone HealthLink computer training class. Upon successful completion of the documentation training exercise the student will be given a unique computer access code for documenting patient care.
2. It is Cone Health’s policy that each person accessing computer systems or documenting patient care have unique credentialing to do so. Accessing under another person’s credentials is cause for termination of employment and could result in termination from the clinical experience per the Clinical Education Agreement with the School. (See policy on [Electronic Communications](#))
3. Cone Health employees must obtain student logins and may not use their employee logins while performing in their student/faculty role.

### Documentation/Charting by Students

1. Students may document in the patient’s medical record with the supervision of the faculty instructor or Cone Health preceptor.
2. Students must comply with all Cone Health documentation policies.

### Medications

1. Students administering medications must be under the **direct supervision** of a registered nurse or other licensed healthcare professional in the specialty of study. ***It is required that nursing students be observed by their clinical faculty, by the RN assigned to the student, or by the RN preceptor in the preparation, administration, and documentation of all medications. Medications requiring a second witness must be witnessed by two licensed nurses.***
2. Students will not be issued passwords for the automated medication dispensing system. These medications must be obtained through the faculty instructor or Cone Health preceptor.
3. Administering and charting medications will be according to the Cone Health policy on [Medication Administration and Bar Code Scanning](#).
4. Students may not administer investigational drugs or any drugs that require specialized training to administer (e.g., chemotherapeutic drugs, vasoactive drugs, and intravenous conscious sedation).
5. Students are not permitted to conduct narcotic counts.

**\*Note: Some disciplines may have additional policies with requirements that pertain specifically to students of those disciplines.**

### PREVIOUS REVISION/REVIEW DATES:

<i>Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Notes</i>
October 1, 2005			Original effective date.
April 2012			
April 2013			
June 2013			
June 11, 2015			Updated formatting to match current policy template; no content changes.
March 21, 2017		X	Revised to include allied health and non-clinical students.