

POLICY TITLE: CLINICAL AGENCY POLICY AND PROCEDURE

Policy

As a guest of the clinical agency, the student is responsible for following agency policies and procedures in all matters pertaining to client contact and other learning activities. Individual agencies may have unique clinical requirements such as completion of learning modules or classes related to restraints, blood glucose monitoring, etc. Select hospitals have a mandatory random drug testing policy which includes nursing students. The student's clinical instructor will inform students of these miscellaneous requirements.

Clinical Affiliate Access

Official clinical affiliations as well as facility approved student practice schedules are mandatory prior to student attendance in the clinical environment.

No student shall enter a public or private facility where healthcare is being delivered and represent themselves as a UHV nursing student fulfilling clinical requirements without the express permission of a school of nursing faculty member.

Failure to comply may result in dismissal from the nursing program.

Attendance

For successful course completion, all course objectives must be met, and absences may prohibit a student from meeting the objectives. If absent, it is the student's responsibility to contact faculty. Any clinical absence must be made up. When a class absence(s) prohibits a student from meeting one or more course objectives, the absence(s) must be made up. Depending upon the nature and extent of the absence(s), a faculty member may require a make-up assignment. If family difficulties, financial concerns, work obligations, or life stressors are barriers to class attendance, the student should seek assistance from UHV Student Solutions. When repeated absences or failure to make up absences occurs and prohibits achievement of course objectives, refer to the UHV class attendance policy: "A student whose absences are determined by the instructor to be excessive shall be dropped prior to the last day to drop a course or withdraw from UHV with a grade of W or F."

Extenuating circumstances may prevent a student from attending a clinical assignment. It is the responsibility of the student, with aid from the clinical instructor, to meet the objectives of the clinical courses. All assigned clinical hours shall be met.

An excused absence is an absence from the scheduled clinical experience, which is the result of illness of the student or an immediate family member, a religious holiday, or the result of an unforeseen catastrophic event. The student must be excused directly by the clinical instructor. If so directed by the instructor, the student must bring a written excuse from the health care provider.

In the event of an imminent clinical absence, the student will:

1. Call the specific assigned area in the clinical facility or follow the policy set by the agency for notification of absence.
2. Notify the agency at least one (1) hour prior to the scheduled clinical experience.
3. Notify the clinical faculty according to written instructions in course syllabi.
4. Leave a telephone number where the student can be reached during the absence.
5. Contact the faculty immediately upon returning to the clinical area for clearance and further directions.
6. An unexcused absence will be considered unprofessional clinical performance.
7. All absences must be made up so that the total clinical hours are met.

Clinical Conduct

The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct. The purpose of these rules is to identify unprofessional or dishonorable behaviors of the professional student nurse, which the faculty of the school believes are likely to deceive, defraud or injure clients or the public. These behaviors include but are not limited to:

- Failing to assess and evaluate a client's status or failing to institute nursing intervention which might be required to stabilize a client's condition or prevent complications;
- Failing to administer medications or treatments or both in a responsible manner;
- Failing to accurately or completely report and/or document a client's status including signs, symptoms, or responses and nursing care delivered;
- Failing to make entries, destroying entries, and/or making false entries in records pertaining to care of clients;
- Causing or permitting physical, emotional or verbal abuse or injury to the client or the public or failing to report the same to the appropriate licensed practitioner;
- Disclosing confidential information or knowledge concerning the client except where required or allowed by law;
- Accepting an assignment when one's physical or emotional condition prevents the safe and effective delivery of care or accepting an assignment that does not take into consideration patient safety or for which one lacks the educational preparation, experience, knowledge or ability;
- Failing to obtain instruction or supervision when implementing nursing procedures when one lacks educational preparation, ability, knowledge and/or experience;
- Leaving a nursing assignment without notifying one's appropriate unit nursing supervisor [and faculty];

- Failing to follow the policy and procedure for the wastage of medication in the facility where the student is functioning at the time of the incident;
- Misappropriating, in connection with the practice of nursing, medications, supplies, equipment, or personal items of the client, employer, or any other person or entity or failing to take precautions to prevent such misappropriation;
- Offering, giving, soliciting, or receiving or agreeing to receive, directly or indirectly, any fee or other consideration to or from a third party for the referral of a client in connection with the performance of professional student nursing duties;
- Providing information that was false, deceptive, or misleading in connection with one's practice as a professional student nurse.

Adapted from Statutes Regulating the Practice of Professional Nursing, Texas Board of Nursing (Rule 217.11). "Standards of Professional Nursing Practice"; Rule 217.12 "Unprofessional Conduct."

Grades

Program clinical hours may be integrated with or separate from didactic courses. Specific clinical grading criteria and weights will be described in the syllabus of each course that includes clinical hours.

At the end of each course with clinical hours, students should schedule an appointment with the faculty of record to review the final clinical evaluation after completing the student evaluation of clinical faculty.

Tape recording/Video Recording/ Photography

DO NOT tape, video record or photograph in clinical settings.

Withdrawal

Students who cannot participate in clinical rotations for any reason are unable to fulfill the requirements of the program and must withdraw from the program.

Approved by SON Faculty Council, 4/5/13

Approved by Dean Kathryn Tart _____ Date 6-3-13