I. POLICY

A. OBJECTIVES
1. To explain the UMMC Affiliation Agreement process.
2. To ensure proper student placement once an Educational Agreement is in place.
3. To ensure safe care is provided to our patients by all levels of nursing students and their clinical faculty.
4. To explain proper student and instructor documentation and medication administration standards.

B. INDICATION FOR USE
For placements of individual students and student groups at UMMC

C. DEFINITIONS

<table>
<thead>
<tr>
<th>Clinical Rotation</th>
<th>Group of students supervised by on-site clinical faculty</th>
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<tbody>
<tr>
<td>Student Practicum</td>
<td>Student supervised by UMMC nursing staff, no clinical instructor on-site. Oversight of nursing student/s by a registered nurse who is present on the unit of care to observe, assess, evaluate, and direct all aspects of patient care delivered by the nursing student.</td>
</tr>
<tr>
<td>Leadership Practicum</td>
<td>Entry level student assigned to clinical or non-clinical nursing leader in the organization to gain leadership perspective</td>
</tr>
<tr>
<td>Graduate Practicum</td>
<td>Graduate student assigned to clinical or non-clinical advanced practice nurse to obtain needed experience in an advanced practice role</td>
</tr>
<tr>
<td>Observation Experience</td>
<td>Entry level student observing the continuum of patient care. Student may participate in patient care under direct supervision of a staff nurse that has been designated by the clinical faculty or charge nurse.</td>
</tr>
<tr>
<td>Share Day</td>
<td>Time spent with a nurse observing patient care. This experience is to learn about an area or about nursing. Not part of a clinical rotation. No patient care is provided by the student.</td>
</tr>
</tbody>
</table>

II. RESPONSIBILITY

| For clinical rotations | The on-site clinical faculty is accountable for providing direct supervision. Staff nurses may assist the faculty by providing direct supervision of students performing care for the nurse’s patients. |
| For clinical practicum students | The UMMC primary RN preceptor is accountable for providing direct supervision whenever patient care is provided by the student with routine practicum coordinator observation. |

III. PROCEDURE

A. Placement of students within the Department of Nursing/Patient Care Services at the University of Maryland Medical (UMMC) is coordinated through the Office of Clinical Practice and Professional Development.

B. The placements are governed by a current UMMC Affiliation Agreement (contract) between the academic institution and the UMMC. Copies of the standard UMMC Affiliation Agreement are attached to the Student Educational Agreement policy MOHR-002 in the UMMC Policy and Procedure Manual. Student experiences are designed to enhance learning and meet educational objectives, while assuring quality and continuity of care.
C. Initial Request for Placement
   1. Faculty or administrative staff seeking initial placement agreements for clinical groups should contact the Office of Clinical Practice and Professional Development through the Maryland Hospital Association’s Clinical Assignment for Healthcare Students (CAHS) system http://cahs.mhaonline.org/ to schedule clinical experience. Priority will be given to the University of Maryland School of Nursing and those schools who give at least 60 days notice. Large numbers of students and/or multiple clinical experiences may require as much as six months notice to ensure placement. Requests for individual student placements should be negotiated as far in advance as possible to ensure selection of the most appropriate clinical experience and preceptor. Individual student placements are also coordinated through the Office of Clinical Practice and Professional Development, however, the CAHS system is not used in this process. When seeking initial placement, the following information should be provided:
      a) Copies of the course overview, outline and objectives;
      b) Information about the kinds of experiences sought and the settings desired;
      c) Numbers and preparation of students; and
      d) Times and dates requested, and nature of supervision (i.e., on site faculty supervision, staff nurse preceptor, etc.).

D. Renewal of Ongoing Placements
   1. Renewal of ongoing clinical placements is done in advance of the rotation by the clinical coordinator using the CAHS system. Priority is given to our closest academic affiliate, the University of Maryland School of Nursing. These arrangements are confirmed in writing before the start of the rotation, with copies to the PCS Manager/Supervisor and the Office of Clinical Practice and Professional Development.

E. Changes/Revisions in Placement Plans
   1. Changes or revisions in placement plans, including placing students in observational experiences, may be done by the clinical coordinator using the CAHS system. Changes and revisions should be made as soon as they arise. Not all changes or revisions may be accepted secondary to conflicts with placements from other schools.

F. Student Scope of Practice
   1. The practice of students is governed by the objectives of the school and UMMC policies and procedures. Student responsibilities are negotiated to be appropriate to the type of experience and preparation of the student. Students and faculty are expected to be familiar with and comply with relevant UMMC administrative and clinical policies, procedures and guidelines.

G. Patient Care Assignments
   1. Patients at all times are assigned to a staff nurse who is an employee of UMMC, even if a student is assigned to give direct care. The student is accountable for his/her own actions. The clinical faculty member is responsible for ensuring that the student has been taught specific skills and possesses the necessary knowledge to provide safe care. The staff nurse assigned to the patient is accountable for the quality of care the patient is receiving. It is the responsibility of the student, clinical faculty and staff nurse to communicate with one another to negotiate responsibility for particular aspects of patient care.

H. Student Supervision
   1. Entry level students practicing under the direction of the on-site clinical faculty member may provide direct care under the supervision of the clinical faculty member as agreed to by UMMC and the school according to the clinical experience.
   2. Entry level students who are practicing without the on-site supervision of a faculty member may provide direct care under the supervision of the unit based staff nurse preceptor as agreed to by UMMC and the school according to the clinical experience.
   3. Graduate students may provide direct care under the supervision of the masters prepared unit-based staff nurse preceptor as agreed to by the preceptor, faculty member and student.

I. Student Medication Administration
1. Access to the Omnicell medication station will be provided daily to the clinical faculty and this access is not to be shared with students.
2. Prior to administering any medications, the nursing student must demonstrate a clear understanding of the pharmokinetic properties of the medication, the Five Rights of Medication Administration and the two patient identifiers.
3. Medications will be administered under the direct supervision of the clinical faculty or staff nurse designee supervising the student or the staff nurse precepting the practicum student.
4. All medications will be signed off by the clinical faculty, designated staff nurse, or practicum preceptor.
5. Under the direct supervision of the clinical faculty or precepting RN, nursing students may administer adult and pediatric medications WITH THE FOLLOWING EXCEPTIONS:
   a) IV Push of narcotics
   b) Initiation of chemotherapy
   c) Initiation of transfusion of blood or blood products;
   d) Initiation, programming, and reprogramming patient controlled analgesia pumps and epidural administration.

J. Orientation of Faculty and Students
1. For UMMC employees in the clinical faculty role:
   a) No unit orientation unless the unit is not the employee’s “home unit.”
   b) Non “home unit”: This orientation will include unit specific information regarding medication administration, documentation of medications, nursing documentation and flow sheets, unit specific procedures and specialty equipment.
2. For non-UMMC employees in the clinical faculty role:
   a) Electronic UMMC mini Orientation and HIPAA documentation through Healthstream.
   b) Eight hour on unit orientation completed one week prior to clinical start.
      (1) Orientation on unit will include unit specific information regarding medication administration, documentation of medications, nursing documentation and flow sheets, unit specific procedures and specialty equipment.
      (2) Department Orientation Checklist and Confidentiality Statement must be completed.
3. For students:
   a) Electronic UMMC mini Orientation and HIPAA documentation through Healthstream
   b) Clinical faculties or practicum preceptors are responsible for ensuring that the students they will directly supervise on the clinical units have received an orientation to UMMC and the unit assigned.
      (1) Department Orientation Checklist and Confidentiality Statement must be completed.
      c) This orientation must be completed by the end of the first week of clinical time. Papers documenting this orientation must be submitted to the Office of Clinical Practice and Professional Development immediately following this orientation.
4. The school must provide a list of student and faculty names in Excel spreadsheet format with the required student and faculty specific information to the Office of Clinical Practice and Professional Development two weeks prior to the student’s first day on the unit.
   a) Student and faculty specific information will include name, school ID, unit, start date and end date.

IV. REPORTABLE CONDITIONS
A. Clinical Faculty and students practicing outside of their scope or this policy
B. Clinical Faculty and students not safely providing care to patients.
C. Administration of exception drugs by students
D. Clinical Faculty and students not practicing within UMMC’s Commitment to Excellence Standards

V. DOCUMENTATION
A. Health and Safety Requirements
1. Students and faculty practicing on patient care areas in UMMC will adhere to UMMC health and safety requirements summarized in the attached Health Care Worker's Summary of Requirements. Schools of nursing must provide evidence that their students and faculty meet these requirements.

B. Student Documentation in Medical Record
   1. Nursing students may document on the paper medical record and/or in the electronic medical record. All documentation must be reviewed and signed by the clinical faculty or the student’s preceptor.
   2. Prior to obtaining electronic medical record access using their individual user ID and password, the faculty and students must successfully complete the online training. Access forms will be faxed by the clinical faculty to the appropriate number once all students have completed their training.
   3. Student passwords will expire 1 year after training is completed. Renewal may occur if student still in need of access for clinical experiences.

VI. SUPPORTIVE INFORMATION
   A. SEE ALSO
      1. MOHR-002: Student Educational Agreement Policy
   
   B. REFERENCE
      1. UMMC Affiliation Agreement – available upon request
   
   C. COMMUNICATION AND EDUCATION
      1. Information in this policy will be communicated to staff upon employment, at benefit information sessions, and the policy is available on the UMMC Intranet in the Clinical Practice Manual.

DEVELOPER(S)
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