

VPH Clinical Instructor Orientation

**Vanderbilt
Behavioral Health**

Nursing Education

- Nikki Graham, Director of Clinical Education and Professional Development
- Johnny Woodard, Assistant Director of Clinical Education and Professional Development
- Suzy Brock, Associate Program Manager, VPH Clinical Education and Professional Development

Agenda

- New Faculty training requirements
- Facility information
- VPH Guidelines
- Spaces/Multipurpose Rooms
- Occurrences / Incidences

Training Requirements

- Instructor Training ppt
- Meet and Greet with VPH education staff
 - Review requirements
 - Opportunities for students
- Computer Training
- Shadowing experience
 - 16 hours (2-8 hour shifts) if non-VPH employee
 - 8 hours if VPH employee provided clinical in unit other than home unit

Additional VPH Requirements for Access

- A Vanderbilt-issued badge indicating the individual is a visiting instructor, this includes individuals who also are current employees/students at Vanderbilt
- VPH Badge Access Authorization and Key distribution- done through Suzy Brock

ID Badges

- ID badge process: refer to process from your school coordinator
- Note: Students will not have Magnet Badge Stripes or keys for unit

Conflict of Interest

- Vanderbilt employee should:
- Not engage in Vanderbilt business while serving as a clinical instructor
- Use a personal email address for school communications
- Submit a document disclosing potential COI
- Work within your current role's scope of practice
- Wear a Vanderbilt visitor ID during clinicals

Instructor/Student Dress Code

- Clinical instructors and students are expected to follow VUMC's dress code policy
 - CL 20-06.06
- Vanderbilt ID badges must be worn above the waist and visible at all times
- Enclosed shoes
- Instructors may wear lab coats on units, request that students do not.
- Personal belongings are not to be kept with students/instructors on unit

Thinking Point...

One of your students comes to clinical with only their school student ID badge and a VUMC tshirt. They state “I forgot my badge at home, but the staff nurse told me I could wear this shirt.” The best response is:

A: “You are not allowed to be in clinical out of appropriate dress code and without a VUMC ID badge”

B: “Go home for the day- you haven’t met the appropriate requirements”

C: “As long as you have your school ID badge you will be good”

D: “Dress code specifies that you must be in your school uniform with your school ID badge”

VPH 2nd Floor - Inpatient Units

- VPH 1 – Adult Thought Disorder
 - Manager Lori Harris
- VPH 2 – Dual Diagnosis
 - Manager Lori Harris
- VPH 3 – Mood Disorder and Geriatrics
 - Manager Lori Harris
- VPH 5/6 - Child-Adolescent
 - Manager Laura Webb

1st Floor Treatment Areas

- Day Programs
 - Adult Partial Hospitalization
 - Adolescent Partial Hospitalization
- PAS – Psychiatric Emergency Department and Assessment Area
- ECT Suite
- Cafeteria
- Gym

Access to 1st Floor Treatment Areas

- Your students may follow their patients to a treatment area, such as gym, cafeteria or ECT
- They must go with unit staff and cannot remain alone with the patient

Parking

- Prior to the 1st day of clinical, all students and faculty will need to visit parking services to arrange parking
- All clinical faculty and students have to pay to park

**Parking Permit Office 22nd Ave East Garage, G Level
Nashville, TN 37232**

PH: 615-936-1215 Option 3

Making Patient Assignments

- Faculty need to plan to arrive at VPH on the day of clinical in plenty of time to review patients and make assignments prior to the student's arrival on the unit.
- The instructor and/or students are encouraged to attend report.
- All assignments must be recorded on the Student Assignment sheet (on Clinical Instructor Website), with a copy to the charge nurse AND to Suzy Brock (Adult 2 Break Room, 1st Office on left). **Do not include patient names on Assignment sheet!**

Patient Assignments

- Instructors/faculty are responsible for:
 - Determining student assignments
 - Engaging with nursing staff
 - Accompanying the student in the performance of assessments, skills and procedures to assess and verify his/her performance
- Students must remain on assigned unit unless otherwise approved by **an education team member** (not unit staff) and clinical faculty.
- If the instructor leaves the unit, the students must leave the unit with the instructor

Unit Assignments

- Each school has an assigned Student Placement that is specific to a unit(s).
- Students must remain on their assigned unit placement and are not allowed to be on other units. They may accompany their patient to an alternate treatment area with staff if approved by education team and instructor.
- There is a maximum of 6 students per placement.

Student Placements

- VPH 1 = 1 placement, 6 students
- VPH 2 & VPH 3 = 1 placement, 6 students between the two units
 - No more than three students on VPH 2
 - Instructor responsible for traveling between units frequently
- VPH Child/Adolescent = 1 placement, 6 students
 - No more than three students per “side” unless approval from charge nurse

Students on Units

- Be wary of congregating/clustering on units, computer workstation usage, and space in nursing stations
- The student must report the following to the assigned nurse:
 - Suicidal Ideation, Homicidal Ideation, Violent Ideation
 - Presence of hallucinations (type and description)
 - Presence of delusions (type and description)
 - Any other issues that place patient or staff safety at risk or other information that would be beneficial for the treatment team to be aware of

Thinking Point...

A patient on your assigned unit is scheduled for an interventional radiology procedure. One of the students asks you if they can go with the patient. Which response is the most appropriate?

A: No, absolutely not. You are never allowed to leave this unit during your rotation

B: Yes, feel free to go with them. Have a wonderful experience!

C: Let's see if we can make that work, I'll discuss with the charge nurse, education team, staff in attendance of the patient and the staff at interventional radiology.

Student Expectations

Social Media Policy – *OP 10.10-30*

- Communications through personal media during clinical time is prohibited (Facebook, Twitter, personal phone calls, texting etc.)
- Personal phone calls should not be taken in the clinical area
- Students who need to provide their families with emergency numbers should provide them with the unit number
- Pictures should not be taken in any clinical area

Thinking Point...

You have a student that claims they are using their cell phone to look up medications while in a patient room. Which of the following is NOT true?

A: Per VUMC policy, you are allowed to utilize your phone to look up information

B: Per VUMC policy, you are not allowed to communicate via social media during clinical time or in clinical care areas

C: No cell phones are allowed in patient care areas at VPH

D: Students may use their cell phones in the patient care areas under direct supervision of their instructor.

Documentation

- Students are NOT allowed to document at VPH.
- Students can view the EMR with instructors aid
- Any printed materials from the EMR must be placed into shredder container prior to leaving VPH
- Assessments can be documented on downtime flowsheets for educational purposes and not made part of the permanent medical record (share this information with the patient's assigned nurse)

Medication Administration

- Students are **not** allowed to administer medication at VPH

Students May Not

- Assume responsibility for eye-sights or 1:1s
- Accompany patients off of the unit without a member of the nursing staff.
- Count as staff for off-the-floor ratios

Thinking Point...

You overhear the nurse negatively discussing you and your clinical group at the nurse's station. The following week, this same nurse is refusing to let the students enter the milieu with the patients and telling them "you are not safe to be here- I don't think any of you should be on our unit!" What are your next steps? (check all that apply)

A: Pull the nurse aside at a down moment and discuss the situation with him/her

B: Document the incident

C: Send documentation of the incident to your school coordinator

D: Report the nurse to the unit manager

E: Remove the students from the clinical setting for the remainder of the day

F: Use this situation as a learning example for your students of workplace conflict

Code Green

- Psychiatric Emergency at VPH
- All Handle-With-Care trained staff responds to the announced location
- Students may not participate and should move to a safe location on the unit

Student Engagement

- Students CAN participate and SHOULD engage in nursing activities, such as:
 - ADLs
 - Vital Signs
 - Observing Psycho-educational Groups
 - Assist with psychosocial daily assessment
 - Therapeutic rapport with the patients
 - Handoff to nurse at the end of their time on the unit

Additional Student Experiences

- ECT Observation
 - no more than **2-3 students** per experience
 - faculty are to contact Tom Wayman at thomas.wayman@vanderbilt.edu to arrange experience ahead of time

Pre- & Post-Conference

- Unfortunately there are no designated areas for pre and post conference.
- Multipurpose rooms are not guaranteed
- It is necessary that you have a back-up plan if student conferences need to be held off-site
- To use multipurpose rooms, approval from the charge nurse on the unit required first
- **YOU MAY NOT USE THE LOBBY or any other area where patients and families frequent.**

Chain of Inquiry

- **Please do not contact unit educators or managers regarding questions or unit concerns**
- Students should never speak with anyone except their school coordinator/instructor about their concerns and then those can be communicated to student placement via the school coordinator
- Student placement will communicate with unit educators/managers

Chain of Inquiry

Conflict resolution is best done with immediate feedback in the moment. If, however, practice or concerns are beyond immediate resolution between 2 or more individuals, please follow the below steps for follow-up

STUDENT HAS A CONCERN

- Student TO Clinical Instructor
- Clinical Instructor TO School Coordinator
- School Coordinator TO student.placement@vanderbilt.edu
- Associate Program Manager will elevate to entity-specific lead
- Lead will communicate with unit leadership

UNIT STAFF HAS A CONCERN

- Unit Staff TO Unit Leadership
- Unit leadership TO Student Placement Lead
- Student Placement Lead TO School Coordinator
- School Coordinator TO Clinical Instructor
- Clinical Instructor TO Student

Safety Feedback

- Clinical Instructor
 - Will be given in real time if possible
 - Information will be sent through school designee and NEPD
- Student
 - Will be given in real time if possible
 - Information will be given to instructor if possible
 - Otherwise information will be sent through school designee

Performance Feedback

- Rounding on units
 - Completed by Student Placement Team
 - Done throughout the semester
 - Instructors / Students / Staff
- Questions or Issues to:
 - Student.placement@vanderbilt.edu

Personal Injury

- Complete TN 1st Report of Work Injury
- Report to Adult ED for emergency care
- Report to personal PCP or School's student health department
- *VUMC employees* – you are NOT VUMC employees while teaching for a different school



Questions?

Contact student.placement@vanderbilt.edu