

## Nursing Student Placement Guidelines

### Definitions:

- *Group Placements:* A group of up to 6 students assigned to a particular clinical area. The clinical experience is guided by a nursing instructor who is present on the unit at all times during the clinical rotation and supervises the students providing patient care.
- *Practicum Placements:* An individual student placement to a particular clinical area. Students are paired with a preceptor and complete a number of clinical hours determined by the school curriculum, not to exceed 120 hours per round. The preceptor and student determine the practicum schedule within the period of time determined by Nursing Education and Professional Development.

### Group Placements

#### VUAH, MCJCHV, VPH, VTHH, VBCH & VWCH:

- The school must be ACEN (formerly NLNAC) or CCNE accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center.
- The school must have a placement for a group reserved in the Tennessee Clinical Placement System (TCPS).
- Each group will have a maximum of 6 students per rotation with a max of 3 rotations or 18 students per semester.
- Please release the placement within TCPS at least one month prior to the semester, if you will not use a placement.
- Students and Instructors must complete their TCPS training and be assigned to their placements within TCPS according to the deadlines indicated on the VUMC Clinical Coordinator Guides to Clinical Access. Failure to provide the requested information within the allotted time will result in the delay of the clinical placement for that semester. Information includes, but is not limited to:
  - Employee of Vanderbilt University Medical Center - verified by NEPD
  - School Email address
  - Student Name
  - Date of Birth
  - Start and stop date of clinical
  - Immunizations (including influenza; TB skin test) per affiliation agreement - verification by school and select dates as requested
  - Current American Heart Association or Red Cross BLS CPR for Healthcare Providers - verification by school

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- Background check - verification by school
- Liability insurance- verification by school
- Health insurance
- If a student has an injury requiring supportive devices, schools should contact Student Placement to determine if the clinical rotation should be paused to ensure student and patient safety.
- Clinical groups are assigned to one clinical area. If the unit needs to be changed, the NEPD student placement team must approve this change.
- Students must remain on the assigned clinical area. A student may follow the assigned patient along the continuum of care in an observational status when approved by the clinical instructor and the procedural contact person unless otherwise indicated per entity. Areas that are not available for observational experiences include the Operating Rooms, areas that require N95 masks, and MRI, unless previously approved by Student Placement.
- Student Assignments
  - Clinical Instructors will determine student assignments by collaborating with the charge nurse/clinical staff leader or designee in the clinical area.
  - Objectives, goals, and responsibilities will be discussed between the nursing instructor and the healthcare teams before the students participate in the clinical area.
  - **Student assignments will be documented on the Nursing Student Assignment form and given to the clinical area designated person.**
  - Students will follow the outlined scope of practice as provided by Student Placement and the specific entity.
- All clinical instructors will have the following:
  - Nursing experience in the specialty area of the clinical rotation (i.e. Adult, Peds, Psych, Acute, Critical Care). It is recommended the instructor have a minimum of three years' experience.
  - Completion of shadowing (orientation) shifts as required by the units based on instructor's VUMC employment status and history
  - Orientation to computer systems as appropriate for each institution
  - Vanderbilt-issued identification badge indicating they are a visiting instructor. This also applies to Vanderbilt University Medical Center employees while they are in an instructor role.
  - **Students will follow the outlined scope of practice as provided by Student Placement and the specific entity.**

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### Educational Guidance:

- Before participating in patient care, the student will receive a handover communication from the assigned nurse. [SOP: Clinical Handover Communication](#)
- Students engaged in clinical activities will be under the supervision of a clinical instructor or licensed care provider. If a student group is collecting patient information before their clinical, students should not enter the patient's rooms or engage in clinical activities.
- Instructors are responsible for reviewing all documentation. Documentation must be co-signed by the instructor prior to the end of shift.
- Before leaving the clinical area, nursing students will provide a handover to the assigned nurse as per [SOP: Clinical Handover Communication](#)

### VPH (Including VWCH Behavioral Health) Specific Guidelines:

- Some clinical groups at VPH are on more than one unit.
- The clinical instructor is expected to be in the clinical area with students at all times. When a group is on more than one clinical area, the instructor must be in one of the areas and immediately accessible (i.e. by phone or pager) to the students on the other area(s).
- Students are only allowed at VPH during the designated time of their group clinical. Students may not come to VPH to collect patient information prior to clinical.
- All students are required to wear scrubs while at VPH. Lab coats are not to be worn while in the clinical area.
- Students at VPH are not permitted to document in the patient's medical record or administer medications.
- Students at VPH must be accompanied by a VPH staff member during any patient transport.

### Additional Information:

- Instructor information can be submitted on the same timeline as students, but we recommend new clinical instructors be assigned to their placements within TCPS at least by the first of the month prior to the month of the rotation start date. Failure to provide the requested information within the allotted time will result in the delay of the clinical placement for that semester.
- Students will arrive in the clinical area with a school uniform (scrub top and scrub bottoms), ID badge, and following VUMC dress code per [Policy # CL 20-06.05– Dress Code and Personal Appearance](#).
- If a student has an injury requiring supportive devices, schools should contact Student Placement to determine if the clinical rotation should be paused to ensure student and patient safety.

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- Students at VUAH, VTHH, VBCH, VWCH & MCJCHV are not to independently transport any patient unless approved by the clinical instructor or the charge nurse. Reference VPH Specific Guidelines for specific transport rules.
- Students are not to transport monitored, post sedation, and/or unstable patients alone per [CL 30-03.05-Transport of Patients-Pediatrics](#) and [CL 30-03.05 – Transport of the Critically-Ill Patient](#).
- Specific clinical area guidelines will be provided to the clinical instructor at the beginning of the semester by the unit educator or designee.
- Communications through personal media during clinical time is prohibited (Facebook, Twitter, personal phone calls, texting, etc.). Students are not allowed to take photographs in any clinical area.
- Accessing patient information outside of VUMC's secure network or off campus is prohibited
- Instructors or students having eStar access difficulties, should email [student.placement@vumc.org](mailto:student.placement@vumc.org). The help desk 343-4357 can be called if the student forgets their password or gets locked out of the computer.

### **Practicum Placements for Students (VUAH, VPH, MCJCHV, VMG, VTHH & VBCH)**

- The school must be ACEN (formerly NLNAC) or CCNE accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center. There will be only 1 person per practicum placement.
- The school must have a reserved placement for a practicum in the Tennessee Clinical Placement System (TCPS).
- Practicum placements will occur in two rounds per semester, on dates determined by NEPD.
- Students will be given 4-8 weeks to complete their number of clinical hours, which are determined by their school curriculum and not to exceed 120 hours.
- **School coordinators should provide students with preceptor information once preceptor(s) are assigned within TCPS.** Preceptors will be contacted by the student to determine a practicum schedule. Any scheduling conflicts should be directed to the clinical area educator or the Student Placement NEPD team.
- Students must complete their TCPS training and be assigned to their placements within TCPS according to the deadlines indicated on the VUMC Clinical Coordinator Guides to Clinical Access. Failure to provide the requested information within the allotted time will result in the delay of the clinical placement for that semester. Information includes, but is not limited to:
  - Employee of Vanderbilt University Medical Center - verified by NEPD
  - Personal Email address
  - Student Name
  - Date of Birth

## Nursing Student Placement Guidelines

- Start and stop date of clinical
- Immunizations (including influenza; TB skin test) per affiliation agreement - verification by school and select dates as requested
- Current American Heart Association or Red Cross BLS CPR for Healthcare Providers - verification by school
- Background check - verification by school
- Liability insurance- verification by school
- Health insurance
- Students must remain on assigned clinical area unless otherwise approved by the supervising practicum nurse. A student may follow the assigned patient along the continuum of care in an observational status when approved by the supervising practicum nurse and receiving area unless otherwise indicated per entity. Students cannot go to Operating Rooms, areas that require N95 masks, or MRI.
- Student Assignments
  - Objectives, goals, and responsibilities will be discussed between the student and the healthcare team before the students participate in patient care
- **Paramedic and Surgical Tech Students**
  - The school must be accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center.
  - The Students must complete their TCPS training and be assigned to their placements within TCPS according to the deadlines indicated on the VUMC Clinical Coordinator Guides to Clinical Access. Failure to provide any of the requested information within the allotted time will result in delays in anticipated start dates.

### Educational Guidance:

- Before participating in patient care, the student will receive a handover communication from the assigned nurse. [SOP: Clinical Handover Communication](#)
- Students engaged in clinical activities will be under the supervision of a licensed care provider.
- Preceptors are responsible for reviewing documentation students enter into the computer. Information must be co-signed by the preceptor prior to the end of shift.
- Before leaving the floor, nursing students will provide a handover to the assigned nurse as per [SOP: Clinical Handover Communication](#)

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### Additional Information:

- Students will arrive in the clinical area with a school uniform (scrub top and scrub bottoms), ID badge, and following VUMC dress code per [Policy # CL 20-06.05– Dress Code and Personal Appearance](#).
- If a student has an injury requiring supportive devices, schools should contact Student Placement to determine if the clinical rotation should be paused to ensure student and patient safety.
- Students are not to transport monitored, post sedation, and/or unstable patients alone per [CL 30-03.05- Transport of Patients-Pediatrics](#) and [CL 30-03.05 – Transport of the Critically-III Patient](#).
- Communications through personal media during clinical time is prohibited (Facebook, Twitter, personal phone calls, texting, etc.). Students are not allowed to take photographs in any clinical area.
- Accessing patient information outside of VUMC’s secure network or off campus is prohibited.
- VPH: Students must be accompanied by a VPH staff member during any patient transport.
- VPH: All students are required to wear scrubs while at VPH. Lab coats are not to be worn while in the clinical area.
- VPH: Students at VPH are not permitted to document in the patient’s medical record or administer medications.

### Additional Placements

- Additional Placements include, but are not limited to, graduate students, advanced practice clinical practicums (NP, PA, First Assist), leadership practicums (MSN, DNP, RN to BSN practicums and accelerated BSN program leadership practicums, etc.), and Informatics.
- The school must be ACEN (formerly NLNAC) or CCNE accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center.
- Students should visit the [VUMC Student Placement Website](#) for further instructions on the student placement process.
- Preceptors will be contacted by the student to determine their rotation schedule.
- Students must submit the [placement request form](#) at least 8 weeks prior to their anticipated start date. Students must complete their TCPS training, have compliance information entered into TCPS by school coordinator, and get final clearance from the Student Placement Team prior to starting the rotation. Failure to provide the requested information within the allotted time will result in the delay of the clinical placement for that semester. Information includes, but is not limited to:
  - Employee of Vanderbilt University Medical Center - verified by NEPD
  - Personal Email address

## Nursing Student Placement Guidelines

- Student Name
- Date of Birth
- Start and stop date of clinical
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- Background check - verification by school
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- Health insurance
- If a student has an injury requiring supportive devices, schools should contact Student Placement to determine if the clinical rotation should be paused to ensure student and patient safety.
- Student Assignments
  - Objectives, goals, and responsibilities will be discussed between the student and the healthcare team before the student participates in patient care
- Educational Guidance
  - Preceptors are responsible for reviewing documentation students enter into the computer.
  - Information must be co-signed by the preceptor prior to the end of shift.
  - Communications through personal media during clinical time is prohibited (Facebook, Twitter, personal phone calls, texting, etc.). Students are not allowed to take photographs in any clinical area.

### **VPH (Including VWCH Behavioral Health) Specific Guidelines:**

- Students are only allowed at VPH during the designated time of their clinical. Students may not come to VPH to collect patient information prior to clinical.
- All students are required to wear scrubs while at VPH. Lab coats are not to be worn while in the clinical area.
- Students at VPH must be accompanied by a VPH staff member during any patient transport.
- Areas that are not available for observational experiences include areas that require N95 masks.