Nursing Student Placement Guidelines

VANDERBILT UNIVERSITY
MEDICAL CENTER

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General Placement Rules

- The school participating in student placement must be accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center (VUMC). Nursing schools must be Accrediting Commission for Education in Nursing (ACEN), or Commission on Collegiate Nursing Education (CCNE) accredited.
- Nursing student group and practicum placements are for nursing students learning a skill set that aligns with the facility specific scope of practice. Students and nursing clinical instructors (instructors) must be cleared for a clinical placement through the Nursing Education and Professional Development (NEPD) Nursing Student Placement (SP) clearance process.
- Final clearance is granted only to students and instructors who meet compliance and onboarding requirements.
- Notify SP at least one month before the semester if a placement will no longer be used; mode and method of notification as directed by SP.

- Clinical placements are offered at the following VUMC facilities:

  Vanderbilt University Hospital (VUH)

  Monroe Carell Jr. Children's Hospital at Vanderbilt

  Vanderbilt Psychiatric Hospital (VPH)

  Vanderbilt Tullahoma-Harton Hospital (VTHH)

  Vanderbilt Bedford Hospital (VBCH)

  Vanderbilt Wilson County Hospital (VWCH)

  Vanderbilt Clarksville Hospital (VCH)

  Adult Ambulatory Division

  ***Affiliate locations may not be covered under school affiliation agreements. Notify student.placement@vumc.org for next steps.**

Onboarding Requirements

- Students and instructors must complete their required training according to the deadlines designated by SP. Failure to provide requested compliance information within the allotted time will result in the delay of the clinical placement for that semester. Proof of compliance may be requested as outlined within the affiliation agreement between the school and VUMC. Requested compliance information, verified by school, includes but is not limited to:

    - Employee of Vanderbilt University Medical Center
    - School Email Address (Personal email domains may not receive onboarding communication)
    - Phone Number
    - Student Name
    - Date of Birth
    - Start and End Date of Clinical Placement
    - Immunizations
    - Current American Heart Association, Red Cross, or Military Training Network Basic Life Support training for Healthcare Providers
    - Background Check
    - Liability insurance
    - Health insurance
- Errors in email addresses will prevent students and instructors from receiving communication regarding their onboarding process and may delay clinical placement start dates.
- Instructor information can be submitted on the same timeline as students, but we recommend new instructors start the onboarding process by the first of the month prior to the month of the placement 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 and instructors are given a *Digital Clearance Passport* at the time of receipt of clearance communication from SP. Students and instructors must have their *Digital Clearance Passport* available to show upon request, at entry into the facility and clinical area. This passport and/or clearance communication from SP will serve as proof of clearance.

Clinical Placement and Patient Care

*Requires an active VUMC ID to access

- Students and instructors should arrive in the clinical area with school approved uniform (scrub top and scrub bottoms), school ID badge, Digital Clearance Passport, and following VUMC dress code per.
  Dress Code, Identification Badges, and Personal Appearance*
  Dress Code, Identification Badges, and Personal Appearance – Regional Hospitals*
- To prevent role confusion, instructors and students should not wear VUMC facility-specific paraphernalia [including scrubs, t-shirts, lab jackets, ID badges, etc.] while participating in the clinical environment.
- For the safety of patients, students, and instructors, students and instructors participating in clinical placements must have a minimum of 8 hours off, with no patient care responsibilities, between shifts.
  Scheduling Process*

- Students at VUH, VTHH, VBCH, VWCH, VCH, VPH, Monroe Carell Jr. Children's Hospital at Vanderbilt, and the Adult Ambulatory Division are not to independently transport any patient unless approved by the instructor and the charge nurse. Reference *VPH Specific Guidelines* for those facility specific transport rules.
- Students are not to transport monitored, post sedation, and/or unstable patients alone per Transport of Patients, Transport of Patients-Pediatrics, and Transport of Patients – Regional Hospitals.
- Students and instructors cannot care for patients who require healthcare providers to wear N95s to provide care.
- Exposure to communicable diseases and/or bodily fluid during patient care, to include needle sticks and splashes, require the immediate next steps:

    1. Wash needle sticks with soap/water, flush splashes to nose, mouth, skin with water, and/or irrigate eyes with clean water, saline, or sterile irrigates (Eye wash stations available in many areas) as appropriate depending on route of exposure.
    2. Notify unit charge nurse or Clinical Staff Leader (CSL) and SP.
    3. Fill out a TN First report of work injury.
    4. Go to the Emergency Department for an evaluation.
    5. Contact your faculty for any school specific procedures (i.e., reporting to personal PCP or school's student health department).
- If a student or instructor has an injury requiring supportive devices, schools should contact SP to determine if the clinical placement should be paused to ensure student or instructor and patient safety.

VPH Specific Guidelines

- All students and instructors completing clinical placement at Vanderbilt Psychiatric Hospital must also complete the psych-specific orientation before their clinical placement.
- Instructors and practicum students will not receive an ID badge (if needed), Digital Clearance Passport, or be permitted to start their clinical placement without completion of training.
- Students are only allowed at the facility during the designated time for their assigned clinical placement. Students may not come prior to the clinical placement to collect patient information.
- All students and instructors are required to wear scrubs. Lab coats are not to be worn while in the clinical area.
- Instructors and students are not permitted to document in the patient's medical record or administer medications.
- Students must be accompanied by a staff member during any patient transport.

- Areas that are not available for observational experiences include areas that require N95 masks.

Clinical Placement and Educational Guidance

*Requires an active VUMC ID to access

- **Student Assignments:** Objectives, goals, and responsibilities will be discussed between the students, instructors, and the healthcare team before the students participate in patient care.
- Before participating in patient care, the students and instructors should receive handover communication from the assigned patient care provider.

  SOP: Clinical Handover Communication*

  Clinical Handover Communication (SOP) – Regional Hospitals*
- Students engaged in clinical activities will be under the supervision of an instructor or licensed care provider. If a student group is collecting patient information before their clinical, with SP approval, students should not enter the patient's rooms or engage in clinical activities.
- Instructors or licensed care providers are responsible for reviewing all documentation. Documentation must be co-signed by the instructor or licensed care provider prior to the end of shift.

  Before leaving the clinical area, students will provide a handover to the assigned patient care provider

Clinical Placement Access and Privacy

- Students and instructors must complete VUMC Orientation, student placement specific training, and HIPAA/Confidentiality Agreement before their clinical placement starts as directed by student placement.
- Communications through personal media in patient care areas is prohibited (Facebook, Twitter, personal phone calls, texting, etc.). Students and instructors 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. The help desk 343-4357 can be called if the student or instructor forgets their password or gets locked out of the computer.

Group Placements

Group Placements: A group of up to six students assigned to a particular clinical area. The clinical experience is guided by a nursing clinical instructor who is always present on the unit during the clinical placement and supervises the students providing patient care.

- The school must have a reserved group placement confirmed by SP.
- Each group will have a maximum of six students per rotation with a max of three rotations or eighteen students per semester.
- Please release the placement, as directed by SP, at least one month prior to the semester if you will not use a placement.
- Clinical groups are assigned to one clinical area. If the unit needs to be changed, the SP team must approve this change.
- Students must remain in the assigned clinical area. A student may follow the assigned patient along the continuum of care in an observational status when approved by the instructor and the procedural contact person unless otherwise indicated per facility. Areas that are not available for observational experiences include the Operating Rooms, areas that require N95 masks, and MRI, unless previously approved by SP.
- **Student Assignments**
    - Instructors will determine student assignments by collaborating with the charge nurse/clinical staffing leader or designee in the clinical area.
    - Objectives, goals, and responsibilities will be discussed between the 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 SP and the specific facility.
    - Students must be accompanied by the instructor, allowing for direct supervision when completing any new skill or one requiring a nursing license.
- **All clinical instructors will have the following:**
    - Nursing experience in the specialty area of the clinical placement (i.e., Adult, Peds, Psych, Acute, Critical Care). It is recommended the instructor have a minimum of three years' experience and be licensed to provide nursing care within the Registered Nurse scope of practice.
    - Completion of a shadowing (orientation) shift as required by the unit is based on instructor's VUMC employment status and teaching history.
        - New Instructor OR Returning Instructor (to new unit):
            1. Complete 1 (12 hour) shadowing shift with a skills roadmap (orientation checklist) completed with staff nurse being shadowed.
            2. VPH Instructors: 1 (8 hour) shadowing shift (no skills roadmap).
        - Returning Instructor (to same unit):
            1. If it has been more than 12 months since last teaching on the unit, 1 (12 hour) shadowing shift will need to be completed.

2. VPH Instructors: 1 (8 hour) shadowing shift (no skills roadmap).

- Online facility-specific orientation completed prior to shadow shift, if required, as appropriate for each facility.

VPH Specific Guidelines

- Some clinical groups are on more than one unit.
- The 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 in the other area(s).

Practicum Placements

Practicum Placements: An individual student placement in a particular clinical area. Students are paired with a preceptor and complete a number of clinical hours determined by the school curriculum. The preceptor and student determine the practicum schedule within the period determined by SP.

- Nursing practicum placements will occur in two rounds per semester, on dates determined by SP.
- Nursing 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 as directed by SP.** Preceptors ***must*** be contacted by the student to determine a practicum schedule. Any scheduling conflicts should be directed to the SP team.
- Students must remain in assigned clinical area unless otherwise approved by the supervising practicum preceptor. A student may follow the assigned patient along the continuum of care in an observational status when approved by the supervising practicum preceptor and receiving area unless otherwise indicated per facility. Students cannot go to Operating Rooms, areas that require N95 masks, or MRI.
- **Perioperative Practicums:** A scrub access code is required for students completing a practicum at the following locations. Further instructions from SP will be provided directly to applicable students.

Vanderbilt University Hospital (VUH) Operating Room/Perioperative Area

Monroe Carell Jr. Children's Hospital at Vanderbilt (Monroe Carell) Operating Room/Perioperative Area

Additional Placements

- Additional Placements include, but are not limited to, graduate students, advanced practice clinical practicums for NP, PA, and DNP programs, in addition to RN to BSN practicums, accelerated BSN program leadership practicums, and informatics.
- Students should visit the VUMC Student Placement Website for further instructions on the student placement process. Students must submit the placement request form at least 8 weeks prior to their anticipated start date. Placement request forms received following the placement request form deadlines indicated by SP may result in delayed start dates for approved placements.
- **Advanced Practice Students:** Preferred preceptors must receive final endorsement by the preceptor's leaders and are not guaranteed. Students will be notified ahead of the anticipated start date if the preferred preceptor is not approved.

Performance Feedback: Chain of Inquiry

- Patient safety concerns should be addressed immediately with unit staff.
- School partners are encouraged to assess student and faculty success of clinical placements through written evaluation measures instead of reaching out to unit leadership directly.
- Conflict resolution is best done with immediate feedback in the moment. If, however, concerns are beyond immediate resolution between two or more individuals, please follow the steps below for follow-up.

Student Concerns

1. Student brings concern to school coordinator.
2. School coordinator elevates concern to student.placement@vumc.org.
3. SP team lead, or facility specific SP lead as appropriate, will communicate concern to appropriate internal stakeholders.
4. SP team lead, or facility specific SP lead as appropriate, will communicate with school coordinator to determine resolution.

Unit Staff Concerns

1. Unit staff brings concern to unit leadership.
2. Unit leadership elevates concern to student.placement@vumc.org.
3. SP team lead, or facility specific SP lead as appropriate, will communicate concern to school coordinator to determine resolution.