



- UCH/ENTERPRISE
- UCMC
- WCH
- DRAKE - LTCH
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POLICY

POLICY #	<u>UCH-ADM-019-01</u>		
POLICY NAME	<u>Student Placement and Clinical Practice</u>		
ORIGINATION DATE	<u>07/01/1978</u>		
SPONSORED BY	<u>Signature on File</u>	DATE	<u>02/25/2019</u>
	Philip Diller, MD VP of Education		
ADMINISTRATIVE APPROVAL	<u>Signature on File</u>	DATE	<u>02/26/2019</u>
	Clarence Pauley, SR VP- Chief HR Officer, Administration		
LAST REVIEW/ REVISION DATE	<u>02/01/2019</u>	NEXT REVIEW DATE	<u>02/01/2022</u>

I. POLICY

Administrative Interdepartmental Departmental Unit Specific

This policy directs the use of clinical facilities in order to ensure both optimum patient care and an environment conducive to learning for a precepted experience.

II. PURPOSE

Students, as a part of patient care, support the UC Health mission of service, research and education. The provision of learning opportunities for students is considered an important obligation of Patient Care Services and a professional responsibility for all licensed healthcare providers. This SOP is to help facilitate and prepare the next generation of caregivers during their clinical experience at UC Health.

III. DEFINITIONS

- A. **Centralized Clinical Placement System (CCPS):** database system used by colleges to place proposals of clinical cohorts on units of a hospital facility. The Clinical Education Supervisor will accept, deny or re-propose the proposal made by the college.
- B. **Clinical Education Supervisor:** Is a UC Health associate who coordinates the student experience with a School/College that is having a clinical experience at a UC Health facility (-ies)
- C. **Clinical Faculty:** an individual, who has met the qualifications as stated by state and/or commonwealth law and is employed by a college/university, to supervise students in a clinical setting so that the student has the opportunity to practice cognitive, psychomotor, and affective skills in patient care to either an individual or group.
- D. **CO-OP:** University of Cincinnati nursing student, who has completed his or her junior year and now work under direct supervision of a preceptor as a UC Health unlicensed associate.
- E. **Designated Education Unit (DEU):** Is a clinical teaching model in partnership with University of Cincinnati College of Nursing that pairs qualified staff nurses with nursing student(s) for an entire term.
- F. **Preceptor:** an individual, who has met the qualifications as stated by state and/or commonwealth law, that provides supervision, directs, or verifies the training, education and experience required for an individual.
- G. **UC Health Clinical Education Agreement:** is a legal agreement between UC Health facility and the school and/or college.
- H. **Clinical Placement Project Manager:** collaborate with legal department as liaison with Clinical Education Agreements. Supports and helps to coordinate clinical placements across UC Health.

IV. PROCEDURE

- A. It is the responsibility of UC Health and the affiliating college and/or university to abide by terms as stated in the UC Health Clinical Education Agreement. All parties are responsible to adhere to the laws that govern their profession in the state or commonwealth where they practice.
- B. Special attention must be paid to the UC Health and hospital/clinical specific Chain of Command policy. Any student found to be not follow the policies and

procedures in the clinical area are required to leave UC Health facility. If not present, the student's clinical faculty/college will be notified. Following an evaluation by the Clinical Education Supervisor and at the recommendation of the manager and/or administration the learning experience may be terminated. (Please refer to the state and/or commonwealth law and UC Health Clinical Agreement).

C. Facility Responsibilities

1. Clinical Placement Project Manager will verify contracts are current as well as facilitate new contract agreements with the legal department. Clinical Education Supervisor will request verification and collaborate with Clinical Placement Project Manager as needed if a contract is requested by college/university.
2. The UC Health clinical education departments from each facility (University of Cincinnati Medical Center, West Chester Hospital, Daniel Drake Center, and UCPC Ambulatory Clinics) has a designated Clinical Education Supervisor(s) responsible for managing all clinical experiences once a clinical agreement has been fully executed and current.
3. The Student schedules are confirmed with the appropriate manager of the identified units or departments before the student onboarding process is started.
4. Clinical Education Supervisor will facilitate the onboarding process once the required information has been received from the college/university.

D. School Responsibilities

1. The School/College will abide by the terms and conditions as stated by the UC Health Clinical Education Agreement.
2. Schools/Colleges must provide the Clinical Education Supervisor with required onboarding information one month (30 days) prior to the start date of the clinical experience for processing. If submissions are late, onboard processing cannot be guaranteed to be completed on time for the start date.
3. The School/College will make available on request description of the program, curriculum and objectives. Program description should include, but not be limited to, syllabi and calendar/schedule. Student and clinical faculty practice is expected to remain within the scope of the clinical objectives of the course as outlined in the syllabi for that course and as governed by their profession in the state and/or commonwealth to where they practice (UC Health Clinical Education Agreement).
4. The School/College will verify all clinical faculty and students meet all required elements of the UC Health Clinical Education Agreement.

E. Assignment of Clinical Areas

1. Priority for clinical experiences is given to students enrolled at the University of Cincinnati (Clifton, Blue Ash, and Clermont Campuses) as well as UC Health employees. The Clinical Education Supervisor will take all other requests for student clinical experiences into consideration.

2. Employees are strongly discouraged from completing a clinical rotation in the same unit, with the same team, or in the same office, where they are employed. Any exceptions must go to the Clinical Education Supervisor or the Clinical Placement Project Manager for approval.
3. The School/College is not permitted to change the agreed upon clinical assignment without prior approval with the Clinical Education Supervisor. It is at the Clinical Education Supervisor's discretion to approve these changes or recommend alternative sites that will meet the objectives of the School/College.
4. Please refer to Appendix A - Cohort Nursing and Appendix B - Preceptor Driven for more detail.

F. Student Prerequisites for access to clinical areas:

1. Orientation
 - a. Clinical Faculty/Preceptors are expected to be current in practice in the area(s), which they are scheduled and oriented to the units where they have students. Each new Clinical Faculty/Preceptor must comply with orientation requirements of that facility as outlined by the facility's Clinical Education Supervisor.
 - b. Students and Clinical Faculty must successfully complete all required training modules and EPIC training (when applicable), prior to the first day of clinical.
2. Dress Code
 - a. Students and clinical faculty must be in school uniform and comply with the UC Health dress code when providing or supervising patient care in any of the UC Health facilities.
 - b. The clinical faculty/preceptors are expected to review and enforce the dress code policy with students. (UCMC-PCS-Dress Code for Patient Care Services Personnel-134, WCH-PCS-100 Dress Code for Patient Services Personnel, DDC-PCS-005 Dress Code Nursing Services)
 - 1) Clinical faculty and students may adhere to the color palette as outlined by the school's dress code policy.
 - 2) Midlevel students must adhere to the Physician and Mid-Level Provider Professional Dress and Scrub Wear policy. (UCMC-MSO-006 Physician and Mid-Level Provider Professional Dress and Scrub Wear)
 - c. All clinical faculty and students must wear their college badge as well as a UC Health identification badge while in the hospital. Once the clinical rotation is completed, all issued badges must be returned to the UCH Parking and Access Office. Fees may apply for failure to return a badge after the clinical rotation is complete.
3. Parking
 - a. Parking is only available in specific designated areas and are available on a first come first serve basis. Parking in undesignated areas may result in the loss of privileges at the UC Health facility (Policy # UCH-PAC-001 Parking).

- G. Clinical Supervision and Student Assignment:
1. The assigned clinical instructor/preceptor must supervise the student(s) at all times.
 2. Students and clinical faculty, who are also employees of UC Health, may only function in a student/clinical faculty capacity when at a UC Health facility during academic clinical experiences. Students and clinical faculty may not access patient information needed for their student role while in their UC Health employee role.
 3. Students are encouraged to provide input into patient's Plan of Care. However, any proposed major revisions of the plan of care made by a student must be verbally communicated to and approved by the assigned nurse/preceptor prior to implementation and documentation of changes.
 4. Students are expected to document, including signature, initials and name of the college/university, all activities regarding the patient care provided under the guidance of clinical faculty or assigned preceptor. All documentation (flow sheet and progress note) must be co-signed by the clinical faculty/preceptor.
 5. An appropriate designated staff member must accompany students, who take a patient off the unit for any reason. Escort of patients off unit must be cleared with the assigned staff nurse or charge nurse (if staff nurse is not available) as well as notifying the clinical faculty (where applicable).
 6. Student/clinical faculty must provide an end of experience patient report to assigned staff member before leaving the unit/experience for any reason.
 7. Please refer to Appendix A - Cohort Nursing and Appendix B - Preceptor Driven for more detail.
- H. Incidents
1. Errors or incidents involving patients or visitors must be reported immediately to the clinical faculty, manager or designee and assigned staff. After assuring patient safety, the student will work with the manager or designee to file an incident report. Prior to leaving for the day, the error or incident must be reported to the Clinical Education Supervisor and college/university. (UCH-ADM-001 Incident Report). Student and faculty may be asked to participate in a root-cause analysis (SWARM) related to the incident.
 2. For emergent injuries, faculty or students should seek medical assistance from the Center for Emergency Care. For minor injuries, students and faculty must seek care at facilities designated by school administrator or his/her primary provider (UCH-AHW-POLICY-029 Occupational Injury or Illness Policy).
- I. Student Property:
1. UC Health is not responsible for loss or damage to student property.
 2. Students are advised to bring as few valuables/property as possible and only enough money for breaks and transportation.

3. Students are instructed not to leave valuables/belongings within view in their cars if parking on UC Health property.

J. Personal Electronic Device Usage:

1. Personal electronic devices i.e. personal cell phones, PDAs, iPods, etc., may only be used as educational reference for patient care (diagnosis, medications, etc.). Accessories identified for use with personal electronic devices, i.e. hands free devices, earphones, etc. shall not be worn or used during clinical hours.
2. Cell phones at work must always be set on silent or vibrate, and used only in private areas, away from patients and co-workers.
3. At no time are students permitted to use personal electronic devices for the purposes of taking pictures of or videotaping patients. (UCH-HR-EMPLOYEE RELATIONS-013 Personal Electronic Device Usage)

K. No Smoking Environment:

1. UC Health facilities are all smoke-free environments. Students/Faculty are expected to follow/support the UC Health Tobacco Free Campus Policy (UCH-EXE-POLICY-002 Tobacco Free Campus).

IV. RESPONSIBILITY

Tasks	Responsible Staff
Coordination of the Student Experience	Clinical Education Supervisor
College Affiliation with UC Health	College/School
Faculty Licensure Verification	College/School
Faulty/Student current BLS or ACLS	College/School
Faculty/Student current Immunizations	College/School

V. KEY WORDS

Student
Nursing
Clinical Faculty
Clinical
Preceptor

VI. APPENDIX

A-Cohort Nursing
B- Preceptor Driven

VII. RELATED FORMS

None

VIII. REFERENCES / CITATIONS

UCMC-PCS-Dress Code for Patient Care Services Personnel-134

<http://intranet.uhealth.com/university/Policies/Dress%20Code%20for%20Patient%20Care%20Services%20Personnel.pdf>

UCMC-MSO-006 Physician and Mid-Level Provider Professional Dress and Scrub Wear

<http://intranet.uhealth.com/university/Policies/Physician%20and%20Mid-Level%20Provider%20Professional%20Dress%20and%20Scrub%20Wear.pdf>

WCH-PCS-100 Dress Code for Patient Services Personnel

<http://intranet.uhealth.com/westchester/WCMC%20Policies%20and%20Procedures/Dress%20Code%20for%20Patient%20Services%20Personnel.pdf>

DDC-PCS-005 Dress Code Nursing Services

<http://intranet.uhealth.com/drake/Policies/Dress%20Code%20PCS.pdf>

UCH-PAC-001 Parking

<http://intranet.uhealth.com/Policies/Corporate%20Policies/Parking.pdf>

UCH-ADM-001 Incident Report

<http://intranet.uhealth.com/Policies/Corporate%20Policies/INCIDENT%20REPORT.pdf>

UCH-AHW-POLICY-029 OCCUPATIONAL INJURY OR ILLNESS POLICY

<http://intranet.uhealth.com/Policies/Corporate%20Policies/Occupational%20Injury%20or%20Illness.pdf>

UCH-HR-EMPLOYEE RELATIONS-013 Personal Electronic Device Usage

<http://intranet.uhealth.com/Policies/Corporate%20Policies/PERSONAL%20ELECTRONIC%20DEVICE%20USAGE.pdf>

UCH-EXE-POLICY-002 Tobacco Free Campus

<http://intranet.uhealth.com/Policies/Corporate%20Policies/Tobacco%20Free%20Campus.pdf>

UCH-ADM-010 Observation of Patient Care

<http://intranet.uhealth.com/Policies/Corporate%20Policies/Observation%20of%20Patient%20Care.pdf>

Appendix A-Cohort Nursing

A. Assignment of Clinical Areas

1. UCMC and WCH-All clinical placement proposals must be made through the Centralized Clinical Placement System (CCPS). The School/College will follow the schedule and student/clinical faculty ratio that were agreed upon by the Clinical Education Supervisor.
2. The Unit Manager and/or Educator and the Clinical Education Supervisor will determine maximum number of nursing students for each individual patient care unit or area. This number will not exceed eight students per cohort, per unit.

B. Clinical Supervision and Student Assignment:

1. Clinical groups are expected to wait off the unit until clinical faculty arrives.
2. The clinical faculty are expected to notify the Clinical Education Supervisor and the unit if the clinical experience is delayed or canceled (1 hour prior to day shift or 2 hours prior to evening or night shift). The manager or their designee will then notify staff.
 - a. An approved, qualified clinical faculty employed by the university who has met requirements at UC Health facility may replace clinical faculty who are not able to be on site due to an emergency or illness. If there is not a qualified clinical faculty available, the students will not be allowed to proceed with the experience.
3. One clinical faculty member may not supervise students on different floors. An exception is a student who is in an observation-only experience. The clinical faculty must be available by phone during the observation and notify the observation unit of their contact information.
4. Clinical faculty are responsible for selecting appropriate patient assignments as well as collaborating with the unit manager or charge nurse. Students and clinical faculty will work in conjunction with the assigned staff nurse to ensure continuity of patient care.
 - a. Report schedules may vary by unit. Clinical faculty are expected to collaborate with unit manager or charge nurse regarding report schedule and means of receiving/ giving report.
 - b. Clinical faculty must report the student's patient assignments and clinical objectives to unit charge nurse at the beginning of each day of the clinical experience.
5. The clinical faculty are responsible for all student activities on the unit including documentation according to hospital policy.
6. Clinical faculty must follow chain of command of the UC Health facility, the Nurse Practice Act (state specific to place of clinical) and UC Health policies and procedure. When any question regarding patient care arises, it is up to the clinical faculty to seek assistance with from the assigned clinical nurse, unit manager, educator, or charge nurse.
7. The manager or their designee has ultimate responsibility for nursing care quality at the unit level. She/he or designee is expected to be available to the clinical faculty and students to address patient care issues.

Appendix B - Preceptor Driven

A. Assignment of Clinical Areas

1. The Clinical Education Supervisor or designee coordinates all precepted clinical experiences for undergraduate (including medical students) and graduate students. Academic clinical coordinators must contact the assigned UC Health Clinical Education Supervisor or designee in order to request preceptor placement.
2. The Clinical Education Supervisor or designee will discuss and confirm preceptor assignments for students with the appropriate faculty, manager/educator.
3. Changes to student's preceptor assignment must be approved in advance by the Clinical Education Supervisor or designee.
4. For observational experiences that do not include clinical credit, refer to Requests for Observation of Patient Care policy (UCH-ADM-010-01 Observation of Patient Care).

B. Precepting Student-Nursing only

1. Students in a role transition clinical rotation (including COOP and DEU) will have a designated preceptor who will be responsible for the student's supervision. The clinical faculty member from the respective school must provide a contact number to the preceptor and be available by phone at all times when the student is on site.

C. Clinical Supervision of precepted students

1. The assigned preceptor must supervise the student at all times.
2. Students will not be permitted to give patient care without preceptor supervision or delegation, depending on the specific clinical experience.