Clinical Requirements, Policies, and Information

Preparing for Clinicals

Clinical experiences are carefully planned to assist students in integrating theoretical content with clinical practice and offer students an opportunity to provide nursing care in a variety of settings. As a professional nursing student it is imperative that policies of the College and the clinical facility are followed. In addition, students are expected to practice according to the standards set by the profession. The American Nurses’ Association Scope and Standards of Nursing Practice and the Code of Ethics for Nurses document these expectations.

These requirements must be met prior to any clinical experiences and are to be documented on the “Required Physical Examination, Lab and Immunizations” form sent to the student on acceptance to the college. Additional requirements are to be met as described in this catalog. The clinical requirements according to Collegiate Nurse Educators of Great Kansas City (CNE) and the Kansas City Nurse Executives (KCNE) are as follows:

Upon admission a student must present a:

- TB screen less than 12 months old. If most current TB screen is over 12 months old one new TB screen is required. If a TB screen has never been done a 2-Step TB screen must be completed.
- Annual TB (date, type, result)
- Measles/mumps — for students born on or after 1/1/57, provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination
- Varicella (Chickenpox) — proof of vaccination, physician diagnosed disease or, for those with a negative or uncertain history of varicella, positive serologic screening
- Hepatitis B (immunization and/or titre is recommended by the CDC; can waive, if documented)
- Rubella — for students born on or after 1/1/57, provide laboratory evidence of immunity or documentation of adequate vaccination. All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
- Tetanus-Diphtheria — after the initial series, the booster given at 10 years should be Tetanus, diphtheria and acellular pertussis
- Health insurance (or waiver)
- Current Basic Life Support (BLS) Healthcare provider certification American Heart Association (AHA) standards—two-year expiration date
- Annually signed CNE confidentiality statement
- Color blindness screen
- Orientation exam
- Certification of completion of criminal background check

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Continuing students must maintain full compliance with all annual and/or renewable requirements throughout their enrollment at Saint Luke’s College. Students should retain all original documentation pertinent to each requirement in a personal file and provide a legible quality copy of each document for entry into the College database. Email reminders are sent to students prior to expiration of any clinical requirements.

Supplementary requirements may be contractually mandated by any clinical agency to which students may be assigned. These additional elements are required, non-negotiable and deemed as critically important as Saint Luke’s College requirements. Students are notified of their clinical assignment through the Lead Clinical Faculty and will be notified of any additional compliance that might be required. Students are responsible for meeting all applicable clinical requirements described in “Clinical Course Syllabi.”

Color Blindness Screening

This one time test may be completed prior to admission or it can be completed during student orientation activities at the college at no expense to the student. A record of the results will be maintained at the college.
Orientation Exam

Students and faculty are to carefully review the CNE/KCNE handbook annually prior to clinical experiences. After careful review, students and faculty are expected to complete the orientation exam at the conclusion of the handbook and to demonstrate a 90 percent or greater competency. Test results are maintained on file at the College.

This manual and the exam are found at www.kchealthcareers.org. Instructions for taking the exam are distributed by mail to new and returning students annually.

The Collegiate Nurse Educators of Greater Kansas City and the Kansas City Nurse Executives (CNE/KCNE)

This consortium jointly created a city-wide agreement that includes a description of assumptions regarding faculty and staff roles in clinical education, documentation and record keeping requirements for faculty and students, as well as agency specific and orientation guidelines.


Additional Clinical Requirements Mandated by CNE/KCNE

All students are responsible for maintaining their own health, protecting themselves and the patients with whom they will interact from communicable/infectious disease, and attaining and maintaining competency with identified practice standards.

The students and faculty of Saint Luke’s College comply with the expectations outlined in the “Greater Kansas City Collegiate Nurse Educators Clinical Orientation Handbook”. It can be found at the following web address: http://www.kchealthcareers.com/pdf/Clinical_Orientation_Manual_2010-2011...

CNE/KCNE Confidentiality Statement

On admission and each year, students are to sign and adhere to the CNE/KCNE confidentiality statement which reads:

*I understand that during my clinical rotations I may have access to confidential information about clients, patients, their families and clinical facilities. I understand I must maintain the confidentiality of all verbal, written or electronic information and in some instances the information may be protected by law, such as state practice acts or other regulatory standards. In addition, the client’s right to privacy by judiciously protecting information of a confidential nature is part of the health professionals expected ethical behavior.*

Through this understanding and its relationship to professional trust, I agree to discuss confidential information only in the clinical setting as it pertains to patient care and not where it may be overheard by visitors and/or other patients.

During each clinical rotation in the clinical education program, I agree to follow each agency's established procedures on maintaining confidentiality.

Health Insurance

CNE/KCNE requires that all students in clinical practice submit documentation of current enrollment in a health insurance plan. Information about insurance plans is available for those who do not have coverage. Any portion of the medical/hospital costs not covered by insurance is the responsibility of the student and/or the student's family. Students without health insurance coverage should arrange a meeting with the College Director of Human Resources and Enrollment Management to discuss options.

Students, who fail to provide documentation of health insurance prior to the first day of enrollment and on-going coverage while enrolled at the College, are not allowed to engage in clinical practice activities and may be withdrawn from clinical courses.

Clinical Agencies
Clinical Agency Affiliations
- American Stroke Foundation
- Saint Luke's Hospital
- Center for Behavioral Medicine, an affiliate hospital of the UMKC School of Medicine
- Saint Luke's East Lee's Summit Hospital
- Children's Mercy Hospital
- Saint Luke's Home Care and Hospice
- Della Lamb
- Saint Luke's Northland Hospital
- Don Bosco Senior Center
- Saint Luke's South Hospital
- Don Bosco Charter High School
- Saint Luke's Crittenton Children's Center
- Kansas City Hospice
- Saint Luke's Children's Spot
- KVC Behavioral Health Center, Inc.
- Salvation Army
- Newhouse Shelter
- Score One for Health
- Olathe Medical Center
- St. Charles Borromeo School
- Operation Breakthrough
- St. Thomas More School
- Osawatomie State Hospital
- Turning Point
- Rainbow Mental Health Facility
- Truman Medical Center
- Rockhill Manor
- Western Missouri Mental Health Center - Center for Behavioral Medicine
- Center for Behavioral Medicine (Affiliate hospital of the UMKC School of Medicine)
- Saint Luke's Home Care and Hospice

Clinical Expectations

In order to provide a high level of patient care and to assure safety, students will adhere to the guidelines/expectations set forth in the Clinical Syllabus regarding clinical preparation, including but not limited to: knowledge about assigned patient, medications and procedures, anticipated nursing care and related written assignments.

Required Clinical Supplies

Students are to arrive for clinical experiences prepared with the following supplies (and any additional supplies directed by the faculty that will be needed for the planned experience):

- Watch with a second hand
- Stethoscope
- Name badge
- Black pen
- Bandage scissors
- Penlight
- Calculator
- Clipboard to securely hold documents
- Transportation and Parking: Students are responsible for their own transportation to clinical sites. Students are expected to adhere to the parking policies for each clinical facility.

- Because parking is often limited, carpooling is encouraged.
- Money for lunch or bring a sack lunch

Professional Appearance and Attire
Attire for Clinical and Laboratory Practice

Students in clinical areas are required to adhere to the prescribed dress code of the clinical agency. Faculty in each clinical course will inform the students of the appropriate dress code for each agency. When the dress code is not specified, the following will constitute the student uniform:

1. The student clinical uniform will be a scrub top and pants in the color navy blue. The style may be of the student’s choice except that elastic cuffed pants are not acceptable. Scrubs can be purchased from any uniform shop. White or neutral hose or white socks may be worn with the uniform.

2. A white lab coat with the College insignia patch on the sleeve may be worn over street clothes at the discretion of the instructor for selected clinical setting (no jeans, sweats, shorts or revealing tops).

3. Solid colored leather uniform or athletic shoes are to be worn. They should have closed toes and heels and be soft soled.

The College ID badge is worn at all times.

The College insignia patch is worn on the upper left sleeve of the lab coat or uniform sleeve if worn alone.

Grooming Considerations for Clinical and Lab Areas

Hair, fingernails and jewelry should be maintained in an appropriate manner that promotes a professional appearance and ensures the safety of the client and student. Course or clinical instructors will give specific guidelines concerning appropriate jewelry and length of nails.

Artificial nails shall not be worn by students enrolled in clinical and/or lab courses. Artificial nails are substances or devices applied to natural nails to augment or enhance nails.

No perfumes and colognes are to be worn.

Visible body piercings are limited to the ears, with a reasonable number of earrings permitted per ear. (Discrete nose piercing that reflect a cultural tradition will be assessed on an individual basis.)

During Clinicals

Basic Life Support (BLS) Healthcare Provider Certification

Students must obtain cardiopulmonary resuscitation (CPR) certification as a Health Care Provider in Basic Life Support, as set forth by the American Heart Association, prior to admission. This certification must be kept current while enrolled at the College. A student may not attend clinical if their BLS certification has expired.

Blood or Body Fluid Exposure

Following exposure to blood or body fluids, the policy for that agency should be followed. The clinical instructor must be notified of the incident immediately or as soon as feasible. An incident report should be made out according to the agency policy. When available, the student should follow the clinical agency policy regarding treatment and serial testing.

If the exposure occurs in a facility with no policy regarding exposures, the students should contact their personal health care provider within 72 hours of the event. When the source is known to be HIV positive or active Hepatitis B, the emergency department should be utilized as prophylaxis should begin within hours of exposure.
If the student defers the recommended testing procedures and/or treatment this should be noted on the incident report and signed by the student. The student is responsible for the cost of all follow-up testing and/or treatment.

Saint Luke’s College supports the principle of confidentiality and individual rights in conjunction with CDC guidelines on exposure to blood borne pathogens.

**Certification of Completion of Criminal Background Check**

In order to comply with terms of affiliation agreements between Saint Luke’s College and clinical agencies, any student who is to have contact with patients (or residents) must provide disclosure regarding his or her criminal background, and/or be subject to possible criminal background check by state agencies. Additionally, state registration and/or licensing applications may require such disclosure.

Criminal Background Checks must be completed prior to the first day of school.

**Clinical, Simulation and Lab Attendance Policy**

Attendance is mandatory for all Simulation, Lab and Clinical Days.

Clinical simulation and lab experiences provide the opportunity for students to bring their classroom knowledge into the clinical setting in order to practice and improve their clinical skills and critical thinking through lab, simulation or at the patient bedside. Important elements for improvement in skills and critical thinking are commitment and consistency. Excellence requires disciplined practice.

Students are expected to have made plans and arrangements for unexpected events; (examples sick children, school closings, child care, car problems etc.) In the event a student is unable to attend a Simulation, Lab or Clinical day, the absence will be communicated by the clinical faculty to the Course Lead Faculty. In the event a student misses 15% or greater of a clinical or lab course they may be required to repeat the course.

**Procedure to Follow When a Student is Absent**

Student absence is communicated to the Course Lead Faculty. The absence may result in the student's grade being lowered one letter.

The student will be required to meet with the Academic Dean. A "hold" may be placed on the student's account by the Academic Dean.

After the student has met with the Academic Dean, the Course Lead Faculty and the student will make arrangements for meeting the course objectives.

**Clinical Agency Infectious/Communicable Disease Policies/Protocols**

**Universal Precautions**

Because of the nature of the profession, nursing students may be exposed to certain health risks during the course of their clinical practice. The majority of these risks can be eliminated or minimized by following established standards and universal precautions to prevent disease transmission. These universal precautions will be taught to students prior to clinical experiences and must become part of the students practice in each clinical activity. All patients must be considered as having the potential to transmit infectious diseases.
Personal protective equipment is available in health care facilities where students are assigned clinical experiences. It is the student’s responsibility to know the location of this equipment and to follow good health practices for their own protection as well as that of the general public that they are or will be serving.

Students should be aware that neither the school nor clinical agencies provide health insurance for students. Each individual student is responsible for his/her own health care. Injuries sustained by the student in the clinical setting are NOT covered by either the school or the clinical facility. Students are required to maintain health insurance coverage.

**Emergency Response**

In the event that a student witnesses a patient or visitor emergency, the student should:

- Recognize that there is a problem and remain calm.
- Call or send for help. If needed, pull the call light from the wall.
- Know your limitations.
- Step back and allow for care after appropriate help has arrived.
- Consult with your instructor before observing or participating in any emergency situation that is being handled by regular health care team members. Do not leave your assigned patients unsupervised.

**Illness and Hospitalization**

After an absence from school, due to injury, illness and/or hospitalization, students may be asked to submit a physician release before returning to the clinical areas.

**Medication Administration Policy**

The policy of each clinical site must be followed at all times when administering any medication.

Expectations for medication administration and related policies will be communicated to students by clinical faculty.

Students are responsible for knowing classification, mechanism of action, route, dose, side effects and nursing implications of every medication administered. Medications, EXCEPT IV DRUGS, will be administered and prepared at the discretion of the faculty or designated registered nurse.

Preparation and administration of all intravenous medications/infusions must be done under the supervision of faculty. The faculty member may use discretion and designate a clinical resource person to supervise the preparation and administration of intravenous medications/infusions with a student.

Students may not give any medications:

- In an emergency situation.
- That are investigational drugs.
- That are antineoplastic drugs.

**Patient Information Protection**

**Protection of Client Records**

Students will adhere to the regulations as stated by Health Insurance Portability and Accountability Act (HIPAA) 1996. Information provided on paper or electronic medium are not to be removed from any client care area/clinical agency nor taken to any area of public access. Names of clients may not be disclosed outside the clinical work area. No information with HIPPA protected patient identifiers may be shared within the class, with faculty, peers or anyone outside the agency. Students may not duplicate any information from the patient’s chart.

**Clinical Computer Use**
In most settings, students will be able to access information from the institutional computer concerning patients. Only information needed for clinical practice and education is to be accessed. Patient information accessed through the chart or agency computer system is confidential. It is the responsibility of professionals to keep this information confidential.

Students are required to sign a “Confidentiality Agreement” annually. Data entry is to be supervised by either nursing faculty, or authorized nursing personnel.

If a student is employed by an agency that also serves as an assigned clinical site, the student is not to use their employee sign-on while functioning as a Saint Luke’s College student. If unclear about computer privileges the student is to consult with the faculty prior to signing on to computer resources during the clinical day.

**Cell Phones**

Students are to follow the policies of the agency regarding use of cell phones and other devices. Cell phones must be off or in voice mail mode when carried in the clinical agency. If a student is experiencing a family emergency, or there is a threat of severe weather and you must keep a phone on vibrate mode, obtain instructor permission prior to the start of the clinical experience. Patient care must never be interrupted or compromised to respond to a personal cell phone, and if the device is used as a clinical resource, it is not to be used in the presence of patients or family members.

**Guests**

In order to provide a safe and positive learning environment for all students, children and/or guests are not allowed to accompany students to any learning setting.

**Infectious/Communicable Diseases**

Infectious/communicable diseases are common within clinical settings and may be a threat to Saint Luke’s College students and faculty. During the performance of clinical practice students may have contact with patients/subjects with AIDS(HIV), Tuberculosis (TB), Hepatitis B (Hep B), Influenza and other infections. This contact may expose the student to infectious agents that place the student at risk for contracting a communicable disease, or transmitting an infectious disease to other students, faculty, patients, and family members. During pregnancy, the fetus may also be at risk. Conversely, the student’s health status may adversely impact the student’s abilities to interact with patients and families. Should an exposure or a high-risk situation occur, clinical experiences may require alteration to provide optimal student learning and to ensure the well-being of both patient and student.

Students are required to notify their clinical faculty of any risk for transmission of disease to a patient or patient population prior to clinical to determine whether absence is recommended. Additionally, students must report to their faculty any contact with a patient that has potential risk for transmission to the students (for example, if the student is pregnant). Faculty and students will work with the clinical agency to determine the appropriate course of action as determined by institutional policies.

**Latex Allergy or Sensitivity**

Any student with a latex allergy or sensitivity should notify clinical faculty and skill lab staff prior to performing any invasive procedures or participating in patient care. While every effort is made to remove the majority of latex supplies and equipment from clinical and practice areas, some may contain latex and could result in exposure.

**Needle Stick or Puncture Injury**

To assure adequate follow-up, nursing students sustaining an accidental percutaneous puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines:

Immediate treatment must be carried out.
1. Stop the current activity
2. Thoroughly clean the wound with soap and water.
3. Flush mucous membranes with large amount of water.
4. Report the occurrence immediately to faculty or preceptor so that evaluation of risk and need for treatment can occur promptly following agency policies.

**Removal from the Clinical Setting**

The student may be removed from the clinical setting based on the professional opinion of the faculty. Possible causes for removal from clinical include:

- Being unprepared to provide safe patient care.
- Performing nursing care in a manner detrimental to the patient's welfare.
- Suspicion of being under the influence of drugs or alcohol.

**Student Health Issues**

Students may become ill, injured or exposed to infectious/communicable diseases while engaging in clinical practice/research activities. Illness, injury, or exposure to disease may require, but may not be limited to, counseling, prophylactic intervention, diagnostic procedures and/or follow-up treatment. Saint Luke’s College of Health Sciences is not liable for health care costs associated with a student's illness or injury resulting from clinical practice/research activities.

**Student Injury during Academic Experiences**

If an injury occurs during a clinical or laboratory experience the clinical faculty or preceptor should be notified immediately. An incident report should be completed according to the agency policy (if applicable).

Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury this should be noted on the report.

**Security and Safety**

Saint Luke’s College of Health Sciences is concerned about the security and safety of our students. Students should be aware of their surroundings and any potential threats at all times, and use the services available at clinical agencies, such as security escort to your automobile parked in remote or dark areas. Valuables should be kept securely out of place. The college is not responsible for lost or damaged vehicles or items.

**Verbal / Telephone Orders Policy**

To reduce the risk of errors and to protect the quality of patient care, Saint Luke’s College nursing students are not to accept or communicate verbal or telephone orders in any clinical agency.

Students should be aware of the Read Back Verbal / Telephone Orders policy in each clinical agency. If requested to take a verbal or telephone order the student should:

- Identify himself/herself as a nursing student.
- Explain that he or she may not accept a verbal or telephone order.
- Direct the individual to the appropriate licensed person who may accept verbal or telephone orders.