



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

**SUBJECT:** AFFILIATING STUDENTS  
(Registered Nurses, Licensed Vocational Nurses,  
Certified Nursing Attendants/Home Health Aides)

**Policy No.:** A550  
**Supersedes:** 1/2013  
**Revision Date:** 6/2019  
**Page:** 1 of 7

**Purpose of Procedure:** To outline the responsibilities of the organization and affiliating schools in providing clinical learning experiences for students.

#### **Philosophy Statement:**

The Department of Nursing encourages the affiliation of students in clinical areas. By providing clinical nursing experiences, under appropriate supervision, students gain valuable knowledge, insight, and skill in care of patients. In turn, the students through their contact with nursing staff, foster a spirit of inquiry, support individualized care, and provide opportunities for staff to share their expertise.

#### **Policy Statements:**

1. A current contract (written affiliation agreement) between the affiliating school and Rancho Los Amigos National Rehabilitation Center will be in existence before students participate in any clinical experiences.
2. Requests for student experiences/placement must be submitted in writing via Affiliate Schools Request for Student Clinical Rotation – Preceptor/Mentor Request Form and/or via Centralized Clinical Placement System (CCPS aka Health Impact). Requests are processed on a first come, first served basis.
3. All affiliating students and clinical instructors must be live scanned and cleared through Human Resources (HR) **prior** to the start of their clinical affiliation at Rancho. A Rancho photo ID will be provided to each student/instructor who clears both their Livescan and health screening (refer to #5. below). This photo ID badge must be worn along with their affiliating school ID badge while at Rancho. Their Rancho photo ID badge must be surrendered to Clinical Professional Development (CPD) Department on their last clinical day at Rancho.
4. Any affiliating student or instructor who does not pass their Livescan (finger printing) will not be allowed to participate in a clinical rotation or work at Rancho or any other DHS facility. They will be placed on the County's **DO NOT SEND** list and their affiliating school will be notified.
5. Once the affiliating students and clinical instructors have cleared their Livescan, they must submit the required health information (form E2: Non-DHS/Non-County Workforce Member Health Clearance Certification and Acceptance or Declination (annual) Seasonal Influenza Form) to the Employee Health Service (EHS) and be cleared **prior** to the start of their clinical affiliation at Rancho. When cleared, EHS will issue a **Health Screening** completion slip for each student and instructor.  
**Key Point:** No student or instructor can begin their clinical affiliation until they have received **both** criminal (Livescan) clearance from the Department of Justice through Human Resources and health clearance from Rancho's Employee Health Service.

6. Affiliating students, under the supervision of the school's faculty license, are expected to follow the nursing policies and procedures of Rancho Los Amigos National Rehabilitation Center in regard to medication administration, documentation, all treatments and procedures rendered to patients.  
**Key Point:** The registered nurse responsible for the patient will document the following:
  - a. Initial Assessments
  - b. Any ICU documentation
  - c. Any other documentation of a critical nature (e.g. change in patient's condition etc.)  
The nursing instructor responsible for the student will co-sign any student documentation.
7. Affiliating instructors and/or students with one or more of the following behaviors will be referred to the school for counseling/discipline and will not be allowed to return to Rancho as a clinical site:
  - a. Disregard of policies or procedures which caused (or had the potential to cause) harm to patients, staff, or visitors.
  - b. Patient neglect or abuse.
  - c. Failure to report an act by self or others which caused (or had the potential to cause) harm to patients, staff, or visitors.
8. Students and faculty will provide the Rancho affiliating school coordinator with the required documentation prior to beginning an affiliation each quarter/semester.
9. The affiliating school faculty, for students enrolled in programs leading to licensure/certification, will always be physically present and available to students.  
**Exception:** Graduate students work under their own license but are assigned a nurse / clinical coach from Rancho.
10. In the event of a work action or strike, affiliating student experiences will be suspended until resolution occurs.
11. Based upon outcome of exit meeting after clinical rotation, an annual meeting will be held between the dean/director or a designee(s) of the education program or school of nursing and the nurse executive, or a designee(s) in which they discuss the clinical and/or managerial learning experiences available to students and any opportunities to improve the nursing care provided to patients that have been identified by the faculty and/or as needed upon request.
12. Participation by patients in clinical training programs is voluntary.

## **ROLES AND RESPONSIBILITIES:**

- I. Responsibility for Patient Care and Student Performance
  - A. The Nurse Manager for each patient unit is responsible for care given to patients by all nursing caregivers, including students.
    1. The Nurse Manager will acquaint staff with student objectives for the clinical rotation.
    2. Each staff nurse is responsible for the care of his/her assigned patients, including patients whose direct care is given by students.
    3. The Nurse Manager will ensure all student assignment schedules are retained as part of nursing staff schedules.
  - B. The affiliate school faculty is responsible for the students' performance in providing competent nursing care.
    1. The faculty is responsible for ensuring that students follow the Department of Nursing's policies and procedures in providing patient care.
    2. Students and faculty must wear both a school identification including their name, title, and school name and a Rancho identification badge.

3. Uniforms or lab coats must be worn while in patient care areas.
4. The faculty is responsible for student assignments, performance and conduct.
5. The faculty must communicate with the Nurse Manager and/or charge nurse about student activities including assignments, condition of patients, and methods of reporting on and off duty.
6. Problems concerning students' performance are to be discussed by the Nurse Manager and the affiliating school faculty member. Unresolved problems are to be referred to the Affiliating Schools Coordinator for follow-up and resolution.

II. Instructor and Student Responsibilities/Requirements

- A. **Prior to the start of the clinical rotation** (it is recommended that this be done 6 to 8 weeks before the rotation begins), the instructor or school must contact the Affiliating Schools coordinator/Education clerk to:
1. Receive online HR on-boarding instructions  
**Key Point:** This allows enough time for most students and instructor(s) to clear PRIOR to the start of the clinical rotation.
  2. Once the instructor & students have received Livescan clearance from Human Resources (via the Education Department), they can obtain health clearance from EHS.  
**Key Point:** Livescan clearance must be obtained **prior** to submitting the Health Clearance Certification Form(s) to EHS.
  3. Submit the instructor(s) and students required health information (form E2: Non-DHS/Non-County Workforce Member Health Clearance Certification, N-NC & Acceptance or Declination Annual Seasonal Influenza Form) to the Education Department secretary via E-Mail.
    - a. The completed forms will be submitted to the Employee Health Service (EHS).
    - b. EHS will review the health clearance forms for each instructor & student and send a Health Screening Certificate for each person to the Education Department.
    - c. ALL instructor(s) and students must have Health Clearance **prior to the start of their clinical affiliation at Rancho.**
- B. **Instructor credentials:** Each instructor and advance practice student when applicable are required to provide the Affiliating Schools Coordinator with the following documentation:
1. Their current RN license (which will be photocopied).  
**Key Point:** The RN license will be verified using the BRN website. A copy of the verification will be kept in the instructor's file.
  2. Their current American Heart Association CPR Healthcare Provider-level card (which will be photocopied).
  3. A copy of the current school and/or individual instructor's malpractice insurance face sheet, which denotes coverage within the parameters of the affiliation agreement.
  4. Form E2 (Non-DHS/Non-County Workforce Member **Health Clearance Certification**) must be completed and submitted to the Education Department via E-Mail. When the instructor **clears their Live scan**, their E2 form will be submitted to the EHS by the Education Department.
    - a. The instructor also completes respiratory fit test (if applicable depending on area and includes his/her students), form N-NC and Acceptance or Declination Annual Seasonal Influenza Form. The EHS service will issue a Health Screening Completion form for each instructor to the Education Department which will be kept in the instructor's Rancho file.
  5. Evidence of having passed the Rancho medication calculation examination if student learning objectives include medication administration.
  6. Successful completion of the current Department of Health Services Annual Core Competency Assessments.
- C. The Dean/Director of the school/university must provide on school letterhead information on each affiliating instructor regarding the:

1. Date of hire
  2. Date of last performance evaluation (instructor must be rated as competent). If the school/university does not require annual performance evaluations, the Dean/Director must state this in the letter and verify the instructor's competency.
- D. Instructor substitution:
1. If a substitute instructor provides clinical supervision, he/she will notify the Rancho Affiliating Schools Coordinator of the substitution immediately upon arrival at Rancho.
  2. If there is no evidence of the substitute instructor clearing a live scan at a DHS facility, completing the OHS's Health clearance at Rancho, or completing the Department of Health Services current Annual Core Competency Assessments, prior to substituting for the regular instructor, they will not be allowed to supervise students at Rancho. The school will be contacted, and the students will not provide patient care until their regular instructor returns.
  3. If the substitute instructor has not passed the Rancho medication calculation examination, the nursing students may not administer medications during the time they are supervised by the substitute instructor.
  4. Substitute instructor orientation will consist of completion of the HIPAA module; the Compliance Awareness module, and the Hospital Orientation module (& their respective attestation forms) as well as orientation to safety and infection control information, and other pertinent policies and procedures.
  5. If the substitute instructor provides clinical supervision to students at Rancho more than two clinical days, he/she will complete the entire instructor orientation.
- E. Student Group Information:
1. The affiliating school is responsible for providing the following information about each student group:
    - a. List of all affiliating students for that quarter/semester or year and their unit assignments.
    - b. Copy of current clinical objectives.
    - c. Health clearance certification forms (E2), N-NC & Acceptance or Declination Annual Seasonal Influenza Form for each student & instructor (refer to II B4 & 5 for specifics) for Health Clearance by the Employee Health Service.
    - d. Instructor validation of each student's competency. This can be done by either a skills lab prior to the rotation (if a new student) or by successful completion of the previous clinical rotation.
- Key Point:** If any student is repeating the clinical rotation, the instructor must provide this information in writing, along with the specific objectives and plan for clinical supervision.
- e. Validation that each student has an American Heart Association current Healthcare Provider CPR card with an expiration date. The school/instructor must inform each student that they must bring their current American Heart Association Healthcare Provider CPR card with them when they come to Rancho for their Livescan appointment.
- F. Instructor Orientation:
1. Prior to the beginning of the clinical rotation, the instructor is responsible for arranging a centralized hospital/Nursing Department orientation as well as a personal orientation on the unit(s) where the students will be assigned. Instructor orientation will include all of the components covered in the student orientation (See section G. below).
  2. Instructors new to Rancho must take & pass the Rancho Medication examination (given by CPD) prior to their students administering medications.
  3. Returning instructors are expected to schedule a meeting with the Affiliating Schools Coordinator if needed & with the Nurse Manager at end of the student rotation, 1-2 weeks prior to the last day of the rotation. The purpose of the meeting is to confirm plans and to

review any recent changes in policies and procedures, equipment, and personnel etc. Minutes reflecting the exit meeting will be provided by the affiliate instructor to CPD upon completion.

G. Student orientation:

The affiliating instructor is responsible for orienting students to the facility and unit. This orientation must include:

1. Fire, disaster, evacuation plan, emergency communication, earthquake preparedness, bomb threats, electrical safety, prevention of slips and falls, reporting of unsafe conditions and other components of the safety program
2. HIPAA training module completed & form submitted
3. Compliance Training Module completed & attestation form submitted
4. Rancho's Orientation Handbook & attestation form submitted
5. Infection control procedures
6. Computer training
7. A personal blood glucose monitoring access code for each student
8. Introduction to staff
9. Physical layout of unit
10. Location of equipment
11. Routine unit operations
12. How/where assignments will be received
13. Documentation procedures
14. Online materials (including Rancho Los Amigos National Rehabilitation Center's policy and procedure, safety, and infection control manuals).
15. Unit call-in policy
16. Unit-specific orientation information

H. Student clinical evaluations:

1. The affiliating instructor is responsible for ensuring that students complete an evaluation of their clinical rotation at Rancho.
2. The completed evaluations are forwarded to the Affiliating Schools Coordinator for review and storage in the files.
3. The Affiliating Schools Coordinator distributes copies of the student's evaluations to the appropriate Nurse Manager(s), Nurse Administrators, and Nursing Recruitment.

III. Student Assignments:

A. Affiliating Schools Coordinator responsibilities:

1. Coordination and scheduling of all nursing students
2. Confirmation of all student rotation requests with the Nurse Manager and Affiliating schools
3. Faculty orientation (Hospital and Nursing Department)
4. Maintaining affiliating nursing school files
5. Ensure that all documentation required by licensing laws and accrediting bodies is on file prior to the first day of the rotation
6. Ascertain the maximum number of students for each unit
7. Assure that all instructors and students coming to Rancho for clinical rotations have been live scanned & cleared as well as their required health information submitted to EHS and cleared prior to the start of their clinical rotation(s)
8. Participate on school advisory committees
9. Provide information regarding students to accrediting agencies.
10. Follow-up on the status of school contracts

B. Affiliate faculty responsibilities:

1. Ensure patients are selected for student assignments based on clinical objectives. Obtain verbal consent from the patient that student may provide care for him/her.

2. Post student assignments prior to the beginning of each shift indicating if any student(s) absent.
  3. Cancel the clinical experience according to the school policy if ill or unavailable. The instructor will notify the Nurse Manager if this occurs.
  4. Ensure appropriate clinical supervision is provided based upon student's competencies.
  5. Instructor to ensure that all charting and care done by students is cosigned.
- C. Student responsibilities:
1. Adhere to school and hospital policies and procedures.
  2. Inform the staff of assigned break(s) and meal.
  3. Obtain verbal consent from the patient that a student may provide care for him/her.
  4. Obtain and provide report on assigned patient(s) to responsible RN.
  5. Adhere to Rancho's policies regarding use of the Medical Library including:
    - a. Use of periodicals and journals only in the Library
    - b. Payment of fees for photocopying
    - c. Maintaining a quiet environment
- D. The Nurse Manager will maintain copies of the written assignment form in files with staff assignments for the same days/shifts.
- E. Student visits outside of clinical hours
1. Unlicensed students may not provide direct patient care without an instructor on the premises.
  2. Licensed students assigned to a RLANRC preceptor, may observe/provide patient care and interview patients in accordance with pre-established objectives under the direction of the preceptor/designee and with the agreement of the Nurse Manager after the required orientation to Rancho, (refer to II G).
  3. Students will be allowed to read a patient's medical record without an instructor on the premises under the following conditions:
    - a. The student will report his/her presence and purpose of visit to Nurse Manager or charge nurse.
    - b. The student must wear both a school identification including their name, title, and school name and a Rancho identification badge.
    - c. The student must wear a uniform or lab coat while in patient care areas.
    - d. The student may not be accompanied by others except for other nursing students currently affiliating at Rancho.
    - e. The student will read the medical record for assigned patients only. The student maintains confidentiality of all clinical information regarding patients obtained at RLANRC.
    - f. The school assumes legal responsibility, including worker's compensation, while students are on hospital grounds performing this function.

IV. Student Injuries:

- A. Student nurses receiving an injury during their clinical rotation will be given emergency stabilizing treatment through Rancho Los Amigos National Rehabilitation Center. Notify the nurse manager of the assigned unit, who will contact a physician in the immediate area to assess the person and provide appropriate triage
- B. If student is unresponsive, appears to be in a life-threatening condition, or in critical need of care, the Code Blue Policy should be initiated immediately.
- C. If the student is responsive and needs immediate medical care, then Code Assist should be called.
  1. Code Assist team will discharge the student if the no further medical care is needed.
  2. **Monday – Friday 8:00 a.m. to 4:30 p.m.:**  
Code Assist team will bring the individual to the appropriate clinic area and hand off to the clinic team if the individual requires further work up.
  3. **After 4:30 p.m. and before 8:00 a.m. or weekends, or holidays:**

Notify the On-Call Physician who will provide a medical screening exam, arrange for any stabilizing treatment, and provide recommendations and referral for additional care as needed.

4. For exposures (e.g., blood splash or needle stick), students will be referred to the EHS Department between the hours of 0630-1600. After hours the Administrative Nursing Supervisor must be contacted.
  5. If necessary, students will be referred to an emergency hospital or to their private physician.
  6. Follow-up care will be arranged according to school policies.
  7. The Safety Intelligence (non-employee) Report must be completed.
- V. Safety Intelligence Report:
- A. Any event in which a student nurse is involved must be reported immediately to the Nurse Manager/Assistant Nurse Manager/Administrative Nursing Supervisor.
    1. An Event Notification form must be completed as soon as possible.
    2. The student and/or instructor will follow the Rancho Los Amigos National Rehabilitation Center nursing policy and procedure regarding Event Notification.
    3. The Nurse Manager should consult with the Affiliating Schools Coordinator for follow-up of serious, "life-threatening" events and trending.

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**Revised by:** Harmeet Kaur, BSN, RN, CRRN

**References:**

- Health Screening – Non-County WFM Policy No: 705-001 **(01/13)**
- TJC 2021 HR Chapter
- Patient Rights and Responsibilities, Policy #B509, Rancho Los Amigos National Rehabilitation Center Administrative Policy Manual (06/22).
- Emergency Medical Care, Policy #A123, Rancho Los Amigos National Rehabilitation Center Administrative Policy Manual **(12/15)**.

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