

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF NURSING
POLICY & PROCEDURE**

**NUMBER: 11170
VERSION: 1**

SUBJECT/TITLE: STANDARDS FOR AFFILIATED SCHOOLS PROGRAM

MD ORDER: YES [] NO [X]

POLICY: Any School of Nursing requesting clinical rotations/experiences at Olive View – UCLA Medical Center must have a Contract Agreement with the County of Los Angeles Department of Health Services, Contracts and Grants Division.

PURPOSE: To outline (or define) the requirements that instructors and students must meet, as set forth by the contract agreement and the specific requirements established by our facility, to request clinical rotations.

DEPARTMENTS: NURSING

DEFINITIONS: **Contract Monitoring:** The County will evaluate the schools Contract Agreements on not less than an annual basis. Such evaluation will include assessing Contract compliance with all contract terms and performance standards. Contract deficiencies that County determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and school. If improvement does not occur consistent with the corrective action measures, County may terminate this agreement or impose other penalties as specified in the agreement.

Instructor: Possessing a valid California Registered Nursing License, knowledge, skills, and abilities to perform in a given field. Annually complete the Non-DHS/Non-County Workforce Member Health Clearance Certification.

Health Clearances: The Employee Health Department (EHD) must have the Non-DHS/Non-County Workforce Member Health Clearance Certifications (E2 forms) in their office in time to clear each instructor and student prior to badges being issued. Students and New Instructors must be processed by Human Resource first, before our EHD will accept the E2 forms to allow any new instructor and/or student to proceed with their rotations.

FIT Testing: Fit Testing is a mandated Cal OSHA requirement and requires annual testing. It will be necessary for the students and instructors who come to

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Olive View – UCLA Medical Center to have had Fit Testing. Olive View – UCLA Medical Center does not offer Fit Testing for students or instructors. Students and Instructors must have the Fit Testing whether they are assigned a patient in isolation or not. Currently, OVMC stocks large and small respirator masks from 3M 1860 and Kimberly Clark (preferred). Infection Control notes all students and instructors should be able to successfully pass Fit Testing and wear one of these four respirator masks. It is important to notify the vendor doing the Fit Testing for your school that these are the four masks being offered. Please note no students and instructors with a beard will be allowed to participate in a clinical experience at Olive View –UCLA Medical Center.

PROCEDURE:

I. CLINICAL EXPERIENCE

- A. Schools wishing to use Olive View – UCLA Medical Center for clinical experiences for their students will be scheduled on a “first come, first serve” basis. Thereafter, placement of students is determined by availability of time and space in the units. Students may be here any day of the week, day or evening shift, from six (6) to twelve (12) hours a day, mornings or afternoons. Average is two days a week and six hours to eight hours per day.
- B. The instructor is responsible for assigning the students with patient assignments. The instructor is responsible for their instructions and performances while they are at our facility.
- C. An instructor is to be with the students and/or available to them physically whenever they are in the hospital or clinics for their clinical experiences. The instructor is to keep the students informed of his/her whereabouts at all times.
- D. All students, at all levels, who are administering medications to patients must have their instructors present at all times. Students are not to be left alone at the Pyxis or at the bedside. In addition, our nursing staff in our facility are not to be utilized to oversee any of the affiliated students for any procedures, training, medication administration, etc. Nursing instructors are responsible for the actions of their students at all times.
- E. The instructor is to countersign all narcotics given by the students, both in the Pyxis and electronic patient’s chart. Licensed Vocational Nursing (LVN) Students may give narcotics, as a part of their learning experiences, under the direct supervision of the instructor.

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- F. Student Nurse Authentication: Affiliated Nursing Instructors are responsible for authenticating student nurse documentation and medication administration in ORCHID (Online Real-Time Centralized Health Information Database). Students can document on a patient's medical record, but the documentation will be unauthorized. Therefore, the student's documentation will not be part of the patient's medical record until it is authenticated by the Affiliated Nursing Instructor. (Attachment A)
- G. Nursing Students are **not** to carry the narcotic keys or give medication on their own. Instructors must be present at all times when medications are drawn up, pulled from the Pyxis and administered to the patient.
- H. The nursing staff will do the patient care that students cannot give, at any particular point in their training.
- I. Students are **not** to be considered as part of the staff; therefore, regular staff is not to be depleted when the students are present.
- J. Any error(s) committed by the student and/or instructor are to be reported immediately to:
 - a. Director/Coordinator of Affiliated School in the Education Department x3366
 - b. Nurse Manager in each specific unit where an error has occurred
 - c. Completion of UHC Safety Intelligence (SI) Report
 - d. When error requires it, the Pharmacy Medication Loss Form

II. EDUCATION DEPARTMENT RESPONSIBILITY

- A. Affiliated Schools Annual Meeting
 - i. Contact Information
 - ii. Orientation Regulations
 - iii. Requirements for Schools, Instructors, and Students
 - iv. HR/DHS Regulations
 - v. Clinical Schedules
 - vi. Contract Monitoring
 - vii. Evaluations
- B. Legal Contracts: Signed by DHS Department Head, County Council, and Board of Supervisors. Requires an onsite instructor at all times.

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- C. Contract Monitoring: Report due Annually on June 30th.
- D. Certificate of Liability Insurance from each Affiliated School.
- E. On-site file for each instructor and student with current:
 - i. **E2** health clearance certification
 - ii. American Heart Association (AHA) – CPR Card
 - iii. OVMC Fire/Safety Card (Hospital Fire & Life Safety Training)
 - iv. FIT Testing
 - v. HIPAA Test
 - vi. Bloodborne Pathogen Test
 - vii. Emergency Information Sheet
 - viii. Completed Components I & III
 - ix. Orientation Attestation Form
 - x. Additional for Instructors: Current Nursing License, Medical/Calculation Examination, Current CV (Resume), Syllabus, and annual E2 Certificate.
- F. Cross training of the Affiliated School Instructors to conduct orientation on their students.
- G. Assure Employee Health Department receives E2 Health Certifications from the schools on each student/instructor (<http://dhs.lacounty.gov>).
- H. Nurse Managers – Completion of Evaluation Form (Attachment B)
- I. Exit Interview – Completion of Evaluation Forms by the Instructors (Attachment C) and Student (Attachment D).

III. ORCHID SUSTAINMENT TEAM RESPONSIBILITY

- A. Schedule ORCHID Training for Affiliated Instructors and their students (Attachment E)

IV. MANUAL REFERENCES

- A. Affiliated Schools Instructor’s Manual
 - i. Affiliated Schools Program Orientation

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- B. Affiliated Schools Student's Manual
 - i. Bloodborne Pathogens Exposure Control Plan
 - ii. Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Comprehensive Self-Study Guide

- C. Olive View – UCLA Medical Center Hospital Orientation Review Handbook

References:	
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