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|  <p>JOHNS HOPKINS MEDICINE THE JOHNS HOPKINS HOSPITAL</p> | The Johns Hopkins Hospital Nursing Practice and Organization Manual Vol I: Administrative Education/Research | <i>Policy Number</i> | E&R304 |
| | | <i>Effective Date</i> | 11/14/2019 |
| | | <i>Approval Date</i> | 10/18/2019 |
| | <i>Subject</i> Clinical Experience for Pre-Licensure Practicum Nursing Students | <i>Page</i> | 1 of 5 |
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Keywords: clinical practicum, Degree completion , Nurse Preceptor, Nursing School, Nursing Student, Practicum, Preceptor, RN Refresher, RN-BSN

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I. INDICATIONS FOR USE


- A. This policy should be implemented when a nursing student from a pre-licensure nursing program wishes to participate in a clinical practicum at The Johns Hopkins Hospital.
- B. The Department of Nursing retains ultimate authority and responsibility for patient care and reserves the right to request that a given student experience or project be rejected or withdrawn with due cause.

II. OBJECTIVES

- A. The objective of this protocol is to outline requirements for the nursing student from a pre-licensure nursing program that wishes to participate in a clinical practicum with a designated JHH Nurse Preceptor at The Johns Hopkins Hospital.
- B. JHH will consider providing clinical experiences for RN refresher course students if they are potential recruits. They must have at minimum a current “inactive” license in the State of Maryland. Former work experience within JHHS preferred.
- C. JHH will provide clinical experiences for students in RN-to-BSN programs. Current JHH employees will have priority placement.
- D. This policy does NOT apply to practicum students who are in graduate, Post-licensure, or doctoral programs. See Policy [\(E&R 306\)](#)

III. RESPONSIBILITY


- A. JHH Department of Nursing Student Coordinator
 1. Work with schools and nurse managers to find clinical placements for students.
 2. If the Nurse Manager is unable to accommodate the student’s request, an effort will be made to offer an alternative clinical area or a suggested revision of the request.
 3. Manage affiliation agreements between schools and JHH.
 4. Assure needed documentation is obtained and stored for all students the school coordinator or designee assigned to clinical compliance.
 5. Acts as liaison to schools in the event of issue or reportable concern presented by student, unit staff or JHH RN preceptor.

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- B. Nurse Manager/Designee
1. Inform the JHH Nursing Student Coordinator of their willingness to participate in offering a clinical practicum to senior nursing students and indicate the following:
 - a. Number of students acceptable
 - b. Name of preceptor and clinical unit for assignment
 2. Select qualified RN preceptor to precept student. Need for a BSN-prepared preceptor may be specified by the school.
- C. JHH RN Preceptor
1. Review objectives submitted by the student.
 2. Identify student learning needs and plan clinical experiences to meet needs/objectives.
 3. Complete appraisal form(s) as requested by the school
 4. Maintain ultimate responsibility for patient care.
 5. Ensure student's documentation is reviewed, cosigned before end of clinical shift
 6. Evaluate and review students' ability to receive delegation of tasks outlined in Section II. Indications of this policy.
- D. School Clinical Coordinator or Student
1. Submit completed Request for Independent Student Practicum Form (Appendix A) with all required documentation listed at the bottom of form at least two (2) weeks before the beginning of the experience including:
 - a. Copy of student's professional liability insurance, if the school has not submitted evidence of group coverage
 - b. Copy of TB Status (negative PPD upon admission to program, or negative CXR). May be asked for updated screening if indicated.
 - c. Evidence of hepatitis B vaccination or submission of declination form;
 - d. Evidence of MMR vaccination;
 - e. Demonstration of varicella immunization/vaccination; proof of Tdap vaccine.
 - f. Proof of bloodborne pathogen safety training
 - g. Proof of HIPAA training
 - h. Proof of Influenza Vaccine by December 1 each year
 - i. Criminal background check (within past 12mos)
 - j. 9 Panel Drug screen (within past 12mos)
 - k. Completion of Clinical Waiver and Release "Exhibit C"
 2. Complete all required documentation and training located on the [Student Clinical Placements Webpage](#)
- E. Nursing Students
1. Assist the preceptor in identifying learning needs and planning clinical experiences to meet needs/objectives.
 2. Assume the role of a beginning practitioner under the supervision of the preceptor while giving patient care.
 3. Abide by existing policies, regulations, procedures and standards of practice of The Johns Hopkins Hospital, including policies regarding substance abuse.
 - a. Students will be tested for cause if there is evidence of substance abuse according to JHH policy and procedure.
 4. Assume full responsibility for parking fees. No provision is made for reduced rate parking for students.
 5. Make transportation and housing arrangements, if needed.
 6. Wear school ID at all times during the practicum or JHH Issued temporary ID badge if applicable to practicum unit

IV. PROCEDURE

- A. Medication administration by students under the direct supervision of a school of nursing faculty or a hospital nurse preceptor is a delegated activity (personal communication, MBON, 2010). Therefore, preceptors functioning in this capacity are held to the standards and accountabilities outlined in the Nurse Practice Act and Regulations for delegated functions (COMAR). [10.27.11.00 Delegation of Nursing Functions Office of the Secretary of State.](#)
1. 10.27.11.03.B. Criteria for Delegation.
 - a. The delegating nurse retains the accountability for the nursing task.

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- b. A nursing task delegated by the nurse shall be:
 - i. Within the area of responsibility of the nurse delegating the act;
 - ii. Such that, in the judgment of the nurse, it can be properly and safely performed by the unlicensed.
 - iii. A task that a reasonable and prudent nurse would find is within the scope of sound nursing judgment
 - c. When delegating a nursing task to an unlicensed individual, certified nursing assistant, or medication technician the nurse shall
 - i. Be responsible for assuring accurate documentation of outcomes on the nursing record
 - ii. Evaluate the performance of the delegated nursing task; and
 - iii. Be accountable and responsible for the delegated task
 - iv. Supervise the performance of the delegated nursing task in accordance with Regulation .04 of this chapter
 - v. Either instruct the unlicensed individual, certified nursing assistant, or medication technician in the delegated task or verify the unlicensed individual's, certified nursing assistant's, or medication technician's competency to perform the nursing task;
 - vi. Make an assessment of the patient's nursing care needs before delegating the task
2. 10.27.11.04. A Supervision
- a. The nurse shall determine the required degree of supervision after an evaluation of appropriate factors including, but not limited to the:
 - ii. Re-evaluation of the client's health status.
 - iii. Ability of the unlicensed individual, certified nursing assistant, or medication technician to perform the delegated nursing task in a safe and competent manner; and
 - iv. Orientation of the unlicensed individual, certified nursing assistant, or medication technician to the specific patient environment;
 - v. Nature of the nursing task being delegated;
 - vi. Training of the individual to whom the nursing task is being delegated;
 - vii. Stability of the condition of the client;
 - B. JHH will provide clinical practicums for nursing students from pre-licensure programs, RN Refresher, or RN-BSN programs.
 - C. Requests must be submitted in writing to the JHH Nursing Student Coordinator at least (4) four weeks before the start of the experience.
 - D. JH SON students will be given priority when requests are received from multiple schools.
 - E. Standard JHH affiliation agreement must be successfully negotiated with school.
 1. The following requirements are essential in any agreement between The JHH and a school of nursing and must be stated in the written contract.
 - a. All required documentation (listed in above Section III.C) to be submitted prior to starting clinical hours.
 - b. A renewal of the written agreement between JHH and each school of nursing is required every 5 years. This renewal may be done via written letter from the school of nursing
 - c. The contract must be signed by a representative of the legal department or the Vice President for Nursing at JHH, and the school official responsible for clinical affiliations.
 - d. All students and clinical faculty must show demonstration of annual flu vaccine.
 - e. Students will show demonstration of varicella immunization/vaccination.
 - f. Students will have received hepatitis B vaccination or signed declination form.
 - g. Students will have bloodborne pathogen and HIPAA training in accordance with federal regulations.
 - h. Students will be tested for cause if there is evidence of substance abuse according to JHH policy and procedure.
 - i. The visiting agency will abide by existing policies, regulations, procedures and standards of practice of JHH.
 - j. Personnel of JHH retain ultimate authority and responsibility for patient care.

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- F. Requests are prioritized by Partner status as outlined.
1. Associate Partners (In-state Associate degree, RN programs; out-of-state programs) make requests based upon the schedule:
 - a. November 1 (or following day if falls on Saturday/Sunday) for Spring/Summer requests.
 - b. April 1 (or following day if falls on Saturday/Sunday) for Fall/Winter requests.
 2. Full Partners (In-state, BSN Nursing programs) make requests based upon the schedule:
 - a. October 15 (or following day if falls on Saturday/Sunday) for Spring/Summer requests.
 - b. March 15 (or following day if falls on Saturday/Sunday) for Fall/Winter requests.
 3. Senior Partner (JH SON) can make requests at any time.
- G. Responses to requests depend on availability of clinical units and approval of the nurse manager/designee
- H. Students selected for this experience by their school observe and participate in nursing practice under the guidance and supervision of a JHH RN preceptor.
- I. Registered nurses who are JHH employees, who serve as preceptors for students in the JH SON pre-licensure Masters into Entry Nursing program, are eligible for free academic credits in the JH SON program.
- J. The student nurse will work the JHH RN preceptors shifts.
1. JHH RN preceptor will provide the student learning opportunities based upon the student's skill level and the preceptor's assessment of level of ability.
 - a. JHH RN preceptor will co-sign all students' documentation within the EMR before the end of the shift.
 2. Student nurses in a practicum setting MAY:
 - a. Perform all nursing skills under supervision of the JHH RN preceptor
 - b. Perform POCT Glucose testing under the JHH RN preceptors log-in and direct supervision of preceptor
 - c. Document nursing cares, findings, medications and education within the EMR, with assigned preceptor as co-signer
 - d. Administer medications under direct supervision of JHH RN preceptor.
 - i. Practicum Students with 1:1 JHH RN Preceptors: Medications may be given by nursing students (undergraduate/pre-licensure) in a practicum clinical experience with direct supervision (at the elbow) of a 1:1 JHH RN preceptor in accordance with the scope and competency for the clinical unit and RN.
 - e. Student nurses in a practicum setting MAY NOT:
 - i. Initiate/implement restraints.
 - ii. Scrub in during surgical procedures
 - iii. Take verbal orders

V. REPORTABLE CONDITIONS

- A. Any positive drug screen results of students who are not employees will be reported to the school.
- B. Positive drug screen results of those students who are licensed nurses, regardless of JHH employment status will be reported to the Maryland Board of Nursing.


VI. SUPPORTIVE INFORMATION

Sponsor:

Core Routine Workgroup - Practice

Developer:

- JHH Dept of Nursing, Nursing Student Placements Coordinator
- JHH Dept of Nursing, Program Director, Nursing Education

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- Representatives from all Nursing Departments, Participants of Nursing Student Policy Revisions Community

VII. SIGNATURES

| Electronic Signature(s) | Date |
|---|------------|
| Deborah Baker Senior Vice President of Nursing, JHHS; Vice President of Nursing & Patient Services and CNO, JHH | 03/13/2019 |