I. **PURPOSE**

To define the scope of practice of an undergraduate student nurse caring for patients at an Advocate Aurora Health facility.

II. **SCOPE**

This policy applies to Advocate Aurora Health, Inc. and any entity or facility owned and controlled by Advocate Aurora Health.

III. **DEFINITIONS/ABBREVIATIONS**

**Co-Sign:** A function in the Electronic Health Record (EHR) that denotes that the instructor/preceptor has reviewed the student documentation and agrees that it is accurate. Not available at Advocate BroMenn Medical Center.

**Direct supervision:** The instructor/preceptor/RN must be in attendance in the room during the performance of the procedure.

**Preceptorship:** Clinical placement that consists of one student practicing under the direction of an employed Registered Nurse (RN).

**Student Nurse** is defined as an undergraduate student that provides direct patient care during a semester clinical rotation and is currently enrolled in a Nursing program. This definition may refer to a clinical group of students under the direction of an instructor, or a precepted experience.

IV. **POLICY**

A. A current affiliation agreement between the educational institution and Advocate Aurora Health must be in place prior to any student nurse experience in an Advocate Aurora facility.

B. The registered nurse caring for the patient has responsibility for patient care and is not responsible for actions by the student.
C. The instructor/preceptor for the patient must provide direct supervision if the student has not attained clinical competency in a procedure or technical skill. The instructor/preceptor will provide guidance about which skills may be performed independently.

D. Student nurses may not carry out clinical procedures that are considered out of scope for their role. Clinical procedures that are out of scope include the following:

1. Administration of blood products
2. Acknowledging medical orders
3. Administration of chemotherapy
4. Independent Verification of High Risk Medications
5. Obtaining informed consent
6. Accepting verbal or telephone orders from a physician or their designee
7. Administration of emergency drugs
8. Interpretation of cardiac rhythms
9. Programming of PCA pumps or epidural infusions
10. Patients in airborne precautions
11. Any clinical procedure that is identified as out of scope by the clinical site

E. All students and instructors are required to follow department and hospital policies and procedures

F. All students and instructors will meet organization’s standards for immunization communicable diseases, drug screening and background checks.

G. If the student is rotating to a department that is not the primary clinical area, it will be for observation only, no care will be provided so therefore, no documentation should occur.

H. In cases where an Advocate Aurora Health RN employed is assigned a formal 1:1 preceptor through an academic partner, the RN will then be responsible for co-signing.

V. PROCEDURE

A. Clinical Placement Procedures:

1. Orientation materials must be reviewed by instructors and students at the start of each new clinical rotation. Failure to do so will require the academic liaison/clinical development specialist to remove the faculty/students from the unit until regulatory requirements are met.
2. Students may have limited access to select patients or experiences dependent upon site needs
3. Patients may request cares to exclude student experiences.
4. Department managers/unit leadership will communicate any limitations regarding patient assignments to the clinical instructors.

B. Student Documentation Guidelines:

1. Instructors and students will adhere to guidelines for documentation per policy.
2. Students can access only the records of patients involved in their care experience and are required to strictly adhere to patient confidentiality and protect the security of patient records and patient data.

3. All student documentation must be reviewed and co-signed by their instructor or preceptor (Care Connection and EPIC sites). The student nurse progress notes will not be visible to end-users until the notes have been reviewed and co-signed by their instructor or preceptor (for EPIC sites).

4. Under rare circumstances, i.e. outpatient or procedural areas, the RN taking care of the patient may be asked to review and co-sign student nurse documentation.

5. At Advocate BroMenn Medical Center the instructor will review all documentation as co-sign function is not available.

C. Medication Administration Guidelines:
1. Safe medication practice includes knowledge of the rights for medication administration including medication action, safe dosages for adults, seniors, or children, side effects and special considerations for administration. Students are expected to follow Advocate Aurora Health Care’s policies regarding medication administration that includes the use of bar code technology where available.

2. Access codes for medication rooms and unit-based cabinets will only be issued to instructors.

3. Instructors or preceptors will check ALL medications prior to student administration. Students must verify the patient’s identification according to policy and verify medications against the electronic medication record.

4. All intravenous medications are to be prepared and administered under the direct supervision of the instructor or preceptor. Intravenous medication preparation includes reconstitution, aspirating medication from vials, confirming premixed pharmacy doses and all infusions. Volume and rate changes are made to the IV pump while under the direct supervision of the instructor or preceptor.

5. The RN caring for the patient will administer or program any Patient Controlled Analgesia or Epidural infusions. Students may monitor a patient with this type of analgesia according to policy.

6. All medications will be co-signed by instructor or preceptor (Care Connection and EPIC sites).

D. Students caring for patients receiving blood products are allowed to monitor vital signs during the transfusion but cannot be the second person to verify blood components.

E. Resolution of Clinical Related Issues:
1. Team members having any concerns with a student’s performance should report these to the instructor.
2. Team members having concerns about the instructor’s performance should report these to the Nursing Education and Professional Development Specialist.

VI. CROSS REFERENCES

Medication Administration- Advocate System

Nursing Documentation- Aurora System

Medication Administration- Aurora System

Non Employees Working in Aurora Health Care- Aurora System

VII. RESOURCES AND REFERENCES

(225 ILCS 65/50-15) 225 ILCS 65/5-15)
Sec. 50-15. Policy; application of Act.


Wisconsin Administrative Code N6.02

VIII. ATTACHMENTS

N/A