



## School Affiliation and Student Rotation Guidelines

Thank you for your interest in bringing your students to Bert Fish Medical Center for their clinical experience. Bert Fish Medical Center is dedicated to participating with our schools to provide meaningful clinical experiences for students in healthcare education programs.

In order to comply with our corporate and facility policies, the following guidelines must be followed before students can start their clinical rotation.

Step 1: Contact Cindy Sayre, Staff Development Coordinator, at 386-424-6356 or by email at [Cindy.sayre@bertfish.com](mailto:Cindy.sayre@bertfish.com) to:

- Confirm that the school has a current affiliation agreement with hospital on file or if not, initiate a new agreement.
- Provide a copy of the school's current Professional Liability Insurance Policy.
- Request clinical placement for students using the attached form, "Request for Student Placement". School/program will need to provide the following information:
  - ✓ Name of School Program and level of student/group
  - ✓ List of student names who will be coming to our facility and their social security numbers
  - ✓ Dates, days of the week and times students would be on-site
  - ✓ Department/nursing units desired for student placement
  - ✓ If school instructor will be on-site with students.
  - ✓ School contact/instructor information (name, phone number, email)

Step 2: After above step is completed and approval for clinical rotation given, Staff Development will provide School with the name of a department contact person for scheduling student placements. School will make arrangements with contact person at least one (1) month before students are scheduled to arrive.

Step 3: For clinical students who will be using the Meditech Computer System, the School/instructor must submit to the Staff Development Coordinator the following forms for each student at least two (2) weeks prior to student(s) arrival.

- Meditech Access Forms

Step 4: Prior to student(s) beginning their clinical rotation, School/instructor will submit the following to Student Coordinator. No student will be allowed to begin their rotation until these forms are on file with the Staff Development Coordinator.

- Student Record Form (To be completed and signed by school representative.)
- Signed Code of Conduct/Corporate Compliance Program Statement of Receipt and Acknowledgement (signed by student)
- Signed Statement of Responsibility (signed by student)
- Completed and scored hospital Orientation Self-learning Packet Post-test (School is responsible for administering and scoring the post-test unless prior arrangements have been made for hospital personnel to administer it.)

Step 5: Nursing Students only. School/Instructor needs to contact Cindy Sayre at ext. 6356 to schedule a Nursing Student Orientation class and Meditech Training (Meditech to be taught by school instructor unless prior arrangements have been made for hospital personnel to teach.).

## **Instructor and Student Responsibilities**

### **Instructor Responsibilities:**

1. Contact the Staff Development Coordinator for approval to bring students into the facility and to make arrangements for student clinical rotations.
2. Ensure hospital required records for each student and/or school instructor are submitted to the Staff Development Coordinator before students start their assignments. Administer hospital orientation self-learning packet to students. Grade post-test and remediate all incorrect responses. Submit corrected post-test with other student records.
3. Provide a student roster with student phone numbers and a schedule of dates and times students will be in the department to the department director/coordinator and to the Staff Development Coordinator.
4. Prior to bringing students to the facility, contact the director/coordinator of the assigned department to plan student clinical assignments according to the student's level of learning, objectives to reach, patient needs, and specialties of the unit. For nursing areas plan student assignments in collaboration with the nurse coordinator or charge nurse. Inform the clinical director or designee of assignments prior to clinical day.
5. Orient new students to the assigned department unless prior arrangements have been made for this to be done by hospital staff. Submit documentation of the orientation to the Staff Development Coordinator.
6. Instructors will be responsible for fit-testing appropriate students areas for an N95 respirator prior to the students participating in the care of a patient on Airborne Precautions (example a TB patient).
7. New instructors on clinical departments will be oriented to the department/unit before bringing students for clinical experience. Nursing instructors should attend hospital-wide orientation.
8. Notify the department director or charge person of
  - a student who will be absent
  - if there is a change of assignments
  - if there is a need for make-up time
  - any schedule changes.
9. Inform the hospital employee responsible for a patient regarding a student assignment and clarify the student's function to the staff.
10. Responsible for student's performance.
11. For instructors directly supervising students at the facility,
  - a. Notify the department director or charge person if leaving the unit.

- b. Review and cosign all student documentation in the patient's medical record per hospital policy.
12. Address problems regarding students with the department director.
13. Schedule rooms for student conferences with the Staff Development Coordinator, when needed.
14. Maintain current CPR Certification.

### **Student Responsibilities**

1. Comply with all hospital policies and procedures and the hospital's Code of Conduct.
2. Perform duties assigned and report any problems to the instructor or the responsible hospital staff.
3. Wear appropriate attire or designated student uniform and practice good personal hygiene at all times when in the facility.
4. Maintain strict hospital and patient confidentiality.
5. Receive information and support from the hospital staff before starting patient care or other learning assignment.
6. Perform procedures within the guidelines and policies of the department after demonstrating competency in the educational setting of their program.
7. For clinical areas, the student must document all medications, treatments, vital signs and care given to patients in the patient's medical record as appropriate for that department.
8. Use hospital-approved abbreviations only.
9. Notify the instructor or the hospital preceptor if leaving the department and give an update report.
10. Report to the hospital preceptor or patient caregiver at the beginning and end of each day in the facility.
11. As appropriate for the student's responsibilities, maintain a current CPR Certification.
12. Practice good body mechanics.
13. Contact instructor or the responsible hospital staff prior to the beginning of the shift when unable to work in the department.