

UCI Health

DRAFT

Onboarding

Paperwork

Instructor

Appendix

Clinical Instructor Standards

1. Clinical instructors and students must wear their school ID badges at all times when in the hospital. Badges should be clearly visible and worn above the waistline.
2. Clinical instructors and students must wear school uniforms during the clinical rotation. Students must wear professional attire at all times (no jeans, t-shirts, tank tops, hats, or sandals).
3. All invasive procedures must be within the student's curriculum level of practice and under the direct 1:1 supervision of their Clinical Instructor or supervising staff nurse.
4. Students are not permitted to administer medication to patients in the absence of their Clinical Instructor or supervising staff nurse.
5. As a courtesy, we ask that students not congregate at the nurses' station or physician computer areas. Only computers not in use by the physicians or nurses can be used by students.
6. Remember to exit out of the computer when finished documenting.
7. Staff break rooms are small, and students may be asked to refrain from using them. Usage of any staff break area will be at the Charge Nurse's discretion.
8. Cell phones are discouraged and therefore should be turned off while in patient care areas. Use of personal cell phones must be limited to break periods. Silence cell phone during clinicals.
9. Do not discuss patient names or conditions in public places.
10. Make sure patients are properly covered at all times maintaining patient privacy.
11. Close doors and draw curtains around patients when they are receiving care.
12. Only review or access the materials and information necessary to meet the requirements of your clinicals.
13. All Instructors and students must stay on their assigned unit. Failure to do this may result in the immediate removal of students from the unit/floor and/or discontinuation of the clinical rotation and may impact future clinical placement opportunities.

Printed Name of Clinical Instructor

Signature of Clinical Instructor

Date Signed

Medication Administration and Validating Medications Passed by Students (Page 1 of 2)

We strive to provide our patients with the very best and safest of care. Medication Administration has been identified as being an area where errors can occur even though students receive close supervision by their clinical instructors. In order to minimize this possibility we require that:

- Students administer medication(s) within their curriculum level of practice under direct supervision of their Clinical Instructor or supervising staff nurse.

It is the clinical instructor's responsibility to discuss student supervision during medication administration with the supervising staff nurse. The student may be supervised by the supervising staff nurse only if he/she agrees to do so with the clinical instructor.

- If the supervising staff nurse doesn't agree to supervise the student during medication administration then the Clinical Instructor will remain with the student throughout the entire process of medication administration, including seeing the patient swallow the medication(s) when oral medications are administered.

Student medication administration triggers a "pending validation" notice on the eMAR and a validation task. The person who removes any medication from the Automated Dispensing Unit (ADU) for a student who will be administering it to a patient, Clinical Instructor or supervising staff nurse, is responsible for validating the task.

- Instructions to validate medication administered by students are included in this packet.

The "Five Rights" of drug administration are followed:

- Right Patient, Right Drug, Right Dose, Right Route, Right Time

The patient identification policy is followed every time a medication is administered. All patients receiving any medication(s) must be identified using two identifiers.

- The two hospital identifiers are the patient name and date of birth.

Medication for one patient is removed from the ADU at a time. The medication is then administered to the patient before medication for another patient is removed from the ADU.

Clinical instructors are expected to be in the clinical care units with their students at ALL times. Failure of clinical instructors to be in the clinical care area with their students can cause a delay in patient care and may result in the immediate removal of students from the unit/floor and/or discontinuation of the clinical rotation.

It is our policy that medications are administered within one hour before or after the scheduled time, unless otherwise specified by pharmacy/physician or per policy. Actual administration time must be documented.

- When administering medications, the workstation-on-wheels (WOW) is taken to the bedside for all patients, including those in isolation.
- Prior to administering medication(s) to a patient, students will scan the patient's armband and medication utilizing the hand held device (scanner). The Clinical Instructor or supervising staff nurse must validate the administration of the medication on the eMAR at the time the student administers the medication. Delayed validation of medication(s) administered by a student is unacceptable.
- If the patient is on isolation precautions, the workstation-on-wheels (WOWS) is taken to the bedside for medication administration. After medication administration, the entire WOW, including the scanner, is cleaned as follows:
 - In most cases, Sani-Cloths can be used to disinfect equipment in-between uses.
 - Bleach wipes are to be used for disinfecting equipment exposed to a patient who in isolation for C. diff (*Clostridium difficile*).
 - ALL equipment must be disinfected in-between patients (whether in isolation or not).

Medication Administration and Validating Medications Passed by Students
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When returning for another clinical rotation, the instructor's ADU access would be "re-activated" by the Pharmacy Dept. The Clinical Instructor's ADU User ID will be the same for every clinical rotation. Charge Nurses on the unit/floor are no longer permitted to issue ADU daily access codes to Clinical Instructors.

This document is intended to reinforce and clarify expectations regarding student medication administration at the facility. We are striving toward a mutually rewarding relationship and consider Clinical Instructors and students an important part of the patient care team.

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Your signature below indicates that you have reviewed the above information and are responsible for adhering to its contents.

Printed Name of Clinical Instructor

School Name

Signature of Clinical Instructor

Date Signed