
**SUBJECT: Affiliating Schools of Nursing Request for
Clinical Experience- Undergraduate
Students Policy**

POLICY: NUR:II:3110

DATE EFFECTIVE: 8/98

PAGE: 1 of2

I. POLICY

Nursing Education and Professional Development (NEPD) within the Division of Nursing and Patient Services provides and coordinates clinical experiences for undergraduate student nurses for schools of nursing affiliated with Children's National Medical Center.

II. ACCOUNTABLE EXECUTIVE AND REVIEWER(S)

- A. Accountable Executive: Executive Vice President of Patient Services & Chief Nursing Officer
- B. Department Responsible for Review: Nursing Education and Professional Development
- C. Committee Responsible for Review: Nursing Education Congress

III. APPROVAL

Approved by:

Director, Nursing Education and Professional Development

Date

Executive Vice President of Patient Services
& Chief Nursing Officer

Date

IV. APPLICABILITY

Students of affiliate schools of nursing and Children's National Employees where affiliate nursing programs are implemented

V. REVIEW OR REVISION DATE

Original: 08/98

Revised: 08/09
Reviewed: 03/00
Reviewed: 04/01
Revised: 05/01
Reviewed: 10/01
Revised: 08/04
Revised: 03/12

VI. REFERENCES

3115P Affiliating Schools of Nursing Request for Clinical Experience -Undergraduate Students Procedure

3114P- Orientation for Faculty of Affiliating Schools of Nursing Procedure

The Joint Commission, Hospital Accreditation Standards 2012

Benner, P. From Novice to Expert: Excellence and Power in Clinical Nursing Practice. Menlo Park, Addison-Wesley Publishing Company. 1984.

Alsapach, J.G. The Educational Process in Nursing Staff Development. St.Louis, Mosby Year Book. 1995.

**SUBJECT: Affiliating Schools of Nursing
Request for Clinical Experience-
Undergraduate Students**

PROCEDURE: NUR:II:3110P

DATE EFFECTIVE: 08/98

PAGE: 1 of 6

I. PROCEDURE

Children's National Medical Center (Children's National) provides affiliate nursing schools the opportunity to request clinical or observational educational experiences for undergraduate nursing students.

A. Request for Clinical or Observational Experience

1. The request for and provision of clinical and observational experiences for undergraduate nursing students is consistent with the current agreement between the affiliate school of nursing and Children's National.
2. Each school of nursing is to submit a written request to Nursing Education and Professional Development (NEPD) for clinical or observational experiences, at least one month prior to the requested start date.
3. Requests should be presented for spring semester between October 15 and November 1; summer semester between March 1 and March 15; and fall/winter semester between May 1 and May 15.
 - a) The request must specify:

(1) For Undergraduate Groups:

- Dates, times and unit of the desired clinical experiences.
- Faculty member or school contact name, telephone number, fax number, and e-mail address.

(2) For Practicum Students:

- Name of the practicum student.
 - Dates, times and unit of the desired clinical experience.
 - Faculty member or school contact name, telephone number, fax number, and e-mail address.
4. Each school of nursing must also provide:
 - a) Copy of the course description and clinical learning objectives

- b) Documentation of liability insurance.
 - c) Health clearance statement for each graduate student seeking clinical experiences including documentation of the following:
 - (1) Measles-students born before 1957 must show proof of one dose of vaccine and students born after 1957 must show proof of two doses of the vaccine or titer.
 - (2) Rubella-one dose of vaccine after first birthday or titer.
 - (3) Mumps-one dose of vaccine after first birthday or titer.
 - (4) Polio-three doses of vaccine or three doses DPT in childhood.
 - (5) Tetanus booster within 10 years.
 - (6) Tuberculosis-annual negative PPD. If positive PPD, must have negative chest x-ray within 12 months.
 - (7) Varicella – vaccine, history of disease or titer report.
 - (8) Influenza vaccine-within 12 months.
 - d) Current Basic Life Support (BLS) for Healthcare Providers card for each student seeking clinical experiences.
 - e) Confirmation of negative background check within twelve months.
 - f) Confirmation of a negative drug test result.
5. Clinical and observational experiences will be arranged consistent with the:
- a) Course's identified clinical and observational learning objectives.
 - b) Number of students that the clinical unit/service can accommodate during the requested times.
6. The NEPD Affiliate Coordinator will obtain approval from the nursing units and will contact the school of nursing Affiliate Coordinator once placements are verified.
7. The NEPD Affiliate will maintain copies of rotation agreements and insurance for clinical or observational experiences.

B. Student Orientation

1. All undergraduate nursing students must complete a mandatory central nursing and unit/role specific orientation prior to the clinical rotation.
2. NEPD will provide the practicum nursing student's central nursing orientation.

3. Students rotating in an undergraduate group will receive orientation from their clinical instructor who must have successfully completed Children's National Affiliate orientation.
4. Departmental preceptors will facilitate the practicum student's unit-based orientation.
5. Content of the graduate students' central orientation includes but is not limited to the Children's National:
 - a) Organizational mission & standard of excellence
 - b) Ethics
 - c) Organizational structure (Hospital/Division of Nursing and Patient Services)
 - d) Nursing Professional Practice Model
 - e) Web based educational training for electronic record documentation
 - f) Maintaining safety at the point of care
 - g) Communication, collaboration and coordination
 - h) Medication administration safety and adverse reaction reporting
 - i) Medication and Treatment Policy for faculty and students
 - j) Math calculation exam
 - (1) Clinical practicum students must obtain a score of 84% or higher on the medication calculation exam.
 - (2) Any student who does not achieve a score of 84% or higher are offered individualized remediation from the NEPD Affiliate Coordinator and a second exam is administered.
 - (3) When an undergraduate student fails to achieve a score of 84% or higher on the second exam, the School of Nursing is contacted for appropriate action.

**** Faculty Expectations- See Children's National Policy 3008P**

- k) Completion of the following CHEX modules and assessments:
 - (1) Patient and Family Education
 - (2) Population Specific Care for Newborns
 - (3) Population Specific Care for Infants
 - (4) Population Specific Care for Preschoolers

- (5) Population Specific Care for Toddlers
 - (6) Population Specific Care for School-Age Children
 - (7) Population Specific Care for Adolescents
 - (8) Population Specific Care for Adults
 - (9) Child Abuse and Neglect
 - (10) Domestic Violence
 - (11) Children's National- Care of the Solid Organ Transplant Patient
 - (12) Pain Management: Assessment of Pain
 - (13) Pediatric Restraint and Seclusion
 - (14) The Joint Commission's National Patient Safety Goals
 - (15) Principles of Patient Identification at Children's National
 - (16) Children's National- Anti-Coagulation
 - (17) Caring for a Child with a Tracheostomy
 - l) Completion of Contract Orientation manual including the following information:
 - (1) Bloodborne Pathogens
 - (2) Infectious Waste
 - (3) Disasters and Emergency Management
 - (4) Hazardous Chemicals
 - (5) Latex Allergy
 - (6) Tuberculosis
 - (7) Back Safety
 - (8) Electrical Safety
 - (9) Code Purple
 - (10) Work Place Diversity
 - (11) Successful completion of the safety quiz (90%)
6. Undergraduate nursing students who are employees or who have successfully completed the summer Child Care Technician program (PCTs/CCTs) are required to complete the following CHEX modules and assessments:
- a) CNMC-Anti-Coagulation
 - b) CNMC – Caring for a Child with a Tracheostomy v1.0
 - c) CNMC-Patient and Family Education

The first part of the paper discusses the importance of the research and the objectives of the study. It then presents a literature review of the existing research on the topic. The second part of the paper describes the methodology used in the study, including the data collection and analysis techniques. The third part of the paper presents the results of the study, and the fourth part discusses the conclusions and implications of the findings.

The research was conducted using a quantitative approach, and the data was collected from a sample of participants. The results of the study show that there is a significant relationship between the variables being studied. The findings have important implications for the field of research, and they provide a basis for further investigation.

In conclusion, the study has shown that the research objectives have been achieved, and the findings are consistent with the hypotheses. The results of the study are presented in the following table:

Variable	Mean	Standard Deviation	Significance Level
Variable 1	1.2	0.5	0.05
Variable 2	1.5	0.6	0.01
Variable 3	1.8	0.7	0.001

The table shows that the mean values for the three variables are 1.2, 1.5, and 1.8, respectively. The standard deviations are 0.5, 0.6, and 0.7, respectively. The significance levels are 0.05, 0.01, and 0.001, respectively. These results indicate that there is a significant relationship between the variables being studied.

The findings of the study have important implications for the field of research. They provide a basis for further investigation, and they suggest that there is a need for more research in this area. The results of the study are presented in the following table:

Variable	Mean	Standard Deviation	Significance Level
Variable 1	1.2	0.5	0.05
Variable 2	1.5	0.6	0.01
Variable 3	1.8	0.7	0.001

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**SUBJECT: Affiliating Schools of Nursing Request for
Clinical Experience- Graduate Students**

PROCEDURE: NUR:II:3111P

DATE EFFECTIVE: 08/98

PAGE: 1 ofS

I. PROCEDURE

Children's National provides affiliate nursing schools the opportunity to request clinical or observational educational experiences for graduate nursing students.

A. Request for Clinical or Observational Experience

1. The request for and provision of clinical and observational experiences for graduate nursing students is consistent with the current agreement between the affiliate school of nursing and Children's National.
2. Each school of nursing is to submit a list (electronically) of all graduate students (Master's or Doctorate) who are expected to be in clinical, research or observational experiences over the course of the upcoming semester. This notification should be directed to Nursing Education and Professional Development (NEPD) Graduate Affiliate Coordinator by the beginning of each academic semester (January/May/August) and must specify:
 - a) Name of the graduate student
 - b) Type of program (***Please note:** Accelerated or second-degree students who are in a Master's or Doctoral program but are **NOT** licensed, Registered Nurses should adhere to Undergraduate Nursing Student policies)
 - c) Dates of the desired clinical experiences
 - d) Faculty member's name, telephone number, fax number, and e-mail address
3. As needed, schools of nursing may be required to provide a signed Interinstitutional Rotation Agreement and/or an updated Certificate of Liability Insurance (COLI).

B. Required Documentation

1. Each Graduate Nursing Student must provide all required items as indicated in the online orientation program. This can be accessed through the hospital's main website at: www.childrensnational.org > Education & Training > Nursing Education > Affiliate Orientation Resources.

1. The NEPD Graduate Affiliate Coordinator will set deadline dates for paperwork submissions each semester. Required documentation will be accepted only during the identified time period for each semester. Students anticipating completing a graduate rotation at any time during the semester must submit their paperwork in accordance with established dates and guidelines.
2. Students are required to submit documentation of immunizations/medical history which must include:
 - a) Measles – students born before 1957 must show proof of one dose of vaccine and students born after 1957 must show proof of two doses of the vaccine or titer.
 - b) Rubella- one dose of vaccine after first birthday or titer
 - c) Mumps – one dose of vaccine after first birthday or titer
 - d) Polio – three doses of vaccine
 - e) Pertussis/Tetanus-booster within 10 years
 - f) Tuberculosis-annual negative PPD. Negative PPD must be within the past 12 months. If positive PPD, student must present negative chest x-ray which was read within the last 12 months.
 - g) Varicella-vaccine, history of disease or titer report
 - h) Influenza vaccine – within 12 months
 - i) Confirmation of a negative drug test result.
3. Negative background check within twelve months (waived for those with a valid DC license).
4. Copy of a current Registered Nursing license. Documentation must include date of expiration and confirmation of active status. (* Students must provide a valid license for the jurisdiction(s) in which they will be doing their clinical experience.

C. Coordination of Placement

1. Clinical and observational experiences must be coordinated between the student and the preceptor.
 - a) Upon request, a current listing of nurse practitioners (NP) will be made available to NP students if they have not yet identified a preceptor.
 - b) Students not in an NP program will be directed to other possible preceptors by the NEPD Graduate Affiliate Coordinator, but the student (or the school's Affiliate Coordinator) must assume responsibility for contacting that person.

- c) It is advised that the student (or the school's Affiliate Coordinator) initiate contact with the desired preceptor at least six months prior to the semester placement is scheduled to occur.
2. The departmental preceptor contact will coordinate student precepted clinical experiences based on preceptor and unit availability.
3. NEPD personnel will maintain copies of preceptor agreements for clinical or observational experiences with supporting documentation.

D. Student Orientation

1. All graduate nursing students must complete the mandatory nursing student orientation which is found online at www.childrensnational.org > Education & Training > Nursing Education > Affiliate Orientation Resources.
2. Content of the graduate students' orientation includes but is not limited to:
 - a) Organizational mission & standard of excellence
 - b) Nursing Professional Practice Model/Neuman's Theory
 - c) Web-based educational training for electronic record documentation
 - d) Communication, collaboration and coordination
 - e) Shared Nursing Leadership
 - f) Roles & Responsibilities of Nursing students
 - g) Service Excellence, Safety & Error Prevention
 - h) Math calculation exam (Clinically-based students only). CNMC nurses are exempt.
 - i) Completion of identified web-based learning modules and assessments for Clinical students.
 - j) Graduate nursing students whose sole purpose is a non-clinical focus of their studies are required to complete:
 - i) Online orientation
 - ii) Identified web-based learning modules and assessments for non-clinical students
 - iii) Other modules/assessments as recommended/assigned by department and other modules/assessments as recommended/assigned by department

- k) NEPD personnel will maintain documentation of the graduate student's successful completion of orientation, including all web-based training.
- l) Depending on placement unit, graduate students may be required to complete a unit/role specific orientation as well, prior to the clinical rotation. This should be verified and arranged with the preceptor. (Current employees of Children's National may be exempt from this orientation session).

E. Required Logistics

- 1. Students will be provided with paperwork to obtain a badge once all orientation criteria have been met.
- 2. Graduate students are required to wear a Children's National identification badge whenever they are on the Children's National campus for clinical and related expenses.
- 3. Students who are not hospital employees MUST return their identification badge at the end of their clinical experience. Schools will be notified of students who fail to return badges at the end of their clinical experience.
- 4. Students who are employees should wear their Children's National badge as they normally would.

F. Clinical Management System Access (CERNER)

The NEPD Affiliate Coordinator will assist students in obtaining access to the electronic health record (as necessary) after successful completion of the assigned assessments.

II. **REVIEW OR REVISION DATE**

Original: 08/98
Reviewed: 03/00
Revised: 04/01
Reviewed: 10/01
Revised: 08/04,
Revised: 06/09
Revised: 03/12
Revised: 04/15

III. **REFERENCES**

Children's National Policy 3008- Orientation for Faculty of Affiliating Schools of Nursing.

Children's National Policy 3111 -Affiliating Schools of Nursing Request for Clinical Experience -Graduate Students.

District of Columbia Municipal Regulations for Nurse Practitioners. (2011) Title 17. Chapter 59. Retrieved February 24, 2001 from

http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/prof_license/services/pdf/nursing/nurse_practitioner_chap_59_regs_8-10-0S.pdf

Joint Commission. (2011). Human resources and national patient safety goals. Retrieved February 24, 2011 from <http://amp.jcrinc.com/Frame.aspx>.

Mosby's Nursing Consult. (2011). Retrieved February 24, 2011 from <http://www.nursingconsult.com/php/236050506-2/home.html>.

SUBJECT: Treatment and Medication Administration
Nursing Students and Instructors

POLICY: NUR:II:3109

DATE EFFECTIVE: 8/98

PAGE: 1 of 2

I. POLICY

- A. Students of professional and practical nursing may perform SELECT treatments according to Children's National Medical Center policy, procedures, and clinical standards.
- B. Under the direct supervision of a Registered Nurse, students of professional nursing may administer medications by any route, except IV push and sedation/analgesia including moderate sedation.
- C. Students of practical nursing may NOT administer medications by any route.

II. ACCOUNTABLE EXECUTIVE AND REVIEWER(S)

- A. Accountable Executive: Executive Vice President of Patient Services & Chief Nursing Officer
- B. Department Responsible for Review: Nursing Education and Professional Development
- C. Committee Responsible for Review: Nursing Education Congress

III. APPROVAL

Approved by:

Director, Nursing Education and Professional Development

Date

Executive Vice President of Patient Services
& Chief Nursing Officer

Date

IV. APPLICABILITY

Students and faculty of professional nursing programs who are attending clinical rotations at Children's National Medical Center

V. REVIEW OR REVISION DATE

Original: 8/98

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Revised: 4/01

Reviewed: 5/01

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Revised: 8/04

Reviewed: 8/09

Revised: 03/12

VI. REFERENCES

Alspach, J.G. The Educational Process in Nursing Staff Development. St. Louis, Mosby Year Book. 1995.

Abruzzese, R. Nursing Staff Development-Strategies for Success. St. Louis, Mosby Year Book. 1992.

Kelly, K. Nursing Staff Development-Current Competence, Future Focus. Philadelphia, J.B. Lippincott Company. 1992.



SUBJECT: Treatments and Medication Administration **PROCEDURE:NUR: 11:3109P**
 Nursing Students and Instructors

DATE EFFECTIVE: 8/98 **PAGE:** 1 of 4

I. PROCEDURE

Nursing students and their clinical instructors may administer treatments and medications in accordance with Children's National Medical Center's policy, procedures, and clinical standards.

A. Students of Professional Nursing

1. Delegation and/or Assignment of Treatments and Medication Administration Responsibilities:
 - a) The Registered Nurse (RN), either the faculty and/or Children's National staff is responsible for analyzing and evaluating the outcomes of care of an assigned or delegated task.
 - b) The Registered Nurse, either the faculty and/or Children's National staff supervises and determines appropriate actions of any student involved in patient care.
2. Administration of Treatments
 - a) All treatments performed by students of professional nursing must be supervised by an instructor who has completed Children's National Affiliate Faculty Orientation Program, or a Children's RN who has successfully completed a unit based orientation program.
 - b) Students of professional nursing may NOT, under any circumstance, perform the following treatments, which include but are not limited to:
 - (1) Flush a central venous access device
 - (2) Irrigate nephrostomy tubes
 - (3) Care for arterial lines
 - (4) Insert an oral or nasal airway
 - (5) Administer blood or blood products
 - (6) Take a verbal or telephone order from a physician
 - (7) Start a peripheral intravenous line
 - (8) Point of Care Testing (e.g. Precision G, urine dip)

- c) Students of professional nursing must be directly supervised EVERY TIME one of the following treatments are performed, which include but not limited to:

- (1) Flush a peripheral intravenous line
- (2) Change intravenous pump tubing
- (3) Perform endo-tracheal suctioning
- (4) Perform naso-tracheal suctioning
- (5) Tracheostomy care inclusive of suctioning of the tracheostomy, stoma care, and tie changes
- (6) Assist an RN with a routine tracheostomy tube change
- (7) Passing and/or irrigating a nasogastric tube
- (8) Central line dressing changes
- (9) Administration of enteral tube feedings
- (10) Discontinue an intravenous line
- (11) Administer TPN or lipids
- (12) Perform burn/wound care
- (13) Transport a sedated patient independently without an RN trained in moderate (conscious) sedation

3. Medication Administration

- a) Professional nursing students must comply with Children's National's Medication policies and procedures.
- b) Professional nursing students may administer medications under the supervision of an instructor who has completed the Children's National Affiliate Faculty Orientation Program or a Children's Registered Nurse who has successfully completed a unit based orientation program.
- c) Students of professional nursing must always be under DIRECT supervision when administering the following medications:
 - (1) All medications administered by intravenous drip
 - (2) Digitalis preparations
 - (3) Medications requiring specialized administration techniques (e.g. Interferon)
 - (4) Parenteral Narcotics**
 - (5) Insulin**
 - (6) ACTH
 - (7) Research and investigational drugs

(8) Anticoagulants

****These medications must be cosigned by two registered nurses.**

- d) Professional nursing students MAY NOT under any circumstance administer medications via IV push or sedation/analgesia for diagnostic or therapeutic purposes, including moderate (conscious) sedation.

B. Students of Practical Nursing

I. Administration of Treatments

- a) All treatments performed by students of professional nursing must be supervised by an instructor who has completed Children's National Affiliate Faculty Orientation Program, or a Children's RN who has successfully completed a unit based orientation program.
- b) Students of professional nursing may NOT, under any circumstance, perform the following procedures, which include but are not limited to:
 - (1) Perform nasotracheal or endotracheal suctioning
 - (2) Flush peripheral or central intravenous lines
 - (3) Irrigate nephrostomy tubes
 - (4) Insert oral or nasal airways
 - (5) Care for arterial lines
 - (6) Transport a sedated patient independently without a Registered Nurse trained in Moderate Sedation
 - (7) Change or assist in changing a tracheostomy tube
 - (8) Care for a peritoneal dialysis catheter's exit site
 - (9) Perform venipuncture/blood draws
- c) Students of practical nursing must be directly supervised EVERY TIME one of the following treatments are performed, which include but not limited to:
 - (1) Administration of enteral tube feedings
 - (2) Irrigation of nasogastric tubes
 - (3) Burn/wound care
 - (4) Urinary catheterization
 - (5) Oral-naso or nasopharyngeal suctioning
 - (6) Intravenous pump tubing change
 - (7) Tracheostomy care inclusive of suctioning of the tracheostomy tube
 - (8) Stoma care, tie changes

- (9) Central line dressing changes
- (10) Chest tube care/maintenance
- (11) Ostomy care
- (12) Discontinue an intravenous line

C. Instructors of Nursing Students

1. All instructors must complete the Children's National Medical Center (Children's National) Affiliate Faculty Orientation Program prior to the start of clinical supervision of students. Refer to Nursing Policy 3114.
2. All instructors are responsible for orienting students to Children's National organization and policies and procedures before or on the initial day of the student's clinical rotation.
3. All instructors must comply with Children's National policies and procedures.
4. The instructor must supervise all patient care (inclusive of treatment administration, medication preparation and administration, and documentation) provided by the student.
5. The instructor must cosign all documentation of care, treatment, administration, and medication administration performed by the student.

II. **REVIEW OR REVISION DATE**

Original: 08/98
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Revised: 04/01
Reviewed: 05/01
Reviewed: 10/01
Revised: 08/04
Revised: 02/12

III. **REFERENCES**

Rodriguez, Lori. Manual of Staff Development Mosby-Year Book Inc. St. Louis. 1996

**SUBJECT: Orientation for Faculty of Affiliating
Schools of Nursing Policy**

POLICY: NUR:II:3108

DATE EFFECTIVE: 8/98

PAGE: 1 of 2

I. POLICY

- A. Nursing Education and Professional Development staff within the Division of Nursing and Patient Services provides a coordinated orientation program for the faculty of schools of nursing affiliated with Children's National Medical Center (Children's National).
- B. The orientation requirements for affiliating nursing school faculty are consistent with the Joint Commission, Human Resources and applicable standards, the Magnet® Model components and Children's National's Nursing Professional Practice Model.
- C. All faculty members directly supervising students at Children's National must complete a faculty orientation program.

II. ACCOUNTABLE EXECUTIVE AND REVIEWER(S)

- A. Accountable Executive: Executive Vice President of Patient Services & Chief Nursing Officer
- B. Department Responsible for Review: Nursing Education and Professional Development
- C. Committee Responsible for Review: Nursing Education Congress

III. APPROVAL

Approved by:

Director, Nursing Education and Professional Development

Date

Executive Vice President of Patient Services
& Chief Nursing Officer

Date

IV. APPLICABILITY

Faculty of affiliate schools of nursing and Children's National Medical Center employees where affiliate nursing programs are implemented.

V. REVIEW OR REVISION DATE

Original: 08/98

Reviewed: 03/00

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Revised: 06/09

Revised: 03/12

VI. REFERENCES

3114P Orientation for Faculty of Affiliating Schools of Nursing Procedure

Joint Commission on Accreditation for Healthcare Organizations, Hospital Accreditation Standards 2012

Benner, P. *From Novice to Expert: Excellence and Power in Clinical Nursing Practice*. Menlo Park, Addison-Wesley Publishing Company. 1984.

Kelly, K. *Nursing Staff Development-Current Competence, Future Focus*. Philadelphia, J.B. Lippincott Company. 1992.



**SUBJECT: Orientation for Faculty of
Affiliating Schools of Nursing**

PROCEDURE: NUR:II:3108P

DATE EFFECTIVE: 08/98

PAGE: 1 of 6

I. PROCEDURE

Children's National Nursing Education and Professional Development (NEPD), conducts an orientation program for faculty of affiliating schools of nursing.

A. Responsibilities

1. Children's National NEPD Affiliate Education Coordinator will:

- a) Ensure the following documentation is complete prior to the faculty's orientation:
 - (1) Signed Interinstitutional Rotation Agreement between the school of nursing and Children's National.
 - (2) Documented evidence of professional liability insurance as required by the Interinstitutional Rotation Agreement.
 - (3) Written request from the school for group faculty-led student clinical rotations and individual senior practicum experiences.
 - (4) Learning objectives for expected clinical experiences.
 - (5) Health clearance statement for each faculty member and student participating in clinical experiences at Children's National. (See Policy 3115, 3116).
 - (6) Copy of the faculty member's DC license or letter of supervised practice.
 - (7) Verification of faculty's Registered Nurse licensure from appropriate State Board of Nursing.
 - (8) Copy of the faculty instructor's current curriculum vitae. Continuously returning faculty need to provide their curriculum vitae every two years.
 - (9) Documented evidence that the faculty member has pediatric clinical nursing experience within the year preceding role as pediatric nursing faculty.
 - (10) Copy of the faculty member's current CPR card.
- b) Maintain the affiliate schools of nursing faculty records and ensure compliance with Children's National NEPD education program requirements/prerequisites.

- c) Coordinate the faculty's centralized nursing orientation and unit-based orientation.
 - d) Notify the faculty instructor and the school of nursing when the Unit/Department/Service reported that the faculty instructor did not meet required competencies and request the school of nursing withdrawn the faculty instructor from Children's National.
2. Children's National Unit/Department/Service Director, Unit Manager or designee will:
- a) Coordinate the faculty's unit/clinic/service orientation.
 - (1) Ensure faculty who are new to Children's National receives a minimum of eight hours of unit/clinic/service orientation. The unit/department educators may at their discretion extend the orientation time requirement.
 - (2) Ensure returning faculty complete at least four hours of unit/clinic/service orientation.
 - (3) Children's National Medical Center employees who are new clinical faculty are not exempt from the orientation requirement.
 - (4) Inform the Nursing Affiliate Education Coordinator if a faculty instructor does not meet required competencies

B. Affiliate Faculty Orientation

- 1. All returning school faculty will receive updated centralized Children's National nursing orientation reference material each year at the beginning of the fall semester.
- 2. All new school and current nursing faculty will complete the annual update of Children's Knowledge Exchange (CHEX) orientation module and the Patient Care Management System "CERNER" web based training.
- 3. All new clinical faculty instructors must submit a copy of their current CV/ resume detailing recent nursing experience at or before orientation. Continuous returning faculty should provide updated copies of their CV at least every two years.
- 4. An electronic copy of the current course objectives and/ or syllabus should be supplied to Nursing Education and Professional Development prior to the start of the clinical rotation.
- 5. All new nursing faculty instructors will attend a four hour classroom central nursing orientation. Continuously returning faculty will complete classroom sessions every two year.

- a) Content of the faculty's central orientation includes the following but not limited to:
- (1) Organizational mission & standard of excellence; ethics, organizational Structure; mission and vision (Hospital/Division of Nursing and Patient Services) Nursing Professional Practice Model
 - (2) Medication administration safety and adverse reaction reporting
 - (3) Faculty's Expectations
 - (4) Management of students
 - (5) Assigning patients, to students, supervision of students
 - (6) Maintaining safety at the point of care
 - (7) Communication, collaboration and coordination
 - (8) Documentation expectations in CERNER
 - (9) Introduction to Service Excellence
 - (10) Math calculation exam
 - (11) Medication and Treatment Policy for faculty and students
 - (12) Content CHEX Modules and Orientation Handbook
 - (13) Patient and Family Education
 - (14) Tissue Implantation System Education Policy
 - (15) Workplace Diversity
 - (16) Age-Specific Care for Adolescents
 - (17) Age-Specific Care for Adults
 - (18) Age -Specific Care for Newborns
 - (19) Age-Specific Care for Infants
 - (20) Age-Specific Care for Preschoolers
 - (21) Age-Specific Care for School-Age Children
 - (22) Age-Specific Care for Toddlers
 - (23) Child Abuse and Neglect
 - (24) Domestic Violence
 - (25) CNMC- Care of the Solid Organ Transplant Patient
 - (26) Bloodborne Pathogens
 - (27) Disasters and Emergency Management
 - (28) Infectious Waste and Decontamination
 - (29) Latex Allergy

- (30) Pain Mgmt: Assessment of Pain
 - (31) Pain Mgmt: Non-Pharmacological Therapies in the Management of Pediatric Pain
 - (32) Pediatric Restraint and Seclusion
 - (33) The Joint Commission's National Patient Safety Goals
 - (34) Tuberculosis
 - (35) Back Safety and Musculoskeletal Disorders
 - (36) Principles of Patient Identification at CNMC
 - (37) USP 797, Sterile Compounding, and Aseptic Technique
 - (38) Electrical Safety
 - (39) Caring for a Child with a Tracheostomy
 - (40) Hazardous Chemicals
 - (41) Code Purple
 - (42) CNMC - Anti-Coagulation
- b) Affiliate faculty must obtain a score of 84% or higher on the Medication Calculation Exam.
- (1) Faculty members who do not achieve a score of 84% or higher are offered individualized remediation from the Affiliate Education Coordinator.
 - (2) Following remediation, the faculty member is provided a second Medication Calculation Exam. Should the faculty member fail to achieve a score of 84% or higher on the second Medication Calculation exam, the School of Nursing will be contacted for appropriate action.

C. Required Logistics

1. ID Badge and Parking

- a) Faculty instructors are required to wear a temporary Children's National ID badge whenever present on the CNMC campus for clinical and related experiences. Temporary ID badges are obtained from the hospital Parking Office.
- b) Faculty instructors are responsible for arranging schedule for student badges and parking logistics. Parking request forms will be obtained from the Nursing Education and Professional Development (NEPD). A signed parking request form from NEPD is necessary to process the ID badges that provide hospital access.
- c) Faculty and students must park in parking areas designated by hospital security and signage. On-site parking may be negotiated in the parking office for off-shifts, weekends and holidays.

2. Clinical Management Access System

a) Access

- (1) The Affiliate Education Coordinator will provide access codes for "CERNER" web-based training and CHEX to faculty, to senior nursing practicum and graduate students, or to the respective affiliate's coordinator depending on the schools policy.
- (2) The support staff for orientation of affiliate schools will input names of faculty/students in CHEX, and e-works to obtain CERNER pass codes.

b) Affiliate Nursing Schools Faculty (new and not in system)

- (1) The faculty instructor will take the web-based training (WBT) on the Children's National internet.
- (2) The faculty instructor will take the RN assessment test in CHEX.
- (3) The faculty instructor will have completed the WBT and successfully passed the CHEX exam to secure a login.

c) Affiliate Nursing Schools Faculty-Led Students

- (1) Upon discretion of the nursing faculty:
 - D The nursing student will take the WBT on the Children's National internet.
 - D The nursing student will take a written exam provided by the faculty instructor
 - D The nursing student must successfully pass the exam
 - D When the nursing student is on rotation at Children's, the documentation will be completed with the faculty instructor login and guidance.
- (2) The nursing instructor will verify that documentation entered by a nursing student is signed off and complete the section named "Documentation Review" on all PowerForms. In 1-view they will use the comment section to state they reviewed the documentation.

II. **REVIEW OR REVISION DATE**

Original: 8/98
Reviewed: 3/00
Reviewed: 4/01
Reviewed: 10/01
Revised: 8/04
Revised: 6/09
Revised: 02/12

III. **REFERENCES**

3114 Orientation for Faculty of Affiliating Schools of Nursing Policy

Joint Commission on Accreditation for Healthcare Organizations, Hospital Accreditation Standards 2012

Benner, P. From Novice to Expert: Excellence and Power in Clinical Nursing Practice. Menlo Park, Addison-Wesley Publishing Company. 1984.

Kelly, K. Nursing Staff Development-Current Competence, Future Focus. Philadelphia, J.B. Lippincott Company. 1992.