Community Health Network
Guide for School of Nursing Affiliated Faculty
July 2016

I. Affiliation Agreement
A written and signed Affiliation Agreement must be current and on file at the school and at Community Health Network before students can begin their clinical. Please consult your school if uncertain.

II. Request for Placement
Undergraduate:
To request a unit/department for a clinical experience, complete the Request for Student Clinical Experience form and return to your site liaison by April 1 for Summer/Fall and Oct 1 for Spring semesters. Please include on the form any observational experiences that are included in your clinical request. For individual student placement such as capstone/management/leadership, please read section XVII.

If you are unsure of the unit/department you desire, read the Description of Nursing Units for information.

At this time Community Health Network is unable to place students enrolled in an online undergraduate program which does NOT have direct faculty supervision. The exception would be those employees of Community Health Network. Please contact the hospital liaison for any questions.

Graduate:
1. For administration, CNS and Educator tracks: Complete the Request for Graduate Student placement and return to Romma Woodward. See end of document for contact information.
2. For NP track: Go to www.eCommunity.com and type in the search box “NP student programs”. Click on the link title Nursing/Nursing Education. Find the section marked “NP, PA student clinical rotations”. Click on the link “application form and details”.

III. Health Requirements
In accordance with the affiliation agreement, proof of the following must be on file at the school before students are accepted at Community.
1. PPD, negative QuantiFERON gold blood test or chest xray report indicating negative finding for tuberculosis within 12 months of projected completion date of the clinical experience.
2. Proof of immunization for Rubella, Rubeola, Mumps and Chickenpox and current influenza vaccination.
3. All students in patient care areas must be informed of the risk of Hepatitis B and the availability of a vaccine.
4. If requested, evidence of proper immunization must be available to Community Health Network within 24 hours of request.
IV. Appearance Standards

Student:
1. Attire must be in good condition.
2. Appropriate school uniforms must be worn at all times when on site (i.e. orientation, classroom training, completing patient research, clinical time, etc.).
3. No school polo shirts can be worn while on site at any of our facilities.
4. Name tags must be clean, in good condition, and easily visible in the upper chest area.
5. Finger nails will be clean and trimmed to natural appearance, no longer than ¼ inch beyond fingertip.
6. Artificial nails are prohibited for any student who could give direct patient care.
7. Head coverings for religious reasons is considered acceptable.
8. Hair will be clean, natural color and length, and, when appropriate, pulled back and secured.
9. Pierced jewelry is limited to ears.
10. No dangling earrings or necklaces are allowed in direct patient care areas.
11. Tattoos must not be visible.

Faculty: In acute care areas, all faculty will wear:
1. School uniform OR
2. Blue surgical scrubs (OR and Maternity) OR
3. Navy scrub pants w/ either navy or white top.
5. Must wear school ID badge

V. Student Orientation

1. For undergraduate inpatient, clinical experiences, PRIOR to any patient care:
   - Faculty is to complete the Instructor and Student Orientation Checklist during the student’s orientation to the unit. Faculty will turn in the form to the hospital liaison prior to the first day of actual patient care.
   - Each student and faculty will complete the “School of Nursing Orientation” via elearning after the Computer training. Faculty is to insure completion of this elearning. At the completion of the elearning, the student will electronically sign the following forms:
     1. Confidentiality and Non-disclosure
     2. Student code of conduct
     3. Information security and confidentiality agreement

2. For graduate clinical experience:
   - Call 317-355-4885 to arrange a time to complete required online education. Community Health Network graduate preceptors will orient the graduate student to Community Health network policies and procedures.

VI. Patient Care Documentation/Medication Administration for inpatient clinical experiences:

1. Inpatient Areas
   If faculty and/or students plan to access the medical record and/or to chart in the medical record, they must attend training on the use of our electronic medical
record (EMR). Discuss with site liaison if documentation education will be needed for your requested area.

If using our EMR system, students and faculty need to have a login and password. Faculty and students who are hospital employees are required to have a separate computer login to use as a student or faculty. Fill out the Computer Access request and send to the designated site liaison at LEAST ten business days prior to computer training session.

Based on the school’s hospital orientation date, the designated site liaison will schedule the 4 hour computer training session.

2. Medication Administration
All medications are dispensed by the Pyxis™ machine. Only faculty will have access to the Pyxis™ machine. Faculty is to complete the Computer Access request and return to hospital Liaison at least ten business days prior to the first day to pass medications.

Students in a capstone or management experience will pass medications with the Community Health Network preceptor and will not have Pyxis™ access.

VII. OR Experience
In the Surgical Services department, there are three (3) clinical experiences most commonly requested by Schools of Nursing:
   - Capstone
   - Management/Leadership
   - Group Observation

Capstone or Management/Leadership clinical experience
Complete the request for Individual Student Clinical Experience form. If a capstone or management request for OR is in conjunction with other requests within the same hospital, only one form is necessary. Student opportunities during Capstone and Management/Leadership clinical experiences will be coordinated through each individual site liaison.

To request a clinical group experience, please complete the request for Student Clinical Experience form for clinical groups and return to site liaison. Group Observation experiences will allow the student the opportunity to observe a patient throughout their entire surgical procedure.

Information to give to your students prior to their surgical experience:
- It is important to eat a proper breakfast prior to the observational experience.
- Should a student feel dizzy or lightheaded, instruct them to sit down. They should not attempt to walk out of the room as they may pass out and injure themselves.
- Please keep perfume, aftershave and lotion use to a minimum.
- School-issued identification should be worn by student at all times.
• Encourage the student to bring minimal valuables with them.
• Strict aseptic technique is of utmost importance in Surgical Services. Students should keep unnecessary movement to a minimum in an attempt to reduce chances of contamination.
• Students will be provided with scrubs, hats and shoe covers upon arrival to Surgical Services.

VIII. Community Home Health Services
Home care offers experiences with infusion, Tele-Health, chronic disease management, med/surg, cardiac, wound care, and/or hospice. Your student nurses will receive a letter of introduction and information about their preceptor before they begin their clinical rotation in home care. The student is required to complete a brief orientation packet and complete and return specific forms at least 10 days prior to their home care experience.

• Appearance Standards
  Students should dress in their student nurse uniform or scrubs and clothing that is appropriate for the weather. No open toed shoes are allowed and finger nails can only be ¼ inch long. Students should cover tattoos and body piercing. Name badges must be worn.
• Home visits
  Students will be assigned to a home care or hospice preceptor prior to their scheduled experience. The student and the preceptor will make arrangements to meet in a convenient location to begin their day making home visits.
• Patient care by student nurses
  Students can expect to have the opportunity to provide hands on care under the direct supervision of a registered nurse during their home care experience.

IX. Badge Access
Many units at Community Health Network require badge access: entering the unit, kitchen, store rooms and/or Pyxis rooms.

**Beginning Spring 2017**, please contact the Clinical Education Secretary (317-355-5259) to obtain access badges for your students. You will need to complete the Badge Access Request form at that time. Capstone students will also need to contact the secretary to obtain their badges. At the end of the semester/clinical time, you can return your badges at your specific hospital:

1. Community North – box in Clinical Education – basement below the Ortho/Neuro/Spine Unit
2. Community South – box outside in Education office near the education classrooms
3. Community East – box outside Clinical Education department – basement, building 3
4. Community Heart and Vascular – Clinical Educator office, third floor

Badges are to be returned to the liaison on your last clinical day or a $30 fine will be incurred for each lost badge.
X. Point of Care (POC) testing (blood glucose fingersticks) for inpatient clinical experiences: Faculty will be trained and validated yearly on specific POC testing and will be issued a barcode login. New faculty will be required to complete a finger stick POC test on a live patient in the presence of a staff RN. The completed validation sheet will be turned into the Hospital Liaison to obtain accuchek access.

Students cannot perform POC testing independently. Faculty who are employees will maintain separate barcode access and obtain separate yearly revalidation. Contact your site liaison for instruction, validation and barcode.

XI. Culture of Patient Safety and Red Rules
In our effort at Community Health Network to provide safe care to our patients, Community Health Network employees have undergone extensive education on creating a culture of patient safety. An important step towards creating a culture of safety is reducing human errors that lead to events of harm to patients. Patients put themselves in our care and they trust us not to harm them. A culture of safety is a shared value that PATIENT SAFETY IS FIRST in everything we do. We have “Red rules” of care. A Red rule is an act that could result in serious harm to patient or employee if not performed correctly, each and every time. One “Red Rule” is two patient identifiers. Please review the School of Nursing orientation elearning for further information.

XII. Patient Care by Student Nurses
Please review policy S-031 Affiliating Schools of Nursing – Patient Care by Student Nurses policy. This policy provides guidelines for students and faculty in regard to student supervision by faculty and the provision of care.

XIII. Expectations for Faculty of traditional groups:
1. Complete the Clinical Rotation Information Form and submit it to the Director or Nurse Manager prior to the first clinical rotation shift.
2. Have the daily student assignments negotiated and confirmed with unit leadership prior to the start of each clinical shift. Assignments are to be posted at the beginning of the shift on the unit for each student.
3. Be visible on the clinical unit. If the instructor is off site, the instructor is expected to provide telephone or pager contact information.
4. Ensure student compliance with the Nursing Policy, S-031, Patient Care by Student Nurses. According to the policy, the instructor is responsible for supervising all students. Staff RNs may supervise nursing students only after negotiation between instructor, unit leadership and staff RN.
5. Consult with Community RN for any:
   • questions in regard to patient care.
   • abnormal lab values, vital signs, or physical assessment findings.
   • concerns with medication administration.
6. Via the documentation system, faculty will validate and “cosign” the student’s work prior to the end of the clinical shift and before the student leaves.
7. Provide students with hospital orientation and unit orientation. Assistance may be requested. Please see Instructor and Student Orientation Checklist.

8. The following are responsibilities for the Community Hospital RN for patient care given by student nurses:
   - Be open for questions from students
   - Assist student with critical thinking issues in regard to patient care
   - Periodically review documentation completed by Student Nurses
   - Maintain ultimate responsibility for patient care

9. For those schools using an alternative type of education modality such as a dedicated education unit, negotiate with unit leadership for responsibilities for faculty.

XIV. Faculty Orientation
Faculty that are onsite and oversee a group of students are required to complete an orientation to Community Health Network. See below. The only exception to this orientation are those faculty with similar work experience in the Community Health Network system.

1. At least two weeks before the students begin clinical contact the site liaison to arrange 6-8 hours of clinical time. This time should be similar to when you will have students on your designated unit. Clinical time should include:
   - Bedside report
   - Administration of medications (if giving meds in clinical)
   - High risk skills (determined by objectives of clinical course)
   - Observation of documentation
   - Meeting with Nurse Manager
   - Validation of blood glucose finger stick (if wanting access to blood glucose testing)

2. Contact your site liaison to register for the following classes:
   - Computer documentation (EPIC)/medication administration class.
   - Medication and IV Therapy skills lab
   - Both of these classes are offered two times in fall and spring semesters and once for summer session.

3. Set up time with site liaison to validate Accuchek skill if would like to do point of care blood glucose monitoring with your students and complete validation of blood glucose finger stick.

XV. Conference room reservations
To schedule a room for conferences, please have the following information ready: date(s), time of day, length of meeting, # of people, particular room (if any) and any special needs. Rooms are assigned on a first come, first served basis. Equipment in rooms varies.

1. Community East
   - Call 355-4885

2. Community South
   - Call 887-7280

3. Community North
• Call 355-4885
4. Community Heart and Vascular
• Call 355-4885

XVI. Parking
1. Community East – students should park in the garage.
2. Community South – students may park in the north lot located behind the Surgery Center in white lined spaces only. Parking pass required. Obtain from site liaison and return on last clinical day.
3. Community North – students may park on the 4th or 5th floor of the garage on white lined spaces only or parking lot east of Psych Pavilion. No parking in the 7250 professional building lot or Emergency Department lot.
4. Community Heart and Vascular – students should park in the garage on the 4th or 5th floors, white lined spaces only.
5. Students are not to valet park their cars at any of the hospitals.

XVII. Capstone or Management/Leadership Students:
Capstone or management students will be handled individually. Please complete the request for Individual Student Clinical Experience form and return to site liaison. Only one form needs to be completed for all capstone/management students. Depending on the student objectives for their experience, computer training and/or badge access may be necessary.

XVIII. Nursing Leadership and resources
Information concerning Nursing Leaders for your unit/department is available under Nursing Leadership/Resource Persons.

XIX. Site Liaison/Contacts:

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<thead>
<tr>
<th></th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community East</td>
<td>621-2803</td>
<td><a href="mailto:NCampbell@ecommunity.com">NCampbell@ecommunity.com</a></td>
</tr>
<tr>
<td>Community South</td>
<td>887-7280</td>
<td><a href="mailto:ARipley@ecommunity.com">ARipley@ecommunity.com</a></td>
</tr>
<tr>
<td>Community North</td>
<td>621-2803</td>
<td><a href="mailto:NCampbell@ecommunity.com">NCampbell@ecommunity.com</a></td>
</tr>
<tr>
<td>Behavioral Care</td>
<td>621-5129</td>
<td><a href="mailto:CChapman@ecommunity.com">CChapman@ecommunity.com</a></td>
</tr>
<tr>
<td>Community Heart and Vascular</td>
<td>621-8670</td>
<td><a href="mailto:SETaylor@ecommunity.com">SETaylor@ecommunity.com</a></td>
</tr>
<tr>
<td>Nursing Academy</td>
<td>355-4172</td>
<td><a href="mailto:ESims@ecommunity.com">ESims@ecommunity.com</a></td>
</tr>
<tr>
<td>Ambulatory Areas/MD offices</td>
<td>621-7514</td>
<td><a href="mailto:jprice3@ecommunity.com">jprice3@ecommunity.com</a></td>
</tr>
<tr>
<td>Graduate Programs: Educator, CNS and Administrative</td>
<td>355-5059</td>
<td><a href="mailto:RWoodward@ecommunity.com">RWoodward@ecommunity.com</a></td>
</tr>
<tr>
<td>Community Home Health Services</td>
<td>621-4719</td>
<td><a href="mailto:KShelley@ecommunity.com">KShelley@ecommunity.com</a></td>
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<tr>
<td>NP Programs</td>
<td></td>
<td><a href="mailto:NPPAstudents@ecommunity.com">NPPAstudents@ecommunity.com</a></td>
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All area codes are 317 area codes
* All information in *italics* is the name of the form to print from the front page on the internet site.