VANDERBILT UNIVERSITY MEDICAL CENTER

Nursing Student Placement Guidelines

Definitions:

- *Group Placements:* A group of up to 6 students assigned to a particular clinical area. The clinical experience is guided by a nursing instructor who is present on the unit during the clinical rotation and supervises the students providing patient care.
- *Practicum Placements:* An individual student placement to a particular clinical area. Students are paired with a preceptor and complete a number of clinical hours determined by the school curriculum, not to exceed 120 hours per round/cohort. The preceptor and student determine the practicum schedule within the period of time determined by Nursing Education and Professional Development.

I. Group Placements

VUH & MCJCHV:

- The school must be NLNAC or CCNE accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center.
- The school must have a placement for a group reserved in the master grid in SharePoint.
- Each group will have a maximum of 6 students per rotation with a max of 3 rotations or 18 students per semester.
- Student information must be submitted 30 days prior to the start of the group clinical. The information will be accepted **ONLY** on the grid provided by the Student Placement team. The cut off time will be at 12pm (noon) on the 30th day prior to the start of clinical. Failure to provide the requested information within the allotted time will result in the denial of the clinical placement for that semester. Information includes, but is not limited to:
    - Student Name
    - Date of Birth
    - Social Security Number
    - Background check - verification by school
    - Immunizations (including influenza) per affiliation agreement - verification by school
    - Current CPR - verification by school
    - Orientation modules complete – verification by school
    - Instructor name
    - Group or Preceptorship – verification by school
    - Employee of Vanderbilt University Medical Center - verified by NEPD
    - Start and stop date of clinical– verified by school

- Clinical groups are assigned to one clinical area. If the unit needs to be changed, the NEPD student placement team must approve this change.
- Students must remain on assigned clinical area unless otherwise approved by the clinical instructor or unit educator. A student may follow the assigned patient along the continuum of care in an observational status when approved by the clinical instructor and the procedural contact person unless otherwise indicated per entity.
- Student Assignments
    - Clinical Instructors will determine student assignments by collaborating with the charge nurse/clinical staff leader or designee in the clinical area.
    - Objectives, goals, and responsibilities will be discussed between the nursing instructor and the healthcare teams before the students participate in the clinical area.
    - Student assignments will be documented on the Nursing Student Assignment form and given to the clinical area designated person.
- All clinical instructors will have the following:
    - Nursing experience in specialty area of clinical rotation required (i.e. Adult, Peds, Psych, Acute, Critical Care), recommend a minimum of three years
    - Completion of shadowing (orientation) shifts as verified by the units, (for NON-VUMC staff - 2 – shifts for VUH, MCJCHV and VPH)
    - Orientation to computer systems as appropriate for each institution
    - Vanderbilt-issued identification badge indicating they are a visiting instructor. This also applies to Vanderbilt University Medical Center employees while they are in an instructor role.

Educational Guidance

- Before participating in patient care, the student will receive a handover communication from the assigned nurse. CL 30-08.04 - Clinical Handover Communication
- Students engaged in clinical activities will be under the supervision of a clinical instructor or licensed care provider. If a student group is collecting patient information before their clinical, students should not enter the patient's rooms or engage in clinical activities.
- Instructors are responsible for reviewing all documentation. Documentation must co-signed by the instructor prior to the end of shift.
- Before leaving the clinical area, nursing students will provide a handover to the assigned nurse as per CL 30-08.04 - Clinical Handover Communication.

VPH Specific Guidelines

- Prior approval must be obtained for VPH group placements of more than 18 students per semester.
- Some clinical groups at VPH are on more than one unit.
- The clinical instructor is expected to be in the clinical area with students at all times. When a group is on more than one clinical area, the instructor must be in one of the areas and immediately accessible (i.e. by phone or pager) to the students on the other area(s).
- Students are only allowed at VPH during the designated time of their group clinical. Students may not come to VPH to collect patient information prior to clinical.
- VPH: All students are required to wear scrubs while at VPH. Lab coats are not to be worn while in the clinical area.
- VPH: Students at VPH are not permitted to document in the patient's medical record or administer medications.

Additional Information:

- Students will arrive in the clinical area with a school uniform, patch and ID badge and following VUMC dress code per OP 10-10.16 – Dress Code and Personal Appearance.
- Students are not to independently transport any patient unless approved by the clinical instructor or the charge nurse.
- Students are not to transport monitored and/or unstable patients alone per CL 30-03.05 – Transport of the Critically-Ill Patient.
- Students are never to transport psychiatric patients alone.
- Specific clinical area guidelines will be provided to the clinical instructor at the beginning of the semester by the unit educator or designee.

II. Practicum (Preceptorships) Placements for undergraduate students (VUH, MCJCHV, & VPH):

- The school must be NLNAC or CCNE accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center. There will be only 1 person per practicum placement.
- The school must have a reserved placement for a practicum on the master grid in SharePoint.
- Students will be given 5- 6 weeks to complete their number of clinical hours, which are determined by their school curriculum and not to exceed 120 hours.

Nursing Student Placement Guidelines

- Practicum placements at VPH occur in two cohorts instead of three rounds, with dates specified by NEPD
- Preceptors will be contacted by the student to determine a practicum schedule. Any scheduling conflicts should be directed to the clinical area educator or the Student Placement NEPD team
- Student contact information for **each** round/cohort during the semester must be submitted **30 days prior to the start of round 1/cohort** practicum. The cut off time will be at 12pm (noon) on the 30th day prior to the start of the round 1 practicum. The information will be accepted **ONLY** on the grid provided by the Student Placement team. Student name and email address information MUST be entered in the Master Placement Grid by the specified cutoff dates for each round/cohort during the semester. Failure to provide any of the requested information within the allotted time will result in the denial of the clinical placement for that semester.
- The Student Data Grid Information must be filled out prior to the start of the semester and includes, but is not limited to:
    - Student Name
    - Date of Birth
    - Social Security Number
    - Background check - verification by school
    - Immunizations (including influenza) per affiliation agreement - verification by school
    - Current CPR - verification by school
    - Orientation modules complete – verification by school
    - Instructor or School Coordinator name and contact information
    - Group or Preceptorship – verification by school
    - Employee of Vanderbilt - verified by NEPD
    - Start and stop date of clinical– verified by school
- Students must remain on assigned clinical area unless otherwise approved by the clinical instructor or unit educator. A student may follow the assigned patient along the continuum of care in an observational status when approved by the clinical instructor and the procedural contact person unless otherwise indicated per entity.
- Student Assignments
    - Objectives, goals, and responsibilities will be discussed between the student and the healthcare team before the students participate in patient care
- Educational Guidance

- Before participating in patient care, the student will receive a handover communication from the assigned nurse. CL 30-08.04 - Clinical Handover Communication
- Students engaged in clinical activities will be under the supervision of a licensed care provider.
- Preceptors are responsible for reviewing documentation students enter into the computer. Information must be co-signed by the preceptor prior to the end of shift.
- Before leaving the floor, nursing students will provide a handover to the assigned nurse as per CL 30-08.04 - Clinical Handover Communication

Additional Information:

- Students will arrive in the clinical area with a school uniform, patch and ID badge and following VUMC dress code per OP 10-10.16 – Dress Code and Personal Appearance.
- Students are not to transport monitored and/or unstable patients alone per CL 30-03.05 – Transport of the Critically-Ill Patient.
- Students are never to transport psychiatric patients alone.
- VPH: All students are required to wear scrubs while at VPH. Lab coats are not to be worn while in the clinical area.
- VPH: Students at VPH are not permitted to document in the patient's medical record or administer medications.

III. Additional Placements:

- Additional Placements includes, but is not limited to, graduate students, advanced practice clinical practicums (NP, PA, CNRA, first assist), leadership practicums (MSN, DNP, RN to BSN practicums and accelerated BSN program leadership practicums, etc), and Informatics.
- The school must be NLNAC or CCNE accredited and have a current affiliation agreement in place with Vanderbilt University Medical Center.
- Students should visit the student placement website at http://www.mc.vanderbilt.edu/root/vumc.php?site=vanderbilt-nursing&doc=40214 for further instructions and should submit the Request form to student.placement@vanderbilt.edu
- Students will be given the semester to complete the required number of clinical hours, which are determined by their school curriculum.
- Preceptors will be contacted by the student to determine a practicum schedule.
- Student information for must be submitted by the school prior to the start of the practicum. This information will be accepted **ONLY** on the grid provided by the Student Placement team. Failure to

provide the requested information within the allotted time will result in the denial of the clinical placement for that semester. Information includes, but is not limited to:

- Student Name
- Date of Birth
- Personal Email address
- Background check - verification by school
- Immunizations (including influenza) per affiliation agreement - verification by school
- Current CPR - verification by school
- Orientation modules complete – verification by school
- Faculty Advisor name and contact information
- Start and stop date of clinical

- Student Assignments
  - Objectives, goals, and responsibilities will be discussed between the student and the healthcare team before the student participates in patient care
- Educational Guidance
  - Preceptors are responsible for reviewing documentation students enter into the computer.
  - Information must be co-signed by the preceptor prior to the end of shift.