

Zuckerberg San Francisco General Hospital and Trauma Center

Nursing Dept. Policy No.: 1.21



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TITLE: NURSING STUDENT PLACEMENTS

PURPOSE

The purpose of this policy is to:

1. Further the Zuckerberg San Francisco General Hospital and Trauma Center (ZSFG) mission to educate and train future health care professionals.
2. Clarify the roles and responsibilities of the student, faculty, school, and hospital staff.
3. Provide guidelines by which to provide safe educational experiences may be arranged within the Department of Nursing.

STATEMENT OF POLICY

It is the policy of ZSFG to provide opportunities for students from academic programs to receive clinical and non-clinical job-related experiences. Placement of nursing and nursing health care affiliated students requires that the school have a current Memorandum of Understanding (MOU) agreement with SFDPH; however, an MOU does not guarantee student placement. Failure to comply with the standards of this policy may result in student, faculty, or school being ineligible to participate in student placements with ZSFG Department of Nursing.

Examples of nursing and nursing health care affiliated clinical placements managed by the Department of Nursing include: undergraduate and graduate RN, Advanced Practice Nursing, Vocational nursing, Psychiatric Techs, Medical Assistants, Certified Nursing Assistants, Sterile Processing Technicians, Scrub Technicians, clerical and phlebotomy.

Responsibility for the care of patients and/or projects assigned to students and work projects is retained by ZSFG unit staff.

DEFINITIONS

Students are individuals who are enrolled in a nursing or health care related academic or vocational program.

Faculty are instructors employed by an academic or vocational program to provide direction, instruction, and oversight to students. This term also refers to instructors representing their program while on the ZSFG campus.

School is the academic institution with which the SFDPH has executed an agreement for use of the SFDPH facilities for clinical and/or non-clinical job-related experiences. Schools include universities, colleges, technical schools, institutes, education centers or community colleges that offer education or training opportunities resulting in academic credit or merit for enrolled students

Preceptor/ZSFG staff are employed by the SFDPH or a SFDPH subcontractor (e.g. UCSF) and located at a SFDPH facility.

Department of Nursing Student Placement Coordinator (Coordinator) designated role within Nursing Administration that manages nursing and nursing allied health student placements.

PROCEDURE

A. Nursing Student Placements

1. New placements:

- a) Schools **without** a current MOU for student placement agreement that are interested in placing students at ZSFG should contact the Coordinator to evaluate the feasibility. Student cannot be placed without **first** executing a student placement agreement/MOU with the SFDPH Contracts Management and Compliance Office. The School will follow instructions provided by ZSFG with regard to MOU process.
- b) DET will coordinate the completion and approval of the process for a MOU between SFDPH and the academic institution in collaboration with the SFDPH Contracts Management and Compliance Office.

2. All placements:

- a) The Coordinator will assess the hospital capacity for new and ongoing placements in coordination with the Nurse Managers, Preceptors, and other stakeholders. Placements are made based on availability of patients and staff, the effect of placement on care or service, and the outcome or impact of past placements.
 - The request and approval of undergraduate nursing student placements is made through the on-line

Centralized Clinical Placement System (CCPS) operated by the Foundation for Community Colleges (FFCC).

- Individual precepted placements or externships are negotiated between the school, the student, Coordinator, and potential preceptor(s).
- b) Placements will be approved and confirmed after student onboarding has been completed. Failure to submit the student placement documentation prior to the agreed upon start date at ZSFG may result in a delay or cancellation of the placement. Required placement documentation includes:
- Nursing Cohort Packet: vocational, undergraduate, graduate, or advanced practice students participating in clinical rotation with Faculty on site.
 - Preceptor Student Packet: vocational, undergraduate, graduate, or advanced practice student with a designate Preceptor
- c) The School is responsible for insuring that students have met all health requirements prior to their first day of placement at ZSFG. See health requirements in Table 1 below. Records of health requirements are maintained by the School and will be made available within 48 hours Monday-Friday upon request from ZSFG.

Table 1 ZSFG Nursing Student Health Requirements		
Infectious Disease Immunization Health Requirements	Also known as	Record keeping and other pertinent information
Measles	Rubeola	Document date of titer result or vaccination
Mumps		Document date of titer result or vaccination
Rubella	German Measles or 3-day measles	Document date of titer result or vaccination
Varicella	Chicken pox	Document date of titer result or vaccination
Influenza	Seasonal Flu	<ol style="list-style-type: none"> 1. Must receive vaccination annually. Document vaccination date. 2. Seasonal flu vaccination required annually from December through April. If the ZSFG infection control program extends or changes the season dates, the school will be notified

Tuberculosis	TB	
<p>TB Option 1: To be completed by those students who have not had any TB skin testing within the past 13 months.</p>		<ol style="list-style-type: none"> 1. Student to have TB two-step skin test screening performed. Documentation of both dates with negative results. 2. Screening with TB skin test annually thereafter. Documentation of annual negative TB skin test. 3. TB skin test to be repeated if student has been exposed to TB since last results. <p>NOTE: Quantiferon-TB Gold blood test result is only acceptable as a substitute for TB skin testing if Quantiferon results are within the last 3 months</p>
<p>TB Option 2: To be completed by those students who have had negative TB skin test results annually</p>		<ol style="list-style-type: none"> 1. Record of the initial TB two-step results on file. 2. Student to have annual TB skin test screening. Documentation of annual negative TB skin test 3. TB skin test to be repeated if student has been exposed to TB since last results. <p>NOTE: Quantiferon-TB Gold blood test result is only acceptable as a substitute for TB skin testing if Quantiferon results are within the last 3 months</p>
<p>TB Option 3: To be completed by those students who have had positive TB skin test results with negative chest x-ray OR have been vaccinated for TB</p>		<ol style="list-style-type: none"> 1. Chest x-ray date to assess for active TB within the past 2 years and 2. Documentation of an annual TB symptom review by student's health care provider written on official medical center letterhead that the student does not have signs and symptoms of TB including: drenching night sweats, persistent fever, unexplained fatigue, unexplained weight loss, unexplained loss of appetite, swollen glands, shortness of breath, persistent coughing, coughing up blood and hoarseness.
<p>Not Required but strongly encouraged:</p>		

Hepatitis B	Hep B	Documentation of vaccination dates or titer results
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B. Roles and Responsibilities

1. Department of Education and Training (DET)

DET will manage the nursing student placement webpage with new content, attachments and ZSFG Department of Nursing contacts. For more information on DET processes, see Administrative Policy 19.05: Student Placement

2. Coordinator

- a) Serves as the central contact for all Schools seeking nursing and nursing allied health clinical placements. Confirms current MOU with student placement agreement.
- b) Serves as the site contact for Centralized Clinical Placement System (CCPS).
- c) Ensures student onboarding is complete. Performs random routine audits of School compliance with student health requirements, and readiness and timeliness of documentation availability upon request.
- d) Addresses conflicts or concerns with students and faculty.
- e) Provides updates to School as needed.
- f) Manages requests for student access to electronic health record documentation systems.
- g) Maintains oversight of student badging process.
- h) Monitors the content for the DET Nursing Student Placement webpage as needed, and coordinates updates in partnership with DET.
- i) Maintains placement documentation for a period of three (3) years.

3. The School

- a) Provides the ZSFG Nursing Student Placement Coordinator with verification of the required student information as specified in the MOU with SFDPH. Provides all requested documentation and review needed to initiate and complete a school placement agreement/MOU with the SFDPH Contracts Management and Compliance Office.
- b) Ensures that on-site Faculty are competent and qualified.
- c) Ensures faculty and students meet all ZSFG Department of Nursing requirements by completing the appropriate paperwork.

Background checks, including documentation and related expenses, are the responsibility of the School.

- d) Provides photo ID badge with school information to students and faculty prior to placement at ZSFG.
- e) Escalates any concerns related to student background checks and placements to the Coordinator in a timely manner.

4. Faculty

- a) Faculty on campus with students shall complete the on-line hospital orientation annually and confirms completion of required ZSFG Department of Nursing student placement documentation prior to student participation in placement.
- b) Participates in an orientation provided by the Coordinator or designee to the clinical area, including physical layout, instructions on accessing ZSFG policies and procedures, and unit clinical standards.
- c) Provides orientation for the students prior to or on first day of the learning experience at ZSFG.
- d) Ensures school photo ID badges for self and student(s) are visible at all times.
- e) Will supervise students as required by the licensing body in the State of California, school requirements, and the MOU with student placement agreement between the school and DPH.
- f) Faculty will communicate with preceptors/ZSFG staff using SBAR (Admin Policy 8.03: Patient Hand-off with Safe Communication) to insure transmission of all necessary patient care information and information regarding the patient care assignments of all students.
- g) Escalates concerns related to the placement to the Coordinator and responds to inquiries by the Coordinator in a timely manner.

5. Student

- a) Complies with ZSFG and School requirements for placement, all related ZSFG policies and procedures, and standards of patient care.
- b) Has always school photo ID badge visible while on the ZSFG campus. Students who do not meet this requirement will be dismissed from ZSFG campus and can only return after the school photo ID badge has been obtained.
- c) Communicates with preceptor/ZSFG staff using SBAR (Admin Policy 8.03: Patient Hand-off with Safe Communication) to insure transmission of all necessary patient care information and information regarding patient care assignments.

- d) For students functioning in a "provider" capacity (e.g., nurse practitioner or nurse midwife) patient medical findings and documentation are co-signed by the designated physician, or assigned clinical supervisor.

6. Preceptor/ZSFG Staff

- a) Complies with ZSFG and unit specific requirements for precepting students.
- b) Maintains overall responsibility for the care of the patient.
- c) Communicates with the student and/or the clinical instructor regarding the patient's plan of care for the shift and the student's role and capabilities in caring for the patient. This includes which aspects of the student's practice require direct staff or instructor supervision.
- d) Only ZSFG staff qualified by their licensure or certification may withdraw medication from the medication storage cabinets.
- e) Reviews medical record documentation to assure the care provided is documented appropriately. Co-signs documentation in medical records.
- f) Escalates concerns related to the clinical placement to their unit manager and Coordinator in a timely manner.

CROSS REFERENCES

ZSFG Administrative Policies and Procedures:

[3.07 Performance Appraisal and Competency Assessments](#)
[5.04 Employee Health Services](#)
[8.05 HIPAA Compliance Privacy Policy](#)
[8.03 Patient Hand-off with Safe Communication](#)
[8.29 Policy for Social Networking and Other Web-Based Communications](#)
[9.15 Staff Identification](#)
[3.13 Code of Professional Conduct](#)
[13.10 Health Information Services \(HIS\): Confidentiality, Security, and Release of Protected Health Information](#)
[15.05 New Employee Orientation](#)
[16.04 Patient Rights and Responsibilities](#)
[18.11 Request for Human Subject Research at SFGH](#)
[19.05 Student Placements](#)
[Infection Control 5.34 Tuberculosis Screening/Infection/Exposure in Personnel](#)

APPENDICES:

[Appendix I: Cohort Nursing Student Placement Forms](#)
[Appendix II: Single Preceptor Nursing Student Placement Form](#)

Appendix III: Faculty/Instructor Form

Date Adopted: 3/4/2014

Reviewed: 12/2016, 6/17

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