



Undergraduate Nursing Student Clinical Placement Manual

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Goal

To provide a clear and comprehensive document that outlines the start to end process and guidelines, which govern the clinical placement for Undergraduate nursing students at the Royal Children's Hospital (RCH).

Target Audience

- Relevant Universities who send nursing students to undertake clinical placement at the RCH
- RCH Education Team, this includes: Nursing Education and Development team, Clinical Nurse Educator/Facilitator (CNE/F) group and Preceptors
- Nurse Unit Managers (NUM) and Associate Nurse Unit Managers (ANUM) and after hours Co-ordinators.

Overview

The Royal Children's Hospital is committed to providing a high quality clinical experience to final year nursing students who undertake their clinical placements at the hospital. This document has been composed to provide a clear framework for all who are involved with facilitating undergraduate nursing student's clinical placements.

Contents:

PRE-PLACEMENT	3
1. Key Contact at RCH prior to placement commencing	3
2. Expected Responsibility of Universities Pre-Placement	3
2.1.1. A Police Record Check	3
2.1.2. A Working With Children Check	3
2.1.3. Immunisations	4
2.2. Legal Relationship Agreements (heading 2)	4
2.3. University Declaration.....	4
2.4. Agreement of placement numbers.....	4
2.5. Orientation.....	4
2.6. RCH information for Undergraduates and website.....	5
3. Expected responsibility of the Royal Children's Hospital Pre-Placement	5
3.1. Checklist	5
3.2. Expectation of Wards.....	5
3.3. Preceptor Program	5
4. Time Line.....	5
DURING PLACEMENT.....	8
5. Key Contact at RCH during placement	8
6. Fees.....	8
7. Invoicing of fees	8
8. RCH expectation of Undergraduate Nursing Students	8
9. Confidentiality	9
10. Outline of a clinical placement at RCH	9
10.1. First day	9
10.2. Preceptor	9
10.3. Support	10
10.4. Learning objectives	10
10.5. Clinical Assessment Tools	10
10.6. Documentation	10
10.7. Medication Administration	10

10.8.	Confirmation of Assessment results.....	11
11.	Preceptorship Model used at the Royal Children’s Hospital	11
11.1.	Undergraduate Nurse Educator	11
12.	Incident Management	11
13.	Management of Performance concerns	12
14.	Undergraduate Nursing Student Scope of Practice	12
	POST-PLACEMENT	13
15.	Feed back.....	13
16.	Dispute resolution	13
17.	Making up of hours	13
18.	Graduate Nurse Program	13

PRE-PLACEMENT

1. Key Contact at RCH prior to placement commencing

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2. Expected Responsibility of Universities Pre-Placement

It is expected that the Universities will abide by the following responsibilities to allow for an organised and consistent approach to the start of a student's clinical placement within the RCH.

The Universities are required to provide their students with the correct information and within an adequate timeframe to ensure they complete:

2.1.1. A Police Record Check

The Royal Children's Hospital requires all undergraduate students to undergo a Police Check prior to the commencement of their clinical placement. Failure to comply with this will result in the student not being able to participate in their clinical placement at the RCH.

Results of the Police record check may also preclude undergraduate nursing students from taking part in a clinical placement at the RCH. Any positive police checks must be disclosed to the RCH prior to the placement commencing.

This policy is predicated on the belief that the hospital has a duty of care to protect and not place its patients, staff, volunteers and the community in unreasonable risk; therefore, the suitability of each prospective Undergraduate student must be investigated prior to the commencement of their placement.

Students must also be advised by the University that they will be required to present their police check prior to commencing placement

2.1.2. A Working with Children Check

All students who undertake clinical placements at RCH are required to have a Working with Children Check completed. Without this a student cannot participate in a clinical placement at RCH.

The WWC Check is unique because it is monitored on an ongoing basis. This means that the holder of a WWC Check will continue to be checked for any new relevant offences or findings from professional disciplinary bodies. New charges, convictions or findings relevant to your WWC check will instigate a re-assessment of your WWC Check eligibility.

Nursing students are required to carry the Working with Children Check with them throughout their clinical placement at the RCH.

2.1.3. Immunisations

It is strongly encouraged by the Royal Children's Hospital that all students be fully vaccinated prior to commencing a clinical placement at the RCH. This is not only for the protection of the individual, but it is also for the protection of our unique and particularly vulnerable group of patients. The list of recommended immunisations can be found in the appendix of the legal Relationship Agreements.

2.2. Legal Relationship Agreements

Legal Relationship Agreements need to be current and signed prior to students starting placement. If a University does not have a current and signed relationship agreement then those students will not be permitted to start their clinical placement at the Royal Children's Hospital. It is not the sole responsibility of RCH to ensure that agreements are current; it is the responsibility of both the RCH and the relevant University.

2.3. University Declaration

The University will need to provide RCH with a signed RCH University Declaration **three (3) weeks** prior to the commencement of each clinical placement group. This document will contain a declaration stating that all of the students attending the relevant clinical placement have completed the following:

- Police Check
- Working with Children Check.

[University Declaration form](#)

2.4. Agreement of placement numbers

The Universities will need to confirm in writing via the '[Confirmation of Numbers Form](#)', the number of students which have been agreed upon to attend clinical placement for the year. The University will need to provide payment for all agreed upon students. In the event that fewer students actually attend the placement the University will still be responsible for full payment of the agreed number.

2.5. Orientation

All students will need to attend an undergraduate nurse orientation session prior to commencing their clinical placement. The dates of the orientation days each year will be sent out by the Nurse Educator for Undergraduate nurses and also found on the rch.org.au website. It is the responsibility of the University to inform the Nurse Educator for Undergraduate Nurses **three (3) weeks prior** to each orientation session, of which days the students will attend.

Students who have an orientation day allocated to their first day of placement must attend this session. Students who do not have an orientation day coinciding with their first day of placement are required to attend a session prior to the commencement of their placement.

Prior to attending the orientation day, students are required to complete the following forms that are available via the website:

- An RCH confidentiality agreement
- An emergency contact form
- Hand Hygiene Australia certificate/copy of certificate (from completing the [Hand Hygiene Australia](#) on line learning package).
- Student Declaration

The students need to bring these forms with them to their orientation day to submit to the Undergraduate Nurse Educator.

The orientation day will be a half day of content then students will commence on the allocated unit.

Students attending the orientation session on the first day of placement will be issued a "yellow lanyard" so as to identify themselves as an Undergraduate nursing student. These lanyards are for the clinical placement only and must be returned to the Nurse Educator on the last day of placement.

2.6. RCH Information and Website for Undergraduates

The RCH website provides information and guidelines for undergraduate nursing students taking part in a clinical placement at the RCH. It is the Universities responsibility to provide the students with details of this website link to enable them to gain important RCH specific information for their placement.

3. Expected responsibility of the Royal Children's Hospital Pre-Placement

Nursing Education are expected to provide the Universities and the wards with relevant information each year. This is to ensure the Universities and wards are able to organise their staff and students effectively to ensure they are prepared for their clinical placement.

3.1. Checklist

It is the responsibility of Nursing Education to keep a record of incoming and outgoing information on a checklist that will record the progress of organising the clinical placements for the following year. There will also be a capacity to record any delays or last minute amendments by the University that inhibit the clinical placements from being finalised. This will allow for effective feedback to be provided to the Universities regarding the overall process each year.

3.2. Expectation of Wards

The Clinical Nurse Educator/Facilitator (CNE/F) group are to ensure the ward will have trained preceptors to work with the students for the duration of the clinical placement. The Associate Unit Manager and CNE/F group will need to recruit and allocate Preceptors within an adequate time frame to allow for rostering and staffing needs within the unit for the period of each placement.

Allocated Preceptors need to provide the Undergraduate Nurse Educator with individual rosters **two (2) weeks** prior to the students commencing their clinical placement. These will be sent out to the Universities for them to disseminate the information to their students one (1) week prior to their placement commencing.

3.3. Preceptor Program

The Preceptorship Program is offered by Nursing Education and can be completed over one full day. The full day program will be offered regularly throughout the year (dependant on demand). Details and application forms can be obtained from the Nursing Education website.

4. Time Line

The Universities and Nursing Education need to ensure they provide each other with the following information (see below) within the allocated time frames. This is to ensure that all institutions are able to adequately plan for the start of each placement and to allow for an efficient and organised system.

Time Line

Red= University Responsibility
Black = RCH Responsibility

August:

Universities to:

- Submit all requests for the following year by **31 August**. This includes:
 - Clinical placement dates
 - Duration of placements required
 - Number of students
 - Clinical area preferences
- Ensure there is a current signed Relationship Agreement on file.

September:

- RCH to distribute the clinical placement yearly calendar to clinical areas for review and confirmation. This will contain:
 - Allocated clinical placement blocks
 - Student numbers
 - Allocated University for each placement
- Wards need to confirm and request for any amendments to the yearly calendar by **30 September**.

October:

RCH to confirm with Universities:

- Number of allocated student placements
- Allocated wards for each placement
- Confirmation of start dates and duration of each placement.

November:

- Universities to sign and return the Confirmation of student number allocations form.

January:

Nursing Education to provide the Universities with the following pertinent information:

- RCH orientation day schedule and requirements for attendance
- A current list of required immunisations
- Remind the Universities of their responsibility to provide a signed RCH declaration **three (3) weeks** prior to commencement of each placement regarding the following information:
 - Police Check
 - Working With Children Check
- [RCH expectation of students](#)
- Details of RCH online Undergraduate information and guidelines
- [Student and Ward Allocation Sheet](#).

Time Line Cont...

Red= University Responsibility

Black = RCH Responsibility

Three weeks prior to placement:

- Universities to provide RCH with:
 - Unit outline
 - Clinical Assessment Tool
 - Clinical Learning Objective Tools
 - Completed Student and Ward Allocation Sheet
 - Student attendance roster for Preceptor to complete (if required)
 - Signed University Declaration for current placement
 - Dates students will be attending an orientation day
 - Up to date contact details of appropriate university contact for student related issues.
- Nursing Education to provide RCH wards and departments with:
 - Student and Ward Allocation Sheet - students allocated to each ward
 - University Documentation (Unit Outline, Clinical Assessment Tool, Clinical Learning Objective Tool, Student Attendance Roster)
- Nursing Education to request wards to provide student rosters for clinical placement
- Nursing Education to complete checklist to ensure all relevant information has been gathered and circulated to the CNE/CNFs and Preceptors prior to the clinical placement commencing.

One week prior to placement:

- Nursing Education to provide Universities with:
 - Individual student rosters from each allocated ward to provide students with their daily roster for the duration of their placement
 - Commencement time and location for first day of placement if student is not attending orientation day on the first day of placement (previously advised in Student Information book)
- University to provide students with:
 - Individual rosters for placement
 - First day information
 - Ensure they have details of the online orientation.

DURING PLACEMENT

5. Key Contact at RCH during placement:

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6. Fees

As of 2011, the fee for one student to undertake a clinical placement at the RCH is: \$55 (+GST) per student / per day. This will be reviewed yearly.

7. Invoicing of Fees

Invoices will be raised with the RCH Finance Department by Nursing Education at the commencement of each clinical placement. The RCH Finance Department will send invoices to each University during the clinical placement.

The University has 30 days to complete payment of the invoice to the Finance Department at the Royal Children's Hospital.

8. RCH expectation of Undergraduate Nursing Students

It is the expectation of the Royal Children's Hospital that Undergraduate nursing students adhere to the following standard:

Students will:

- Attend an RCH orientation day prior to commencing their clinical placement
- Sign an RCH Privacy and Confidentiality agreement
- The learning objectives for the clinical placement will be completed in discussion with the allocated Preceptor within two (2) days of starting their placement
- Have a copy of the University provided clinical assessment tools prior to the commencement of their placement
- Complete a Clinical Assessment Tool with the allocated Preceptor at the end of each placement and have it stamped by Nursing Education prior to leaving the hospital
- Adhere to the [RCH code of conduct](#)
- Adhere to the RCH Undergraduate Nursing Student [Scope of Practice](#)
- Be expected to wear appropriate attire and attend placement prepared with all necessary equipment that may be required for the placement i.e. pens, scissors, pen torch, reference material etc.

Further expectations for students to read are listed on the RCH [website](#).

9. Confidentiality

We respect the privacy of our patients, families and staff. All students will be asked to sign an RCH confidentiality document. Students will need to sign and bring this with them to orientation. Any breach in confidentiality will result in the student being asked to leave their placement effective immediately.

Examples of a breach of confidentiality include:

- Divulging patient or staff information without consent
- Accessing information that is not relevant to direct patient care
- Discussing patient or staff information within anyone other than another health care worker and only when relevant to a patient assignment
- Gossiping about patients or staff
- Discussing patient information in lifts or corridors where it could be overheard by unauthorised personnel
- Leaving written information regarding a patient in view of unauthorised personnel
- Accessing pathology results of family, friends or co-workers
- Posting any information pertaining to patient, organisation, or staff on any social networking sites such as Facebook, Myspace, Twitter etc.

[RCH Policies and Procedures: Personal Information - Confidentiality](#)

10. Outline of a Clinical Placement at RCH

Three weeks prior to placements commencing, the University needs to provide the Nursing Education with a completed Student and Ward Allocation sheet as provided in January of each year. One week prior to the placement the Nursing Education will provide the University with individual student rosters. It is then responsibility of the Universities to ensure the students know which ward is allocated to them and what shifts they will be working for their clinical placement.

10.1. First day

On the first day of placement students will either:

1. Attend the orientation day session and then proceed to their allocated clinical area in the afternoon, or
2. Meet the Undergraduate Nurse Educator at a specified time to be taken to their allocated ward (only if there was no orientation day session allocated for their first day of placement)

The ward will also provide ward specific orientation to the undergraduate nursing student on the first day.

10.2. Preceptor

Each student will be allocated a Preceptor for the time they are on placement at RCH (except in specific circumstances and not in the Emergency Department and theatre). The students will attend each day based on the Preceptor's roster. This will require the student to work all the same shifts, including weekends and night duty.

It will be at the Preceptor's discretion as to how they will work with the student. The student will be required to work within the 'RCH Scope of Practice for Undergraduate

Nursing Students' (see below) but it will be up to the Preceptor and based on the individual students standard and competence as to what tasks are performed and to how the workload is allocated and shared.

It is recommended (but not required) that Preceptors have either completed the RCH (or equivalent) Preceptor training or will be undertaking the training at some stage during that year. If training has not taken place, CNE/F's will need to provide increased support to the Preceptor.

10.3. Support

Support for the student during their placement will be provided by a team approach. This team consists of: the Preceptor, the ward Education Team - Clinical Nurse Educators and Clinical Nurse Facilitators and the Undergraduate Nurse Educator. These individuals will have varying involvement with the student based on the student's performance and feedback from the Preceptor.

10.4. Learning Objectives

It is expected that each student arrives at the placement with the appropriate University learning objective tools. Students should have begun the process of thinking about what learning objectives will be relevant for them on this placement. Within two (2) days of beginning their placement, the student will be allocated time with their Preceptor to formulate the appropriate learning objectives for the current placement.

10.5. Clinical Assessment Tools

It is expected that each student arrives at the placement with the appropriate universities clinical assessment tools. The clinical assessment tool will be completed by the Preceptor and the student at an agreed time near the end of the rotation.

10.6. Documentation

Undergraduate nursing students are required to keep patient documentation up to date in the same manner as is expected on the ward they are working on. The student is required to make an entry in the patient record as governed by the Preceptor.

All written entries in patient records must be legible and signed by the student. Students can only make entries within the medical record when they are authorised to do so by their Preceptor. Each entry must be dated, signed, include full name and state that they are a student nurse. Each entry should be countersigned and amended (if required) by the student's Preceptor.

10.7. Medication Administration

Undergraduate Nursing Students at the RCH are allowed to administer medication under the following guidelines:

- Completion of the hospital based generic drug test is mandatory prior to drug administration. This will be completed at orientation and given to the appropriate ward CNE/F's by the Undergraduate Nurse Educator.
- Only to administer medication under the **direct** supervision of an RCH employed Division 1 Registered Nurse (as per RCH policy)
- For medication requiring double checking, undergraduate nursing students are not authorised to be "checkers" of medication (as per RCH policy)
- Undergraduate nurses are expected to be able to verbalise information about the drug they are giving prior to administration
- Expected to know the 6R's (as based on the RCH policy) and apply them to each administration of medication ensuring that the:
 - **right child**
 - receives the **right medication**
 - the **right dose**

- at the **right time**
- by the **right route**
- and for the **right to refuse**

10.8. Confirmation of Assessment Results

Once the student has completed the clinical assessment tool with the Preceptor, the student is required to bring the clinical assessment tool directly to Nursing Education to be stamped as authentic and completed to the University Standard.

11. Preceptorship Model used at the Royal Children's Hospital

The Royal Children's Hospital has adopted a model of clinical education for undergraduate nursing students based on the use of preceptorship. Clinical support for the Preceptor will be provided by RCH education staff rather than clinical teachers.

Each student in the Preceptorship Model will be allocated a Preceptor and will work with that Preceptor for the duration of their placement. In the event that the Preceptor is unable to attend work due to illness or personal matters, another Preceptor will be allocated to that student until the original Preceptor returns.

The Preceptor will be supported by the ward based Clinical Nurse Educators/Facilitators. They will be available to support the Preceptor as requested and needed. If the Preceptor has any difficulties with the student, the CNE/F team will increase the support they provide (see: Management of performance concerns) along with the Undergraduate Nurse Educator.

11.1. Undergraduate Nurse Educator

The overall role of the Undergraduate Educator will include:

- Organising, coordinating and running orientation sessions
- Visiting the wards and students on a regular basis to monitor how each student is progressing
- Supporting the preceptor and the CNE/F's
- Assisting with completing learning objectives
- Assisting with completing clinical assessment tools
- Ensuring ward staff are familiar with the university tools that will be used for each placement
- Liaising with the Universities regarding student issues
- Working with staff to resolve performance problems and manage incidents
- For the Emergency Department, oversee general student issues and Liaise with the Universities on behalf of these units for student problems and issues.

12. Incident Management

Please refer to the attached document titled 'Management and Reporting of Undergraduate Nurse Incidents during clinical placement at the RCH' (http://www.wch.org.au/emlibrary/mcpc/Reporting_Incidents_of_UGrad_Nurses.pdf) for dealing with incidents.

This procedure is based on the RCH '[Risk Management Procedure for Staff](#)' and is to be used as an adjunct to this only. The procedure was created to particularly assist in the lines of reporting for all parties involved, as this also involves an outside body (the Universities).

Please refer to the attached documents:

- Risk management procedure for staff (RCH policy and procedure) (http://www.rch.org.au/policy_rch/?doc_id=12325)

- Management and reporting of undergraduate nurse incidents during clinical placement at RCH (http://www.wch.org.au/emplibrary/mcpc/Reporting_Incidents_of_UGrad_Nurses.pdf).

13. Management of Performance concerns

The Process for Managing Performance Concerns for an Undergraduate Nursing Student is contained within the document 'Management and Reporting of Performance Concerns for Undergraduate Nurses on Clinical Placement at the RCH' This procedure also outlines the process for appropriate reporting of performance concerns.

14. Undergraduate Nursing Student Scope of Practice.

Attached is the RCH '[Undergraduate Nursing Student Scope of Practice](#)', which is to be adhered to while on placement at the RCH The RCH only accepts nursing students who are in the final year of their degree and as such the Scope of Practice has been written commensurate to that skill level.

POST-PLACEMENT

15. Feedback

Each student will be asked to complete a feedback form once their clinical placement has been completed. This can be completed when they return their yellow lanyard and have their Clinical Assessment Tool documentation to be stamped. Within this, they will be able to evaluate their clinical placement at RCH. The feedback will be used to evaluate and improve the Undergraduate nursing program.

16. Dispute resolution

In the event that a student disputes a failed placement, a resolution process can be initiated by either the University or Nursing Education. This will be an opportunity for a meeting to be held between the student, the University and a representative from Nursing Education as an attempt to resolve the dispute.

17. Making up of hours

Due to clinical placement demand RCH is unable to provide make up hours that have been lost while on placement at other hospitals. This includes students who have applied for and gained a place as a Graduate Nurse at RCH.

18. Graduate Nurse Program

The RCH welcomes all applications from undergraduate nursing students who have been on clinical placement at the RCH, to take part in our Graduate Nurse Program.