



## Clinical Access Policy for Unlicensed Students **without continuous** Academic Affiliation Institution Instructor/Faculty Supervision

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1. **PURPOSE:** The purpose of this Standard Operating Policy (SOP) is to establish administrative and clinical policy, processes and parameters for clinical programs, clinical instructors and students.
2. **POLICY:** It is the policy of Roseburg VA Healthcare System (VHAROS), Department of Education that all clinical programs, their faculty and student(s) will follow the administrative processes set forth in this policy prior to gaining access to any clinical setting. All parties for the duration of any unlicensed student clinical experience must adhere to all clinical processes and parameters set forth in the procedure section of this policy.
3. **RESPONSIBILITIES:**  
**Clinical Programs** are responsible for ensuring that a current and correct Academic Affiliation Agreement is on file with Roseburg VA Healthcare System (VHAROS), Department of Education. Contact Designated Education Officer, Beryl McClelland-Luckey, R.N., MSN at 541-440-1000, ext 144274 or email: [beryl.mcclelland-luckey@va.gov](mailto:beryl.mcclelland-luckey@va.gov)

**Clinical Programs** are responsible for requesting student placements for each group of students coming to VHAROS. Requests will be approved based on appropriate resources in the clinic/ward/unit to support the clinical students.

**Clinical Programs** or designated individuals are responsible for ensuring administrative processes and all required documents are completed prior to any/all student clinical experiences, **including any practicums or internships**. These include:

- **Contacting the Program Support Assistant, Teresa Miller**, in the Education Department (541) 440-1000 ext 144279 to coordinate completion and receipt of all required documents to the Education Department **a minimum of 6 weeks PRIOR** to the scheduled clinical start dates.

- **“Clinical Student Rotation List”** must have all the blocks completed with the clinical and student(s) information. It is understood that the Clinical Program has documentation that the student(s) are in good standing, have a current Basic Life Support Provider card and have the required immunizations (Hep B and MMR for VHAROS as well as those immunizations required by the clinical program) prior to the start of the clinical experience. It is expected that the Clinical Program notifies all students that they **MUST** wear their student clinical picture identification at all time while on the VHAROS premises.
- **Copy of Clinical Program current syllabus with goals/objectives of clinical experience** (this must be updated annually with objectives for the clinical rotation.
- **See Education – Clinical Placement Student Checklist – Unlicensed** for required forms to be submitted.

**Clinical Managers** are responsible for:

- Identifying and confirming a VA staff member to serve as a professional mentor/preceptor for the assigned student.
- Contacting the Education Department Program Support Assistant, Teresa Miller, to verify the administrative processes have been completed prior to allowing student(s) access to clients on their units.
- Coordinate student orientation for Computerized Patient Record System (CPRS) training and/or Bar Code Medication Administration (BCMA) training, as applicable, with Education Department Program Support Assistant, Teresa Miller.

**The Designated Education Officer**, Beryl McClelland-Luckey, is responsible for working in conjunction with the above parties to assure administrative processes are current, correct and complete. She is also responsible for assuring all clinical parameters for clinical students are reinforced to the clinical manager, preceptor and clinical student at the beginning of their clinical experience.