Department of Veterans Affairs

VA Roseburg Healthcare System

Clinical Access Policy for Unlicensed Students **with** Academic Affiliation Institution
In-facility Instructor Supervision

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 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

   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 Instructors 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/preceptorships.

   ➢ Contact 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.

➢ See Education- Clinical Placement Student Checklist - Unlicensed

➢ See Education – Clinical Placement Program/ Faculty Checklist

Clinical Instructors or designated individuals:
- Coordinate student orientation for Computerized Patient Record System (CPRS) training and/or Bar Code Medication Administration (BCMA) training with Education Department Program Support Assistant, Teresa Miller, ext. 144279.

- Meet with the unit manager or designee to arrange an orientation for the Clinical Instructor to the specific unit. It is expected that in the event of concerns or difficulty in the clinical environment, the Clinical Instructor will communicate and problem-solve with the unit manager or designee.

Clinical Instructors or designated individuals:
- Are responsible for ensuring that their UNLICENSED Clinical Students adhere to all parameters stated in the "Clinical Procedures for Unlicensed Clinical Students" or "Clinical Procedures for Unlicensed Student Nurses", as applicable.

Clinical Managers are responsible for 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.

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 instructor and clinical student at the beginning of their clinical experience.