

1301 Students Clinical Instructions and guidelines

Clinical Scheduling:	1. Text your assigned Preceptor, your name with CSON LVNRN Track, <i>"You are my assigned preceptor, may I please have your schedule so I can schedule my days with you? I will text you to confirm the dates. Thank you."</i> 2. Stay within your assigned block dates! 3. You must complete each clinical rotation within the scheduled block. 4. Let your advisor know immediately if an unexpected circumstance prevents you from completing a rotation within the scheduled block. Your advisor will help you find a unit to make up your hours. 5. Email your clinical dates to your advisor 4-5 days before your first clinical start date in each area. (MH, OB, ICU, Pedi) 6. Email and text your advisor about a change to a scheduled clinical date.
Clinical Grid	• Stay within your scheduled block • If you complete your four shifts early, be courteous and let the peer following you know you have finished early.
Clinical Attire:	1. School-approved Scrub top & bottom with approved jacket. 2. Clean scrubs & jacket 3. Nails must be short at the fingertips' level (not above). Artificial nails are not allowed. Non-chipped Shellac, dipped, & regular nail polish are allowed. 4. Ladies' and gentlemen's hair must be clean and pulled back. Beards and mustaches must be clean and neatly trimmed. 5. Closed-toe shoes can be worn only. 6. NO strong perfumes or lotions. 7. NO smoking on clinical days! Get you some nicotine gum or have your PCP prescribe Nicotine Patches.
What are students allowed to do in clinical?  CSO NStudentMedicationProgressionGui  CSO NStudentProcedureProgressionGui	1. Show enthusiasm for being there and for learning. 2. You are not shadowing your preceptor. You are to participate in total patient care with your preceptor. 3. Allowed to give medications with the RN in the room observing. 4. Allowed to do assessments with or without the RN observing. 5. Allowed to do dressing changes with RN instruction and observation. 6. Ask your preceptor questions about what you do not understand. 7. Research the pathophysiology of patient conditions, medications, procedures, and terminology. You should oversee your learning. 8. You can do anything the RN will allow you to do with instructions and observation, EXCEPT give chemo medications or co-sign anything. 9. See the PDF documents on medication & procedure progression. These can be found on the LVNRN 1301 home page of LMS under IM Resources.
If the Preceptor is canceled or calls in sick...	1. If you cannot reschedule another day with your preceptor, go to clinical as scheduled, inform the charge nurse you cannot schedule another day, and ask if they can put you with a nurse for that day, preferably a preceptor from the list. 2. If you can reschedule for another day, then do so. 3. If you are with another preceptor other than the assigned preceptor, they must also complete the Evaluation of your performance for that day and sign the Time and Attendance record. You should also complete an evaluation of them. Consider having extra copies of the 'Evaluation of Student

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	Performance' and your 'Evaluation of the Preceptor'
If the Preceptor is pulled to another unit...	1. You can go wherever the preceptor goes. 2. Inform your advisor immediately by text of the unit you will be in.
Only one Charge Nurse Day is allowed.	You can be with your preceptor or another nurse for one charge nurse day per specialty area.
If the census drops in the unit and the preceptor is sent home...	1. First notify your advisor If your preceptor is picked to go home early due to census drop. You too will be allowed to go home if you have at least completed 1/2 of the shift. You will not need to make up the day. 2. The Preceptor must document the exact time you both left on the time and attendance record.
If you feel your preceptor is putting you in a compromising situation...	Call your assigned advisor immediately . We will be there to advocate for you and reassign you if need be.
Tardies	1. Ask your preceptor what time you should be on the unit. 2. Be on time. If you are late, the preceptor will note it on the T&A
Absences	If you are absent for clinical, text your preceptor and advisor by 0500 or 1700, depending on the shift. You will have to reschedule with your preceptor. Absences during class time will count.
Clinical Paperwork:  UPDATED Scan and Email Using Your Pho	1. Consider carrying a copy of your class schedule, clinical grid, preceptor list, peers' phone numbers, clinical paperwork, and these instructions. 2. Follow the instructions on the daily report sheets and address each question if it applies. 3. Double-click the Word icon to read the instructions for scanning and emailing clinical paperwork. 4. I am using myself as a student. Type in the subject line: Example: Block 1 McWilliams, Ester SICU Clinical Paperwork. Send five attachments, in PDF format, in one email: • Block 1 SICU McWilliams, Ester CJM paperwork • Block 1 SICU McWilliams, Ester Daily Reports • Block 1 SICU McWilliams, Ester 5-pg Preceptorship packet • Block 1 SICU McWilliams, Ester T&A Mary Jones • Block 1 SICU McWilliams, Ester Evaluation Mary Jones Mrs. Kilpatrick's group will email me with two attachments labeled above: the time & attendance and your preceptor evaluation. My group will email me five attachments labeled as above. 5. Clinical paperwork is due 48 hours after each completed block. 6. If you do not follow the instructions for emailing clinical paperwork, we will not accept it!
Email to Mrs.	
ASSIGNMENTS:	• Keep up with required assignments (HESI and Outside Work sheet) • Have the 1301 course calendar easily accessible for class, lab, and final due dates of all required work.