

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: CLINICAL PLACEMENT

ORIGINAL DATE: June 2008

**LAST REVIEW/
REVISION DATE:** January 2008

POLICY: The School of Nursing coordinates clinical placements for required clinical courses for all students, and prepares students for those placements. The School of Nursing shall comply with clinical facility placement requirements as stipulated in the formal affiliation agreement(s). Students are also required to complete a Health Appraisal Form and HIPAA modules.

PROCEDURE:

1. The School of Nursing shall advise faculty and students that prior to entering clinical facilities faculty and students must meet agency requirements as stipulated in the affiliation agreement for that specific facility.
2. All School of Nursing faculty and students must be prepared to show evidence that they have met School of Nursing and clinical agency requirements. All School of Nursing students are required to complete the Student Appraisal Evaluation form (see Policy 20-Undergraduate and Policy 226 and 278-graduate) and CPR Certification (See Policy 363) prior to enrolling in clinical courses.
3. The University purchases a blanket professional liability policy covering all School of Nursing students and faculty with professional liability insurance in the amount of 1 million per occurrence and \$3 million in the aggregate, which is consistent with applicable state law. Documentation will be provided upon request.
4. The School of Nursing shall provide faculty to supervise students in clinical experiences. Direct day-to-day instruction may be delegated to clinical placement site preceptors.
5. School of Nursing shall notify its students of their obligation to comply with all policies and procedures of the Hospital, including those governing the confidentiality of medical records and the use and disclosure of individually identifiable health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The School will review with each student nurse, prior to the clinical assignment, any and all applicable policies, codes, or confidentially issues related to the clinical experience.

Clinical Placement Site Responsibilities

6. Clinical Placement Sites shall provide the School with documents and/or specific information that is to be reviewed with student nurses at least two (2) weeks in advance of the clinical experience.
7. Clinical Placement Site shall provide information and/or orientation for University faculty and students with respect to the physical facilities, policies and procedures of the clinical placement sites, and , where appropriate, to the needs of individuals and/or groups with which they will be working.
8. Clinical Placement Site, in its patient units, clinics, laboratories and/or selected departments, shall provide opportunities for observation and practical experience, conducive to the learning process of students and to the meeting of the stated Learning objectives.
9. Clinical placement site shall have ultimate responsibility for patient care.

The School of Nursing will maintain a clinical placement database that is updated each term.

10. Primary teachers will provide the following information to the designated CICL staff person at the beginning of each term (within 4 weeks) (sent vs. departments inputting directly into database):
 - Course number and title
 - Agency, including the specific unit name and type within the agency
 - Clinical faculty names
 - Preceptor names and credentials (if applicable)
 - Agency mandated instructor to student ratios
 - Days and times of the week when clinical placement occurs and number of students in each group.
 - Student and faculty satisfaction with the site
11. The designated CICL staff will be responsible for entering information into the database and will generate quality improvement report at the end of each academic year.
12. Reports will be archived each year, with copies kept in the Office of the Dean, and the CICL.

Clinical Placement Site Visit

13. Faculty responsible for student clinical placements are required to conduct site visits each term and document as per School of Nursing form entitled "Clinical Site Evaluation."