

**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: April 2017

POLICY: The School of Nursing coordinates clinical placements for required clinical courses for all students, and prepares students for those placements. Clinical placement arrangements are made by either the Clinical Placement Coordinator or the primary teacher of the clinical course. The School of Nursing shall comply with clinical facility placement requirements as stipulated in the formal affiliation agreement(s). A signed (by a representative of the clinical setting and the Dean of the School of Nursing) Affiliation Agreement must be in place prior to assigning students to any clinical site. Students are required to submit evidence that they meet all requirements stipulated in the agency-specific affiliation agreement prior to starting any clinical rotation. All new undergraduate clinical placement sites must be entered into EppiccNURSE and approved by the Pennsylvania State Board of Nursing prior to a clinical rotation at the site.

PROCEDURE:

1. The method used to arrange clinical placements varies by program/major or area of concentration:
 - Undergraduate – the primary teacher of the clinical course makes arrangements with specific clinical agencies
 - Master’s program (CNL, Nursing Informatics) – the primary teacher arranges the clinical/practicum experience directly with the agency
 - Nurse Anesthesia – the primary teacher makes arrangements directly with the clinical agency
 - Primary care nurse practitioner areas of concentration – the Clinical Placement Coordinator (CPC) makes arrangements with the clinical agency
 - Neonatal & Psych-Mental Health NP – responsibilities are shared with the CPC arranging the primary care rotations and primary teacher arranging specialty rotations
 - Acute Care – primary teachers
 - Healthcare Leadership – primary teachers
2. Prior to placing a student in any clinical site, a signed affiliation agreement must be in place. If the agency declines to use the School of Nursing’s standard affiliation agreement and either wants us to use their agreement or wants to make changes to the language of our agreement, the agreement will be reviewed and approved by the University legal department prior to it being signed. If any agency requests a Certificate of Insurance, the affiliation agreement must be submitted to and approved by Risk Management prior to signing.
3. If a new affiliation agreement is being initiated for an undergraduate clinical site, the CPC will send the agency the Clinical Agency Information form to complete. This form collects information that the Pennsylvania State Board of Nursing requires us to enter into EppiccNURSE. After the affiliation agreement is signed, the CPC will enter the clinical site and required information into eppiccNURSE. The State Board of Nursing will notify us when the request is approved. Approval is required prior to use of the clinical site.
4. Prior to beginning any clinical rotation, faculty and students must meet agency requirements as stipulated in the agency affiliation agreement. Evidence that these requirements were met must be submitted to and approved by the School of Nursing prior to starting any clinical rotations. The CPC will confirm that all required paperwork has been submitted, is complete and is free of potential issues. If there are potential concerns about any of the documents submitted, the CPC will consult with a representative of the clinical agency to determine whether the student can complete the clinical rotation in the setting.
5. 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 initial and annual health evaluation forms (see Policy 20-Undergraduate and Policy 226-graduate); CPR Certification (See Policy 363); ACT 33, 34 and 73 Clearances; and any other agency-specific requirements prior to enrolling in clinical courses. If any of the clearances are positive, a copy will be submitted to the clinical agency who will determine if the student is eligible to do clinical at their site.

6. 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 for all programs and majors with the exception of the Nurse Midwife major where the liability limits are 1 million per occurrence and 1 million in the aggregate. Documentation will be provided upon request.
7. 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.
8. The School of Nursing shall notify its students of their obligation to comply with all policies and procedures of the clinical agency, 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). Prior to beginning the clinical assignment, clinical faculty will review any and all applicable policies, codes, or confidentially issues related to the clinical experience.
9. At the end of Spring term, the CPC asks program/major/area of concentration directors/coordinators if they plan to place students in out-of-state clinical sites during the following academic year. For each out-of-state site, they report the purpose(s) of the placement and how many students will be placed. This information is submitted to the University Risk Management office by the end of June.

Clinical Placement Site Responsibilities

10. 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.
11. 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.
12. Clinical Placement Site, inpatient 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.
13. 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.

14. At the beginning of each term (by the end of week 2), primary teachers of clinical courses will provide the following information for each of their clinical groups to the Clinical Placement Coordinator:
 - Course number and title
 - Agency, including the specific unit name
 - Primary teacher's name and contact phone number
 - Clinical faculty member's name and contact phone number
 - Preceptor names and contact phone number (The phone number is unit number or preceptor's cell phone if student is not in an agency on a designated unit)
 - Confirmation that all agency-specific requirements (e.g., mandatories) were completed by each student
 - Days and times of the week when the student is on the unit or at the site
15. The Clinical Site Coordinator will be responsible for making sure that the information is entered into the clinical placement database.

Reviewed by Dean's Council: 08-09, 04/17

Revised by Dean's Council: 04-17