Printed copies are for reference only. Please refer to the electronic copy for the latest version in the approved IDN Policy Management system.

Purpose

To establish guidance for the affiliation of Health First entities with selected educational institutions for the provision of training or clinical experiences within our organization and provide guidelines for associates who precept students.

Scope

All Health First Integrated Delivery Network (IDN) Entities – Including but not limited to: Cape Canaveral Hospital, Holmes Regional Medical Center, Palm Bay Hospital, Viera Hospital, Health First Home Care, Health First Medical Equipment, Health First Medical Group, and Hospice of Health First.

Definitions

Supervision: Physical presence within the patient care area or unit of a healthcare professional who provides direction and consultation to the student.

Direct Supervision: The immediate physical presence of a healthcare professional who provides direction and consultation to the student.

Instructor: An employee of the affiliated school who oversees the student’s educational experience.

Preceptor: An associate of the Health First organization with the same or greater skill level who oversees the student’s educational experience.

Student: For the purpose of this policy, “student” refers to students in health care programs including but not limited to the following: Nursing, Emergency Services, Cardiology, Radiology, Pharmacy, Respiratory Care, Rehabilitation Services and Laboratory.

Observation: Student experience where the student is limited to shadowing associates of the organization and provides no “hands-on” patient care.
Clinical Experience: Provision of patient care by a student under the supervision of a preceptor or instructor for educational purposes.

Procedure
A. All students will adhere to the conditions as outlined in the Affiliation Agreement between the organization and the respective school. (See Policy HR 6.18)
B. The student will be under the supervision of the school appointed instructor or an assigned preceptor at all times.
C. The responsibility for the care of patients remains with the employees of Health First.
D. The Health First Center for Learning (HFCL) will be responsible for badging of students and instructors (including verification of instructor licensure when appropriate). With the exception of Rehab Services, HFCL is responsible for scheduling of students and notifying management of the student clinical schedule. Rehab Services schedules students for Rehab areas and provides HFCL with the schedule for the HFCL records. HFCL will maintain all relevant documentation and facilitate orientation to the facility for students and instructors as requested.
E. Students and Instructors attending clinicals at Holmes Regional Medical Center will be issued a student parking card by the Health First Center for Learning. This must be displayed in the lower left-hand corner of the rear window of the vehicle. Students are required to park in designated areas at the hospital campuses. Parking violations will be reported to the school and may result in the suspension of clinicals.
F. In the event that a student is injured during a clinical experience, the instructor should be notified immediately. The student may seek treatment in the Hospital Emergency Department at their own expense.
G. Any student who arrives in a Patient Care area who is not scheduled or who is not wearing a current student badge will be asked to leave the area and notify their instructor.
H. Students are prohibited from:
   1. Receiving verbal or phone orders from the Licensed Independent Practitioner (LIP). [Exception: Pharmacist Interns as per PH 1.03]
   2. Obtaining medications from the Pyxis.
   3. Entering the rooms of/or caring for patients on Airborne Precautions. [Exception: Pharmacist Interns may enter under direct supervision of a Pharmacist.]
I. All documentation that becomes a part of the patient record will be reviewed and co-signed by the instructor or the preceptor.
J. Undergraduate and Graduate Independent projects must be approved by hospital leadership.

NURSING STUDENTS
Medications will be administered according to Medication Administration Guidelines in the Hospital Clinical policies and procedures.
At the beginning of each semester, the Health First Center for Learning and Innovation will provide the Pharmacy department with a list of Nursing Instructors. The Pyxis user forms will be completed by the Instructors at the facility after completing the Pyxis tutorial and turned into Pharmacy. The Pharmacy will add/activate users based on the list. Nursing Instructors who are also employees of Health First must use their Nursing Instructor user ID when working in the capacity of a Nursing Instructor and not their employee user ID.
1. Nursing Students are prohibited from administering the following:
   a. Chemotherapy
   b. Controlled medications
c. IV push medications
d. Blood products
e. Experimental drugs or drugs on trial
f. Heparin drips, insulin drips, or vasoactive drips

2. Students may provide care for and monitor the patient receiving such medications, as appropriate to their skill level and training.

3. Senior nursing students are permitted to start peripheral IV lines on patients five years of age or older under the direct supervision of a nursing instructor who has documented competency for starting peripheral IV lines. Those nursing students in their senior practicum who have previously demonstrated competency under the direct supervision of a nursing instructor may start peripheral IV lines under the direct supervision of their Health First preceptor if included in the preceptor’s scope of practice.

4. Students may administer saline flush into peripheral locks under the direct supervision of their instructor or RN preceptor.

5. Documentation for Nursing instructors who have demonstrated competency for starting peripheral IV lines will be kept on file at the Health First Center for Learning and Innovation. This competency documentation will consist of the following:
   - Attestation of viewing of IV Start power point presentation
   - Documentation of 4 monitored successful IV starts

RESPIRATORY THERAPY STUDENTS
Respiratory Therapy students may only perform those skills which have been reviewed in the classroom setting and which the Respiratory Therapy student has shown competency to perform in a laboratory setting. Those skills must be performed under the supervision of a licensed respiratory therapy practitioner.

RADIOLOGY/NON-INVASIVE CARDIOLOGY STUDENTS
The affiliated school is responsible for monitoring the Radiation Badge readings for those students requiring Radiation badges. All students must be at least 18 years of age.

After proof of competency, students will be allowed to perform exams under the supervision of the Preceptor or Instructor. Nuclear Medicine students may only perform radiopharmaceutical dose administration under the direct supervision of their preceptor/instructor.

PHARMACY STUDENTS [PHARMACY INTERNS]
Pharmacy students perform any act relating to the counseling, clinical documentation, filling, compounding, or dispensing of medicinal drugs only under the personal supervision of a person actively licensed to practice pharmacy in the state of Florida. All Pharmacist students will be required to obtain a Florida pharmacist intern permit prior to their clerkship. See PH 1.03.

REHABILITATION SERVICES STUDENTS
Each student in Rehab Services will be assigned to an individual clinical instructor and/or preceptor who will be responsible for assigning patient care tasks, monitoring student activities and evaluating the needs and progress of the educational experience.

PARAMEDIC STUDENTS
1. Paramedic students are permitted to start peripheral IV lines on patients five years of age or older under the direct supervision of a paramedic instructor who has documented competency for starting peripheral IV lines.
2. Documentation for Paramedic instructors who have demonstrated competency for starting peripheral IV lines will be kept on file at the Health First Center for Learning and Innovation. This competency documentation will consist of the following:
   - Attestation of viewing of IV Start power point presentation
   - Documentation of 4 monitored successful IV starts

References
Florida Statutes. Chapter 465
Florida Statutes. Chapter 486
Florida Statutes. Chapter 468
Florida Statutes. Chapter 464

Formerly Known As: CP 1.03

Approved By: Health First Hospital Division P&T Committee

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Reviewed and Approved by Viera Hospital 09/01/10
Owner: Health First Clinical Best Practice Committee (Formerly HRMC/PBCH 2-02-00-14 clinical manual and CCH nursing operations manual)