**Clinical Phase: Quick Guide for Students**

Clinical Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This sample Quick Guide is intended to provide an overview of expectations for the clinical experience and to address the most frequently asked questions. The content can be modified for the program.*

**To Do First:**

Review the *Clinical Manual* and orientation PowerPoint in the LMS, then review the clinical data tracking system to make sure you are prepared for day one of rotations (feel free to create a mock shift so you can play around with it). Contact xxx with any questions.

**Hospital Equipment Requirements:**

Stethoscope, eye protection, mask, pen, and notebook, watch with seconds represented, and a tablet/laptop.

**Absence:**

You may miss up to **two** clinical shifts due to injury/illness **only**. Time off for work or leisure is not permitted. If you miss more than two shifts, you will be dismissed from the program. If you must miss a shift, email xxx and notify the hospital/preceptor immediately. Xxx will make the necessary adjustments to the clinical data tracking system - **do not** delete the shift.

**Schedule/Hours:**

Enter your full schedule into the clinical data tracking system, as soon as you have it for a minimum of 160 hours (168 hours/14 shifts if on 12-hour shifts, 160 hours/20 shifts if on 8-hour shifts). **This is mandatory**. Please note, you must complete your last shift in its entirety. In other words, if the 160-mark hits 6 hours into the last shift, you still need to complete the shift.

**Data Entry:**

Take good notes so you can create solid, full, detailed entries. At every shift, get as much entered into the clinical data tracking system as you can throughout the shift. Enter everything you do and take your time entering patients. Click as much as applies for each entry toward graduation requirements. Remember, whatever you do not get in clinicals carries over to internship. There is a much higher volume of patients at the hospital!

**Evaluations:**

|  |  |
| --- | --- |
| **Daily** | **Last Shift** |
| 1. *Daily Clinical Internship Evaluation Form: Preceptor Evaluation of Student* 2. *Daily Clinical Internship Evaluation Form: Student Self-Evaluation* | 1. *Daily Clinical Internship Evaluation Form: Preceptor Evaluation of Student* 2. *Daily Clinical Internship Evaluation Form: Student Self-Evaluation* 3. *Professional Behavior Evaluation (nurse completes)* 4. *Site Evaluation (student completes)* |

**Shift Sign Off:**

After each shift, make sure a nurse signs-off the shift by signing with their finger or typing their name. **Do not lock the shift without all forms/sign off** completed first.

**Case Studies:**

**Two** case studies must be completed during clinicals. Make sure they are interesting and/or unique, as you will be sharing them at closeout with your classmates. These can be entered on a shift in the clinical data tracking system, **or** you can type in a Word document. If you chose to use the clinical data tracking system, you will need to be able to print for closeout. If completed by hand, make sure the information is legible. Elaborate in all fields of the case study as much as possible.

**Common Issues and Questions:**

**Can you tell me exactly what I need to do at each shift?**

**Step 1**: Show up to the shift early or at least on time. Check in with the charge nurse//assigned nurse.

**Step 2**: Enter the patient data. (try to do this after every patient, as opposed to all at the end)

**Step 3**: Towards the end of the shift, ask the nurse to complete the *Daily Clinical Internship Evaluation Form: Preceptor Evaluation of Student*, and you fill out the *Daily Field Internship Evaluation Form: Student Self-Evaluation*.

**Step 4**: Have the nurse sign-off the shift.

**Step 5**: Once you’re sure everything is entered and the shift is complete, **lock** the shift.

**What are the minimum requirements to add a patient to the clinical data tracking system? I only performed a skill.**

Age, gender and chief complaint are the minimums, in addition to the skill performed.

**How do I enter a newborn?**

To enter a newborn (0-30 days old), enter *0 months, 0 years*.

**I don’t have all my pediatric patients; can I still move on to field internship?**

No. All pediatrics must be live patient encounters, and the chance of getting pediatrics in the field is slim to none, therefore you are required to obtain those contacts during clinicals, even if that means you must attend extra hours/shifts.

**I don’t have all my pediatric patients, what should I do?**

Let the staff in the department know what you need so they can find you if a patient arrives. Ask if you can visit or be accompanied to another department (if allowed). But the best way is to ask to be placed in triage.

**I didn’t see any obstetric patients during clinicals, what should I do?**

If you do not see any OB patients during clinical rotations you will need to complete the OB requirements through scenarios with a faculty member using an OB manikin. Work with the Clinical Coordinator to schedule.

**I float around the department and do not work with the same nurse every shift, who should complete my evaluations and sign off?**

Find a nurse at the beginning of the shift and ask if they would be willing/able to sign your evaluation at the end of the day. Ask if they would like to preview what they will be completing ahead of time (if the evaluation is new to them). For the end of clinical forms, find the nurse who you worked with the most and ask them to complete the forms for you.

**I’m almost done with clinicals, what do I need to do?**

Contact xxx via email to sign up for a closeout date, a few shifts prior to completion.

**What do I need to do at my very last shift (I’ve checked my grad requirements already and I have all pediatrics and am at 75% or more in impressions and complaints)?**

At your last shift, make sure you have completed at least 160 hours, make sure all 4 forms are entered (both daily evaluations) and those unique to the last shift. Lastly, make sure all shifts have been signed-off and have a check on the shift page.

**I’m at xxx or xxx, can I change my schedule or trade with another student?**

No. The schedule is set and final. The hospital must have an accurate accounting of who is in the department at any given time. In extenuating circumstances, contact xxx for consideration.