I. PURPOSE:
To designate nursing activities appropriate for nursing students in registered nurse/licensed practical nurse programs at OU Medical System.

II. POLICY:
1. Nursing students will comply with all OU Medical System policies and procedures. Policy and Procedure resources will be made available to all students and faculty on the unit/clinic.
2. All patients with student assignments will have a registered nurse assigned to them who will maintain final responsibility for patient care.
3. Communication between the nursing student and staff nurse will include:
   A. The student will receive a report on the assigned patient from the nurse who is assigned to care for the patient.
   B. The student will report to the nurse any change in observation or patient condition and any time the student will be absent from the floor, i.e. breaks, lunch, etc.
   C. The student will notify the nurse prior to giving medications or performing procedures.
   D. The student will document care activities in patient's medical record in a timely manner.
   E. Prior to the students leaving the unit/clinic the student will ensure all documentation is completed. The student will report off to the staff nurse responsible for the care of the patient. This report will include:
      1) Nursing care completed by the student.
      2) Nursing care that needs to be completed.
      3) Intake and Output for shift.
      4) Vital Signs for the shift.
      5) EWS Scores for the shift if applicable.
      6) Medications administered and procedures completed and charted.
4. Nursing students will adhere to hospital policy regarding confidentiality.
   A. Only persons who are direct caregivers will have access to the chart.
   B. Discussions with the patient/family regarding prognosis, medical plan and future treatment will be conducted by the physician.
   C. Discussion regarding patient information will be conducted in privacy and will not take place in public areas.
   D. Any written information such as care plans or plan of care cards that are not part of the patient’s medical record will not identify the patient by name or chart number.
   E. Copying any part of a patient’s chart for data collection is not permitted.
5. Nursing students will administer medications only under the direct supervision of their instructor/licensed nurse. IV medications may be given by students after obtaining approval of their instructor.
6. Only OU Medical System licensed staff may access automated dispensing machine or carry controlled substance/PCA keys. Wastage of controlled substances by student must be
documented by two licensed nurses.

7. Students may not administer by any route:
   - Chemotherapeutic Agents
   - Blood or blood products
   - Emergency or life sustaining drugs
   - Research drugs

8. Students may perform invasive procedures, i.e. IV insertion, foley placement, only under the direct supervision of faculty member or OU Medical System licensed nursing staff.

9. Students may not:
   A. Perform arterial puncture
   B. Defibrillate or cardiovert

10. Students will report variances according to the OU Medical System Occurrence Report Policy. The student will immediately notify the instructor and the charge nurse when an occurrence happens.

11. Student blood and body fluid exposures caused by needle sticks, cuts, or splashes will be reported immediately to the OUMS staff member responsible for the SOURCE patient and to the instructor. The OUMS staff member will be responsible for obtaining two purple top vacutainers (or two purple top microtainers where appropriate in the Pediatric tower) of SOURCE blood, and will send them with EXPOSED student to the adult emergency department for processing. The student will contact their instructor immediately and will follow their specific agency/school process for immediate and subsequent follow up and treatment. The school is responsible for subsequent follow-up and treatment.

12. The school assumes full responsibility for instruction, supervision and evaluation of students in the clinical area. Faculty is to be accessible to students while they are in the facility to deliver patient care. OU Medical System nursing staff who have signed official preceptorship agreements with schools may supervise leadership students on the school’s behalf.

13. Nursing students will document the care they provide in the nurse’s notes. No part of the patient’s medical record may be removed from the nursing unit/clinic.

APPROVED BY:
Nursing Shared Governance: 6/5/2013
Nursing Policy and Procedure: 7/3/2013