

Guidelines for Direct Patient Care

Welcome to Mercy Health! We certainly hope that your educational experience is rewarding. This guideline serves as a resource to you as you begin your clinical experience with us.

Standards:

Student and Instructor are held to the standards of a competent professional when performing clinical duties.

All preboarding requirements and documents are coordinated and collected by the school, prior to the start of the clinical rotation. Ensure to familiarize yourself with the pre-boarding requirements in CBB.

Uniform/Badge:

The student and instructor are to wear appropriate school uniform, school nametag, and Mercy Health student/instructor badge (as applicable) while in a clinical area. Return your MH badge to the unit, per site/unit procedure. Report any lost or stolen badges to the unit manager or site facility coordinator immediately. Your school may require you to pay the replacement fee for a lost badge.

The student and instructor are to follow the BSMH Appearance Policy regarding personal hygiene, jewelry, fingernail management, and footwear. Anyone found in violation of this policy can be sent home. For a copy of this policy please reach out to your facility coordinator.

Attendance:

Students must track their attendance, as required by the clinical instructor and/or market/site.

Reporting Off for Illness:

The student is to report off to their Instructor/Preceptor and their respective unit / department. Instructors if cancelling a clinical due to illness please report to the respective unit / department. Please leave your name, name of school, Instructor's name, and reason for reporting off.

Clinical Responsibilities:

- **Report-** Student is to receive a patient report to find out their patient's needs, scheduled tests, lab results and condition. It is imperative that the student notifies the RN responsible for the patient when there is a change in the patient's condition or a problem arises with equipment. Student (i.e. nursing) must report off to the patient's RN when leaving the dept. or at the end of the clinical day.
- **Infection Prevention Principles-** Student and instructor are to follow the organization's Infection Prevention policies with regards to standard precautions, hand washing, PPE, and transmission-based precautions.
- **Medications-** A student permitted to administer medications is to demonstrate safe medication practices. This includes knowledge of the six rights to medication administration, medication actions, safe dosage for adults, seniors and children, side effects and special considerations for administration. **Student is only permitted to administer those medications allowed by their scope of practice and in the presence of their Instructor/Preceptor. Student and Instructors must check in with primary nurse before administering any medications.** Unlicensed providers do not get access to the medication dispensing system, all medications will need to be removed by their preceptor or instructor.

Certified / licensed Instructor / Preceptor will check ALL medications prior to student administration. Select medications must be double checked by two licensed individuals prior to administration. This may include, but is not limited to, the following medications; insulin, anticoagulants or any weight-based medications. ALL intravenous medications are to be prepared and administered under the direct supervision of a certified professional / licensed

nurse. **A student may not administer Chemotherapy, IV push cardiac medications, neuromuscular blocking agents, epidurals, patient-controlled analgesia (PCA), or administer blood products.**

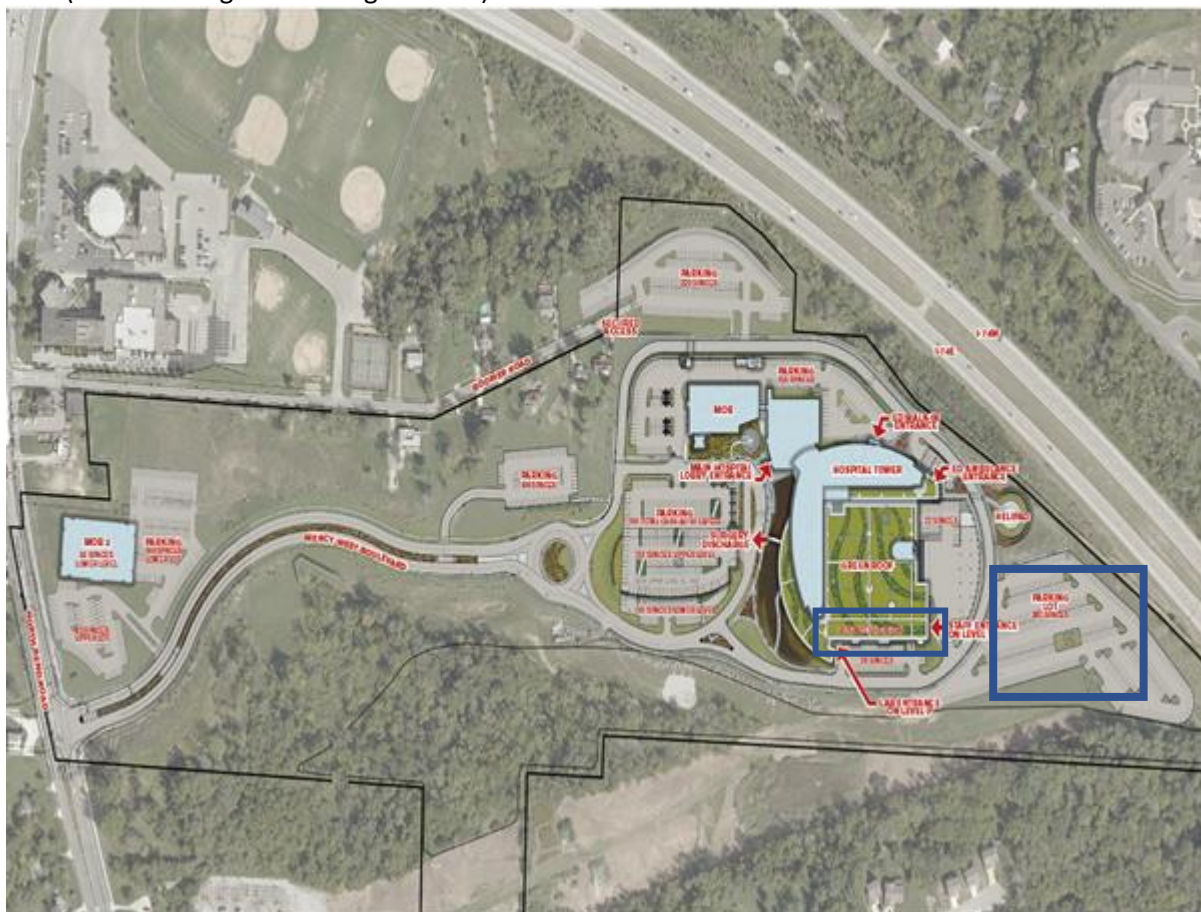
- **Clinical Skills/Procedures**-The Instructor/Preceptor must be present to supervise if the student has not attained clinical competency in a procedure. Instructor/Preceptor will provide guidance about which skills may be performed independently.
Student is to use two patient identifiers (Patient Name and Birth Date) when providing any clinical intervention.
- **Blood Glucose** – access is unable to be granted to instructors or students due to CLIA waived testing restrictions
- **Documentation**- Documentation must be reviewed by the Instructor/Preceptor prior to entry into the Electronic Medical Record (EMR). Student is to complete a computerized clinical documentation course in workday prior to documenting in the EMR. All entries are to be co-signed by Instructor/Preceptor. Only licensed employees can fill out and witness informed consents.
- **Physicians Order**-Student is not permitted to receive telephone or verbal orders. Transcription of orders is permitted only in an approved preceptorship or management course.
- **Personal Health Information**-Student may NOT copy/take identifiable patient health information or any part of the patient's EMR off the unit at the conclusion of their shift.
- **Cellphone Usage**- The usage of personal cell phones or headphones/listening devices in patient areas is prohibited for instructors and students. If a phone needs to be referenced, it should be in non-patients facing area.
- **Chain of Command**- Instructors and students must follow the chain of command for issues and safety events, including but not limited to patient's primary nurse, charge nurse, manager, and patient's primary physician if applicable. Report safety events and near misses through **Safecare** located on Central, please engage your chain of command to complete the report.
- **Injury on Duty**- If an injury occurs, inform instructor and designated site Nursing Leader, as appropriate, immediately. The instructor/student may need to report to the Emergency Room.
- **Non-English-Speaking Patients**- We are required to use a certified interpreter-translation services. Notify instructor/charge nurse if this is encountered.
- **Observation Experiences**- If able, verbal consent/approval should be obtained from the patient and department charge nurse to allow student observation. Please reach out to facility coordinator to determine site processes for arranging observations in Emergency Department, Operating Room, Birthing Center, Endoscopy, etc.
- **Instructors, employed by Mercy Health**- when at clinical as an instructor (employed by the school of nursing), must provide care as an instructor and not as an employee. Uniform should be in school attire and not Mercy Health uniform. The instructor may need to defer some aspects of care and decision-making to the patient's primary nurse.
- **Parking**: Mercy Health is not responsible for any damaged or stolen vehicles. Locking vehicles and placing valuables out of view will enhance security. ***There is no smoking, including Vapor and electronic devices, on any MH property including your vehicle parked in MH parking lots.***

Student Parking Rules

Jewish: Park in Kenwood Mall lot (blue), no pass needed, walk over as a group observing crosswalk rules.



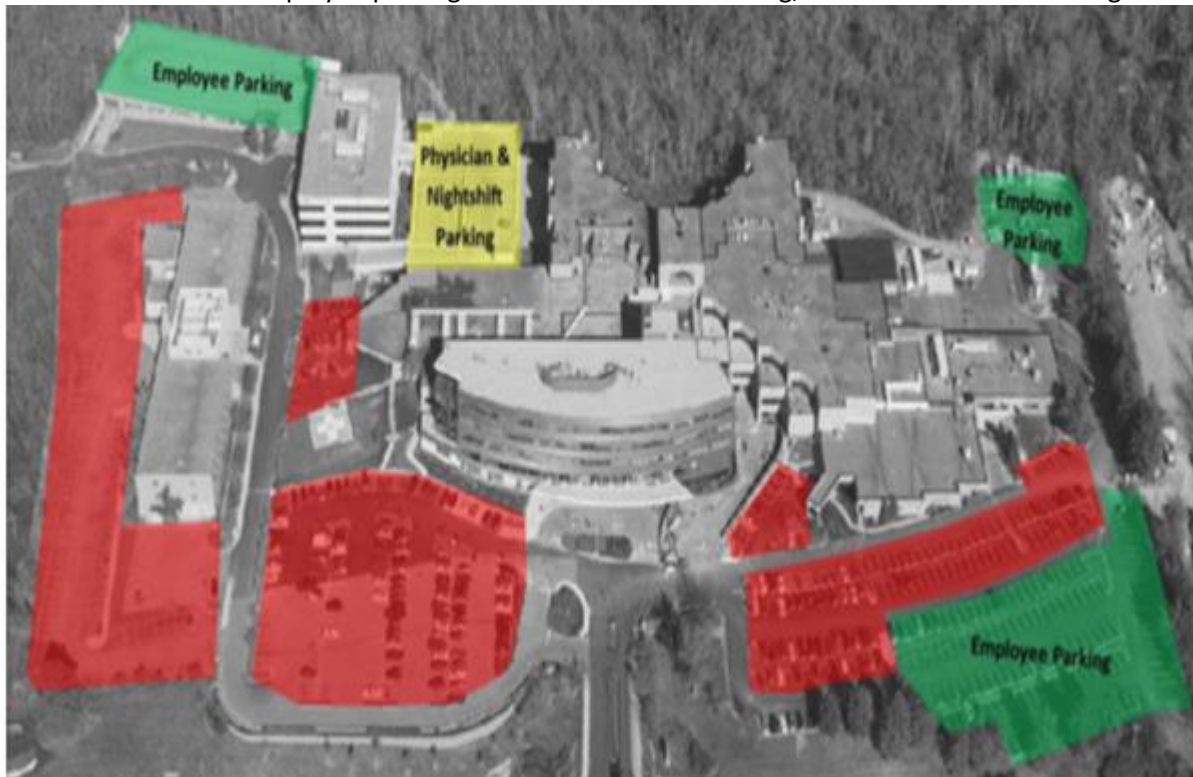
West: Park in employee lot during day shift (large square indicating location) or lower level of garage for night shift (small rectangle indicating location).



Fairfield: Park in dedicated employee parking areas near front of building row F and beyond. Avoid parking near dock area, badge access is required over there.



Anderson: Park in dedicated employee parking areas near front of building, avoid back lot due to badge access required.



Clermont: Park in dedicated employee parking areas near front of building.



Kings Mills: Park in green staff parking areas

**Kings Mills Hospital
Parking Map at
Opening**

Green = Associates,
vendors and support

Red = Patient, Visitor &
EMS only

Yellow = Entrances

