POLICY & PROCEDURE DOCUMENT

DIVISION: School of Nursing

TITLE: Delegation of Pre-Licensure Clinical Learning Activities to Nursing Staff

DATE: January 29, 2016

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Purpose and Scope

In order to protect patient safety and to comply with clinical agency requirements and Kentucky Board of Nursing recommendations, the following policy will apply to all students who are accepted into any Pre-licensure WKU School of Nursing Program.

Policy

Faculty teaching in the clinical setting are ultimately responsible for student learning activities. Faculty who send students to distant units or off site locations to perform advanced nursing skills are responsible for delegating oversight of students to appropriately qualified staff members.

Definitions

Basic Nursing Skills: When a student nurse is assigned to a hospital unit or to a community site away from the clinical instructor, the student may perform basic nursing skills at the request of the clinical agency. For example, students may perform vital signs, assist with patient hygiene, feeding and patient positioning. Students at the distant location may engage in basic nursing skills if the staff on the unit allow the student to do so. Participating in basic skills does not require a signed learning agreement form.

Advanced Nursing Skills: Student nurses assigned to distant clinical sites or units (such as surgery, endoscopy, emergency room, community health sites and other sites where a nursing faculty member is not immediately available) may not perform advanced nursing skills (invasive procedures or medication administration) UNLESS there is an experienced Registered Nurse who is willing and able to oversee the student.
Appropriately Qualified Staff Member: For the purpose of this policy, an appropriately qualified staff member will be a Registered Nurse with at least 2 years of experience in the clinical area who agrees to assist the student with the learning activity.

**Procedure**

1. Clinical faculty members will make arrangements in advance for students to be present at distant units or community sites.
2. Clinical faculty members will communicate with staff members concerning student’s learning needs and abilities.
3. Participation in medication administration or invasive procedures at the distant location requires a Learning Agreement Form for Advanced Nursing Skills. Clinical faculty will distribute learning agreement forms to students as needed. The form is also available from the SON website.
4. Students will be responsible obtaining signatures from the staff nurse who observes the student performance at the distant site. Students are also responsible for returning the signed agreement to the clinical faculty.
5. Faculty will return the forms to the program office staff, who will scan and file the forms by course and semester on the shared drive.
Learning Agreement Form for Advanced Nursing Skills

WKU nursing students assigned to your unit may perform basic nursing skills (vital signs, assist with patient hygiene, feeding and patient positioning) if the staff on the unit allow the student to do so. Basic Nursing Skills do not require a signed learning agreement form.

Advanced (Invasive and Medication) Nursing Skills

Student nurses assigned to distant clinical sites or units (such as surgery, endoscopy, emergency room, community health sites and other sites where a nursing faculty member is not immediately available) may not perform invasive skills nor administer medications UNLESS there is an experienced Registered Nurse who is willing and able to oversee the student. For this policy an appropriately qualified staff member will be a registered nurse with at least 2 years experience in the clinical area who agrees to assist the student with the learning activity.

To be completed by Student

Student Name________________________________________________

Level _________________________________________________________

(i.e. ASN 3rd semester, or BSN 2nd semester, etc.)

Date _________________________________________________________

To be completed by Unit Nurse

Agreement for Advanced Nursing Skills:

I will review the student skills checklist for the skill in question.

I have at least two (2) years of experience in this clinical area, or two (2) years of experience as a Registered Nurse.

I will be present with the student during the skill and assist them as needed

Signature and Title_________________________________________________

Clinical Area___________________________________________________

Skills performed _______________________________________________

Comments: