

CLINICAL ACCESS PROCEDURES FOR STUDENT NURSES at PVAMC

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1. **PURPOSE:** The purpose of this Standard Operating Procedure (SOP) is to establish administrative and clinical procedures, processes and parameters for Schools of Nursing (SON), SON Clinical Instructors, and Student Nurses.
2. **INTENT:** It is the intent of the Portland Veterans Affairs Medical Center Education Division that every SON, their faculty, and students, follow the administrative processes set forth in this procedure prior to gaining access to any clinical setting. All parties must adhere to all clinical processes and parameters set forth in document for the duration of any clinical experience.

3. RESPONSIBILITIES:

SON is responsible for ensuring a current and correct Affiliation Agreement is on file with the Portland Veterans Affairs Medical Center (PVAMC): email Mark Ellicott, III, PVAMC Office of Academic Affiliations (OAA) Education Technician: Mark.Ellicottiii@va.gov .

SON Representatives are responsible for requesting student placements for each student coming to PVAMC. This process is coordinated through the Oregon Center for Nursing "StudentMAX Connection". Requests will be approved based on appropriate resources in the clinic/ward/unit to support the students.

SON Clinical Instructors or designated individuals are responsible for ensuring administrative processes and all required documents are completed prior to any/all student clinical experiences, including senior practicums/preceptorships. These include:

- Faculty/Instructor Packet: must be completed 2-3 months prior to the first group of students arriving at the Portland VA Medical Center:
<http://www.visn20.med.va.gov/portland/MC/Education/SON/facultychecklist.asp>
- Student Packet:
<http://www.visn20.med.va.gov/portland/MC/Education/SON/studentchecklist.asp>
Note: Any forms with the word "Optional" in the title are not optional and must be completed.
- "Trainee Qualifications and Credentials Verification Letter (TQCVL)" must be completed with the clinical and student(s) information. By submitting TQCVL it is understood that the SON has documentation that the students are in good standing, have a current CPR card and have the required immunizations (Tuberculin testing, Hep B and MMR for the PVAMC, as well as those immunizations required of the school of nursing) prior to the clinical experience.
- SON to deliver Student Application Packets to the OAA Education Technician in PVAMC Education Division (503) 220-8262 ext 53073 a minimum of 4 weeks prior to the scheduled clinical start dates. The student application packets must accompany the TQCVL letter above.

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- Priority for parking at PVAMC is given to patients and visitors. There is no parking for students, except in extreme circumstances. Arrangements for parking on station must be coordinated between your school faculty/instructor and the Parking Office at (503) 220-8262 ext 58226. Unauthorized parking will result in a parking violation and/or your vehicle being towed.
- The SON Clinical Instructor will contact the PVAMC Nurse Manager a minimum of 2 weeks prior to the start of a rotation to arrange an orientation to the specific unit/department.
- The SON Clinical Instructors are responsible for ensuring their students adhere to all parameters stated for student nurses in this SOP including the following timeline requirements:

OAA Education Technician in Education Division is responsible for working in conjunction with the above parties to assure administrative and application processes are current, correct, and complete. The OAA will send a “**Welcome Student**” email to each student and Clinical Instructor when the completed student application has been forwarded to Human Resources. The email will delineate the following:

- The phone number/extension to call to schedule a fingerprinting appointment
- Mandatory Identification requirements for fingerprinting and background investigation
- Minimum timeframe for fingerprinting before the first day of rotation/clinical

PROCESSING REQUIREMENT TIMELINES

Important: *If a student was previously at PVAMC for an “observation only” experience, they are not considered to be a “returning student” and must be fully processed as new student. Also, student MUST complete all mandatory trainings **again** if it has been more than 12 months since they were initially completed (or will be more than 12 months by the end of the current rotation period).*

NEW Student Processing:

4-6 weeks prior to 1st day of rotation:

Complete student application packet MUST be received in Education with TQCVL letter in sealed envelope 3-4 weeks prior to 1st day of rotation:

Approved student application packet delivered to Human Resources

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“Welcome Student” email sent to the Student and Clinical Instructor giving instructions for scheduling a fingerprinting and photo for ID appointment

Student MUST call to schedule an appointment for fingerprints and photo for ID as soon as the student receives the “Welcome Student” email. The phone number is included in the Welcome Student email.

A minimum of 2 weeks prior to 1st day of rotation:

The fingerprints MUST be completed in Human Resources Services

SON Clinical Instructor contacts VA Nurse Manager or designee to arrange an orientation to the unit/dept.

Students must review the Computerized Patient Record System (CPRS) training PowerPoint, CPRS Student Nurse Scenario doc and Bar Code Medication Administration (BCMA) Quick Reference doc provided to the SON by PVAMC Nursing Clinical Placement Coordinator.

A minimum of 6 workdays after fingerprinting

The student will need to pick-up their Photo ID. The Photo ID will be picked up at the Security Office in Building 16 (503-220-8262 ext 57337). Call in advance to confirm that the VA Photo ID is ready to be printed and for room location. Student must have at least one piece of government ID (i.e., driver's license, state issued ID card or passport) in order to pick-up the VA ID card.

If you have questions regarding your application as a student/instructor, please contact Mark Ellicott, OAA Technician, in the Education Department at (503) 220-8262 Ext 53073 or email Mark.Ellicottiii@va.gov.