1. PURPOSE: The purpose of this Standard Operating Procedure (SOP) is to establish administrative processes and responsibilities for the effective management of Nursing Student Clinical Placement at the Portland Veterans Affairs Medical Center (PVAMC).

2. SCOPE: This SOP is directed toward every School of Nursing (SON), their faculty (SON Clinical Instructors), Nursing Students, and PVAMC staff involved in the Nursing Student Clinical Placement process. The administrative processes and responsibilities in this SOP are developed to assure access to the clinical education setting and will be adhered to throughout the duration of any nursing student clinical experience.

3. RESPONSIBILITIES:

A. The **School of Nursing (SON)** is responsible for:

1) Ensuring a current and correct Affiliation Agreement is on file with PVAMC Mark Ellicott, III, Office of Academic Affiliations (OAA) Education Technician (Mark.Ellicottiii@va.gov) and

2) Ensuring SON Instructors coming to PVAMC to supervise students are VETPRO cleared.

3) Ensuring that the SON Program has and will maintain current accreditation from either the Commission on Collegiate Nursing Education (CCNE) or National League for Nursing Accreditation Commission (NLNAC). This is a VA *mandate* required of *all RN programs* affiliating with VA facilities.

B. SON **Representatives** for undergraduate programs are responsible for:

1) Requesting student placements for each student coming to PVAMC. These requests are made of the PVAMC Nursing Student Clinical Placement Coordinator through the regional consortium StudentMax Connections of Oregon and Southwest Washington.

2) Contacting PVAMC Nursing Student Placement Coordinator with any graduate student placement requests.

C. SON **Clinical Instructors** are responsible for ensuring that they complete VA mandated VETPRO clearance (this can take several weeks) and that administrative processes and all required documents are completed prior to any/all student clinical experiences, including senior practicums and preceptorships. These administrative processes include:

1) Instructors and Nursing Students will use their FULL LEGAL NAME (must match government ID, such as driver's license, passport, etc.) for all documentation both paper and electronic,

2) Faculty/Instructor Checklist application packet completed 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

3) Student Checklist application packet completed. Note that any forms with the word "Optional" in the title are not optional and must be completed. This includes completion of all forms, on-line training and CPRS PowerPoint. http://www.visn20.med.va.gov/portland/MC/Education/SON/studentchecklist.asp

4) "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 Basic Life Support (BLS) 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) and have reviewed the required PVAMC Computerized Patient Record System (CPRS) training PowerPoint prior to the clinical experience.

5) Deliver Student Checklist application packets to the OAA Education Technician in PVAMC Education Division (503) 220-8262 X 53073 a minimum of six weeks prior to the scheduled clinical start dates. The student application packets must accompany the TQCVL letter stated above.

6) Contact the PVAMC Nurse Manager hosting the student(s) via email at the time of student application packet submittal. Contact the PVAMC Nursing Student Clinical Placement Coordinator for manager email contact as needed.

Carefully read 4b, section 2 for email content requirements.

D. The **Nursing Student** is responsible for:

1) Completing all requirements and forms as specified in the Student Checklist link below and

2) Working with SON Instructor and PVAMC Nurse Manager for a successful clinical rotation.

http://www.visn20.med.va.gov/portland/MC/Education/SON/studentchecklist.asp

E. PVAMC **Nursing Student Clinical Placement Coordinator** is responsible for:

1) Communicating SON student placement requests directly with the PVAMC Manager(s) and reporting back to the SON Representatives in a timely manner, whether or not the placement request is approved. Placement approval is based on appropriate resources in the clinic/ward/unit to support the students.

2) The PVAMC Nursing Student Clinical Placement Coordinator will also update SON partners of changes made in student processing requirements and/or other necessary information to ensure the success of the student.

F. PVAMC **Nurse Manager** (or designee) is responsible for:

1) Placement decisions in response to requests from the Clinical Placement Coordinator

2) Identifying Preceptors for approved precepted clinical placements

3) Submitting a Computer Work Request for the nursing student's appropriate menus, keys, CPRS and BCMA access, at the time of receipt of the **Welcome Student** email (described in 4b).

4) Requesting identified Preceptor appropriate co-signer key (PSB instructor key) if the area requires this.

G. The PVAMC **OAA Education Technician** in Education Division is responsible for:

1) Entering student information into the PIV portal and determining type of PIV badge needed,

2) Entering student information into the Education Student Tracking database,

3) Requesting an Active Directory Account,

4) Delivering completed student packet to Human Resource (HR),

5) Sending an electronic Welcome Student email to the student with a copy to the PVAMC Nurse Manager (or designee) of the hosting clinical unit and the SON Clinical Instructor,
6) Collaborating with all parties to ensure administrative and student application processes are current, correct and completed within the prescribed timelines.

H. PVAMC **Human Resources** is responsible for:
1) Contacting the student within five business days of receiving the completed student packet from the OAA Education Technician to schedule the student fingerprinting,
2) Completing background check,
3) Entering student information into the Office of Information &Technology and HR data base,
4) HR updates the "New Account Creations HR" spreadsheet indicating the SAC is cleared,
5) Contacting the student for PIV badge pick up.

I. PVAMC **Office of Information &Technology (OI&T)** is responsible for:
1) Reviewing the "New PIV Account" spreadsheet for new names that need to have an Active Directory Account created,
2) Transferring the names to the "New Account Creations HR" spreadsheet once the AD account is created,
3) Reviewing HR updates of the "New Account Creations HR" spreadsheet indicating the date the SAC is cleared,
4) Creating the VISTA Account once HR enters the SAC date,
5) Responding to the supervisor's computer work request for menus and keys for the new account by assigning them,
6) Providing the Code Sheet to the requesting supervisor or designee.

4. PROCEDURES:

A. RETURNING STUDENT

1) 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.
2) If a student has had a previous rotation and is returning to the PVAMC, the PVAMC Nurse Manager (or designee) must submit a Computer Work Request. In the Computer Work Request, select the user account management section provide the required information and then select ***REACTIVATION of the Active Directory Account*** and include the request for the menus, keys, CPRS and BCMA.
3) A student MUST complete all mandatory trainings again if it has been more than 12 months since they initially completed the training (or will be more than 12 months by the end of the current rotation period).

B. PROCESSING REQUIREMENT

1) **SON Clinical Instructor** ensures a complete student application packet is received in Education with TQCVL letter in sealed envelope six weeks prior to first day of rotation. Delay will occur if the packet is not complete.

2) The **SON Clinical Instructor** sends email to hosting PVAMC Manager at the time of student application submittal. *(Note: A tour and orientation to the unit may also be requested if needed.)*
The email must include:

a) Name of the school of nursing
b) Full legal name(s) of student(s) coming to the unit/department (including cohorts)
c) Indicate if the student has had a previous rotation at PVAMC and dates they were at PVAMC
d) Beginning and end dates of the new rotation
e) Specified days of the week/hours for cohort groups
f) Request for preceptor name and contact information for precepted student
g) Name and contact information of the SON Clinical Instructor

3) The **OAA Education Technician** will enter student information into the PIV portal and will send a "**Welcome Student**" email to each nursing student, SON Clinical Instructor and PVAMC Manager when the completed student application has been delivered to Human Resources (two weeks after receipt of student packet). The email will include the following:

a) Required student actions, program requirements and timelines,
b) Resource telephone numbers and contacts for the process,
c) Mandatory identification requirements for fingerprinting and background investigation,
d) Minimum timeframe for fingerprinting before the first day of rotation/clinical.

4) **Human Resources** contacts the student to schedule an appointment for fingerprints and photo for PVAMC photo ID (PIV card). The student should opt for earliest appointment possible. The fingerprints MUST be completed in Human Resources Services within two weeks of the first day of rotation.

5) **PVAMC Office of Information &Technology (OI&T)**

a) Reviews the "New PIV Account" spreadsheet for new names that need to have an Active Directory Account created,
b) Once the AD account is created, OI&T transfers the names to the "New Account Creations HR" spreadsheet,
c) HR updates the "New Account Creations HR" spreadsheet indicating the SAC is cleared,
d) OI&T creates the VISTA Account once HR enters the SAC date,
e) A supervisor enters a computer work request to request menus and keys for the new account and OI&T assigns them,
f) OI&T provides the Code Sheet to the requesting supervisor or designee.

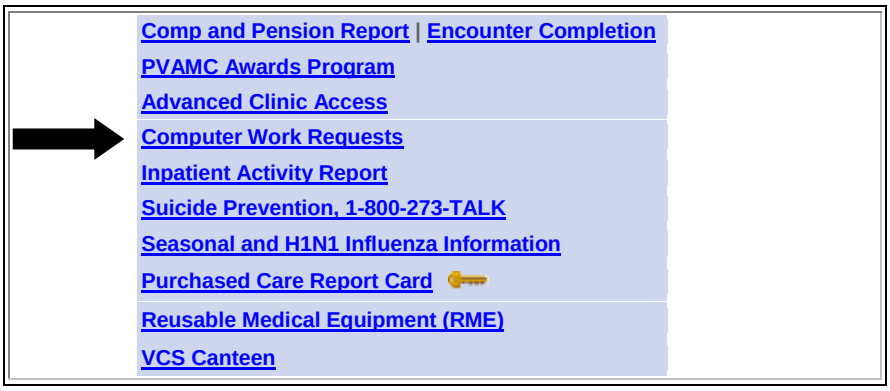
6) **Students** must review the Computerized Patient Record System (CPRS) training PowerPoint provided to the SON by PVAMC Nursing Student Clinical Placement Coordinator and is also available on the PVAMC Student and Faculty

Checklist internet pages six weeks prior to first day of rotation

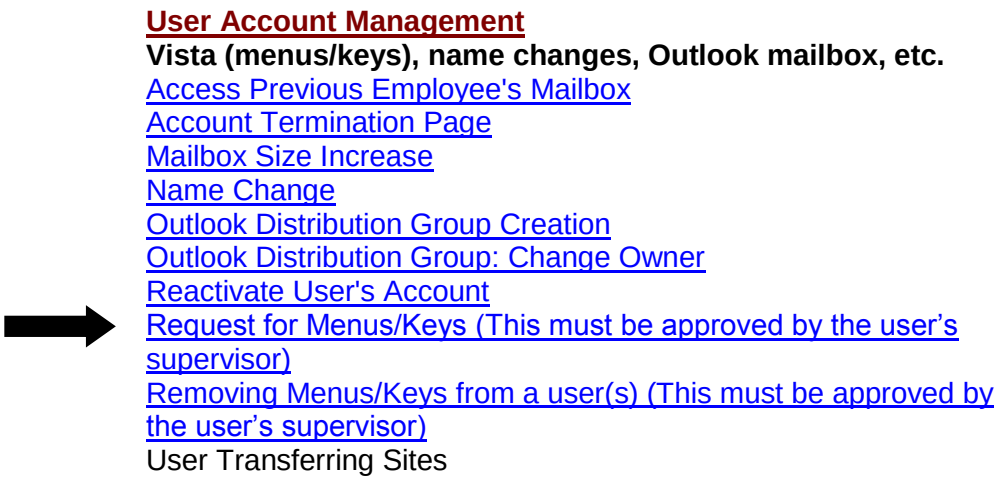
The student will call HR in advance to confirm that the VA Photo ID (PIV card) is ready to pick up in the Security Office/Human Resources Building 16 (503-220-8262 ext 57337). The Student must have at least one piece of government ID (i.e. driver's license, state issued ID card or passport) in order to pick-up their VA ID. The student will receive a six digit PIN number that they create when they receive their VA ID/PIV badge in Human Resources. They must remember this code as it must be used to access certain programs. It is strongly recommended that they use their PIV badge and code to log on to the computer every day they are in clinical. If they lose/forget their PIN, they need to go to HR to have it reset which will lead to interruptions in their clinical experience.

7) As noted in 3f above, when the PVAMC **Nurse Manager (or designee),** of the unit/department hosting the student receives a copy of the "Welcome Student" email sent to the student from PVAMC, the manager (or designee) will submit a **Computer Work Request**.:

a) From the PVAMC home page select Computer Work Requests as shown below.



b) Then select **User Account management.**



c) Follow the instructions: Note if the student is not under the Users drop down list you must add their name as instructed. Be careful to use their full legal name as noted on their Driver's license (no nicknames).

*
Users: ?

Add the user from list

If the name does not exist under the "Users" drop down area, please add the name using the Users name: field. Type in the lastname, firstname, middlename and press the button below "Add the user that you typed in".

Users Name:

Add the user that you typed in

d) Next select the **Authorizing Supervisor** using the drop down list. In this case use the name of the manager of the care area.

e) Next enter in the required **Vista Primary menu, Secondary menus, and VISTA Keys**. You may have a list of these that you have routinely used for students in the past. You can use the same ones. Your Clinical Applications Coordinator (CAC) or anyone within your service care area that requests access for any new employees can help you. Be sure to consider if the student needs CPRS and BCMA access for their care area. Also, OI&T may be able to assist (x55785) you in finding out the previously used access information

Vista Primary Menu: ?
Vista Secondary Menus: ?

Vista Keys: ?

f) Next enter in the following information under **Additional comments/information:**

NURSING STUDENT PACKET IS IN HUMAN RESOURCES.
NURSING STUDENT ROTATION **START DATE** IS_____
(enter in the start date). Send codes to the manager.

Additional comments/information:

5. CONTACT INFORMATION:

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

b) If you have followed the instruction above and are having computer access issues contact (503) 220-8262 extension 55785.

6. NOTE: 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 just be coordinated between SON faculty and/or instructor and the Parking Office at (503) 220-8262 ext 58226. Unauthorized parking will result in a parking violation and/or towing of vehicle

7. FOLLOW-UP RESPONSIBILITY: Acting Director, Education Division (Designated Learning Officer)

8. EXPIRATION DATE: 2/13/2015

SARA RUTH A. O'DELL, AUD
Acting Director/Education Division/Designated Learning Officer

Distribution:
{TBD}