

CLINICAL GUIDELINES FOR STUDENT NURSES

The following policy and procedures are expected to be followed by the student nurses on placement in the Central Mental Hospital, Dundrum.

- ✓ First day of the placement is an '**Orientation Day**' where students are expected to reach the hospital gate at 9am.
- ✓ Students must participate in a clinical unit **orientation**
- ✓ At the end of each shift a **time-sheet** must be produced to either the preceptor or the Nurse Manager to fill in. Hours not approved are subject to "make-up" time. Further, all changes made to the duty roster must be approved by the preceptor and nurse manager.
- ✓ Students are expected to **arrive at least 10 minutes** before the start of clinical experience.
- ✓ Students are expected to wear **smart casuals** during their placement (No jeans, trainers, big prints etc)
- ✓ Students are expected **NOT to make or receive phone** calls in the vicinity of patients
- ✓ Student allocated keys are students' responsibility for the duration of placement
- ✓ Students, who are **reporting absent** need to call the unit, speak to the unit in charge, leave a message for the preceptor/co-preceptor and notify the clinical placement co-ordinator (01-2157429) at least 30 minutes prior to the clinical experience.
- ✓ Students should be **assigned to only the preceptor's/co-preceptor's patients**. Since the preceptor/co-preceptor is ultimately responsible for the care administered to patients, regular assessment and follow-up of student care is to be expected.
- ✓ Primary care is only to be provided to the **assigned patient**. However, supervised therapies or observations of other patients on the units can occur at the discretion of the preceptor/co-preceptor.
- ✓ Any **student signature** should be **co-signed** by the preceptor//co-preceptor. This is to be validated as part of the end-of-shift routine.
- ✓ Students should be **supervised for all nursing procedures** including Administration of Medication, Intra muscular injection, wound dressing, peg feeding etc by the preceptor/co-preceptor
- ✓ All **incident reports** involving student or student's clients need to be co-signed by the preceptor/co-preceptor and the CPC must be notified
- ✓ Students must be supervised for **ALL MEDICATIONS** administered
- ✓ Students are required to attend **Bed Management meeting, MDT meetings, Case conferences** with a staff member from the unit
- ✓ Preceptor/co-preceptor will conduct **three interviews** to assess students on five competencies as on *DOCAT (Documentation on Competency Assessment Tool)* or work book from relevant Universities
- ✓ Students who are **not able to reach their learning outcomes** must meet with the CPC to outline areas for improvement and plan to meet each clinical day to review and document progress
- ✓ Students are responsible for learning, and must seek guidance as appropriate
- ✓ Students are responsible for using the library during their **reflective hours**.