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**STUDENTS MAY NOT PERFORM ANY NURSING SKILL WITHOUT THE SUPERVISION AND/OR APPROVAL OF THE CLINICAL INSTRUCTOR**

The ADN/PN student:

1. Behavior must demonstrate continuity of care through the responsible preparation, implementation, and documentation of the nursing care of patients.
2. Behavior must be respectful of all individuals (patient, patient's family, health team members, and self) according to the Patient's Bill of Rights, the ANA Standards of Care, standards of nursing performance, and the ANA Code of Ethics for Nurses.
3. Behaves in a professional manner at all times.
4. Follows dress code, presenting with professional attire and behavior during clinical and when obtaining clinical assignments.
5. Refrains from smoking while in uniform. No smoking on the clinical agency premises.
6. All students should arrive at least 15 minutes prior to the scheduled clinical time.
7. Is punctual in reporting to or leaving the clinical agency; when ill, calls the agency and faculty prior to scheduled arrival time.
8. Adheres to time allotted for lunch and breaks. (Students allowed 30 minutes for lunch. One 15-minute break is permitted when the schedule time exceeds 4 hours and if circumstances permit.) Reports off to the faculty and appropriate personnel when leaving for breaks or at the end of the clinical.
9. Does not chew gum while on clinical unit.
10. Refrains from congregating at the desk area and in the hallways.
11. **Parks only in designated areas at the clinical facility.**
12. **Refrains from the use of electronic devices, such as: cell phones, Mp3 players, iPods, and recording devices.**
13. Reports to the Director of Nursing Education prior to the next scheduled class, lab, or clinical if arrested or convicted of a felony or a misdemeanor.
14. Reports any changes in health status to the Director of Nursing Education prior to the next scheduled class, lab, or clinical. (See Admission Requirements and Health Policy)
15. Is prepared to meet competencies listed on competency audit sheet on the satisfactory performance level without posing safety risk to self or others. (See Attendance Requirements, Admissions Requirements, and Safety Policy.)
16. Applies the nursing process for assigned clients according to the hospital policies, unit procedures, and nursing protocol.

17. Submits neat, legible, organized, and complete clinical written work in a paper pocket folder on time to the assigned instructor the last clinical day of the that assigned week's rotation. **It is the responsibility to contact the assigned instructor to make the necessary arrangements for submission of written assignments.**
18. Demonstrates caring for the client's well being. (see ADN/PN Philosophy)
19. Maintains a quiet, therapeutic environment.
20. Is adaptable to changing circumstances in the clinical area.
21. Provides safe and effective nursing care.
  - a. Checks for updated orders at the beginning of day and throughout the day and implements accordingly.
  - b. Organizes time, works in an organized manner, and gets care completed on time. Any student who does not complete patient care in a timely manner jeopardizes the patient's safety.
  - c. Continually checks client safety and comfort needs throughout clinical day.
  - d. Questions situations in which principles of nursing are violated.
22. Safely and effectively implements all procedures and treatments.
  - a. Practices and reviews procedures and treatments prior to clinical.
  - b. Determines basic-care needs and safely performs all procedures without being reminded (examples: C&DB, turning, I&O, ROM, VS, or skin care).
  - c. Follows hospital and departmental policies with all procedures and treatments. Performs within the policies of Rowan-Cabarrus Community College, the ADN/PN Program, and the clinical facility. An instructor will be present in situations when there is an exam of the breasts, genitalia, or rectum of both male and female patients as dictated by the following circumstances:
    1. If appropriate, as determined by the instructor;
    2. If requested by the patient;
    3. When there is no compromise to the patient's safety and well-being.
  - d. Displays confidence and composure when carrying out procedures and treatments.
  - e. Shows respect for privacy needs.
23. Safely and effectively administers medications.
  - a. Verifies the physician's orders against the patient's medication record during clinical preparation time and every A.M. prior to medication time. Reports discrepancies.
  - b. Checks for medication allergies on chart and Medication Administration Record.
  - c. Demonstrates knowledge of medications.
  - d. Calculates medication doses with 100% accuracy in the presence of the instructor (without the use of a calculator).
  - e. Calculates IV flow rates with 100% accuracy in the presence of the instructor (without the use of a calculator).
  - f. Assesses the "Five Rights" prior to administering any medication.
  - g. Verbalized knowledge of appropriate lab values related to medication administration.
  - h. Evaluates assessment data prior to medication administration.
  - i. Verifies the correct medication and identifying container with the faculty prior to preparation and administration of medication to client.
  - j. Uses proper technique when preparing and administering medications.
  - k. Verifies all insulin and heparin dosages with faculty and unit RN.
  - l. Gives all medications in the allotted time period.
24. Carries note pad, a black non-erasable pen, scissors, penlight, stethoscope, and has watch with second hand.
25. Documents accurately, concisely, completely, legibly, and in a timely manner.
  - a. Documents on appropriate forms without being reminded.
  - b. Consults faculty when charting abnormal assessment findings.

- c. Demonstrates neatness and organization of charting; uses correct terminology, phraseology, and spelling.
  - d. Follows agency policy regarding documentation (such as using only approved abbreviations and only black ink) and corrects errors in charting according to agency policy.
26. Uses effective communication skills which demonstrate respect for human dignity toward peers, faculty, and health team members.
- a. Demonstrates appropriate verbal and non-verbal behaviors in patient/family care.
  - b. Avoids saying or doing anything that could cause undue anxiety for the patient or family.
  - c. Communicates as needed with other health-care providers in planning and carrying out the plan of care.
  - d. Informs the faculty and staff nurse immediately regarding any changes in client's condition or when any problem is encountered.
  - e. Is pleasant and courteous during all interactions, using therapeutic communication techniques.
27. Evaluates self-performance.
- a. Objectively assesses self-performance.
  - b. Sets own goals and objectives and strives to attain them.
  - c. Identifies own strengths and weaknesses.
  - d. Immediately admits mistakes and takes actions to correct them.
  - e. Accepts constructive criticism without making excuses for behaviors.
  - f. Assumes responsibility for own actions; knows limitations and when to seek guidance.
28. Demonstrates appropriate action when notified of emergency signals in accordance with each clinical facility.
29. Updates CPR, immunizations, and TB test yearly per ADN/PN policies. Performs CPR correctly and safely when necessary.
30. **Practices within the legal and ethical framework of nursing and is accountable for his/her nursing practice.**
31. Purchases professional liability insurance at the time of initial registration for the NUR sequence and annually while enrolled in the NUR sequence.
32. Maintains confidentiality related to patient information and follows ANA Code of Ethics for Nurses.
33. Shows respect for patient and family at all times.
34. Must practice within the boundaries of the Nurse Practice Act of the State of North Carolina, the clinical course competencies, the ADN/PN Program policies, the Rowan-Cabarrus Community College policies, and the policies and procedures of the health-care agencies.

**\*\*\* Compliance with this policy is required throughout the entire enrollment in the nursing program. Noncompliance with this policy will result in disciplinary action up to and including dismissal from the nursing program.**

**The Nursing Program reserves the right to dismiss a student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, or health team members in jeopardy.**

Reviewed: June 2008