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Owner:	*April Stingo: Clinical Placement Process Lead*
Area:	*Nursing*
References:	*Policy*
Applicability:	*UMHS Clinical*

Nursing Admin - Graduate Student Nurse Clinical Placements at University of Michigan Health Policy

I. Policy Statement, Purpose, and Scope

The purpose of this policy is to establish standards for graduate student nurse placements at University of Michigan Health.

II. Definitions

A. **Affiliation Agreement:** An affiliation agreement between the nursing schools and University of Michigan Health for providing educational clinical experience opportunities. This agreement is used when professional liability insurance is required for the field experience.

B. **Clinical Placement:** The process of assigning student nurses to specific University of Michigan Health hospitals, health centers, and clinic units/areas.

C. **Clinical Placement Clinical Lead:** The clinical placement nurse is responsible for ensuring graduate student nurses are placed in appropriate University of Michigan Health settings and meet institutional requirements.

D. **Clinical Placement Process Lead:** Collaborates with schools and University of Michigan Health departments to process all students prior to their clinical start date.

E. **Clinical Placement Rotation Matching System:** An internet-based secure, clinical matching, student on-boarding, and document storage solution system for clinical sites and nursing schools (e.g. ACEMAPP).

F. **Clinical Placement Team:** Employees of University of Michigan Health's Professional Development and Education nursing department responsible for the clinical placement of student nurses.

G. **Electronic Health Record:** An electronic version of a patient's medical record, that is maintained by the provider over time, and may include all of the key administrative clinical data relevant to that person's care under a provider. Includes demographics, progress notes, problems, medications, vital signs, past medical history, immunizations, laboratory data and radiology reports, etc. (e.g. MiChart).

H. **Health Technology Information Services (HITS):** A department of University of Michigan Health that provides technology-related services and support.

I. **Institutional Requirement:** Legal, regulatory, accreditation or University of Michigan Health policy requirements that apply to nursing students and clinical nursing instructors. **(EXHIBIT A)**

J. **Learning Management System:** The on-line system used for administration, documentation, tracking, reporting and delivery of educational courses and training programs (e.g Cornerstone Learning).

K. **Medication Dispensing System:** An automated medication dispensing system supporting decentralized medication management. It helps to safely and efficiently dispense the right medications (e.g. Pyxis).

L. **Preceptor:** A mentor assigned to graduate student nurses in the University of Michigan Health clinical setting.

M. **Program Addendum:** A document attached or added to the Affiliation Agreement that clarifies, modifies, or supports the nursing program information in the agreement.

N. **Secure Portal System:** The system used to collect required confidential student information to process login accounts.
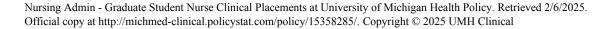
III. Areas of Responsibility

This policy is applicable to all practice units/areas within University of Michigan Health that host students from schools of nursing participating in graduate clinical nursing education.

IV. Policy Standards

A. An Affiliation Agreement and Program Addendum must be current between University of Michigan Health and all non-UM schools of nursing prior to any clinical placement requests.

B. University of Michigan Health will accept students' requests in the priority set below.
1ST PRIORITY: UMSN Ann Arbor Students & Michigan Medicine Employees Attending External Schools
2ND PRIORITY: UM School of Nursing Flint Students
3RD PRIORITY: Non-Employees Attending External Schools

C. It is the expectation that all nursing units/areas within University of Michigan Health will participate in clinical education by accepting nursing students.

D. Schools of nursing or graduate student nurses must contact University of Michigan Health employed individual preceptors to inquire about student clinical placements each term. University of Michigan Health employees are encouraged to participate in the education of students.

E. Once the University of Michigan Health employed preceptor agrees and any additional approvals are received by the Clinical Placement Team the student placement can be entered in the clinical placement rotation matching system (e.g. ACEMAPP) .

F. University of Michigan Ann Arbor and University of Michigan Flint clinical placement requests will receive priority for all placements within University of Michigan Health provided the requests are received within the required timelines. Additional nursing school clinical placement requests will be considered as they are received.

G. All nursing schools' clinical placement coordinators, preceptors, and students are directed to the Clinical Placement website **(See References)** and are accountable for reading and following the process information.

STUDENTS	1. Graduate nursing students are responsible for finding preceptors for their clinical experience.

2. All visiting observer or shadow experience requests need to be completed by unit/area. For further information, you and the unit/area must follow the policy, [Michigan Medicine Visiting Observer: Individual Who May Observe But Not Provide Patient Care Policy, 04-06-061](#).

3. Students that attend a graduate nursing program with an active affiliation agreement will be considered for clinical placement at University of Michigan Health.

4. University of Michigan Health employed student nurses must have permission from their school to be placed on the same unit/area where they work.

5. Students will be processed through a secure portal system following the required deadlines established by HITS and the Clinical Placement Process Lead. Schools not meeting deadlines may result in delays and the inability to accommodate requested start dates.

6. Each student nurse approved to a unit/area must complete University of Michigan Health Institutional Requirements **(EXHIBIT A)** in the clinical placement rotation matching system (e.g. ACEMAPP) prior to the start of their clinical term:

   ◦ Nursing school clinical placement coordinators, preceptors, and students are directed to the Clinical Placement website **(See References)** and are accountable for following the information.

   ◦ Student nurses who do not comply or complete the Institutional Requirements **(EXHIBIT A)** will not be permitted in the University of Michigan Health clinical setting. The Institutional Requirements document may be accessed on the Clinical Placement website. **(EXHIBIT A)**

   ◦ University of Michigan Health employed nurses that are students, who have completed the Institutional Requirements **(EXHIBIT A)** in the learning management system (e.g Cornerstone Learning) have met the requirements. If the Institutional Requirements are not completed, the requirements must be completed in the clinical placement rotation matching system (e.g. ACEMAPP).

   ◦ Grad students who are permanent employees at University of Michigan Health and wish to be exempt from completing their requirements must submit an Employee Clearance Application through clinical placement rotation matching system (e.g. ACEMAPP). Once approved, students will be marked 'complete' for the Institutional Requirements including background check and drug screen.

7. Each student nurse approved for a clinical placement at University of Michigan Health must complete the student required electronic health record (e.g. MiChart) education for the unit/area of their placement. This requirement must be met prior to the clinical term start date.

	8. Student Electronic Health Record (e.g. MiChart) education will vary by student type and location and will automatically be added to the Learning Management System.
	9. Students who are employees need to make sure they document in their MiChart student accounts and not their employee MiChart account.
	10. All non-University of Michigan Health employee students must complete a drug screening test, background check, proof of vaccination, required screening, and BLS certification. This is monitored in the clinical placement rotation matching system (e.g. ACEMAPP) and checked by the Clinical Placement Process Lead.
	11. If a student is asked to be a chaperone during a sensitive examination and procedure, they should decline. They are not allowed to be enrolled in this type of role on the unit.
	12. Any technology, tool or on-line space in clinical agencies cannot be used for personal business. This applies to social media platforms. Students must follow health care organization policies regarding the use of technology or social media. At times, a clinical setting may allow the use of technology or the use of social media for work purposes and only to be used as it relates directly to patient care or specified activities. 　◦ Health care organization computers cannot be used for personal business, such as checking e-mail or Facebook. 　◦ Personal communication such as cell phone use or texting must be done only for emergency purposes. 　◦ Posting or discussing any information about patients, family members, instructors, staff, providers, or other students on social media is not permitted.
NURSING SCHOOLS	1. All nursing school clinical placement coordinators are responsible for monitoring the students' completion of all compliance requirements in the Clinical Placement Rotation Matching System (e.g. ACEMAPP).
	2. University of Michigan Health employed student nurses must have permission from their school to be placed on the same unit/area where they work.
	3. All University of Michigan Health clinical placement requests must be received in the clinical placement rotation matching system (e.g. ACEMAPP) and follow the clinical placement process schedule timeline.
	4. All clinical placement rotation matching system (e.g. ACEMAPP) requests must include the course number, level of student, preceptors name, students name, faculty name, placement start and end date, clinical hours, and unit/area.
	5. Upload student data into secure portal system following the data submission timeline given by the Clinical Placement Process Lead.

	6. Ensure that students complete the electronic health record (e.g. MiChart) training prior to the start of their rotation, unless already completed as a University of Michigan Health employee.
	7. Inform the Clinical Placement Team regarding students who have not completed the current term, need extensions or have been dismissed.
	8. Evaluate the students' clinical experience at the end of each term.
CLINICAL PLACEMENT TEAM	1. University of Michigan Health will not help find preceptor placements for graduate nursing students. In addition, University of Michigan Health will not clinically place visiting observer or shadow experience requests. Please contact the unit/area for further information. The Clinical Placement Team and unit/area must follow policy, [Michigan Medicine Visiting Observer: Individual Who May Observe But Not Provide Patient Care Policy, 04-06-061](#).
	2. Clinical Placement Team ensures an Affiliation Agreement and program addendum is current and in place between University of Michigan Health and all non-UM nursing schools after any clinical placement request. If not, the nursing school is notified.
	3. The Clinical Placement Process Lead arranges the development and/or update of the Affiliation Agreement and/or Program Addendum with the University of Michigan Health Contracting Office.
	4. The Clinical Placement Team will communicate all accepted and denied clinical placement requests to nursing schools in a timely manner. This information will also be noted in the clinical placement rotation matching system (e.g. ACEMAPP), following the established timelines.
	5. The Clinical Placement Process Lead sends the system requirement information to HITS through the secure portal system. The information is uploaded by the required due date.
	6. The Clinical Placement Process Lead sends a notification to the nursing schools regarding the data upload requirements for the secure portal system and sends the Clinical Placement Process schedule to establish deadlines dates for the process steps. Students and instructors will be processed through a secure portal system following the required deadlines established by HITS and the Clinical Placement Process Lead. Schools not meeting deadlines may result in delays and the inability to accommodate requested start dates.
	7. The Clinical Placement Process Lead will verify the completion of Institutional Requirements **(EXHIBIT A)** by all students in the clinical placement rotation matching system (e.g. ACEMAPP). If the student are not compliant by a certain date, they will be removed form their clinical until their compliance is completed.
	8. The Clinical Placement Process Lead ensures learning management system (e.g Cornerstone Learning) has the required information to

	populate the electronic health record (e.g. MiChart) education in the learning management system for all students.
HITS	1. Communicates required dates and information for the secure portal system to the Clinical Placement Process Lead. 2. Uploads student data from the Clinical Placement Process Lead into the secure portal System. 3. Processes student logins. 4. Sends login information to new students via established process. 5. Communicates to all students their access to University of Michigan Health's electronic health record (e.g. MiChart), learning management system (e.g Cornerstone Learning), Parking, Key ID, etc. for the units/ areas they are assigned.

V. Summary of Changes

Replaces Nursing Admin - Graduate Student Nurse Clinical Placements at University of Michigan Health, 05/2023.

VI. References

Clinical Placement Website: https://www.med.umich.edu/nursing-PDE/clinical_placement/index.html

Clinical Placement Grad Page: https://www.med.umich.edu/nursing-PDE/clinical_placement/graduate.html

Clinical Placement Affiliation Page: https://www.med.umich.edu/nursing-PDE/clinical_placement/affiliation.html

Clinical Placement Nursing Staff Page: https://www.med.umich.edu/nursing-PDE/clinical_placement/staff.html

Clinical Placement Calendar Page: http://med.umich.edu/nursing-PDE/clinical_placement/calendar.html

VII. Exhibits/Attachments

EXHIBIT A: University of Michigan Health Institutional Requirements

VIII. Document Approval & Tracking

Author(s)/Consultant(s)	April Stingo, BS; Jole' Mowry, MS, BSN, RN;	
Committee(s)/ Endorsement(s)	Nurse Executive Committee (NEC)	Y
Official Approver(s)	Official Title	[Y or N/A]
Official Signature(s)	On PolicyStat Approval Workflow	

Attachments

📄 UMH GRAD Student Institutional Requirement List.pdf

Approval Signatures

Step Description	Approver	Date
Chief Nurse Executive (CNE)	Lori Wenzel: Admin Specialist Inter Health	4/1/2024
Nurse Executive Council (NEC) Delegate	Lori Wenzel: Admin Specialist Inter Health	4/1/2024
PolicyStat Administrator Review	Olivia Curl: Admin Specialist Inter Health	3/4/2024
PolicyStat Administrator Review	Natalie Plata: Clinical Policy Manager	3/4/2024
Policy Owner	April Stingo: Clinical Placement Process Lead	3/4/2024

Applicability

UMH Clinical