Status Active PolicyStat ID 13643681

Origination 8/1/2013
Last Approved 6/8/2023
Effective 6/8/2023
Last Revised 6/8/2023
Next Review 6/7/2026

Owner April Stingo: Clinical Placement Process Lead

Area Nursing Administration

Applicability UMHS Clinical

MICHIGAN MEDICINE
UNIVERSITY OF MICHIGAN

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

I. Purpose

The purpose of this policy is to establish standards for undergraduate nursing student placements within University of Michigan Health.

II. Applicability

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

III. 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 Instructor:** A licensed registered nurse employed by the school of nursing to teach and mentor nursing students in the University of Michigan Health clinical setting. The clinical instructor performs administrative functions related to the assigned school of nursing courses.

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

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

E. **Clinical Placement Process Lead:** Collaborates with schools and University of Michigan

Health departments to process all students prior to their clinical start date.

F. **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).

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

H. **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).

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

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

K. **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).

L. **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).

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 and instructor information to process login accounts.

O. **Southeast Michigan Schedule:** Undergraduate data submission schedule created by the clinical placement rotation matching system (e.g. ACEMAPP).

IV. Procedures and Actions

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

C. 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.

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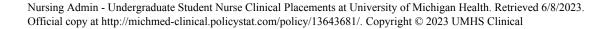

INSTRUCTORS	1. Individual nursing instructors are not permitted to negotiate directly with University of Michigan Health nursing leadership or unit/area staff for undergraduate nursing student placements. Placements negotiated in this manner will be considered null and void.
	
	2. All clinical instructors will complete an orientation with the Clinical Placement Clinical Lead, Clinical Placement Process Lead, and unit/areas:
	
	    • All new instructors assigned to a University of Michigan Health clinical unit/area must contact the Clinical Lead to schedule a time for orientation prior to placement on the unit/area.
	
	    • The unit/area contact information will be given during the Clinical Lead orientation.
	
	    • All new instructors should arrange an orientation with the unit/area two weeks prior to students' arrival.
	
	    • The unit/area nursing leadership will decide what orientation consists of and how long it will take.
	
	    • An instructor returning to the same unit/area, must contact the nursing leadership to review any changes and updates.
	
	3. Instructors assigned 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. Instructors who do not comply or complete the Institutional Requirements **(EXHIBIT A)** will not be permitted in the University of Michigan Health clinical setting.
	
	4. University of Michigan Health employed instructors, 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).
	
	5. Students providing direct patient care and family care as a cohort, the clinical instructor **must be present** for the duration of the clinical shift.
	
	6. Instructors on an ongoing basis are responsible for the following:
	
	    • Validate students are successful navigating within the Electronic Health Record system.
	
	    • Provide support to students on the unit in the Electronic Health Record application.

	• Monitor students for proper use and documentation within Electronic Health Record.
	• Review student documentation in the patient's Electronic Health Record and the co-sign report before the end of the students' shift to ensure a nurse has co-signed all notes and medication administration documentation.
	• Make sure students complete their documentation notes so it automatically triggers a nurse co-signature. Nursing students should not "pend" their patient care notes in the patient's Electronic Health Record.
	• Support the students in trouble shooting issues.
	7. Individual nursing students providing direct patient and family care with a pre-arranged preceptor or in a non-direct leadership experience, the clinical instructor **must be readily available or reachable by phone.**
	8. Non-employee University of Michigan Health nursing students require an instructor present on the first day of orientation to complete the following procedures:
	• Obtain an ID badge.
	• Obtain a parking permit if needed.
	• Access to internal doors on unit/area.
	• Check login access to Electronic Health Record.
	• Check login access to Medication Dispensing System if needed.
	9. Clinical instructors who are new to University of Michigan Health must complete the 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.
	10. At the end of each term, instructors will meet with the unit/area nursing leadership to evaluate the placement experience. In addition, nursing schools evaluate the students' clinical experience and share data with the Clinical Lead.
STUDENTS	1. 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.

2. If the University of Michigan Health employed student nurse desires to have a clinical placement on the unit/area where they work, they must have permission from their school and the direct nursing leader/supervisor.

3. Students must be able to perform the designated skills and competencies, which includes passing medication calculation testing for their program level prior to the beginning of their clinical experiences.

4. Students are notified in advance of the specific skills and competencies they are required to perform. Assistance and practice opportunities will be available up to the time of assessment exam testing.

5. Students are expected to be able to accurately calculate all medication dosages for patients across the lifespan at the start of the term in which they will be expected to pass medications.

6. 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.

7. Each student 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.

    • 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 (e.g Cornerstone Learning).

    • Students who are employees need to make sure they document using their MiChart student accounts and not their employee MiChart account.

    • Students are responsible for knowing when a nurse co-signature is needed.

    • Students are not allowed to,"Pend" any of their documentation in the Electronic Health Record.

8. University of Michigan Health employed students, who have completed the Institutional Requirements **(EXHIBIT A)** in the learning management system (e.g Cornerstone Learning) do not need to complete these requirements prior to the start of their clinical term. If the Institutional Requirements are not completed, the requirements must be completed in the clinical placement rotation matching system (e.g. ACEMAPP).

	9. Students assigned 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. Students who do not complete the Institutional Requirements **(EXHIBIT A)** will not be permitted in the University of Michigan Health clinical setting.
	
	10. Students are not allowed to do the following:
	
	    • Perform complex or invasive procedures without supervision from the staff nurse mentor or clinical instructor.
	
	    • Give medications without the staff nurse mentor or clinical instructor present. Students must be able to discuss all patient safety indications for every medication.
	
	    • Administer or co-sign blood products.
	
	    • Give IV push medications.
	
	    • Give IV chemotherapy.
	
	    • Take verbal or phone orders.
	
	11. Any technology, tool or on-line space in clinical settings 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 University of Michigan Health clinical placement requests must be received three months prior to the clinical course start date. 2. All nursing school clinical placement coordinators and instructors are responsible for monitoring the students' completion of the Institutional Requirements **(EXHIBIT A)** in the Clinical Placement Rotation Matching System (e.g. ACEMAPP).

	3. Submit student placement requests to the Clinical Placement Process Lead via the clinical placement rotation matching system (e.g. ACEMAPP) following the Southeast Michigan Schedule.
	4. All nursing student clinical placement requests must be submitted in the clinical placement rotation matching system (e.g. ACEMAPP) and follow the clinical placement process schedule timeline.
	5. All clinical placement rotation matching system (e.g. ACEMAPP) requests must include the course number, level of student, number of students, placement start and end date, clinical hours, instructor name, and desired unit/area. No cohort group will consist of more than 8 students.
	6. If the University of Michigan Health employed student nurse desires to have a clinical placement on the unit/area where they work, they must have permission from their school and the direct nursing leader/supervisor.
	7. Nursing schools must submit a list of students requiring respiratory fit testing to University of Michigan Health Occupational Health Services at the start of each term.
	8. Upload student and instructor data into a secure portal system following the data submission timeline given by the Clinical Placement Process Lead.
	9. Ensure new instructors orient with the Clinical Placement Lead and to the area/unit.
	10. Ensure that students and instructors 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.
	11. Inform the Clinical Placement Team regarding students who have not completed the current term, need extensions or have been dismissed.
	12. 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 undergraduate 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 the 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 Clinical Lead communicates with the units'/areas' nursing leadership related to student and instructor placements. University of Michigan Health unit/area nursing leadership will be advised of changes to school of nursing curriculum that will impact clinical hours in advance of placement requests.

6. Exceptions in accepting nursing students and/or reducing the number of students taken, will be considered on a case-by-case basis by the Clinical Placement Clinical Lead in conjunction with nurse leaders.

7. The Clinical Placement Clinical Lead will communicate all nursing student placement requests, simultaneously, for the upcoming term to the unit/area nursing leadership so they can see all student requests for the entire term. The course schedules are emailed to units/areas for approval.

8. 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.

9. 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.

10. The Clinical Placement Process Lead will verify the completion of Institutional Requirements **(EXHIBIT A)** by all students and instructors in the clinical placement rotation matching system (e.g. ACEMAPP). If the student is not compliant by a certain date,

		they will be removed from their clinical location until their compliance is completed.
		11. 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 (e.g Cornerstone Learning) for all students and instructors.
HITS		1. Communicates required dates and information for the secure portal system to the Clinical Placement Process Lead.
		2. Uploads student and instructor data from the Clinical Placement Process Lead into the secure portal System.
		3. Processes student and instructors logins.
		4. Sends login information to new students and instructors via established process.
		5. Communicates to all students and instructors 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. Exhibits

EXHIBIT A: University of Michigan Health Institutional Requirements

VI. References

Clinical Placement Website: http://www.med.umich.edu/nursing-PDE/clinical_placement/

Clinical Placement School of Nursing Page: https://www.med.umich.edu/nursing-PDE/clinical_placement/schoolplacement.html

Clinical Placement Instructor Page: http://www.med.umich.edu/nursing-PDE/clinical_placement/instructors.html

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

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

VII. Author

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Jole' Mowry, MS, BSN, RN; June 2018; May 2020, May 2023

Mary Anne Brancheau, BSN, RN-BC; August 2013; February 2015, June 2018

VIII. Reviewed and Approved by

Nursing Executive Council: August 2013, February 2015; June 2018; June 2020; June 2023

Chief Nurse Executive: May 2020; June 2023

Attachments

UMH UNDERGRAD Student Institutional Requirement List.pdf

Approval Signatures

Step Description	Approver	Date
NEC Delegate	Lori Wenzel: Admin Specialist Inter Health	6/8/2023
Policy Owner	April Stingo: Clinical Placement Process Lead	5/16/2023