

## **Geisinger Undergraduate Nursing Clinical Expectations for Clinical Instructors & Nursing Students**

Geisinger is pleased to welcome your students as they learn and grow professionally here on our campuses. Each of our departments are excited to support their academic growth and encourage the students as they develop into future nurses. Please review these expectations to understand what we request of you as instructors and students to help enhance the learning opportunities we offer. If you have questions, concerns, or need clarifications, please reach out to our Nursing Affiliate Team. Thank you!

### ***Hospital Expectations:***

#### **We ask those instructors and student:**

- **Maintain Professionalism**
  - Detailed, thorough communication between instructors, students, department leadership, and department staff.
    - This includes communication when leaving for breaks, completion of the clinical day, and completion of the entire rotation.
    - Notification to department leadership when a clinical group will not be arriving to the department as planned.
    - Provide a copy of the rotation schedule to department leadership and include student and instructor information (i.e., Student names, instructor names and contact information, school affiliation, etc.)
    - Discussion of the student's level of knowledge and what they can do while on the department.
    - Encourage a high level of engagement from students. They should actively seek out learning opportunities so they may have a full clinical experience. Excessive downtime is discouraged.
  - Adhering to Geisinger's Code of Conduct, Policies, and Procedures.
    - Including maintaining proper dress code, proper identification for each instructor and student, patient privacy, etc.
    - Completion of GOALS courses assigned to each instructor and student prior to arrival on the assigned department.
- **Understand Department Roles**
  - The instructor should be easily identified as the leader of the clinical group.
  - If the instructor is a Geisinger employee, they should only act in the capacity of an instructor when with their clinical group. They should not take on staff nurse responsibilities while in charge of students.
  - Respect the department staff and their roles.
  - The department staff must be made aware of the student's level of education and what procedures they can and cannot do (i.e., Medication administration, vital signs, assessments, invasive procedures like IV or Foley insertion, etc.).

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- **Follow a Set Chain of Command**
  - Set forth a chain of command for students so they know to whom they should ask questions, seek advice, and obtain assistance.
    - Our staff are happy to assist, but there may be instances where they are focused on the patient and may not be able to address the student's needs.
    - Share chain of command with department leadership and staff.
  - The student should approach the instructor first, followed by the department charge nurse, clinical leaders, and nurse educator.
  - If there are any issues on the department and the student does not feel as though they are able to learn due to bullying or related concerns, please communicate with department leadership immediately.
  - If corrective action needs to take place, this needs to be done in a professional manor.
- **Make Assignments that are Appropriate for the Student & Department Needs**
  - As an instructor, please arrive prior to your students so that you may determine how to assign your students for the day. Please work with the Clinical Coordinator or Charge nurse to finalize your clinical assignment.
    - For patient privacy, no information related to patients on the department will be shared through email, text, fax, etc. The instructor will obtain patient information only when on the department.
    - Communicate with the patient and their nurse to determine if they approve of having a student nurse.
  - Staff nurses on orientation have priority with patient assignments. Unless approved by department leadership, the student should not be assigned to a patient who is already working with an orienting nurse.
  - We've noticed a trend of new grad nurses struggling with proper documentation and note writing. Per your programs charting policy, please take time to review flowsheets and nurses notes with your students. If your students can document in the patient chart per school policy, please co-sign all documentation and notes.
  - (Becky is looking to see about getting a .nstu smartphase like the med students have that they can put at the end of their notes. It will essentially state that it was done by a nursing student, which may give schools piece of mind. Our GLHSON used to use the .stu, however it was just changed to be specific to med students only.)

**We hope these expectations help to form a solid foundation for both the instructors and students. If you need clarification or have any questions, please contact the Nursing Affiliate Team. Geisinger looks forward to working with you and your students. Thank you for choosing Geisinger.**