

# Clinical Site Information

## General Clinical Rotation Information

### Expectations for Students

- **Parking:** When you arrive at Agrace, please park on the street. The Agrace parking lots are needed for patients' families and other visitors.
- **Belongings/valuables:** Student groups will be provided space in either a breakroom or a meeting room. There is no locked space for belongings, and there is no storage space available at team stations for coats, boots, food or personal items. Students are welcome to store food in refrigerators in the staff break room.
- **Dress code:** Please follow your school's dress code and wear your student name tag. When providing direct patient care, you must wear your required student nursing uniform. During clinical preparation time and other non-direct patient care related activities, wear professional business attire (for example, a lab coat, and/or required student nursing uniform).
- **No smoking:** Agrace is a smoke-free facility. Visitors, staff, volunteers and students may not smoke on Agrace property. Patients may smoke on the patio of their room after a safe-smoking assessment has been completed by the Agrace nurse.
- **Breaks:** You must tell the student team leader, staff nurse and/or instructor when you leave the floor for a break.
  - \* Food and beverages are NOT allowed on the floor or at a charting station.
  - \* Take breaks in the Johnson Dining Room or other meeting room that has been reserved for the group.
  - \* Students should not gather in rooms reserved for patient/family use, such as the sunroom, family kitchens or library.
- Treat all patients with dignity and respect:
  - \* Maintain patient rights to autonomy and confidentiality.
  - \* Protect patients from violations of privacy and modesty.
- Protect yourself, patients, peers and staff from injury, infection and/or harm:
  - \* Report incidents to instructor or preceptor immediately.
  - \* Recognize when is necessary to ask for help.
  - \* Comply with Agrace and school policies, state laws and regulations.

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# Safe Medication Management Practices

## *Medication Preparation*

1. Perform hand hygiene before preparing medications.
2. Retrieve and prepare medications for only one patient at a time.
3. Administer medications to the patient as soon as possible after retrieval/preparation. If the patient does not take the medication for any reason, return it to the medication room immediately.
4. When narcotics are removed from the AcuDose, administer them to the patient immediately. If the medication is refused, a “witnessed waste” must take place immediately; narcotics may not be stored in patient bins or med drawers for later use/waste.
5. Leave labels of unit dose packages intact so they may be compared to the MAR prior to opening.
6. Once medications are removed from the medication room, the medication will remain with the person who prepared the medication. Do not leave medication unattended.
7. Do not leave medication in any area that is hotter than 80 degrees F; for example, do not store medications in clothing pockets.

## *Medication Administration*

1. Perform hand hygiene upon entering the patient room.
2. Before administering the medication(s):
  - a. Verify the medication selected against the medication order and/or MAR.
  - b. Visually inspect the medication for irregularities or loss of integrity.
  - c. Verify that the medication is not expired.
  - d. Complete education with the patient/legal representative and document in the electronic health record (EHR), per documentation guidelines.
  - e. Take vital signs and/or complete assessments ( blood pressure, pulse, etc.) before administering medication, per medication orders.
  - f. Verify the six “rights” of medication administration:
    - 1) right patient, 2) right medication, 3) right dose, 4) right route, 5) right time, 6) right documentation.
3. Do not leave medications unattended at the patient’s bedside. The person who retrieves, prepares and administers the medication will witness the patient taking the medication.
4. Use barcode scanning whenever possible to increase safety and make it easier to administer and document medications.
5. Medications that require wasting will be wasted by the instructor and an Agrace RN.

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# COVID-19 Safety for Students at Agrace

## *Instructor Expectations*

- Students and instructors will follow masking requirements in Agrace buildings and inpatient unit, supplying their own cloth mask to wear when entering and leaving the building.
- Students will not gather in groups on the unit and will follow physical distancing principles as much as possible.
- Agrace will provide required PPE for students to wear when caring for patients, unless other arrangements have been made with your school.
- Students will not care for patients who are in airborne precautions (those with suspected or confirmed COVID-19, disseminated shingles or tuberculosis).
- Prior to each shift, each student must report oral temperature and any symptoms, using the form provided (*see last page of this document*).
- If a student becomes ill at any point during their shift, they will go home immediately (after notifying the instructor).
- If a student or instructor reports new, rapid-onset symptoms of fever >100 F, chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea or vomiting, they should not enter the building. Collaboration with Agrace Infection Prevention is required prior to returning to clinical; contact [grp-infectionprevention@agrace.org](mailto:grp-infectionprevention@agrace.org).
- Students will take their breaks in the Johnson Dining Room or a reserved room, while following physical distancing guidelines.
- Students will limit personal belongings that are brought into the building to the items that are necessary for their clinical work.
- Agrace is committed to supporting students as much as possible while ensuring safety of patients, staff and visitors. However, **Agrace may change, postpone or cancel its commitment to clinical rotations for pandemic-related reasons, and may change the guidelines for clinicals due to the pandemic.**



## Agrace Student and Instructor COVID-19 Screening Form

By signing our student/instructor visitor log you agree:

- ✓ You have NOT had exposure to COVID-19.
- ✓ You do NOT currently have any of the following symptoms, nor have you experienced any of the following symptoms in the past 10 days:
  - Fever or chills
  - Nausea or vomiting
  - Fatigue
  - Muscle or body aches
  - New loss of taste or smell
  - Sore throat
  - Cough, shortness of breath or difficulty breathing
  - Diarrhea
  - Congestion or runny nose
- ✓ You will immediately notify your instructor/preceptor and leave the building/patient care if you experience any of the above listed symptoms during the clinical day. You will await follow up from your instructor/preceptor who will collaborate with Agrace Infection Prevention before allowing you to return to clinical/patient care.
- ✓ You will allow us to take your temperature or document your temperature daily if seeing patients in homes/facilities.
  - *If your temperature is 100F or greater, you will be asked to leave your clinical experience. You may return to clinical after approval from Agrace Infection Prevention.*
- ✓ You will wear a face covering the entire time you are in the Agrace facility or providing care to Agrace patients. You may only remove your face covering when eating or drinking in your designated area.
- ✓ You will perform frequent hand hygiene, cover your cough/sneeze, and maintain 6 feet of physical distance from those you do not live with.

**Date:**

**Instructor/Preceptor Name:**

**Instructor/Preceptor Signature:**

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Name (Print)	Signature	Temperature	Instructor Initials
(Instructor):			

**Instructor/Preceptor:** Return one copy to Agrace Infection Prevention for each clinical day that students interact with Agrace patients or are present on the Agrace campus.