



| Nursing Student Process CL-P-03 | |
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| Action | Date |
| Effective Date | January 2018 |
| Reviewed | January 2023 |
| Revised | January 2023 |

PROCESS STATEMENT: When a request from School of Nursing for nursing student(s) is received to train at Arkansas Hospice, the process below will be followed.

1. **PROCESS:** The Area Manager/designee will verify there is a current, signed contract with the school of nursing.
2. The Area Manager/designee will ensure the contract contains that proof of the following is available upon request:
 - a. current TB testing
 - b. require immunizations, including a seasonal influenza vaccine; and
 - c. completion of Health Insurance Portability and Accountability Act (HIPAA) training.
3. The Area Manager/designee will:
 - a. assign the student nurse(s) to a RN(s) to serve as preceptor for a student during their training experience;
 - b. require each nursing student to read and sign the H-1 Non-Disclosure Agreement; and
 - c. send a list of nursing students by completing form CL-F-38, including the date and time the students were in training, name of preceptor, and their signed Non-Disclosure Agreements to Human Resources where a file will be maintained.
4. Prior to training, all nursing students will participate in orientation to hospice services and concepts of care that will include, but may not be limited to:
 - a. orientation to the assigned Arkansas Hospice office including exits, restrooms, etc.; and
 - b. review form CL-F-39 for orientation of hospice concepts/services, including review of policies listed on this form.
5. The RN preceptors will ensure that the nursing student training will be observational only.
6. No nursing student will be allowed to document in the patient's medical record.
7. In the event disciplinary action is warranted, the designated nursing preceptor will discuss the identified reason with the following people in the order listed and document the event, discussions and outcome in writing to be maintained in Human Resources:
 - a. preceptor's immediate supervisor;
 - b. nursing student;
 - c. Area Manager;
 - d. Regional Director
 - e. Human Resources,

- f. student's school of nursing liaison; and
 - g. Chief Clinical Officer
 - h. discussion of the final decision with student, unless it is not in agreement with the school's process.
8. Disciplinary actions will be implemented, ranging from verbal counseling up to and including termination of clinical training, as appropriate.