

ELECTRONIC STUDENT CLINICAL PLACEMENT PROCESS

Standards and Guidelines

I. PURPOSE:

To provide guidelines intended for users of the student clinical placement website to secure clinical placements and/or Job Shadow Experiences within Wheaton Franciscan Healthcare.

II. GUIDELINES

The College/University or training program contact person is expected to complete the Clinical request form via the internet site no more than 4 months prior to the beginning of the clinical experience.

Wheaton Franciscan Healthcare will provide to the College/University or training program, electronic access to the following documents:

- Student Orientation Manual
- Faculty Orientation Manual
- Orientation Checklist
- Confidentiality Forms
- Evaluation Forms
- Facility Information and Maps
- Contact Information
- Shadow Experience Instructions and Agreement

The College/University or training program will provide to the Wheaton Franciscan Healthcare the following documentation:

- Philosophy of Nursing (*nursing programs only*)
- Program and Clinical Experience Objectives (online)
- Course Syllabus
- Names of faculty and contact information (online)
- Statement that students meet health requirements as stated in the affiliation contract (online) to include: physical exam, immunizations, statement "free from communicable diseases", TB skin test within past 12 months, Hepatitis B series
- Documentation of current CPR certification, as needed (online)
- Results of the Caregiver Background Check as required by Wis. Statue 50.065 (online)
In the event a student has a criminal record, a copy of the criminal record with disclosure form must be presented to the Project Coordinator/designee a minimum of 3 weeks prior to the start of clinicals. The Wheaton Franciscan Healthcare Project Coordinator/designee will then determine if student placement is approved.
- For Iowa: the Academic program screens for Caregiver Background and the student will not be placed in the clinical setting as directed by the Iowa Code.

All students and faculty must sign the **Wheaton Franciscan Healthcare Confidentiality Statement**. Signed statements must be returned, by the clinical instructor, to the Project Coordinator by the end of the first week of clinicals.

Following each clinical experience, instructors and students are required to provide a completed **Evaluation** via the instructor/student website. Access the survey evaluation at:
http://www.surveymonkey.com/s.aspx?sm=bSj_2fycMTSNPmknUVzLejgg_3d_3d (for Wisconsin)
http://www.surveymonkey.com/s.aspx?sm=qWoSbmlDULD3h1d_2fdcOfQw_3d_3d (for Iowa)

- **Prior to the first day of clinical, any changes in a student/group clinical assignment must be communicated to Danielle.Fisher@wfhc.org for Milwaukee, Terri.Buckett@wfhc.org for Racine, or Iva.Ruehs@wfhc.org for Iowa.**

III. FACULTY ORIENTATION

New/ Returning Faculty

Faculty, new to Wheaton Franciscan Healthcare as a clinical instructor, must contact the Project Coordinator 4 weeks in advance of their first clinical day.

- Faculty, new to a unit or department, must contact the site unit educator for unit/department orientation a minimum of 2 weeks prior to the first day of clinical.
- It is strongly suggested, that faculty new to a Wheaton Franciscan site or department, make arrangements to complete a shadow experience prior to the first day of clinical.
- Additional responsibilities for all faculty prior to the first day of clinical include:
 - Become familiar with the documentation procedures at your site.
 - Orient to ADU and obtain access code. **(Do not share your access code with your students, per policy)**
 - Make arrangements for instruction and certification in the use of the glucose meter. Become familiar with the policy on the assigned unit regarding student use of the glucose meter.
 - Common equipment to become familiar with on the assigned unit includes: automatic blood pressure cuffs; pulse oximeter; tube feeding pumps; IV pumps and flowtron
 - Become familiar with the unit policy regarding students and blood transfusions and medication administration.
 - Locate and review the infection control and policy and procedure manuals on the assigned unit.
 - Contact the unit to verify start date, clinical times and number of students.
 - Review the specific FACILITY INFORMATION, on this website, for your designated site.

Clinical Assignment

- Patient assignments must be posted and/or provided to the assigned unit contact person.
- A maximum of eight (8) students per instructor will be allowed on a clinical unit or department unless otherwise negotiated with the site or department.
- Faculty will be responsible for giving students shift report if the clinical experience begins after report is given.

Nursing Student Orientation/ Conferences

- The faculty member will contact the Hospitality Department to secure any meeting rooms.
- The faculty member will be responsible for orientating his/her clinical group to the Wheaton Franciscan site utilizing the materials included in the Student Orientation Manual prior to the first clinical day.
- Instructors are required to provide a completed **Orientation Checklist, Confidentiality Statement, and Expectations for the Journey signature sheet** for each student, to the Project Coordinator.

Send or forward via interdepartmental mail to:

Milwaukee:

Wheaton Franciscan Healthcare
Organization & Leadership Development
Milwaukee, WI 53212

Racine:

Wheaton Franciscan Healthcare-All Saints
400 W. River Woods Parkway
Education Resources Department
3821 Spring St.
Racine, WI 53405

Iowa:

Wheaton Franciscan Healthcare-Iowa,
Clinical Development
3421 W. 9th Street
Waterloo, IA 50702

IV. SHADOW/ OBSERVATIONAL EXPERIENCES

The faculty member is responsible for the arrangements of observational experiences outside of normal clinical experiences.