

# Clinical Placement Guidelines 2022

| Department Listing                                   | TCPS Unit ID     |
|--|------------------|
| <b>Baroness Erlanger Hospital (BEH) Campus</b>       |                  |
| <b>Acute Care Departments</b>                        |                  |
| ▪ Adult Medicine (3000)                              | 3000             |
| ▪ West Wing 3 (Renal)                                | WW3              |
| ▪ Cardiac Short Stay Unit                            | CSSU             |
| ▪ Cardiac Stepdown Unit                              | CSDU             |
| ▪ Central West Wing 6 (Elective Ortho)               | CWW6             |
| ▪ North Wing 6 (Orthopedics/Neurologic)              | NW6              |
| ▪ Central West Wing 7 (Oncology)                     | CWW7             |
| ▪ North Wing 7 (Neuro/Medical/Diabetes)              | NW7              |
| ▪ North Wing 8 (General Surgical)                    | NW8              |
| ▪ North Wing 9 (Adult Trauma)                        | NW9              |
| <b>Critical Care Units</b>                           |                  |
| ▪ Coronary Care Unit                                 | CCU              |
| ▪ Cardiac Surgery ICU                                | CVICU            |
| ▪ Medical ICU  | MICU             |
| ▪ Neuro-medical Neurosurgical ICU                    | NNICU            |
| ▪ Neuro-Trauma ICU                                   | NTICU            |
| ▪ Shock Trauma ICU                                   | STICU            |
| ▪ Surgical ICU                                       | SICU             |
| ▪ West Wing ICU                                      | WICU             |
| ▪ Medical Surgical ICU                               | MSICU            |
| <b>Surgical Services</b>                             |                  |
| ▪ Operating Room                                     | BEH OR           |
| ▪ Post-Anesthesia Care Unit                          | PACU             |
| ▪ Surgical Ambulatory Care Unit (Outpatient Surgery) | SACU             |
| ▪ Plaza Surgery                                      | Plaza Surgery    |
| <b>Women's Services</b>                              |                  |
| ▪ Labor & Delivery                                   | L&D              |
| ▪ Mother-Baby  | MB               |
| ▪ Women's Oncology                                   | Women's Onc      |
| <b>BEH Specialty Areas</b>                           |                  |
| ▪ Cardiac Catheterization/EP Lab                     | Cardiac Cath Lab |
| ▪ Dialysis Unit                                      | Dialysis         |
| ▪ Emergency Services                                 | ED               |
| ▪ Wound Care   | Wound            |
| <b>Children's Hospital at Erlanger (CH)</b>          |                  |
| ▪ Children's 300                                     | 300              |
| ▪ Neonatal Intensive Care Unit                       | NICU             |
| ▪ Pediatric Intensive Care Unit                      | PICU             |
| ▪ Operating Room                                     | CHOR             |
| ▪ Post-Anesthesia Care Unit                          | PACU             |
| ▪ Emergency Services                                 | ED               |
| ▪ Pediatric Clinic: GI Lab                           | GI Lab           |
| ▪ Pediatric Clinic: Oncology                         | Ped's Onc        |
| <b>Erlanger East Campus</b>                          |                  |
| ▪ Acute Care: Med-Surg/Telemetry                     | MS/Tele          |
| ▪ East ICU   | EICU             |
| ▪ Surgical Services                                  | OP Surgery       |
| ▪ Labor and Delivery/Post-partum/NICU                | L&D/PP/NICU      |
| ▪ Emergency Services                                 | ED               |
| ▪ Cath Lab   | Cardiac Cath Lab |
| <b>Erlanger North</b>                                |                  |
| ▪ Emergency Services                                 | ED               |
| ▪ Med-Surg   | Med-Surg         |

## TCPS/EHS Facility Guidelines

- All clinical placements will follow ACE guidelines. It is the educational institution's responsibility to ensure instructors and students know the facility guidelines.
- **Clinical Orientation Checklist must be submitted to the clinical site coordinator each semester before students may enter the facility.**
- All placement request must be made through [Tennessee Clinical Placement System](#) or the site [Clinical Placement Coordinator](#).

### **Do not make requests to department managers or staff.**

- All clinical instructors and students must complete hospital orientation through TCPS.
  - Each assigned placement in TCPS must have the required information.
    - TCPS's daily report should reflect who is on site for the day.
      - Instructor: Name (full name) and Contact (we must be able to reach instructors).
      - Accurate list of dates for each clinical visit (Do not put random dates or date range).
      - Student: list students(s) on the dates they will be assigned to the placement - Students should not be listed on more than one placement for the day.
  - All placements left unassigned to instructor/students within two weeks of start date will be opened up in TCPS for other schools to reserve.
  - Instructors must send students to the units they are assigned to as listed in TCPS.
  - 12hr clinical days are expected to provide opportunities to other programs seeking clinical.
  - Faculty/Instructors must come orient to the units they are assigned to at least a week prior to first clinical each semester/term.
  - Faculty/Instructor must read and co-sign all student documentation.
  - **No more than 1 student per staff nurse.**
    - \*\*\*Nurse preceptor may have 2 students only if 1 student is in a preceptor placement and the second student is part of a group placement.
  - Clinical instructors and students who are also employees of Erlanger Health System should act within the parameters of their role.
  - Clinical faculty may not access the Omnicell medication dispensing system.
  - Erlanger is smoke-free
  - Badges must be worn at all times-above the waist
  - Students must not work the shift before clinical- 8hrs minimum between work and clinical.
  - Personal belongings are not permitted to be brought on site: book bags, laptops, purses etc.
  - Students are expected to be engaged with the patient care learning experiences; homework, studying should not be worked on during the clinical shift.
  - Nurses station, unit breakroom areas, conference rooms, lounges or physician dictation areas must not be used for lunch or post conference.
- Students and faculty should use the following designated dining areas for breaks, lunches and Post Conference.**

## Designated Dining Areas

### Erlanger Main Campus

- Erlanger Bistro (cafeteria)
- Atrium (located behind Erlanger Bistro)
- Medical Mall Dining area across from CVS

### Erlanger East

- Cafeteria (Building A) closes at 7pm
- Conference Room (Building A, located behind guest elevator close to cafeteria)

### Erlanger North Cafeteria

- Café
- Conference Room (located in Café) to reserve contact
- [Corrina Lane](#) with date, time and number of people.

### eChart (Electronic Medical Record System)

- All instructors/faculty that bring students into the facility may request access to eChart, the electronic medical record. Requests for student and faculty access are submitted via the same process.
- To obtain eChart access the following forms must be submitted.
  - Atos Access Request Form
  - EMR Request spreadsheet
  - Confidentiality Agreement
  - Forms can be found on TCPS or you may send access request to [clinical@erlanger.org](mailto:clinical@erlanger.org)
  - **Nurses should not be approached to sign in for faculty/students.**

### Group Placements (Med-surg Units)

- Student groups must have faculty on the unit with students according to ACE guidelines.
- Groups must be split according to unit max number (See unit specifics below).
- Acute Care units are paired to allow one instructor to go between two units on the same floor. Instructors should not be between floors- the only exceptions are NW8/NW9 and East MS/Tele.
- Number of students must not exceed the max number (as listed in TCPS) of students allowed on unit.

### Observation Placements (ICU, ED and Surgery)

- Observing students must have faculty on site according to ACE guidelines.
- Number of students must not exceed the max number (as listed in TCPS) of students allowed on unit.
- **No LPN Students**

### Preceptor Placements (Assigned to follow RN's schedule)

- Preceptor placements are posted in TCPS by the service line
  - Acute Care – Adult inpatient med-surg units
  - Critical Care – Adult Intensive Care Units (ICUs)
  - Emergency Services – Adult Emergency Departments
  - Women's Services – Labor & Delivery, High Risk Pregnancy & Post-Partum/Mother-Baby
  - Pediatrics – Children's hospital (Acute Care, Emergency, NICU & PICU)
- Preceptor request will be approved to create a balance between Acute Care and specialty areas, at least 50% of each school's requests should be in Acute Care.
  - For example, a school with 20 students could request 10 Acute Care preceptorships, 3 ICU, 2 ED, 1 Women's Services and 4 Pediatrics.
- All adult service line placements are posted in TCPS under the "EH Erlanger" facility.
- Pediatric service line placements are posted in TCPS under the "EH Children's" facility.
- Requests will be filled at the downtown, East and North campuses.
- Enter the typical placement data (level, course, start/end dates, etc.) and indicate the NUMBER of preceptor placements you need for this category as the Total Number of Students.
- A preceptor will be assigned to a pCode/unit in TCPS within two weeks of the date listed on the request.
- Preceptor name, email and 1-week schedule will be provided on assigned placements in TCPS.
- Preceptors are assigned for a period of 6 weeks beginning on the start date of the request. Preceptors will be reassigned at the end of the 6 weeks.
- An **Extension Request Form** must be submitted prior to end date listed on the original request or the preceptor may be assigned to another student.
- Students/Instructors must come on one of the scheduled dates provided to meet the assigned preceptor and discuss remaining schedule. Coming on campus to meet the preceptor is great opportunity to familiarize with parking and unit location.
- **Student Preceptorship Schedule form** must be completed with the assigned preceptor and the completed form turned into the unit manager. A copy of the form should be sent to the site coordinator or the dates added to the assigned placement in TCPS.

### [Clinical Experience Feedback Form](#)

## BEH Acute Care Units

### Group Placements (Med-surg Units)

- Student groups must have faculty on the unit with students according to ACE guidelines.
- Groups must be split according to unit max number (See unit specifics below).
- Acute Care units are paired to allow one instructor to go between two units on the same floor. Instructors should not be between floors-the only exception is NW8/NW9
- Number of students must not exceed the max number (as listed in TCPS) of students allowed on unit.

|   |   |
|---|---|
| Adult Med (3000)<br>WW3 (Renal)             | <ul style="list-style-type: none"> <li>▪ 4 students may be assigned to 3000</li> <li>▪ 4 students may be assigned to WW3</li> <li>▪ <b>Instructor may float between the two units for a total of 8 students and 1 instructor on the 3rd floor</b></li> <li>▪ LPN students are allowed in these units</li> </ul>   |
| CSDU (4000)<br>CSSU (WW4)                   | <ul style="list-style-type: none"> <li>▪ 3 students may be assigned to CSDU</li> <li>▪ 3 students may be assigned to CSSU</li> <li>▪ <b>Instructor may float between the two units for a total of 6 students and 1 instructor on the 4th floor</b></li> <li>▪ CSSU has a mix of inpatients &amp; outpatients; the census may drop after 3pm</li> <li>▪ Due to patient acuity, first year students may require more assistance on these units</li> </ul> |
| NW6 (Ortho)<br>CWW6 (Ortho/Neuro)           | <ul style="list-style-type: none"> <li>▪ 6 students may be assigned to this unit</li> <li>▪ <b>Instructor may float between the two units for a total of 6 students and 1 instructor on the 6th floor</b></li> <li>▪ Students may be assigned to CWW6 per charge nurse</li> <li>▪ Student may be assigned to the float nurse</li> <li>▪ LPN students are permitted on NW6</li> </ul>  |
| NW7 (Neuro/Stroke)<br>CWW7 (Adult Oncology) | <ul style="list-style-type: none"> <li>▪ 3 students may be assigned to CWW7 Oncology unit</li> <li>▪ 4 students may be assigned to NW7 Neuro unit</li> <li>▪ <b>Instructor may float between the two units for a total of 7 students and 1 instructor on the 7th floor</b></li> <li>▪ LPN students are allowed in these units</li> </ul>  |
| NW8 (General Surgery)<br>NW9 (Adult Trauma) | <ul style="list-style-type: none"> <li>▪ 8 students may be assigned to this unit             <ul style="list-style-type: none"> <li>○ 5 on NW8</li> <li>○ 3 on NW9</li> </ul> </li> <li>▪ <b>Instructor may float between the two units for a total of 8 students and 1 instructor between both floors</b></li> <li>▪ Student may be assigned to the float nurse</li> <li>▪ LPN students are allowed these units</li> </ul>                             |

## BEH Intensive Care Units

### Observation Placements (ICU, ED and Surgery)

- Observing students must have faculty on site according to ACE guidelines.
- Number of students must not exceed the max number (as listed in TCPS) of students allowed on unit.
- No LPN Students

|                        |  |
|------------------------|--|
| CCU<br>CVICU           | <ul style="list-style-type: none"> <li>▪ 1 student/shift</li> <li>▪ Prefer students have basic knowledge of:             <ul style="list-style-type: none"> <li>○ Basic function of PA catheter, cardiac output, cardiac index</li> <li>○ open heart recovery</li> <li>○ general arrhythmia knowledge</li> </ul> </li> </ul> |
| MICU                   | <ul style="list-style-type: none"> <li>▪ 2 students/shift</li> </ul>   |
| WICU                   | <ul style="list-style-type: none"> <li>▪ 1 student/shift</li> </ul>  |
| NTICU<br>STICU<br>SICU | <ul style="list-style-type: none"> <li>▪ 2 students/shift</li> </ul>   |
| NNICU                  | <ul style="list-style-type: none"> <li>▪ 3 students/shift</li> </ul>   |
| MSICU                  | <ul style="list-style-type: none"> <li>▪ 2 students/shift</li> </ul>   |
| Trauma Services        | <ul style="list-style-type: none"> <li>▪ 1 student/shift</li> <li>▪ Request via TCPS as “Management” placement</li> <li>▪ Report to STICU at 0645 and ask staff to page Trauma Nurse Specialist at #1891</li> <li>▪ If student must cancel, please call (423)778-6742 ASAP</li> </ul>  |

## BEH Surgery

### Observation Placements (ICU, ED and Surgery)

- Observing students must have faculty on site according to ACE guidelines.
- Number of students must not exceed the max number allowed on unit.
- No LPN Students

|               |  |
|---------------|--|
| Plaza Surgery | <ul style="list-style-type: none"> <li>▪ 2 students may be assigned to this unit</li> <li>▪ Observation may include pre-, intra- and post- operative care</li> </ul>   |
| BEH OR        | <ul style="list-style-type: none"> <li>▪ 2 RN students may be assigned to observe in Surgery</li> <li>▪ If an inpatient comes to Surgery, the RN student assigned to that patient may follow their assigned patient throughout the surgery process</li> <li>▪ Students should report to the Surgery Desk &amp; ask for the Educator-Terri Grego</li> <li>▪ See additional guidelines for BEH Surgery posted on TCPS under facility orientation.</li> </ul> |
| PACU/SACU     | <ul style="list-style-type: none"> <li>▪ 4 students may be assigned to these units:             <ul style="list-style-type: none"> <li>○ 2 students in PACU</li> <li>○ 2 students in SACU</li> </ul> </li> </ul>   |

## BEH Women's Services

- Clinical Faculty may float between L&D and the Mother Baby Unit
- Clinical faculty should consult with staff for appropriate student assignments
- **Patient consent for student(s)- instructor must talk to patient regarding student(s) attending delivery.**
- Faculty, please do not take the student in the room with you while you are asking permission from patient (L&D only)
- **Students MAY NOT transport infants**
- In an emergent/critical situation the student may be directed to leave the patient room
- Do not put students in a room of a woman in active labor if there are more than 4-5 non-clinical individuals in the patient room
- **Only 1 nursing student per delivery**
- No LPN students during Fall and Spring semesters; LPN students may use units on weekends and during summer session

|                     |   |
|---------------------|---|
| L&D/HRPU            | <ul style="list-style-type: none"> <li>▪ 8 students/shift (group)</li> </ul>  |
| MB<br>(Mother-Baby) | <ul style="list-style-type: none"> <li>▪ 6 students/shift (group)</li> <li>▪ 1 of the 6 students may be scheduled in the Newborn Nursery</li> </ul> |

## BEH Specialty Areas

|                  |   |
|------------------|---|
| Dialysis         | <ul style="list-style-type: none"> <li>▪ 24/6 – no Sunday (observation)</li> <li>▪ 2 students/shift</li> </ul>                                  |
| BEH ED           | <ul style="list-style-type: none"> <li>▪ 2 students/shift (observation)</li> <li>▪ LPNs are permitted in ED</li> </ul>                          |
| Wound Care       | <ul style="list-style-type: none"> <li>▪ 2 students/shift (observation)</li> <li>▪ Mon – Thurs</li> <li>▪ LPN students are permitted</li> </ul> |
| Cardiac Cath Lab | <ul style="list-style-type: none"> <li>▪ 2 students/shift (observation)</li> <li>▪ Dayshift only</li> </ul>                                     |

## Children's Hospital at Erlanger (CH)

- Students should arrive by 6:30am to hear bedside shift report with the staff RNs.
- Children's request that the schools complete 12 hour clinical shifts.
- See individual unit guidelines posted on TCPS under facility orientation.

|                            |   |
|----------------------------|---|
| CH Units                   |   |
| CH 300                     | <ul style="list-style-type: none"> <li>▪ 6 students/shift (group)</li> <li>▪ All faculty will be expected to contact nurse educator at 778-6360 prior to bringing students into the hospital</li> </ul> |
| CH Emergency Department    | <ul style="list-style-type: none"> <li>▪ 2 students/shift (observation)</li> </ul>  |
| NICU                       | <ul style="list-style-type: none"> <li>▪ 3 students/shift (observation)</li> </ul>  |
| PICU                       | <ul style="list-style-type: none"> <li>▪ 1 student/shift (observation)</li> </ul>   |
| PACU                       | <ul style="list-style-type: none"> <li>▪ 2 students/shift (observation)</li> </ul>  |
| CHOR                       | <ul style="list-style-type: none"> <li>▪ 2 students/shift (observation)</li> </ul>  |
| CH Clinics- Posted in TCPS | <ul style="list-style-type: none"> <li>▪ 1 student/shift (observation)</li> <li>▪ Ped's Oncology: Mon-Thurs 8:30am-3:30pm</li> <li>▪ GI Lab: Mon-Fri 7:00am-3:00pm</li> </ul>                           |

## Erlanger East Campus

- Faculty/Instructors must come orient to the units they are assigned to at least one week prior to first clinical each semester/term.
- Students/faculty should park in the paved lot near the EMS/Galen building behind the Emergency Department
- Cafeteria closes at 7pm

Acute Care  
MS/Telemetry

- 8 students/shift (group)
- **1 instructor may float between the two floors (students must be split between the paired units).**

L&D/PP

- 8 students/shift (group)
- 1 instructor between units
- Clinical faculty should consult with staff for appropriate student assignments
- **Patient consent for student(s)- instructor must talk to patient regarding student(s) attending delivery.**
- Faculty, please do not take the student in the room with you while you are asking permission from patient (L&D only)
- **Students MAY NOT transport infants**
- In an emergent/critical situation the student may be directed to leave the patient room
- Do not put students in a room of a woman in active labor if there are more than 4-5 non-clinical individuals in the patient room
- **Only 1 nursing student per delivery**
- No LPN students during Fall and Spring semesters; LPN students may use units on weekends and during summer session

EICU

- 2 students/shift (observation)

Surgical Services

- 4 students/shift (observation)
  - 1 Pre-op area
  - 2 Operating Room
  - 1 Post-anesthesia/Recovery area
- Mon - Fri dayshift only
- Thurs & Fri D12, Other days D8

Emergency Dept.

- 1 student/shift (observation)
- LPNs are permitted

## Erlanger North Campus

Emergency  
Department

- 1 student/shift (observation)
- LPNs are permitted

Med-Surg Nursing

- 8 student/shift (group)

## Welcome to 3000 Med and/or WW3

We want your clinical time to be great so we are providing these instructions to ensure each student has a positive learning experience.

You will learn so much on these 2 units because we see it all...renal, pulmonary, neuro, psych, cardiac, GI, and more. We are also a telemetry unit so look for the monitors at the nurses' station. We provide a great foundation for wherever you choose to go in your nursing career.

### Instructions for use:

- Students should arrive by 6:30am to hear bedside shift report with the staff RNs. The biggest challenge we see with new graduates is handover communication. This would be an excellent opportunity for your student to try and give report on multiple patients!
- A staff member can help you with placing your personal belongings in the break room. Report to the charge nurse/CSL for assignment that day.
- Each student should be assigned one nurse to follow.
- Students and instructors need to be flexible in assignments.
- Nurses will be responsible for teaching, but it is up to the student to ask questions, show interest, be motivated, use time well, and be on time, dressed professionally.
- The staff can make this a beneficial experience, but it is up to the student to take the initiative. Do not be afraid to ask the staff to include you in on patient care or procedures.
- No studying, personal computers, or doing homework while on the units.
- The primary goal of the clinical experience is to have the opportunity to physically assess multiple patients with multiple diagnoses and experience the shift of a nurse. No charting or medication administration is expected from the student, however, if the instructor wishes to do these tasks with their students; that is fine.
- The instructor should check in with the students to have an update on their section of patients and to determine which patient is the best for their care plan.
- Nurses can have the student help with anything they are comfortable with, as long as it is cleared by the instructor first. Students are a welcome second set of hands to assist in patient care!
- If you are demonstrating signs and symptoms of illness – [DO NOT come to the hospital.](#) Notify your instructor of your illness and follow your school's policy for reporting.

For questions, please contact:  
Deidra Gonzales, MSN, RN  
Clinical Education  
Office; 423-778-7872  
Deidra.gonzales@erlanger.org





## Surgical Services Observation Instructions

### Preparation for a Surgical Observation:

**Welcome to Surgical Services! We want your experience to be a great one and are providing these instructions to assist in rendering a positive learning environment. Furthermore, please consider Erlanger Health System in your future as a potential employment opportunity as you reach your educational goals.**

**Dress Code** – This is a surgical environment and please dress accordingly. Hospital laundered scrubs are required when in the operating room. If wearing T-shirts, they must be contained within the hospital laundered surgical scrub. If your shirt tail of your scrub top is left out, you need to have a T-shirt underneath tucked inside of your pants. This prevents dander from shedding. Warm-up jackets are not provided. No acrylic / gel nails or nail polish. Jewelry is limited to small earrings or post-earrings. Rings should not be worn. Perfume, shaving colognes, or strong scented creams, deodorants, etc., should not be used as this makes patients and co-workers nauseous and can create potential allergic reactions. Furthermore, abide by frequent handwashing.

Wear your student identification badge and / or uniform upon arriving to the department.

Eat a good breakfast high in protein as you are less likely to get sick with protein onboard.

If you should become light-headed, dizzy, or queasy during the observation let the RN Circulator know immediately and she will assist in getting you to our lounge area or designate someone to do so. Briefly placing your head between your legs may also be beneficial. Please note: Most students complete their observations without difficulty, but this does occur occasionally.

**Leave all valuables in your vehicle!** Do not bring valuables into the hospital as you will not be given a locker to place them in. If your assignment is to follow your patient throughout the procedure, you may be transitioning from one department to the next. This makes it difficult to carry multiple items.

**Parking:** Pull a ticket and park in the second level of the garage. **All students must park on level 2 of the main parking garage. The Main Information desk at the Gift Shop will validate your ticket so you do not need to pay upon exit. However, you must be in uniform and have your student ID.**

### **Directions for Schools Shadowing a Patient through SACU and OR:**

**Surgical Ambulatory Care Unit (SACU):** If you are following your patient through the surgical process you may need to report to the SACU to learn about your patient and follow the patient to the Operating Room. Directions to the SACU Unit: Come in through the main entrance and proceed to **Elevator F**. Take Elevator F to the second floor. Get off the elevator and go straight and take the first hallway to the immediate right. Take the long hallway all the way down and you will see the SACU entryway and patient family waiting room at the end of the hall. To the right of the Waiting Room is the main Nurses Station. Check in at the Nurses Station to obtain your assignment and let them know you are there. When someone arrives from the OR to transport to the Holding area, follow your patient over to the

Holding area. At that time, you need to ask the Holding Room RN to page someone from the OR to assist you in obtaining and changing into Surgical Scrub attire to shadow your patient into the Surgical Suite.

**Directions for Schools who provide a Prior Tour and Training with Scrub Ex Pin Number before the Observation / Shadow Experience:**

**Obtaining SCRUBS:**

Scrubs must be obtained from the student Scrub Ex machine. Each school should have their own 4-digit pin number for obtaining scrubs that you can receive from your instructor. The Scrub Ex machine is in the semi-restricted hallway as you walk through the main double doors, off the **L elevators**. If you come off the **L** elevators on the staff / patient side, take a right through the double doors, then an immediate left, and the SCRUB Ex machine is located in the alcove on the right. After completing the observation, the scrubs **must be returned** to the student location to gain a credit back. They cannot just be left in the locker room. The student Scrub Ex for return is located a bit further down the same hallway on the right-hand side. Just use the same pin number to return and it will add a credit.

**COVID** – All scheduled surgical procedures are screened by asking a series of questions for COVID. Procedures that are considered high risk due to aerosolization, like ORIF mandible, laryngoscopy, dental work, trach, etc. would be tested prior to being scheduled.

Additionally, during intubation and extubation; the patient care team standing next to the patient are required to wear **N-95 masks** due to the potential for aerosolization. You are not required to wear an N-95 mask, but should observe during this time from a distance. If you are a paramedic student or a Life Force RN in training to observe anesthesia for airway management, you should wear an N-95 MASK for the observation / training.

Positive COVID patients are performed in designated rooms with a designated specific team. Your observation assignment **will not** be on one of these patients.

If you are demonstrating signs and symptoms of illness yourself – **DO NOT report for your observation.** Notify your instructor of your illness and follow your school's policy for reporting.

Please have a great learning experience while at Erlanger Health System!

For Questions please contact

Terri E. Grego MSN/ED, RN, CNOR  
Surgical Services Clinical Education  
Office: 423-778-2272  
terri.grego@erlanger.org



## Welcome to Children's 300

Children's 300 consist of 33 beds including 9 pediatric oncology beds.

### Instructions for use:

- Instructors should come in by 6am to hear report on all patients on the floor with the charge nurse.
- Each student should be assigned one nurse to follow.
- The primary goal of the pediatric clinical experience is to have the opportunity to physically assess multiple patients and experience the shift of a pediatric nurse.
- No charting or medication administration is expected from the student, however; if the instructor wishes to do these tasks with their student that is fine.
- Instructors should use their EPIC log in for students to obtain patient information for their coursework. **Department nurses are not to share or leave their log in open for others to use unless they are supervising the student at all times.**
- The instructor should check in with the students to have an update on their section of patients and to determine which patient is the best for their care plan.
- Nurses can have the student help with anything they are comfortable with, as long as it is cleared by the instructor first. Students are a welcome second set of hands to assist in patient care.
- Children's 300 request that the schools complete 12 hour clinical shifts.
- If the student or instructor has any questions or concerns, contact ED Educator 778-6360

## Welcome to Children's Hospital ED

The Children's Emergency Department (ED) consists of 33 beds including 4 trauma bays, 8 procedure beds, 11 exam rooms, and an extended stay area. Our patient population ranges from newborn to 21 years of age. We are the only pediatric ED within a 100-mile radius, and we are the only Comprehensive Pediatric Regional Center (CRPC) in the area. This means we accept transfers from the TN Valley, surrounding TN counties, N GA, NE Alabama and some of Western NC. Our patients can arrive very stable, or extremely critical.

We are a multi-disciplinary team that cares for every aspect of the child and their families. We have respect for the patient and families' wishes, and practice family centered care. Patient confidentiality, professionalism, and family-centered care are all part of the expectations of staff and student nurses. It will be at the nurse's discretion regarding the student and hands-on care.

The staff in the ED recognizes a need for guidelines related to the student nurse's experience. It is our goal that the student will have a meaningful and educational experience. We would like student nurses, instructors, and staff to evaluate each individual ED experience during the semester.

### Instructions for use:

- Students should arrive by 6:30am to hear bedside shift report with the staff RNs. The biggest challenge we see with new graduates is handover communication. This would be an excellent opportunity for your student to try and give you report on multiple patients!
- A staff member can help you with placing your personal belongings in the ED or in the ED breakroom. Report to the charge nurse for assignment that day.
- Each student should be assigned one nurse to follow.
- **NO more than two (2) students per shift**
- Students and instructors need to be flexible in assignments.
- All RN's will be responsible for teaching, but it is up to the student to ask questions, show interest, be motivated, use time well, be on time, dress professionally.
- The ED staff can make this a beneficial experience, but it is up to the student to take the initiative. Do not be afraid to ask the staff to include you in on patient care or procedures.
- No studying, bringing personal computers, or doing homework while in ED.
- The primary goal of the pediatric clinical experience is to have the opportunity to physically assess multiple patients with multiple diagnoses and experience the shift of a pediatric nurse. No charting or medication administration is expected from the student, however, if the instructor wishes to do these tasks with their students; that is fine.
- The instructor should check in with the students to have an update on their section of patients and to determine which patient is the best for their care plan.
- Nurses can have the student help with anything they are comfortable with, as long as it is cleared by the instructor first. Students are a welcome second set of hands to assist in patient care!
- Children's ED request that the schools complete 12 hour clinical shifts.
- If the student or instructor has any questions or concerns, contact ED Educator 778-2681

## Breastfeeding, Skin to skin, and Rooming In

Erlanger is always involved in efforts towards quality improvement for Labor/Delivery and Mother/Baby care.

This practices and policies that we implement all include care that is also recommended by AWHONN, ACOG, AAP, CDC, Joint Commission, and the US Surgeon General.

In general, we follow Ten Steps:

1. Have a written breastfeeding policy that is routinely communicated to all health care staff.
2. Train all health care staff in skills necessary to implement this policy.
3. Inform all pregnant women about the benefits and management of breastfeeding.
4. Help mothers initiate breastfeeding within a half-hour of birth.
5. Show mothers how to breastfeed and how to maintain lactation, even if they should be separated from their infants.
6. Give newborn infants no food or drink other than breast milk unless medically indicated.
7. Practice rooming-in - allow mothers and infants to remain together - 24 hours a day.
8. Encourage breastfeeding on demand.
9. Give no artificial teats or pacifiers (also called dummies or soothers) to breastfeeding infants.
10. Foster the establishment of breastfeeding support groups and refer mothers to them on discharge from the hospital or clinic.

At Erlanger, we asked that the clinical instructors please ask the patients permission for students to attend their deliveries.

By signing below, you acknowledge that you have gone over all the above with your students and faculty.

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School of Nursing \_\_\_\_\_

Instructor/Clinical Instructor \_\_\_\_\_

## Welcome to Neonatal ICU (NICU)

NICU consist of 64 beds.

### Instructions for use:

- No more than 3 students in the unit at one time
- Students must have a preceptor at the bedside with them prior to and during any hands-on procedures/ A preceptor is defined as a licensed registered nurse employed by Erlanger. Other students cannot act as preceptors.
- Students can perform IV checks without supervision if they have been oriented
- Students may perform assessments in the presence of a preceptor
- Students may not start IVs
- Students may give PO medications in the presence of a preceptor
- Students may not give IV medications

## Welcome to the Pediatric ICU (PICU)

The PICU is a 14 bed unit that cares for children with both acute and chronic illnesses. We provide many levels of patient care within the unit, based upon each patient's individual needs. We have a multi-disciplinary team that provides high quality care for the child and their family. Participants may include but are not limited to: nurses, physicians (Intensivists and Sub-specialists), respiratory therapists, pharmacists, physical & occupational therapists, dieticians, socialworkers, child life specialists and family advisory council.

The PICU staff welcomes you to our unit. As with any inpatient care area, our census is not something we can ensure or even predict. We will make every effort to keep your experience in mind when making your assignment. Your experience in our unit may range from observation only to hands on experiences. This will be determined by the nurse assigned as your preceptor on the day you are placed in the unit. The state of the unit, condition of the patient and experience level of the student will be factored into the decision making process. Please remember that patient confidentiality, professionalism, and family-centered care are expected not only from unit staff but from student nurses as well.

### Instructions for use:

- PICU shifts begin at 0630/1830 and conclude at 1900/0700
- Dayshift rounds begin at 1000. This is a time for the care team to discuss all patients in the unit on an in depth individual basis. The care team includes the family, nurse, charge nurse, attending, resident, pharmacist and anyone else involved in the daily care of the patient. Students are expected to participate in this activity as it provides an excellent learning opportunity. Your preceptor may encourage you to attend rounds on multiple patients within the unit.
- Students are encouraged to make the most of their time in PICU– ask questions, come prepared, show interest and motivation. Our preceptors are excellent teachers and love to explain our work to students but days can get busy. This is why it's important for you to take responsibility for your experience and ask questions.
- We love receiving feedback on our nurse preceptors. Please use the following link <https://www.surveymonkey.com/r/EHSclinicalSpring2022> to provide your clinical experience feedback.