



POLICY	Manual: Clinical	Section: Interdisciplinary Clinical	Code No.: I C011	Old Code No.: POLN19, I N19, I N019
Title: Clinical Students (Non-Medical) - Guidelines for Working with			Original Effective Date: Apr 01, 2002	
			Review/Revised Effective Date: Oct 01, 2015	
			Next Review Date: Dec 01, 2018	
Cross Index: A S55	Authoring Committee/Program/Dept: Chief of Nursing and Professional Practice		Approved By: AMC	

Healthcare professionals are expected to share their professional knowledge and expertise with others to support the acquisition and application of clinical knowledge and evidence based practice. Effective communication between instructors, students, and the interprofessional team involved contributes to a safe care environment for the patients and to the successful clinical experience for the students.

Note: A Southlake-employed healthcare professional must be assigned to each patient as the primary care provider of the profession, as required, regardless of the participation of clinical students.

All patients have the right to decline student participation in their care.

Group Student Placements

It is the primary responsibility of the clinical instructor, assigned by either the academic organization or Southlake Regional Health Centre, faculty to supervise student group clinical activity; however, staff are encouraged to volunteer to supervise a student's clinical activity if all three parties feel comfortable doing so.

For Medical students, refer to the Medical Trainee policy in the [Medical Staff Rules and Regulations](#).

Southlake Healthcare Professionals as Preceptors and/or Clinical Instructors :

Southlake healthcare professionals in a preceptor/clinical instructor role are accountable to:

- Understand the competence level of the student they are supervising.
- Ensure, in collaboration with the student and academic organization faculty, the development of a learning plan, including goals and objectives

- Ensure ongoing communication with the student related to:
 - Condition of the patient
 - Assistance required from staff (information, guidance, supervision, etc.).
 - Areas of care for which they are not assuming responsibility
 - Specific learning opportunities being sought
- Provide timely feedback
- Participate in a formal evaluation process, in collaboration with the student and academic organization faculty
- Communicate with the clinical resource/educator/manager/academic organization faculty, and/or Professional Practice, in a timely manner, any concerns related to the performance or level of competence of the student

For additional supports, access the [Resources for Preceptor/Mentors](#) site of the Professional Practice intranet page.

Addressing Clinical Practice Concerns:

At all times, Southlake places the provision of safe patient care above all other considerations. Management of clinical practice concerns of students will, in part, depend on the level of concern and the clinical judgment of the supervising professional. Strategies to address clinical practice concerns include:

- Provide timely feedback specific to the concerns identified
- Ensure a learning plan is in place that addresses the concerns identified
- Contact Professional Practice, Clinical Educator/Resource/Clinical Instructor, manager, academic organization faculty as required for support and guidance

Clinical students are NOT permitted to:

- Independently access controlled drugs.
- Perform [Delegated Controlled Acts](#)
- Perform a new skill without having been previously supervised and performance deemed acceptable
- Sign off transcribed prescriber orders
- Independently take report during a transfer of accountability
- Cover patient assignments independent of preceptor
- Use a Point of Care testing device, including a glucose meter
- Sign for an independent double-check

Supervision and co-signing is required at all times for:

- Administration of blood or blood products.
- Administration of narcotics, controlled drugs, insulin, anti-coagulants, and TPN.

References:

- College of Nurses of Ontario. *Supporting Learners* (2009) http://www.cno.org/docs/prac/44034_SupportLearners.pdf
- College of Respiratory Therapists of Ontario. (2015) Responsibilities of Members as Educators
- Ontario College of Pharmacists *Supervising Pharmacy Students and Interns*. <http://www.ocpinfo.com/practice-education/practice-tools/fact-sheets/supervision/>