

# GUIDELINES FOR NURSING STUDENTS

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The following guidelines have been developed for Clinical Nursing Students to help facilitate a positive learning experience at Windsor Regional Hospital (WRH)

- Students must refer to checklist for all necessary documentation that needs to be submitted PRIOR to the start of clinical placement.
- Nursing students are expected to follow the guidelines for professional nursing behavior and scope of practice, as outlined by the College of Nurses of Ontario, your school and WRH\*\*\*
- Students should demonstrate professionalism at all times while on hospital premises.\*\*\*
- Students must follow all guidelines and standards. You will exercise caution in written and electronic charting, written assignments, transmission of visual images and reporting, and hold in confidence all information regarding patients.\*\*\*
- Always keep patient safety in mind.
- Feel free to ask the staff for assistance with your assignment or questions if your instructor is not readily available.
- The clinical Instructor and students need to communicate with the staff so that everyone is working as a team.
- Students are directly responsible to the clinical Instructor assigned with them in the clinical areas. Any basic nursing skills previously taught but not practiced by the student must be performed under the direct supervision of the clinical Instructor.\*\*\*
- Students and Instructors must check the **physician's order** and the preparation of all medications prior to administration.\*\*\*
- Instructors must directly supervise the preparation of all medications.\*\*\*
- Please use the staff room to keep your coats, books and bags so the nursing desks are not cluttered.
- Do not gather for discussion or cluster at the desks as the staff and physicians may require this space to complete their work.
- Please do not remove the charts or parts of the chart without first asking the staff, as the chart may be needed.
- Designated areas are provided for eating (i.e. **the cafeteria**). **It is the student's** responsibility to supply their own meals. \*\*\* Coffee and other beverages should be consumed on your break time off the unit. Please use the cafeteria for your breaks and meal times.
- Please feel free to attend and participate in rounds for your patient.
- Please answer the telephone if no staff is available. Clearly identify yourself as a student nurse on the unit and take a message **or** locate the appropriate staff.
- Students will not accept verbal orders or phone orders from a physician.\*\*\*
- Students may not carry a cell phone on the unit. There should be no cell phone use or text messaging while you are on the unit. If you need to make a phone call you may use the phone that is located in the staff room or go off the floor to use your cell phone.\*\*\*
- Pagers are discouraged, but may be used for emergencies only. If pagers are used they must be placed on mute setting. Response to a page must not interfere with patient care.\*\*\*

- As you learn in your role as an RN/RPN, it is important to note other duties that assist with team work and efficient work flow. When not busy, please assist the staff with restocking of the linen carts and emptying of the linen bags.
- Please remember to **tidy patient's room and assist them with the activities of daily life** and making of their beds.
- Please interact with your patients. On Paeds, you can obtain toys, games and story books from the playroom and/or the Child Life Specialist.
- An electronic Incident Report must be filled out immediately upon discovery and in accordance with the WRH policy and sent to the appropriate personnel. Immediate notification to the nurse responsible for the patient and instructor should occur.
- Students **must report 'on' and 'off' duty to their co-assigned RN/RPN** when arriving and leaving the unit and also for their break times.
- **Please record your patient's information on your co-assigned RN/RPN's worksheet** once you have obtained the information and report any abnormal or unusual findings to your RN/RPN.
- Students are responsible for keeping the other members of their health team informed **of the patient's condition, changes in the treatment plan etc.** (see policy)

**\*\*\*PLEASE REFER TO THE "POLICIES FOR YEARS 1,2 AND 3 BSCN NURSING STUDENTS' EXPERIENCE IN ESSEX-KENT-LAMBTON COUNTY HOSPITALS & POLICIES FOR PRACTICAL NURSING STUDENTS SEMESTER I,II,III & IV IN HEALTH CARE FACILITIES THROUGHOUT ESSEX/KENT COUNTY".**

We are looking forward to working with you and helping you to build the necessary skills to be successful not only as a student, but as an RN/RPN.

We hope that you have a pleasant learning experience.

Thank you,

*The Staff & Management of Windsor Regional Hospital*