Policy Name: Student Nurse, Undergraduate (formerly Nursing Student Scope of Practice)  
Policy #: PC-109

Origin: Nursing Services  
Policy Type: Patient Care

Effective: 07/07  
Reviewed: 06/17  
Revised: 09/10, 08/14

Approved By: Chief Nurse Executive; Administration

Purpose: To define the scope of practice of an undergraduate student nurse caring for patients at Aurora BayCare Medical Center (ABMC).

Scope: This policy applies to Aurora BayCare Medical Center and any entity or facility owned or controlled by Aurora BayCare Medical Center.

Definitions:

A. Student Nurse is defined as an undergraduate student that provides direct patient care during a semester clinical rotation and is currently enrolled in a Nursing program.

B. Student Nurse can refer to a clinical group of students under the direction of an instructor, or a precepted experience, which consists of one student practicing under the direction of a Registered Nurse caring for the patient.

Policy:

A. A current contract between the educational institution and Aurora BayCare Medical Center must be in place prior to any student nurse experience at ABMC.

B. Affiliation agreements are available from the Student Placement Coordinator or Greater Green Bay Healthcare Alliance.

C. The RN caring for the patient has ultimate responsibility for patient care, but is not responsible for the actions of the student.

D. Student nurses may not carry out clinical procedures that are considered out of scope for their role. Clinical procedures that are out of scope include the following:
   1. Administration of blood products
   2. Administration of chemotherapy
   3. Obtaining informed consent
   4. Accepting verbal or telephone orders from a physician or their designee
   5. Release and acknowledge physician orders
   6. Administration of emergency drugs
   7. Interpretation of cardiac rhythms
   8. Programming of IV pumps, PCA pumps, or epidural infusions unless the student is under the direct supervision of the nursing instructor/preceptor
   9. Any clinical procedure that is identified as out of scope by the clinical site.
   10. A student may not add or delete a care plan and may not complete any patient education.

General Practices:

A. Student nurses are responsible for adhering to all relevant policies of the clinical site.
B. The Greater Green Bay Healthcare Alliance website for student nurses must be read, reviewed and completed each semester by the instructor and students prior to providing direct patient care. Failure to do so will require the faculty to remove the students from the unit until regulatory requirements are met.

C. Students may have limited access to select patients or experiences dependent upon site needs.
   1. Patients may request cares to exclude student experiences
   2. Department managers will communicate any limitations regarding patient assignments to the clinical instructors

D. Students are required to strictly adhere to patient confidentiality and protect the security of patient records and patient data.

E. Students are only allowed to access the records of patients involved in their care experience.

F. The instructor or RN caring for the patient must be present if the student has not attained clinical competency in a procedure or technical skill. The instructor and/or RN caring for the patient will provide guidance about which skills may be performed independently. Students repeating a clinical course must be identified by the instructor and monitored closely.

G. Instructors and students will adhere to site specific guidelines for documentation of signatures when downtime occurs.

H. Students must have their documentation reviewed for content and accuracy by their instructor. Under special circumstances, i.e. outpatient areas, the RN taking care of the patient may be asked to review student nurse documentation. In the case of preceptorships, the preceptor will review documentation.

I. Caregivers having any concerns with a student or instructor’s activities should report these to the unit or facility manager. Once assessed by the manager, it will be determined if it is necessary to further speak with the school’s academic affairs office or if the issues identified can be resolved within the unit setting.

J. Students or instructors having concerns regarding a patient’s care or a caregiver issue should report these to the unit or facility manager. Unresolved issues should be directed to the nursing director or administrator.

### Medication Administration Guidelines:

A. Safe medication practice includes knowledge of the rights for medication administration including medication action, safe dosages for adults, seniors, or children, side effects and special considerations for administration. Students are expected to follow Aurora BayCare Medical Center’s policies regarding Medication Administration.

B. Access codes for Pyxis machines will only be issued to instructors.

C. Instructors or the RN caring for the patient will check ALL medications prior to student administration. Students must verify the patient’s identification according to policy and verify medications against the electronic medication record.

D. All intravenous medications are to be prepared and administered under the direct supervision of the instructor or the RN caring for the patient. Intravenous medication preparation includes reconstitution, aspirating medication from vials, confirming premixed pharmacy doses and all
infusions. Volume and rate changes are made while under the direct supervision of the instructor or the RN caring for the patient.

E. The RN caring for the patient will administer or program any Patient Controlled Analgesia or Epidural infusion. Students may monitor a patient with this type of analgesia according to policy.

F. Students caring for patients receiving blood products are allowed to monitor vital signs during the transfusion and sign the Blood Transfusion Record Tag as the second person to verify the blood component.

G. Students will not perform point of care testing (e.g., blood glucose monitoring).

H. Documentation
   1. The student RN will document patient care in the electronic health record (EHR) and the collaborating Registered Nurse will verify documentation.

References:

Aurora System Policy No. 1014 – Undergraduate Student Nurse