



Responsibilities for Clinical Experience

- > **Lecturers and Students at the School of Nursing**
- > **Clinical Placement Areas**

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Responsibilities for Undergraduate Clinical Experience

> Lecturers and Students at the School of Nursing > Clinical Placement Areas

This booklet contains generic responsibilities for the clinical experience of nursing students.

Students' clinical experience requires a three way partnership between the clinical experience area, lecturers from Otago Polytechnic and the students. The specific nature of responsibilities may vary on occasions. Any variation will be negotiated with the clinical area.

Prior to commencing clinical experience within the School of Nursing, students receive information on the Code of Health and Disability Services Consumers' Rights and the Health Information Privacy Code and are required to sign a declaration that they will abide by these codes.

Southern District Health Board facilitate preceptorship training workshops, we encourage all Registered Nurse preceptors to attend this training.

Documentation

School of Nursing Lecturer Responsibilities

The lecturer and clinical coordinator responsible for the clinical placement will –

1. Prior to the clinical placement, provide students with:
 - Course outline which includes learning outcomes and assessment information
 - Information regarding placement including – date, place, key people and any requirements related to placement.
2. Provide the clinical placement/area with:
 - Student names
 - Course outline which includes learning outcomes and assessment information and criteria expectations and scope of students' experience
 - Name and contact number of clinical lecturer to whom students are responsible
 - Name of the course coordinator.

Clinical Area Responsibilities

The clinical area will –

1. Be familiar with the programme, learning outcomes and assessment information of the course for which the student is obtaining clinical experience.
2. Ensure relevant documentation provided by the School of Nursing, regarding the clinical placement, is available and accessible to all clinicians.
3. Make available to lecturers and students updated policies and relevant information.

Student Responsibilities

The student will –

1. Be familiar with the course outline which includes learning outcomes and assessment.
2. Be familiar with expectations for the placement including any special requirements specific to the placement.
3. Know to whom they are responsible within the clinical setting and within the course.
4. Adhere to MRSA policy where applicable and be able to produce supporting documentation.
5. Be aware of the need to complete appropriate health and safety documentation should you be involved in an incident or near miss.

Orientation

School of Nursing Lecturer Responsibilities

The lecturer and clinical coordinator responsible for the clinical placement will –

1. Liaise with clinical area to ensure all students receive orientation.
2. Will take reasonable precautions to ensure that students' personal safety is not unnecessarily at risk.

Clinical Area Responsibilities

The clinical area will –

1. Orientate the students to clinical area except when clinical lecturer has negotiated responsibility for this.
2. Address students by name and ensure they are treated with respect, are welcomed and supported.
3. Provide a registered nurse/enrolled nurse who has the responsibility for liaison with and support for student and lecturer.
4. Will take reasonable precautions to ensure that students' personal safety is not unnecessarily at risk.

Student Responsibilities

The students will –

1. Ensure they have received orientation to clinical area, paying particular attention to safety protocols.
2. Wear clearly identified name badge and adhere to appropriate dress code.
3. Will take all reasonable precautions to ensure that their own personal safety is not unnecessarily at risk and will accept the direction of staff and/or lecturer, clinical family as appropriate.

Clinical Experience

School of Nursing Lecturer Responsibilities

The lecturer and clinical coordinator responsible for the clinical placement will –

1. Liaise with clinicians to ensure that the clinical experience meets the outcomes of the course.
2. Be accessible to the clinical area and the student to discuss any issues relating to clinical experience and student's opportunities to meet clinical outcomes.

Clinical Area Responsibilities

The clinical area will –

1. Liaise with lecturers and students to provide opportunity to gain clinical experiences which enable students to meet learning outcomes.
2. Ensure that consent has been obtained from client/patients in order that students can access clinical experience.
3. Where concerns exist about students, action/document these immediately by contacting the lecturer to whom the students are responsible.
4. Have appropriate Otago Polytechnic related resources (emailed to the facility by the Clinical Coordinator) available for both student and preceptor to refer to.

Student Responsibilities

The student will –

1. Maximise opportunities within the clinical area in order to meet the clinical outcomes of the course.
2. When necessary seek support, and guidance from either clinicians or lecturer.

Assessment

School of Nursing Lecturer Responsibilities

The lecturer and clinical coordinator responsible for the course will –

1. Adhere to assessment criteria of course.
2. Organise formative and summative assessment.
3. Liaise with clinical area to obtain feedback regarding student's performance.
4. Arrange appropriate times to facilitate the involvement of clinical staff in formative and summative assessment.
5. Ensure student gains feedback regarding clinical performance.

Clinical Area Responsibilities

The staff in the clinical area will –

1. Understand assessment process and criteria with which to assess students.
2. Implement assessment process as required.
3. Support student learning which facilitates student meeting course outcomes/competencies.
4. Ensure student receives ongoing feedback regarding clinical performance.
5. Ensure lecturer receives ongoing feedback regarding student's clinical performance as agreed.
6. Support the student in achieving any specific, negotiated assessment objectives.
7. When negotiated, be present with student and lecturer at formative and/or summative assessment.
8. Complete the assessment documentation provided by the School of Nursing where applicable.

Student Responsibilities

The student will –

1. Ensure they understand assessment requirements.
2. Seek ongoing feedback from clinical area regarding their progress towards meeting course outcomes.
3. Present at formative/summative assessment with all appropriate documentation as specified in course outline.



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