



TVCC

Nursing Student

Clinical Handbook



TVCC NURSING TEAM

Mara Poynter, PMC, MSHI, BSN, BA, RN, CCRN, Executive Director of Nursing and Allied Health

(541) 881-5941 - mpoynter@tvcc.cc

Rachel Grace, AS, AS, Nursing Program Coordinator

(541) 881-5940 - rgrace@tvcc.cc

Molly Lightfield, MSN, RN, CNE - Faculty, Clinical Coordinator

(541) 881-5943 - mlightfield@tvcc.cc

Heather Bohr, MSN, RN – Faculty, Sim Coordinator

(541) 881-5948 - hbohr@tvcc.cc

Lexi Rice MSN, RN - Faculty

(541) 881-5949 - arice@tvcc.cc

Devan Trosky, MSN RN – Faculty

(541) 881-5942 - dtrosky@tvcc.cc

Torrina McLeod BSN, RN – Faculty, Lab Coordinator

541-881-5944 – tmcleod@tvcc.cc



Introduction

Welcome to the Treasure Valley Community College Nursing Clinical Handbook. This handbook is established as your resource for clinical questions, compliance, and expectations related to the clinical experience at TVCC.

Roles and Responsibilities

Executive Director, Department of Nursing

The Executive Director of the Nursing Department administers the program. The Executive Director, together with the course faculty and the clinical coordinator, implements and interprets policies and procedures pertaining to the clinical learning component of the program.

Clinical Coordinator

The Clinical Coordinator (CC) facilitates the planning and coordination of students in appropriate clinical sites for each clinical course. The CC assists with obtaining educational contracts, contacts people within each site, helps conduct site visits, and communicates with the program's administrative coordinator and faculty regarding each student's clinical placement. The CC manages student issues and is the first call for clinical issues.

Nursing Faculty

The faculty serve as master educators and professional mentors for students and colleagues, as well as facilitators, instructors, role models and resource persons in their area of expertise. The full-time faculty role encompasses teaching, scholarship, and service, including practice in a particular field. Faculty guides and facilitates the learning process and evaluates students according to the course outcomes and student performance of the learning activities for a particular course. The faculty communicates directly with students and preceptors to collaboratively establish the student's learning contract and evaluate the student's performance. The faculty collaborates with the clinical coordinator to conduct clinical site visits and evaluate clinical preceptor experiences.

Program Coordinator

The Program Coordinator (PC) collects all documents related to clinical experiences. The PC coordinates the completion of clinical education contracts with partnering agencies, maintains a list of current partnering agencies and facilitates renewal of contracts. The PC coordinates program communication.

Clinical Instructor/Adjunct

The clinical instructor facilitates learning and onsite guidance as your teacher, role model and resource. The clinical instructor evaluates students according to the clinical rubric and established professional standards. The clinical instructor communicates directly with students and preceptors to collaboratively establish the student's learning goals and evaluate the student performance. The clinical instructor collaborates with the clinical coordinator for any student, preceptor, or site issues. And to conduct clinical site visits and evaluate clinical preceptor experiences.



Nursing Student

In the TVCC Nursing program, students are adult learners. It is encouraged to seek educational opportunities to meet student learning goals and build on personal and professional experiences. Students who are adult learners need to be self-directed and internally motivated. It is recognized that as learners, nursing students vary in learning styles, motivation, prior experience, and patterns of participation in educational programs which leads to a dynamic and diverse student population. As an adult learner it is the expectation that newly acquired knowledge and skills will be used to facilitate and enhance the learning experience. Therefore, our program uses learning strategies that meet the adult learner's need to participate in defining needs, goals, activities, and outcome evaluations.

Clinical Learning Process

It is the philosophy of TVCC Nursing that a student develops a "learning contract" with their clinical instructor and/or the preceptor. This contract involves the student identifying her or his own goals, learning needs, preferred learning style, and being receptive to feedback. The required clinical competencies, clinical assignments, weekly goals, and individualized educational experiences are included to develop your overall nursing skills. Evaluations are an important learning tool, the student reflects using a self-assessment tool and/or writes a reflective journal to evaluate the achievement of goals. This includes a description of what was or was not accomplished as planned, and the students' satisfaction with what was achieved. To note, this is an evolutionary or spiraling process from introductory classes to final preceptorship.

Clinical experiences necessitate evaluations of one's own performance in addition to receiving evaluations from your clinical instructor and/or preceptor; these evaluations are required for professional growth. In concluding each term, a student evaluates the preceptor, the clinical experience, and can indicate any other elements of the clinical experience using the designated evaluation form.

Confidentiality, Ethics and Professional Behavior

Confidentiality is of paramount importance to protect the privacy of patients, families, staff, and agencies. Students must adhere to agency policies regarding the protection of patient privacy. When students are given access to patients' records and reports, these must be treated as confidential. HIPAA regulations must be followed and no personal identifying information such as names, initials, birthdates, or dates of service may be recorded and removed from the agency.

Students must practice in clinical courses according to the ANA's *Code for Nurses with Interpretive Statements* (2025). The *Code* states the ethical ideals for which nurses should be accountable, including but not limited to respecting patients, safeguarding patients' right to privacy, advocating for safe, ethical and legal care, and maintaining one's own clinical competence. It is the expectation that a TVCC Nursing student always presents as professional in the practice settings.

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- The student is required to dress in a manner that is appropriate to the practice setting.
- The student must assume responsibility for their actions and be accountable for their behavior.
- The student should take safety precautions to protect themselves and their patients.
- The student's name badge must be visible in the clinical setting.

Standards of academic integrity are detailed in the TVCC Catalog and the Nursing Student Handbook. Disciplinary action will be taken if a student does not abide by these standards.

Clinical

Compliance

Students must complete an annual background check and urine drug test (Complio/American Databank) prior to the start of the first year for admission and prior to the second year to maintain clinical compliance. Local facilities utilize My Clinical Exchange (mCE) as a centralized student placement resource. Please be aware that compliance documentation must be uploaded to this site when instructed for certain clinical rotations. All certifications, such as AHA BLS, must be current. In addition, it is the student's responsibility to maintain private health insurance during the duration of the nursing program. Immunization records must be kept up to date.

Coursework

Nursing courses that have a clinical component have specific objectives and outcomes that must be obtained for successful completion of the clinical component. Clinical experiences have associated course work that must be submitted according to the due dates posted in Canvas. The details of each course's clinical component will be reviewed by nursing faculty. The clinical assignments allow students to integrate patient care into synthesized format. The clinical experience utilizes rubrics for grading. The nursing faculty and/or your clinical instructor will provide feedback on the rubric. Per the Student Handbook all work must be cited. Submitting your own work which has been previously submitted without appropriate citation is a violation. As a student, it is your responsibility to read the feedback and improve within the suggested areas. Student Success Plan (SSP) may be implemented. This is a tool that is implemented to assist in a student's success within the nursing program (see Student Handbook for details).

Clinical coursework and including the final evaluation must demonstrate a minimum of 75% in order to progress.

Coursework & Performance Evaluation

The work you submit is a reflection of you. Please submit work that reflects your knowledge, thoughts, and patient care information. Your faculty, clinical instructors, and preceptors provide feedback and set expectations for professional growth. It is the expectation that you review the feedback within Canvas and the clinical tracking application. The feedback and expectation provided by your nursing faculty, clinical faculty, and preceptor are essential in identifying areas of improvement as well as indicating areas of achievement. All elements are essential for progression and growth as a nurse. These observations will be

recorded both subjectively and objectively on a rubric, a weekly evaluation, and the final evaluation.

The clinical experience throughout the two years of the nursing program is designed to help you progress from simple nursing tasks to management of complex patient situations. The evaluation forms are designed to reflect this progress and will be used as a guide for clinical performance expectations. Receiving feedback may be new or difficult as a student, please discuss this with your nursing advisor at any time. Learning to process constructive feedback is an important aspect of the nursing profession and your faculty are here to assist you.

Student Self-Evaluation

Student feedback is an essential aspect of learning and progression. Students should anticipate self-reflection assignments every term. In addition to self-evaluations scheduled during the term. Terms 2-6 will contain a clinical component, and each term will have specific assignments and outcomes; however, the overall goal is to successfully progress in the art and science of nursing by applying your new nursing knowledge. The nursing advisor and student will review clinical and classroom performance throughout the quarter. Students are encouraged to review evaluations and discuss any questions or concerns with their clinical instructor(s) and/or your nursing advisor. Evaluations of clinical experiences are required throughout the program, please provide thoughtful and appropriate feedback on the evaluation forms.

Clinical Site Evaluation

Upon completion of a clinical site/facility rotation each student must complete the Nursing Student Evaluation of Clinical Learning Site/Facility form. The form is to be done for each individual site/facility, even if it was one day or multiple days. This can be completed through the clinical tracking portal, Trac Prac.

Clinical Hour Calculation

The number of required clinical hours in a quarter is based on the number of academic/lab credit hours required by the Oregon State Board of Nursing for a specific nursing course. Therefore, nursing courses that contain a clinical component have a specific number of clinical hours assigned.

Clinical hours are calculated to include the following:

- Clinical (simulation, home health, hospice, etc.)
- Mandatory labs
- Individual skills check-offs (1st attempt only)
- Other clinical experiences other than total patient care i.e. specialty days, leadership, observational experiences these days will not have prep time included for clinical hours.
- Clinical orientation

For successful completion of the course, a student must have an attendance record with a maximum of 9.99% absence. At 10% the student has failed the clinical component of the course. With a clinical failure, the student, regardless of the didactic grade, must repeat the entirety of the course.

Process for Calculation of The Final Clinical Grade:

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- The evaluation rubric scores will be added up and then divided by the total number of evaluation areas. ("NAs" are not included in total number).
- An average of 75% or greater in each of the areas of evaluation will result in a pass for the clinical performance component of the course.
- Specific elements areas evaluated based on the written work and/or observed performance.
- It is the individual student's responsibility to work towards incompetent areas.
- Inconsistent performance evaluations will require a specific written plan for success and possible remediation time.
- Failure to achieve an average of 75% or above in each of the areas of evaluation constitutes a failing grade in the clinical component.
- This will result in a failing grade for the quarter in nursing and dismissal from the nursing program.
- The letter grade on the college transcript is the theory grade, provided the clinical component is satisfactory (75% or above) in the final evaluation.

Clinical Rotations

Clinical rotations may be any day of the week and scheduled any time within the 24-hour day. Clinical rotations may be scheduled for 8-12.5hrs.

The clinical instructor has the authority and discretion to extend the pre/post clinical period if he or she feels it necessary based on any events or issues that need to be addressed.

Because scheduling of the clinical days is determined by multiple factors, including staffing and student load concerns of clinical facility partners, students must be prepared to be flexible as clinical days and times may change over the course of the academic year.

Student Placement

The Clinical Coordinator determines the students' clinical placement based on knowledge of facilities, student needs, and faculty evaluation of performance. Students in their 6th and final term, will submit a list of nursing area interests in ranked order, placement will be attempted from this list, be aware this is not guaranteed placement.

If a student is placed in a unit where they are also employed, the student must demonstrate the ability to differentiate between the student and the employee role and the student and the employee scope of practice. If placed in a unit where they are also employed, the student will not be assigned to a spouse, relative or friend. Students must clearly communicate to staff their role as students during clinical hours. Students may only access materials necessary to complete the clinical experience.

TVCC reserves the right to place students as it deems appropriate.

Clinical Preparation

Students must show a consistent demonstration of safe practice including:

- Ability to calculate and administer medications and perform treatments safely and accurately.
- Ability to maintain asepsis in all appropriate procedures at each level to protect others and themselves.

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- Refraining from negligence in nursing practice.
- Recognizing limitations and accountability for practice.

*Inconsistency in any of the above areas may result in dismissal from the nursing program.

Students are expected to perform safely in all areas of client care:

- If, in the judgment of the nursing faculty or clinical instructor, a student is not adequately prepared for the assignment or if his/her conduct or health potentially harms the client's well-being, the student will be sent home and will be counted as an absence. Due to the 10% absence rule, loss of time could lead to clinical course failure.

Student competencies/validations

Students are expected to be competent and to achieve certain critical elements which will be identified prior to the beginning of clinical experience and evaluated on an ongoing basis by a TVCC Faculty. Regardless of previous passing grades or on any permission given on clinical evaluation, if a student is observed practicing in an unsatisfactory manner, a Student Success Plan (SSP) will be implemented.

The SSP may be formal or informal at the discretion of the Clinical Coordinator and nursing advisor. Frequent occurrences or an identified pattern may result in clinical failure and dismissal from the program.

Attendance

The student is expected to attend all clinical experiences.

- The student will notify the Clinical Coordinator and the agency at least one hour before the expected arrival time if they are going to be late or if they are unable to attend clinical.
- The Clinical Coordinator may only be contacted prior to 2200 or after 0500.
- Students are expected to arrive at clinical at least 10-15 minutes prior to start.
- If a student arrives 20 minutes after the prearranged and established clinical start time, it will be at the discretion of the clinical instructor and Clinical Coordinator as to whether the student is permitted to stay or will be dismissed for the day.
- An SSP will be given for professionalism and attendance. If a pattern continues, the student may be at risk for clinical failure.
- Students are required to complete the clinical shift as scheduled.
- The student is expected to provide their own transportation to the agency and pay for any personal costs incurred.
- Any missed clinical time will be deducted and count towards the 10% absence rule.
- Students will not schedule personal and family obligations/appointments on clinical days.
- The student will be contacted via email by the Clinical Instructor and/or Clinical Coordinator with the total hours missed and the risk of exceeding the 10% clinical absence rule.
- Students are expected to have slept prior to clinical experiences. Prior work to a clinical shift places you and your patient at risk. Please be aware of outside work commitments. If you appear tired and unprepared, you will be sent home.

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If a student becomes ill during clinical or has an emergency

- The students must notify the Clinical Instructor immediately.
- Any missed clinical time will be deducted and count towards the 10% absence rule and will be

given the opportunity to make-up one clinical shift with a case study with equivalent time elements or per Executive Director approval.

- The student will obtain physician's approval before returning to class/clinical assignment following illness or injury which exceeds 1 week of illness/injury.
- Injuries that affect performance and/or have physical limitations will need a physician note.
- Injuries that affect performance and/or have physical limitations that require an extended healing time may require the student to be withdrawn from the term and return the following year.
- The Executive Director must be notified of any extended illness which may require program extensions.

A student may be dismissed from the program for excessive absenteeism.

Communication

Students are expected to remain at the facility during the assigned clinical hours.

A student must notify their primary nurse prior to leaving the unit or floor. If the student is requesting clinical instructor assistance, please use your cell phone. It is the expectation that the student communicates with your assigned clinical instructor at the start of each term regarding expectations.

Students must follow agency policy regarding cell phone use in the facility. If the student is using an electronic device that has “communication” (phone, text, email, etc.) capabilities, the student will only use the device for educational purposes while in the patient care unit. No personal laptops or tablets are allowed on any clinical unit.

Students are expected to behave in a professional/civil manner in the clinical setting. If the instructor observes a student exhibiting inappropriate or threatening behavior, the student may be instructed to leave the facility which could result in disciplinary action including dismissal.

A clinical partner may terminate a clinical placement based on the following: student's incompetency, negligence or carelessness, violation of applicable laws of the clinical placement, continuous breach of policies and procedures, and breach of confidentiality. (Refer to the social media section in the TVCC Nursing Student Handbook for more information)

Safety

Adhere to CDC Standard Precautions/principles and other measures to protect the safety of patients and the staff. Practice within established TVCC nursing standards and policies/procedures of clinical agency. Students will not work a shift immediately preceding any clinical rotation because of the potential impact on safe client care.

Safety – Fluid exposure

Follow the facilities guidelines for fluid exposures. Notify your clinical instructor and/or preceptor. Please



notify the Clinical Coordinator, Molly Lightfield immediately for assistance milightfield@tvcc.cc.

Safety – Needle stick

In case of needle-stick exposure, TVCC Nursing Students will be offered support and direction to obtain evaluation and follow-up. Please notify the Clinical Coordinator, Molly Lightfield immediately for assistance– milightfield@tvcc.cc.

Suspected or actual contaminated needle stick:

- Immediately wash the injured site with warm soap and water
- Notify the charge nurse/site/facility to follow protocols.

Full uniform and Personal Appearance

As a student in the clinical setting, staff and clients must be able to identify a student nurse to avoid confusion. The full uniform must be worn at all times. The clinical setting is any area in which actual or simulated patient care is occurring, this includes campus-based simulations and during lab time. In all clinical based areas, strong perfume/cologne smells are not allowed. Students must be odor neutral and clean to protect our patients (please see TVCC Nursing Student Handbook for specific uniform details).