

Clinical Access Policy for Student Nurses at OHSU

1. **Purpose:** The purpose of this document is to establish administrative and clinical policy, processes and parameters for Schools of Nursing, Clinical Instructors, and Student Nurses.

 2. **Policy:** It is the policy of OHSU that all Schools of Nursing, their faculty, and students, follow the administrative processes set forth in this policy **prior to** gaining access to any clinical setting. All parties for the duration of any clinical experience must adhere to the procedure section of this policy.

 3. **Procedure:** All student placements are coordinated through the OHSU Clinical Placement Coordinator (CPC) and all requests for changes or additional placements by faculty needs to go through the CPC and not through the Nurse Managers.

 4. **Responsibilities**
 - a. **Schools of Nursing must have a current Affiliation Agreement on file with OHSU.** At the time of clinical placement requests the OHSU CPC will double check that current agreement is in place.
 - b. **Schools of Nursing Coordinators** are responsible for requesting student placement for each student or group of students coming to OHSU in a timely manner through use of the OCN placement.
 - c. **Faculty or designees** are responsible for ensuring administrative processes and all required documentation are completed prior to any/all student clinical experiences. They are expected to make contact with the Nurse Manager or NPEC prior to beginning of the placement. See Faculty Checklist web page.
 - d. **Nursing Students** are to complete the education and documents listed on the Student Checklist web page.

 5. **Process:**
 - a. **Annually**, the CPC will contact OHSU Nurse Managers/ NPECs to update the nursing student grid to optimize our student placements
 - b. **Annually**, in the Spring, the Student Max group will meet and determine as many of the remaining placements as possible
 - c. **As Needed-** Educational Placement Coordinators from Student Max will go the OCN placement website and request any open or new placements needed. The OHSU CPC will respond to these requests in a timely manner. The OHSU CPC will also oversee OHSU and Doernbecher placements on the OCN web site and keep it as accurate as possible.
- .