



Department of Nursing

Policy #007

Faculty Responsibilities in the Clinical Setting

Status:	Originated 2017-08-03 Revised 2024-04-22, 2019-02-15
Effective:	2024-04-22
Initiated by:	Bylaws, Policies, & Handbooks Committee
WAC:	WAC 246-840-531, WAC 246-840-532, WAC 246-840-533

PURPOSE

The purpose of this policy is to provide a description of Heritage University Nursing Department (HUND) faculty responsibilities in clinical settings.

AUDIENCE

This policy applies to all HUND faculty who supervise students in the clinical setting, and course heads who have students in the clinical setting associated with their course.

PLAN

Clinical learning outcomes are determined by all HUND faculty. Clinical faculty supervise students in the setting to achieve clinical learning outcomes so that graduates are prepared to practice as entry-level generalist professional nurses. Clinical faculty have responsibilities to the school and to the students they are supervising. Every experience for a nursing student in a clinical setting shall be performed under the direct supervision or direction of a faculty member who functions solely in the role of a teaching faculty member during the nursing student's clinical experience (WAC 246-840-531).

POLICIES AND PROCEDURES

The various roles and their responsibilities for the positions directly involved in clinical education are described below:

Clinical Coordinator

The HUND Clinical Coordinator, in conjunction with the course head or faculty member in charge of the clinical course shall:

- 1) In conjunction with the Course Head, assign students so that the focus of clinical experience is within the scope of practice of the program in which the student is enrolled and designed to allow students to achieve the course student learning outcomes.
- 2) Ensure all clinical faculty and students are onboarded to the clinical sites and nursing units they will be learning in (Nursing Policy #040 Immunization and Other Clinical Requirements).
- 3) Arrange for orientation of each student to the clinical site.
- 4) Arrange for faculty supervision of each student.
- 5) Maintain the faculty-to-student ratio for direct patient care experiences to be no greater a ratio than ten students to one faculty (10:1), or a smaller ratio in clinical settings

where necessary to ensure the safe delivery of nursing care (WAC 246-840-532). The ratio of students to faculty for NURS 292L-300AL clinical experiences shall not be greater than four students to one faculty (4:1).

- 6) Communicate clinical faculty staffing needs to the Director of Nursing.

Course Head

The course head i.e. faculty in charge of the clinical course shall:

- 1) Plan, oversee, and assign grades student clinical and practice experiences.
- 2) Adhere to clinical student learning objectives or outcomes within the framework of the course in which the student is enrolled.
- 3) Communicate clinical objectives or outcomes to the student, clinical faculty, preceptors if utilized, and appropriate staff at the clinical site.
- 4) Provide direction and guidance for preceptors directly supervising the student working with patients.
- 5) Match available clinical learning experiences to the expected course outcomes and the student's individual educational preparation and skill level making modifications to the clinical learning experience as needed.
- 6) Arrange for and ensure evaluation of the students' experience, achievement, and progress in relation to the clinical student learning objectives or outcomes, with input from the assisting clinical faculty or preceptor (Nursing Policy #036 Evaluation and Grading of Student Clinical Competencies).
- 7) Ensure that the focus of clinical experience is on direct care requiring the student to be fully engaged in the assessment, planning, nursing care, and evaluation of nursing care.
- 8) Ensure that the focus of clinical is on holistic care of patient, family, and community responses rather than segmented functions of nursing care or observational experiences.
- 9) Assign observational experiences only as appropriate to meet course objectives.

Clinical Faculty

The clinical faculty providing supervision of nursing students in the clinical setting shall:

- 1) Demonstrate competence in the area of clinical practice in which they are providing clinical teaching, supervision, and evaluation to students.
- 2) Design, at the direction of the course head, students' clinical experience to achieve the stated student learning objectives or outcomes of the nursing course in which students are enrolled.
- 3) Assign students so that the focus of clinical is on direct patient care requiring the student to be fully engaged in the nursing process of assessment, diagnosis, planning, nursing care, and evaluation of nursing care rather than segmented functions of nursing care or observational experiences.
- 4) Clarify with the course head the:
 - a. role of the clinical faculty
 - b. responsibilities of the clinical faculty
 - c. clinical course outcomes
 - d. evaluation of clinical competencies tools, process of evaluation at mid-clinical rotation and final evaluation period, and procedure for completing and submitting student evaluations.
- 5) Provide supervision of student practice through the use of modeling, mentoring,

coaching, and other teaching strategies.

- 6) Provide direct supervision of students' practice when possible, otherwise provide direction and guidance to nurses supervising student work when the clinical faculty is not available for direct supervision.
- 7) Evaluate, using both formative and summative mechanisms, each student's progress in the achievement of the clinical student learning outcomes for the specified course. Evaluations should preferably occur at mid-experience (completion of about half of clinical hours) and end-of-experience (during the last day of clinical or after completion of all clinical hours), and occur at a minimum at the end of the academic term (Nursing Policy #036 Evaluation and Grading of Student Clinical Competencies).
- 8) Maintain open communication with the course head related to students' progress, deficiencies, and change in clinical schedules in a timely manner.
- 9) Serve solely in the role as faculty when supervising students. Clinical faculty may not function as an employee of the health care agency when supervising students for clinical experiences connected to a specific course.
- 10) Not engage in caring for the faculty member's family or friends. To do so would constitute a conflict of interest, and place student learning and patient care at risk.

Preceptors

Preceptors may be used to enhance clinical or practice-learning experiences after a student has received instruction and orientation from faculty who assure the student is adequately prepared for the clinical or practice experience (WAC 246-840-533).

- 1) Preceptors shall provide supervision to no more than two (2) nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.
- 2) The preceptor will meet the following criteria:
 - a. Minimum Bachelor of Science in Nursing (BSN) degree.
 - b. At least two (2) years in the practice of nursing as a registered nurse with demonstrated competence in the area of clinical practice in which the preceptor is providing supervision to the nursing student.
 - c. Must have a current, valid licensure as a registered nurse in the jurisdiction where the supervision of a nursing student's experience occurs.
 - d. The preceptor is oriented to the written course and student learning objectives as well as the role expectations of faculty, preceptor, and student prior to beginning clinical supervision.
 - e. The preceptor is not related to or a personal friend of the student.

Mentors

An interdisciplinary mentor who has experience and educational preparation appropriate to the faculty-planned student learning experience may be used in some clinical or practice experiences.

HUND faculty are responsible for the overall supervision and evaluation of the student and must confer with each preceptor or interdisciplinary mentor and student at least once before the student learning experience, at the mid-point of the experience, and at the end of the learning experience

Proctors

Proctors may monitor students during the performance of a clinical task or skill. Proctors:

- 1) Must be qualified with educational and experiential preparation in the area being proctored.

- 2) Must be credentialed as a licensed health care provider.
- 3) May be used on rare short-term occasions to proctor students when a faculty member has determined that it is safe for a student to receive direct supervision from the proctor for the performance of a particular task or skill that is within the scope of practice for the nursing student.

CITED AND RELATED POLICIES

Cited

- Nursing Policy #036 Evaluation and Grading of Student Clinical Competencies
- Nursing Policy #040 Immunization and Other Clinical Requirements

Related

- Nursing Policy #018 Grading and Evaluation of Student Performance
- Nursing Policy #026 Consent for Physical Examination
- Nursing Policy #029 Attendance
- Nursing Policy #031 Reporting of Errors and Near Misses
- Nursing Policy #035 Medication Administration

WAC

Washington State Legislature. (2016). WAC 246-840-531. *Clinical and practice experiences for students in approved nursing education programs*. <https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-531>

Washington State Legislature. (2016). WAC 246-840-532. *Faculty to student ratios for clinical and practice experience in nursing education programs*. <https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-532>

Washington State Legislature. (2016). WAC 246-840-533. *Nursing preceptors, interdisciplinary preceptors, and proctors in clinical or practice settings for nursing students located in Washington state*. <https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-533>

REFERENCES

Heritage University. (n.d.) *Catalog*. <http://catalog.heritage.edu/>

Heritage University Nursing Department. (n.d.) *Nursing Policies*. <https://heritage.edu/academic-paths/undergraduate-degrees/nursing/nursing-department/nursing-policies/>

FORMS

No forms are associated with this policy.

POLICY REVIEWERS

Proposed revisions of this policy should be reviewed by:

- 1) Bylaws, Policies, & Handbooks Committee [initiating committee]
- 2) Nursing Faculty Assembly

Nursing Director Signature:

A handwritten signature in black ink that reads "Denise Mork". The signature is written in a cursive style with a large, looped initial "D".