

**University Nursing Department**  
**STUDENT GUIDELINES FOR CLINICAL EXPERIENCES**

**ATTENDANCE**

Attendance at clinicals is mandatory; to meet clinical objectives, student must be present to learn and practice necessary skills. Notify the clinical instructor (CI) as soon as possible if a clinical experience must be missed. The CI will determine how the clinical experience will be made up, if allowed.

A no-call/no-show for clinicals may result in clinical failure.

**DRESS CODE**

**A. NON-HOSPITAL EXPERIENCES**

1. University logo polo and tan pants or skirt for clinicals held in nursing lab.
2. University logo polo and tan pants or skirt for non-hospital clinicals (nursing home, surgical observation, etc.)

**B. HOSPITAL EXPERIENCES**

1. Navy scrub pants and white University logo scrub top for hospital clinicals, with clean white shoes.

**C. FOR ALL CLINICAL EXPERIENCES**

1. Student name tag must be worn at all times. In hospital, must also wear hospital ID badge.
2. Hair that hits the shoulders must be pulled back in a ponytail or bun. This is to prevent infection or hair getting into surgical wounds.
3. Beards and mustaches must be clean, trimmed and close to the face.
4. Socks and clean, closed toed shoes must be worn. For hospital clinicals, shoes and socks must be white.
5. Acceptable jewelry: one pair of post-style earrings, wedding band, and watch. All other jewelry and piercings must be removed before clinicals.
6. All tattoos must be covered, either by clothing or with band-aids.
7. No strong perfume or cologne – it can be nauseating for clients, or clients may have allergies. For the same reasons, be sure uniforms are free of tobacco odor.
8. Uniforms should be clean, unwrinkled, and free of animal hair. They should fit without being too tight. For infection control, pants should be hemmed so they do not touch the floor.
9. A plain (no logo or writing) white long-sleeved shirt may be worn under uniform.
10. The only jacket allowed in clinicals is a white or navy cardigan or white scrub jacket. No jackets or sweaters with hoods are allowed.
11. Fingernails should be clean and short; natural nails only.

**SUPPLIES NEEDED**

1. Watch with a second hand
2. Stethoscope
3. Pen light
4. Bandage scissors
5. Pen and paper
6. Clinical paperwork as assigned

**SUCCESS IN CLINICALS**

1. Prepare for clinicals the night before: ensure uniform is clean and non-wrinkled and that all necessary supplies and paperwork are gathered.
2. Arrive at clinicals dressed and ready to go – hair up, name tag on, etc.
3. No cell phones or personal phone calls – exception for emergencies only.
4. No tobacco products allowed at clinical sites.
5. Do not leave clinical site without permission of clinical instructor.

**CLINICAL SITES**

The CI will orient students to the clinical facility at the beginning of the semester, including parking, restrooms, cafeteria, and emergency procedures.

**TARDINESS**

If a student is going to be late to a clinical experience, they should notify the CI as soon as possible. A pattern of lateness may result in inability to meet clinical objectives. It is NOT acceptable to ask another student to notify the CI.

**IMMUNIZATIONS**

The student is responsible for turning in documentation of required immunizations, including updates, to course instructor. Students who have not turned in required documentation will not be allowed at the clinical site. This absence will result in student having to make-up the clinical experience, and repeated failure to turn in documentation may result in clinical failure.

**BEHAVIOR**

Students in uniform represent the Nursing Department and should conduct themselves in a professional manner when in the clinical area and all other public places. Lack of professional behavior may lead to disciplinary action, including dismissal from the nursing program.

Conversations held in the cafeteria, break room, and elevators are subject to misinterpretation by clients, family members, and staff. Client information should be discussed only in private clinical conversations with those directly involved in the client's care.

### **UNSATISFACTORY PERFORMANCE**

A student with unsatisfactory performance in the clinical setting will be given a written warning on the weekly anecdotal note. If the student continues with unsatisfactory performance, the student may receive a written contract outlining necessary behaviors to avoid a clinical failure.

Unsafe or criminal activity which endangers a client may cause an immediate clinical failure.

### **CLINICAL FAILURE**

A student who fails clinical will not receive a passing grade in the course, even if the student is currently passing the theory part of class. Once the student is notified of the clinical failure, they may not attend clinicals. The student may continue to attend class till the end of the semester. The process of applying for readmission to the program is outlined in the student handbook. If a student is reaccepted to the nursing program they will need to enroll in and successfully complete both clinical and theory in order to progress in the program.

### **EVALUATIONS**

Clinical progress is documented on the weekly anecdotal note. Midterm evaluations will be given by the CI around week 4 for 8-week courses, and week 8 for 16-week courses. Students should reflect on their clinical progress in writing, and submit to CI by the final week of the semester. The CI will complete the evaluation and return to the student for review and signature. All anecdotal, midterm, and final evaluations are kept in the nursing office as part of the student record. Students may request a copy of these for their own records.

### **TRANSPORTATION**

Students must provide their own transportation to clinical sites, and are encouraged to share rides with other students if desired. Neither the University nor the clinical instructor is responsible for any fines the student may receive as a result of a parking or traffic violation.