TITLE: NRSG 498 SUMMER INTERNshiP

POLICY: The College of Nursing offers a 3-credit summer internship elective with cooperating health agencies for students who have completed at least their first semester of junior level nursing courses. The course is designated NRSG 498, the number reserved for internships by the University, and may be completed twice by a student. (See Master Resource Outline for course description and objectives.)

RATIONALE: The summer internship experience offers the opportunity for closer working relationships between the College of Nursing and health care agencies throughout Montana to the benefit of both. The opportunity occurs by involving health professionals, particularly registered nurses licensed in Montana, in the professional education of students. The internship fosters a shared sense of investment in the education of future professional nurses.

The internship offers continuity for student practice after completion of at least the first semester junior level nursing courses by providing an experience in clinical agencies, including those not regularly utilized for student experiences. Students have an opportunity to utilize the nursing process in a variety of settings and within a variety of philosophies/models of care. Students are not placed in settings related to clinical nursing courses not yet completed by the student. Faculty work with students to place them in appropriate settings.

The student may gain an enhanced feeling of confidence and increased competence in previously learned skills with the aid of agency preceptors, and has the opportunity to develop future professional relationships while earning elective credit toward degree requirements.

Reviewed/Approved:

Level I: UAAC (February, 2016)
Level II: Associate Dean for Undergraduate Programs (February, 2016)
PROCEDURES: Faculty Role and Responsibility

1. A designated faculty member (DFM) will provide supervision and oversight of the student learning experiences.
2. DFM will begin planning process during preceding spring semester. This process includes recruiting students and preceptors, and orienting both to the role.
3. DFM will oversee and have access to clinical work schedules as planned by the student with the preceptor.
4. To assess and facilitate optimal learning, the DFM will initially schedule a face-to-face meeting with the student AND preceptor and then, throughout the internship experience, maintain regular interaction via face-to-face, phone, e-mail, or interactive video.
5. The DFM will initiate and maintain communication with the Associate Dean for Undergraduate Programs regarding any issues or concerns that arise during the internship experience.
6. During the last week of the learning experience, the DFM will collect the final written evaluations from students and preceptors. The students’ evaluation (written by preceptor) will be placed in the student’s academic file. The evaluation of the preceptor will be kept on file at the local (regional) campus.
7. At the completion of the experience and in conjunction with the student and preceptor’s evaluation, assigns the final grade (pass/fail) to students.

Eligibility of Students

Students who have successfully completed at least the first semester of junior level clinical courses in the College of Nursing will indicate their interest in the summer internship by preregistering for NRSG 498. Students may indicate preference for placement. Where competition exists, grade point average on nursing courses completed at the time of application will be used to determine placement. The College of Nursing maintains the right and responsibility to place students in consideration of courses completed in the curriculum. DFM may solicit faculty references for students as needed. Students are only placed in agencies in which they have been oriented to the EMR (electronic medical record).
Enrollment
Students will be expected to enroll for three credits for the first six week summer session. The student will receive no salary. Agencies may wish to consider provision of a housing allowance for room and board. The student will meet the health screening and dress code policies of the clinical agency; and will be in compliance with the College of Nursing’s immunization, drug screening, and background check policies. Students have on file evidence of confidentiality agreements, bloodborne pathogens training, and CPR certifications.

TIME 135 hours (3 credits x 3 hours x 15 week semester) e.g. 34 hours per week for 4 COMMITEMNT wks. or average 24 hours/week for a 6-week session with the preceptor in the agency.

Selection of Agencies
The procedure for selection of cooperating clinical agencies will be determined by the Dean of the College of Nursing.

A basic requirement is that the agency be licensed by the State of Montana.

A second requirement is that the agency is able to provide a preceptor who meets the following criteria:

1. Clinically competent registered nurse in clinical practice
2. Excellence as a professional role model
3. Minimum of one-year clinical experience
4. Able to be assigned parallel hours with the student
5. Able to participate in an orientation session for preceptors and students

The agency will recommend preceptors. The Designated College of Nursing Faculty Member will approve and appoint the preceptors.

Responsibilities of the preceptor include:

1. Works parallel hours with the student
2. Provides student with professional role model
3. Orients agency staff to needs of the student and goals of the course
4. Encourages student attendance at agency in-service/educational programs
5. Assists student in developing previously learned clinical practice skills
6. Provides student and course faculty with regular conferences
7. Evaluates student progress
The Associate Dean for Undergraduate Programs maintains oversight of the NRSG 498 summer internship. The Designated Faculty Member will plan and conduct orientation sessions for preceptors and students. The orientation session delineates course objectives, preceptor responsibilities, and student competencies. The agency assumes any financial responsibility of preceptor attendance at orientation session.

ATTACHMENT #1: Student and Preceptor Agreement

NOTE: Advancing juniors or seniors enrolled in US Army ROTC and successfully completing the ROTC Summer Training Program are offered the option of obtaining 3 semester credits for NRSG 498, Clinical Preceptorship.
STUDENT AND PRECEPTOR AGREEMENT

REVIEW THE BEHAVIORAL OBJECTIVES TO BE EVALUATED BY STUDENT AND PRECEPTOR

1. Demonstrate increased competence in previously learned skills:
   Student must provide the preceptor with a list of previously learned skills. The preceptor may use this list as a basis for evaluating confidence and competence outcomes.

2. Develop increased confidence as a professional student in the health care setting.
   The student:
   a) Following orientation, assumes accountability and responsibility for own judgments and actions.
   b) Accepts responsibility and seeks consultation consistent with her/his abilities, knowledge and skills.
   c) Communicates care given to assigned patients verbally and in writing.
   d) Demonstrates ability to plan and use time constructively.
   e) Demonstrates satisfactory level of interpersonal relationships with patients and fellow workers.
   f) Adapts to changing needs of work setting.
   g) Satisfactorily meets the time requirements of the preceptorship.
   h) Presents self in a professional manner.
   i) Takes advantage of opportunities to participate in agency in-service programming.

3. Explore employment opportunities.

4. Identify the various roles and functions of the professional nurse in a health care setting.

5. Students will demonstrate behaviors that are congruent with the MSU Code of Conduct, CON Student Handbook, ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions.

STUDENT’S ROLE

Students utilize the nursing process to plan care for patients in settings and with problems similar to those encountered previously. Students have been doing care plans for two-three semesters; however, these should be reviewed by the preceptor and modified as appropriate. The students should have feedback on the plan of care before it is carried out.

Students can deliver care to patients who are commensurate with their knowledge and skills background, and confidence level as described by the student and by the undergraduate student skills checklist found in Policy C-10.
Skills ordinarily requiring licensure may be carried out under supervision of preceptor if they have been previously learned from and carried out under supervision of an MSU instructor. Observational experiences or aide level skills may be carried out without the direct supervision of the preceptor. In other words, the student can carry out aide work with the same level of supervision as aides would receive. The preceptor should help interpret to staff what students should and should not be doing. They should not be doing new skills beyond what an aide would do. They should practice already learned skills under the supervision of the preceptor. This is not to say that students cannot have new observational experiences, or gain new knowledge. Please note that students are not to take verbal or telephone orders from physicians.

PRECEPTOR’S ROLE

The preceptor is a role model. Students learn by observing, analyzing and questioning the preceptors' style of practice, interactions with clients and colleagues and responses to a multitude of demands. It is most helpful if the preceptor can share rationale and motives underlying actions and decisions with the student. This may be done in pre- or post-experience conference and/or "thinking aloud" when appropriate.

There usually is more than one way to carry out procedures, etc. Techniques do not have to be identical. Students should be prepared to identify principles and sound rationale for minor deviations from techniques they have learned. For example, rather than saying, "I don't know if this is the way your instructors want you to do it..." preceptors might ask students to explain and/or demonstrate what they have been taught and why. Institutional policies may dictate minor modifications or the student may adopt techniques which the preceptor uses (new procedures are not included here) but which utilize the same principles.

WHAT DO WE MEAN BY SUPERVISION?

Judgment comes into the picture here with more difficult skills, where the student has had no extensive experience. The preceptor should feel confident that the student can manage the procedure in new setting/role. The preceptor should be available for consultation/assistance. The student is also responsible to seek assistance and supervision as needed. This is an important part of the development of judgment and is a key concept in the MSU clinical teaching program. The preceptor should not delegate supervisory responsibility to other staff (except for observational experiences the student may have). As a professional nurse, the preceptor is legally liable for appropriate assignment and supervision of anyone to whom you have delegated care including the student. The student is also legally liable for care given to patients and must refuse inappropriate assignments and seek an appropriate level of supervision. Since preceptors are also liable for assignments they make, students need to be accurate in the way they represent their experience and confidence level when potential assignments are discussed so that the preceptor has a sound basis for making those assignments. Students and preceptors should refer to the ANA Code of Ethics for Nurses (2015):

4.1 Authority, Accountability, and Responsibility: “Nurses bear primary responsibility for the nursing care that their patients and clients receive and are accountable for their own practice”. 4.4 Assignment and Delegation of Nursing Activities or Tasks: “Nurses functioning in educator or preceptor roles share responsibility and accountability for the care provided by students when they make clinical assignments. It is imperative that the knowledge and skill of the nurse or nursing student be sufficient to provide the assigned nursing care under appropriate supervision.”
EMPLOYMENT STATUS

Students should not be considered as part of the employed work force of the agency and should not be used in this way. Since they are not employees, they are not entitled to Workman’s Compensation. If an injury occurs on the job, the students must seek their own care and file for coverage from their own insurance policies.

TERMINATION

The agency must at all times protect the rights of clients who receive care from students in the agency. If the student is not meeting the objectives or is not prepared to participate safely with clients, the agency, the internship supervisor, or the Dean of the College of Nursing may terminate the agreement. The preceptor is responsible for contacting the MSU College of Nursing Course Faculty or the Associate Dean for Undergraduate Programs’ office if the student's performance is not satisfactory. This can be done at any time, as appropriate, but must be done by the last day of the internship experience if the student is unsatisfactory. The student likewise should contact the Regional Faculty Coordinator or the Associate Dean for Undergraduate Programs’ Office if the student believes that agency expectations or supervision are inappropriate to his/her knowledge or experiential background.

MISCELLANEOUS STUDENT REQUIREMENTS

The students must show evidence of current negative TB skin test or written clearance from their health care provider before starting the program. Students are to refer to Policy A-32 for current immunization requirements. Students will wear student uniforms, which are appropriately clean and in good repair, and student name tags. Students are to refer to Policy A-46, Professional Appearance Policy, for current requirements.

EVALUATION

Each student is required to complete a self evaluation using the forms which have been distributed. The preceptors also submit an evaluation of the student's performance by the end of the six week session. All evaluation materials should be sent to the Designated Faculty Coordinator. Information regarding any student who is considered unsatisfactory should be telephoned to the Associate Dean for Undergraduate Programs immediately. Both evaluation forms should be mailed within 2 days of the completion of the internship experience. The Regional Faculty Coordinator assigns the grade (pass/fail).

COLLEGE OF NURSING CONTACT PERSONS:
Any questions or concerns which arise during the internship (from students or preceptors) should be addressed to:

Designated Faculty Coordinator:

Phone: ___________________________ OR

Associate Dean for Undergraduate Programs
MSU College of Nursing
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