

**Case Western Reserve University
Frances Payne Bolton School of Nursing**

Student Clinical Information Sheet: Spring 2024

Clinical Faculty Supervisor: Kelly McConnell, DNP, MSN, AGACNP-BC, RN

Clinical Site: CCF Main Campus, UH Lake West, and Lutheran

Office: 443N **Office Hours:** Remote by appointment

Email: kkm18@case.edu

Phone: Cell with voicemail and texting: (216) 906-3002 **Office Phone:** (216) 368-1201

1. Introductions- Students should make an appointment to meet with their assigned preceptor as soon as their clinical faculty supervisor has given them permission to do so. This will only happen after the student has completed the required ACEMAPP and hospital orientation/onboarding process. Upon first meeting, students should plan to discuss clinical expectations, clinical objectives, review assignments, the course syllabus, clinical evaluation, clinical attendance time log, and attendance policy for the hospital.

2. Review of clinical expectations:

a. **Student Clinical Schedules- Unless already obtained, FULL preceptor schedules should be submitted to the clinical faculty supervisor.**

b. Attendance/tardiness/call-off's

All students will be expected to report for every shift noted in their weekly schedule. If a student is ill, has an emergency or is unable to report for their shift for any reason and/or leaves early from a shift, students are to notify the clinical faculty supervisor immediately. All students are required to call off to their preceptor/unit per hospital guidelines and/or at least 1 hours prior to a shift and their clinical faculty supervisor. Please refer to the CWRU FPB clinical attendance/tardiness policy in the FPB student handbook.

Students are required to complete **ALL** hours with the **assigned preceptor ONLY**. Failure to comply with this may result in serious consequences. Special circumstances (i.e. preceptor vacation) may be discussed with your clinical faculty supervisor and if needed will then be discussed with the course instructor and/or the practicum placement coordinator as needed. **Shifts worked without notifying the clinical faculty supervisor will NOT count towards clinical hours.**

c. Individual clinical objectives are due to Canvas site as specified by the course coordinator. Final revised individual clinical objectives are due no later than **2/17/24**. Once approved by the clinical faculty supervisor students will provide a copy to their assigned preceptor and attach a copy to their clinical evaluation.

- d. Electronic Clinical Reflections (2 total) are to be completed as assigned by the course coordinator. Students will submit one electronic clinical reflection by the assigned due dates located in Canvas. Entries will be accessible in Canvas for clinical faculty supervisors and the course coordinator to review.
- e. You are to comply with CWRU FPB dress code located in student handbook.
- f. Practicum evaluations will be scheduled with your preceptor and clinical faculty supervisor when students are at the midpoint of the practicum hours. Students can access and print the “Evaluation of Student Clinical Performance” from the course Canvas site. Students will use the same evaluation tool for both the Midterm and Final practicum evaluation. Students will also provide a copy of their “Senior Clinical Attendance Log” and individual clinical objectives during each evaluation.
- g. All clinical hours and assignments must be completed by **(4/26/24)**.
- h. A total of **280 clinical hours** in the assigned clinical areas must be completed to satisfactory pass **NURS 380**. Hospital orientation, workshops and/or any hours completed as observation or in an alternate experience will not count towards clinical hours.
- i. In the event of an adverse incident, the clinical faculty supervisor **MUST** be notified via phone/text immediately with **NO exceptions**.
- j. The “Senior Clinical Attendance Log” is to be signed by the assigned preceptor **at the end of each shift**. The preceptor signature is required for each student shift completed. The same time log will be used throughout the student’s practicum experience as a continuous running total of hours.

3. Clinical Site Compliance (Must be completed before student can begin practicum hours)

- a. Complete the annual requirements and hospital specific requirements including any documents, computer training, or tests assigned in ACEMAPP. Make sure student TB test and BLS is up to date.
- b. Complete additional hospital orientation requirements as directed by the clinical faculty supervisor or senior practicum placement coordinator. Obtain ID, parking, drug screen and fingerprinting and background check during orientation process as required.
- c. Review floor policies including clinical emergencies/adverse events/fire safety/chain of command/attendance and call-off policy

4. Address any questions and/or concerns with the clinical faculty supervisor, course instructor, and/or preceptor in a timely manner throughout the semester.