

Thank you for partnering with Baycrest.
This packet will provide you the
information needed to make your clinical
experience here a success

NURSING CLINICAL INSTRUCTOR

Quick Guide

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GETTING STARTED AT BAYCREST

What to do Before Your Clinical Placement

TASK for Clinical Instructor and Group Students



1. **Register via online** at <http://baycresteducctr.vsyshost.com/>
2. **Complete online orientation modules** and submit tracking sheet and other required documents
3. **Review all student placement requirements, Student Handbook and Policies**
Instructors and Students are to read the entire student handbook prior to start date.

Immunization

- ✓ Measles (Documentation of MMR Vaccination or Lab evidence of immunity)
- ✓ Mumps (Documentation of MMR Vaccination or Lab evidence of immunity)
- ✓ Rubella (Documentation of MMR Vaccination or Lab evidence of immunity)
- ✓ Influenza (every winter/fall, highly recommended)
- ✓ Varicella – Proof of diagnosis or verification of typical varicella or Shingles by healthcare provide or Lab evidence of immunity
- ✓ TB: Negative Two-step test; or Negative one-step test within the last year if documentation of previous two-step
- ✓ TB if positive test, Negative Chest X-ray required within last year

Criminal Reference Check/Vulnerable Sector Screening (must be within 12 months of placement)

Mask Fit testing: Students/Trainees are expected to come with mask fit testing done from your school. These are the list of mask Baycrest requires. Please ensure that you are fitted with one of these masks.

<u>Regular</u> KC62126 3M8210 Pleats + RovM	<u>Small</u> KC 62355 3M8110S Pleats + Rovs	Please note: Baycrest does not provide mask fit test onsite for students. If you are looking for site to obtain mask fit test, visit St. Michael Hospital, Corporate Health and Safety Services, 2nd floor Shuter Wing, 30 Bond St. Toronto, ON M5B 1W8 Telephone: (416) 864-6060 ext.6944 Email: maskfitting@smh.toronto.on.ca
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What to do Next for Clinical Placement

TASK



Contact the Unit Team Leader for your unit

- Provide them your contact information
- Set up a time with them to familiarize yourself with the unit
- Provide them a copy of the student objectives/assignment
- Provide clinical Liaison or student coordinator a copy of your syllabus for the class or a summary of objectives.

Attend Clinical Instructor orientation/ Meet and greet. CI Orientation consist of:

- An overview of Baycrest
- Health and Safety Overview
- Name Badge
- Locker check-In
- Tour
- Parking – If needed (bring \$52/month)
- Computer/Meditech Access – Training
- Meet your Team Lead
- Confirm your student group orientation

What to do Next for Clinical Placement

TASK	✓
<p>Bring your students for on-site orientation, dates are determined by start of placement with Student Coordinator</p> <p>During onsite orientation, Submit Student placement requirements to Student Coordinator</p> <ul style="list-style-type: none"> Vaccination & Immunity Mask fit test Criminal Reference Check Work Education Placement Agreement (WEPA) Form Online Orientation tracking sheet <p>Please note that orientation is mandatory for all students and instructors. Students will not be allowed on the units until these forms are completed.</p> <p><u>Student must bring the following on first day:</u></p> <ul style="list-style-type: none"> School photo ID Deposit – a \$10 will be required for your ID badge; security access card and locker (accept cash only). Payment for parking - \$52 if needed 	

At the End of Clinical Placement

Locker

ClIs and Students are to clean up their lockers and obtain Baycrest padlock from Carole Risk (ext.2195) to secure the locker.

ID Badge

ClIs and Students are to return their ID badge to the Student Coordinator and obtain their \$5 deposit back.

End of Site Evaluation

ClIs and Students are encouraged to complete the end of site evaluation. This evaluation will be emailed to students and instructors. A card copy will be made available in the Academic Education office 2NO4. Also, you can obtain the evaluation at <https://www.surveymonkey.com/s/BaycrestStudentEvaluation>. This evaluation is independent of any school evaluation forms and will be used for internal purposes only. It will be reviewed only by relevant parties (the Department of Academic Education & Education Coordinators) and will be treated as confidential.

Things you need to know

Required Forms

Please complete the following forms and return them to Mary Akuamoah-Boateng, Student Coordinator. These forms must be completed and signed before any clinical placement can begin.

- Orientation Module completion tracking sheet. This is to be covered with your students and completed prior to start date. See Appendix 1.
- Agency Safety Checklist form - please complete the form with the unit designee on your first day in the unit. See Appendix 2.
- Handbook Acknowledgement completed by the students and the Clinical Instructor to verify the information in the handbook was covered. See Appendix 3.
- Nursing Student Assignment Sheet completed by the instructor and provide to the unit to help facilitate assignments. See Appendix 4.

Immunization & Mask Fit Test

Each student and Clinical Instructor must complete the immunization checklist declaring the immunization and mask fit test is current (mask fit test should be re-done every two years). Seasonal influenza vaccination must be current, up-to-date and covers the period of your placement at Baycrest.

Criminal Reference Check

Regardless of the type of placement, students are required to have an up to date Vulnerable Sector Screen. This process may take several weeks to a couple of months depending on jurisdiction.

Identification (ID) Badge

ID badge will be provided on first day at Baycrest by Student Coordinator. In order to obtain an ID, you are expected to register online and provide all your required documents as listed on the registration page. Baycrest identification badge is to be worn and visibly displayed at all times. The University or College identification logo must also be visible.

Uniforms

Nursing students and Clinical Instructors are required to wear uniforms when in direct contact with patients and families.

Storage of Personal Belongings

All students and clinical instructors are provided with a locker to store their personal belongings. Lockers are located in the basement of the hospital. Students are expected to share lockers. Lockers must be vacated at the end of the placement. Please see appendix 6 for the locker request form.

Parking

Parking passes are required for students who want to park their car at Baycrest. Please email Student Placement Coordinator prior to start date if you need a monthly parking pass.

- Meter - short term
\$7.00/ hour
- Daily - main lot
\$14.00 / day
- Monthly – main lot
\$52.00/month

Policies and Procedures

The corporate policies and procedures are available on the Baycrest intranet site which is the home page on all Baycrest computers. To access Baycrest policies:

1. Go to the Baycrest intranet
2. Click on Policies tab on the top page
3. Click on Go to the policy management system
4. All policies and procedures will be listed to different categories; a search option is also available.
5. Type in the keyword to search and access policy.

Unit based policies & procedures are available in the unit and can be requested from the manager.

Cell Phones & Pagers

Cell phones and pagers must either be turned off or placed in silence/vibrate mode during clinical time. Use of phone for personal use should be confined to breaks and away from the patient care areas.

Computers/Workstations

Students will be provided individual login access to computer system and Meditech. Computers and workstations are to be used for patient care activities only. If you are required to use the computer for extended period of time, please use the library facilities or student centre.

Use of Facilities

Every effort will be made to provide spaces for clinical conference/debriefing sessions at requested times. It is expected that both students and Clinical Instructors take good care of hospital facilities, return borrowed equipment and/or keys, be conscious of not disturbing others and will not take food or drink into the conference rooms or take non-kosher food to kosher environments.

The following space is available for use by students and instructors:

- **Unit based meeting rooms** are available by booking through the Unit Clerks. All units meeting rooms are kosher.
- **Conference rooms** can be booked through outlook. Please connect with your unit clerk to book any Baycrest rooms or large space rooms. All rooms are kosher.
- **Student Centre (Room T106) Teaching area** is available and can be booked through the Student Coordinator
- **Research teaching Room 356** is available through Bev. Silverman at bsilverman@baycrest.org.

Electronic Health Record Training – Meditech

Baycrest uses Meditech as our EHR system. We utilize the train-the-trainer module. Every new clinical instructor must be trained in order to receive access to the system. Instructors will then train their students how to use the system. Each student will be provided with their own Meditech access. Meditech training for Clinical Instructors will take place on orientation day for Instructors.

Clinical Instructor Expectations and Roles

The Clinical Instructor (CI) is expected to inform staff on a regular basis of the students' level of preparation (both theory and practice) and the learning/ clinical objectives to be achieved during the students placement on the unit. Specific experiences will be planned in consultation with the Unit Nursing Team Leader or Clinical Nurse Liaison.

A copy of the students' objectives/assignment must be posted on the units for all nurses to read. Please see nursing student assignment sheet attached as a sample.

The Clinical Instructor should be physically available on the floor at all times to answer the students' concerns and must sign in and observe all medication administration. Instructor must not share their Meditech password with the students.

Clinical Instructor is expected to:

- Provide direct supervision of students
- Be directly involved in the teaching process and consulting with the nurses
- Provide patient care in a collaborative manner with the most responsible nurse; working towards goals of the patients
- Communicate all changes in clinical hours with Unit Nursing Team Lead, Clinical Liaison or Student Coordinator (including reporting sick days and possible replacement of instructors)
- Demonstrate positive attitude towards training in a geriatric facility

The Faculty liaison that is expected to provide support to the clinical instructor should:

- establish an initial contact with each Baycrest Clinical Liaison to orient him/her to the clinical expectations
- Establish contact during and at the completion of the clinical experience, to discuss student/instructor progress. Failure to do so may jeopardize the school's working relationship with Baycrest.

Clinical Issues:

If an error occurs involving a student or Clinical Instructor, the context of the situation is taken into account. In keeping with the responsibilities of safe patient care, Professional Practice Leaders and Nursing will act as a liaison for Baycrest staff and management to address nursing students and Clinical Instructor issues and concerns in a timely manner. It is expected that the Clinical Instructor/ Faculty liaison communicate on time with the Unit Manager and Clinical Liaison, and attempt an early resolution of any clinical problems that may arise. If there is no resolution, the Clinical Liaison will liaise with the Executive Director of Nursing.

Absence/Late

If the Clinical Instructor is unable to attend the placement during the scheduled date and time, it is the responsibility of the school and the Clinical Instructor to notify the Unit Manager, Clinical Liaison and Student Coordinator of their absence. If the Clinical Instructor is not available or late, the students will not be allowed to participate in direct patient care until the instructor arrives. If the schools cannot replace an instructor who is ill, the student shift will be cancelled. The school must communicate with Baycrest regarding any changes to students or Clinical Instructor.

Student Patient Assignments

- Student patient assignments will be arranged prior to students starting on the floor in collaboration with Unit Manager.
- All efforts should be made not to assign more than one student to each nurse and should not be assigned to a nurse supervising a new graduate or to a nurse precepting another student or a new hire.
- Students must keep the nurse informed of the patient(s) condition and status throughout the shift and must inform the assigned nurse of any unusual occurrences and changes in the patient condition.
- The student will provide a verbal report when going on a break and at the end of their shift.
- The clinical instructor is expected to inform staff at the beginning of each shift of the clinical objectives to be achieved by the student. If the instructor is not able to discuss student assignments at the beginning of the shift with the Unit Clerk or Designate, they are expected to do so as soon as possible.
- A copy of the student's objectives for the day must be posted on the units for communication to the interprofessional team.

Patient Acuity:

If, the patient's condition deteriorates during a shift, the assigned staff nurse will take over the care of the patient. At this point, the student can observe the care or be reassigned to another patient.

Student Observation Experience

If students would like exposure to specific clinical experiences not part of their usual rotation, the Clinical Instructor should discuss their request with the Clinical Nurse Liaison or Student Coordinator. Observation experiences will be determined on a one-to-one basis.

Nursing Student Policies

Baycrest is a teaching facility that is committed to an exceptional learning experience for students and trainees, staff, patients, families and community. Safe, effective and ethical administration of medication to patient is an important aspect to quality care. As a result, any nursing procedure, administering, recommending and/or prescribing a medication requires knowledge, skills and judgement. As such, Nursing students, assigned to work at Baycrest are to do so under the guidance of an RN (or RPN) during the clinical placement. It is expected that students follow the four standard statements for medication administration within the student scope of practice (assessment, planning, implementation and evaluation) as outline by the College of Nurses.

PURPOSE:

- To ensure that all students are managed in a coordinated & consistent manner across the Baycrest campus
- To assist in maximizing the opportunity for students to meet the curricular requirements of their programs of study
- To maintain the health and safety of students in accordance with the Occupational Health & Safety Policies
- To ensure all students and Clinical Instructors understands Baycrest medication policy and nursing procedures, and are aware of their responsibility.

PERSONS AFFECTED:

To all clinical instructors and nursing students who are placed at Baycrest for their clinical training.

PROCEDURE:

- It is expected that clinical instructors and students register five (5) working days prior to coming to Baycrest.
- Clinical instructors and their students must attend orientation and submit all immunization records and certificates (valid Basic Cardiac Life support certificate, mask fit test) to Student Placement Coordinator and be clear to visit the unit.
- All students and Clinical Instructors must wear their academic identification badge, as well as Baycrest temporary badge, in a prominent location at all time when in the hospital.
- All students and Clinical Instructors must be familiar with and follow Baycrest policies and procedures, documentation standards and guidelines established by the individual units.
- All students and Clinical Instructors must provide legible signatures on all records and indicate their student/faculty status and the name of their school.
- All students and Clinical Instructors are to protect the privacy of patients' personal health information. All information regarding patients and their families is to be treated as confidential.

RESPONSIBILITIES OF CLINICAL INSTRUCTORS/ SUPERVISING FACULTY:

- Must know the medication policies of both their institution and Baycrest, in particular the restrictions on students practice.
- Communicate to the team a list of skills related to medication administration that can be done under the supervision, independently, and those that are restricted.

RESPONSIBILITY OF STUDENTS AND CLINICAL INSTRUCTOR:

- Respects the safety and well-being of the clients at Baycrest
- Recognizes her/his knowledge, skills and abilities, limits of responsibilities, legislative authority and supervision requirements
- Contributes to the development of objectives for the learning experience
- Understands and clarifies her/his role in the provision of care with the preceptor/clinical instructor
- Uses clear, accurate and effective communication skills in professional interactions
- Identifies the need for, and acts to obtain appropriate supervision
- Is aware of her/his responsibility to notify the preceptor/clinical instructor if they are not achieving objectives due to setting and/or preceptor relationship
- Is accountable for the quality of care she/he provides within the established objectives
- Becomes familiar with and follows the agency's policies, procedures and principles
- **Before you perform an act, ask yourself:**
 - Have I been taught by my faculty, preceptor or clinical instructor
 - Do I have knowledge, skill and judgment to perform them as determined by my preceptor or clinical instructor
 - Am I been supervised by a member of the staff at Baycrest or my faculty member

Nursing students may not:

1. Perform delegated medical acts
2. Act as a witness under any circumstances or for any purpose
3. Provide second signature/check for controlled drugs, blood products, , and medications listed as requiring independent double checking, double signing and documentation
4. Provide telephone advice for discharged families
5. Take verbal or telephone orders
 - a. Carry narcotic keys
 - b. Be left in sole charge of the unit or any patient
 - c. Transport patients alone when the presence of an RN is required

Any student who receives a subpoena or summons to witness in a legal matter pertaining to Baycrest, during or following their experience at Baycrest must inform the Nursing Liaison in a timely manner.

Student Administration of High Risk Medications

Policy Statement:

Nursing Students at Baycrest MAY NOT administer certain medications that pose high risk to Baycrest clients. These restrictions are in place for all nursing students EXCEPT students who are their preceptorship period.

Definition:

Preceptorship period student is any person enrolled in an education program at an academic institution and is doing nursing placement under the direct supervision of a Baycrest staff nurse preceptor (concentrated pre-graduate rotation where students are linked with a Baycrest nurse).

Clinical Instructor is any person, hired by an academic institution to supervise and train group of nursing student about patient care in clinical units at Baycrest.

Group Nursing Student is any person enrolled in a nursing program at an academic institution and is doing nursing placement under the direct supervision of a Clinical Instructor at Baycrest.

Background:

Use of medications is the most common client treatment intervention in healthcare. It is also the most common source of adverse events in the inpatient setting. Adverse events from medication usage increase morbidity and mortality as well as the overall cost of care.

Group Nursing Students and their instructors may be at higher risk of errors due to the new skill and unfamiliarity with Baycrest processes as a result, specific high risk medications will not be administered by the student and clinical instructor except during their preceptorship period.

Procedure:

All students and faculty members must be aware of the **Student Administration of High Alert Medications**

Policy:

The below classifications of medications MAY NOT be administered by group nursing students EXCEPT during their preceptorship period and under the direct supervision of a Baycrest nurse.

- **All counted drugs (i.e. narcotics, controlled drugs, benzodiazepines, zopiclone and zopidem)**
- **All Insulin**
- **All anticoagulants (i.e. warfarin, dalteparin, enoxaparin, heparin, fondaparinux, apixaban, rivaroxaban, dapigatran)**

Group Student Nurse (Not in Preceptor Practicum period):

When a client requires a medication from the above classification, it is the responsibility of the faculty instructor and student nurse to consult with the Baycrest staff member responsible for the client’s care to ensure the high risk medication is given by the staff member.

Nursing Student (In Preceptor Practicum period):

A nursing student during their preceptorship period may administer the high risk medications under the direct supervision of the staff nurses. The student nurse is NOT considered a nurse who can double check or verify wastage. This function must be done by a second Baycrest staff nurse.

Contraindications for All Nursing Students:

- Nursing Students may never carry narcotic keys or receive narcotic codes
- Nursing Students may not obtain a client’s consent for a procedure and/or co- sign as a witness to their written consent for a procedure

Nursing Student Medication Administration Responsibilities while at Baycrest:

All Nursing Students when administering any medications must follow:

- The CNO *Medication Administration Standard*.
- Be adequately prepared to give any medication. This includes a comprehensive knowledge of: drug names, reason for use, dosage, side effects, contraindications, compatibilities etc.
- Must verify the identity of the client by using Two Client Identifiers. Please refer to the “ Client Identification Policy” on the Intranet.

Medication Incidents: Near Miss or Error

Nursing Students are responsible to report any medication incidents to the Clinical Instructor, supervising nurse or preceptor immediately when known for further follow up and/or interventions.

Medication Incident Documentation Standards:

- All medication errors and near misses must be entered into the Safety Event Reporting System (SERS). Please refer to “Client/Visitor Safety Incident Reporting Process” and “Client Safety Incident Management Framework” on the Intranet
- Client status, assessment, interventions and outcome are to be entered into the progress notes.
- Manager and or the MRP will follow guidelines outlined in the Disclosure of Critical Incidents Policy.

Medication Administration

It is expected that students follow the four standard statements for medication administration within the student scope of practice (assessment, planning, implementation and evaluation) as outline by the College of Nurses.

1.0 Purpose

The purpose of this policy is to teach students safe medication administration practices and to outline the necessary steps, which should be followed by clinical nursing instructors and nursing students in ensuring that the correct client/resident is identified and the intended service or procedure is performed. Failure to correctly identify clients may result in a range of adverse events such as medication errors, transfusion errors, testing errors and wrong person procedures. Using at least two client identifiers prior to the provision of any service or procedure will decrease the risk of client identification errors and improve client safety.

2.0 Persons affected

This policy affects all Baycrest staff supervising nursing students, clinical nursing instructors and students involved in providing any service or procedures to clients/residents, which includes, but is not limited to admission, transfer, venipuncture, specimen collection, drug administration, surgical intervention, blood transfusion, radiological investigation, and/or radiotherapy.

3.0 Definitions

Acceptable client identifiers are person-specific and include:

- First and last name
- Date of birth
- Assigned identification numbers [Medical Record Number (MRN), health card number]
- Address
- Self-identification for cognitively intact residents/clients who can self-identify
- Direct facial/visual recognition (In certain settings when a client/resident may stay for an extended period of time and where there is stability of staff and client/resident populations).

Identifiers can be verified using:

- identification wristbands
- client/resident identification photographs in the client chart;
- client identification cards (health cards);
- double witnessing (Dual staff identification, with at least 1 long-term staff who knows the resident well)

Rights of Medication Administration

1. Right patient

- Check the name on the order and the patient.
- Use 2 identifiers.

- Ask patient to identify himself/herself.
 - When available, use technology (for example, bar-code system).
2. Right medication
- Check the medication label.
 - Check the order.
3. Right dose
- Check the order.
 - Confirm appropriateness of the dose using a current drug reference.
 - If necessary, calculate the dose and have another nurse calculate the dose as well.
4. Right route
- Again, check the order and appropriateness of the route ordered.
 - Confirm that the patient can take or receive the medication by the ordered route.
5. Right time
- Check the frequency of the ordered medication.
 - Double-check that you are giving the ordered dose at the correct time.
 - Confirm when the last dose was given.
6. Right documentation
- Document administration AFTER giving the ordered medication.
 - Chart the time, route, and any other specific information as necessary. For example, the site of an injection or any laboratory value or vital sign that needed to be checked before giving the drug.
7. Right reason
- Confirm the rationale for the ordered medication. What is the patient's history? Why is he/she taking this medication?
 - Revisit the reasons for long-term medication use.
8. Right response
- Make sure that the drug led to the desired effect. If an antihypertensive was given, has his/her blood pressure improved? Does the patient verbalize improvement in depression while on an antidepressant?
 - Be sure to document your monitoring of the patient and any other nursing interventions that are applicable

4.0 Policy

- All Baycrest staff, students and clinical instructors must verify the clients/residents identity using at least two client identifiers prior to the provision of any service or procedure.
- Two client identifiers may be taken from a single source, such as a client wristband.
- The client's room number should not be used for identification purposes.
- All medication administered by a nursing students must be co-signed by the RN (or RPN) responsible for the care of the patient prior to completion of the current shift.

5.0 Responsibilities

In order to safely prepare and/or administer medication, all students must have received pharmacology knowledge and skills from their institution. Student must be directly supervised in the calculation, preparation, and administration of a medication by any route. Supervision should be by a Clinical Instructor and/or the staff member caring for the patient.

Students not administering medications are responsible for knowing the patient's medications (purpose, side effects, lab monitoring, etc.) assessing the patient response to the medications and providing and documenting patient education.

Prior to administering medications, the clinical instructors and students must be aware of the Baycrest policies and procedures, i.e. Pyxis, med carts, medication records, etc.)

Nurses (RN and RPN) and Certified Health Care Aides/Certified Personal Support Workers

- Identify the client by using at least two client identifiers
- Ensure clients/residents are wearing ID wristbands
- Provides/ensures the correct client information is highlighted on ID wristband label (i.e. Allergies with a red dot sticker directly on the client ID wristband label)
- Ensures a copy of the client/resident ID photograph is in the inside front cover of the client chart as well as in the MAR binder
- Any missing, faded or torn identification wristbands must be replaced immediately.
- If an inpatient/resident continually removes his/her ID wristband, the nurse must document this in the chart and ensure an ID photograph is obtained and placed in the inside front cover of the client chart as well as in the MAR binder
- Completes SERS reporting for any client identification error and/or near miss

- Apotex only: Authorize and order the metal ID bracelet for residents as soon as possible after admission and with any change in information

Baycrest Registered Staff/Preceptor Nurse/ Supervisor will:

- Directly supervise and remain responsible for the initial medication administration by the Nursing Student. This includes individual students with preceptors, as well as student groups with clinical instructors. Administering a medication is a continual process and goes beyond the task of giving a patient a medication.
- Be responsible for the ongoing assessment of the client's needs, plan of care and evaluation of the patient's health status and effectiveness of medication(s).
- Be responsible for communicating to the Nursing Student and identifying criteria that clearly defines when the nursing student needs to contact the RN or RPN.
- Make provisions to ensure ongoing assessment of the client's condition (college of Nurses of Ontario, Medication Practice Standard, 2005)

Clinical Instructor/Supervising Faculty/Staff will:

- Know the medication policies pertaining to the restrictions on students practice
- Communicate to the team a list of skills related to medication administration that can be done under supervision, independently, and those that are restricted.
- Clinical Instructors will determine the number of students who can safely administer medications on a clinical day based on the complexity of patients, the number of medications per patient, the number of patients per students and the level of experience of the student.
- **When preparing high risk medications, please follow the Student Administration of High Risk Medication policy.**

Students will:

- Follow the "Rights" of medication administration
- Know the medication polices for their school and Baycrest Centre
- Ensure that they are adequately prepared (have knowledge on drug, dosage, side effects, route, contraindications, compatibilities, etc.)
- Only prepare and/or administer medication when:
 - It falls within the students' scope of practice
 - It is permitted within the specific practice setting
- Report any medication errors immediately to Clinical Instructor or supervising staff to seek appropriate medical intervention
- Students shall not administer the following:
 - Direct IV medications, below the drip chamber
 - IV anti-neoplastic chemotherapeutic agents
 - Intradermal skin test for allergies
 - Allergy desensitization injections
 - Epidural medications
 - Intra-pleural medications
 - Any high alert/risk medication

6.0 Procedure

1a. Inpatient Protocol (Hospital, Apotex)

- All in-patients in the hospital and residents in the Apotex must wear an ID wristband indicating name, date of birth, MRN number and allergies, if any.
- Permanent metal ID Bracelets are to be ordered for all Apotex residents using the Identification Bracelet Order Form [See appendix 1 for details]
- All in-patients in the hospital and residents of the Apotex must have an identification photograph taken to be placed in the inside front cover of the client chart and the MAR binder

All client ID photographs must have a Meditech printed ID label affixed to the right lower corner

- Photographs are to be taken on admission, yearly and with any significant change (weight loss/illness). [See appendix 2 for details]
- Any missing, faded or torn identification wristbands or Photographs must be replaced immediately.
- If an inpatient/resident continually removes his/her ID wristband, the nurse/care team must document this in the chart and ensure a recent ID photograph is placed in the chart and MAR binder

Staff/Student should NOT

- Ask the client/authorized representative if the name, date of birth, etc, is correct. The patient should be asked to verbalize this information if the client is awake, aware and capable.

Independent Double Checks

Purpose

The purpose is to increase patient safety and reduce the possibility of error by requiring an independent double check for selected medications within the Baycrest High-Risk Medication List. Students/Instructors require a Baycrest Registered Staff/Pharmacist/Physician to provide a second Independent double check.

Independent Double Check: A process in which a second regulated Baycrest health practitioner (RN, RPN, Pharmacist, and Physician) conducts a verification of the medication in the presence or absence of the first regulated health practitioner.

Policy

Co-signatures define the accountabilities of both regulated health practitioners performing the independent double check. The first RN/RPN assigned to the patient is accountable for preparation and administration of the high risk medication. The second regulated health practitioner is accountable to verify the correct preparation of the medication with respect to the right name of the patient, original order in Meditech, correct drug, correct dose, time of administration, independent drug calculations (if necessary), line placement (if necessary), expiry date and stop order date (if applicable). Although regulated health practitioners may ask for independent double checks for any medication, it is mandatory to ask and complete an independent double check for the outlined high risk medications as listed below.

The following drugs require an independent double check be conducted and documented prior to each administration within Baycrest;

- High Potency Morphine 50 mg per mL and Hydromorphone injection 10 mg per mL
- Digoxin, IV
- All CADD (Continuous Ambulatory Drug Delivery) pump administration
- Warfarin (all doses provided from ward stock)
- Insulin
- Methadone 10 mg per mL solution

Procedure

How to do an Independent Double Check:

The first practitioner asks the second practitioner to do a double check and indicates for which drug/situation. (See list of drugs requiring Independent Double Check above.)

The first practitioner (Baycrest Registered Staff) must resist the natural temptation to help by directing the second practitioner, as this would create bias and reduce the visibility of an error.

The second practitioner (Baycrest registered staff) would check for:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Original order in Meditech for first dose*, check MAR for subsequent doses • Correct patient and Correct drug • Drug dosage • Test results (e.g. glucometer, INR, where appropriate) | <ul style="list-style-type: none"> • Independent drug calculations • Pump settings (where appropriate) • Line placement (where appropriate) • Expiry date |
|---|---|

Responsibilities:

High alert medications are drugs that bear heightened risk of causing serious patient harm when they are used in error. Therefore, Nursing students and clinical instructors are not allowed to provide high alert medications to clients at Baycrest.

Narcotics and Controlled Substances Handling

1. Preparation and administration of a narcotic must be performed by Baycrest Registered staff.
2. Group Nursing Students are not allowed to carry narcotic keys.
3. Group Nursing Students may not pick up or accept narcotics from the Pharmacy
4. Group Nursing Student may not monitor record and discontinue a PCA pump
5. Group Nursing Student may not start or adjust the PCA pump
6. Group Nursing students may not administer high alert medication, narcotics and controlled drugs

Baycrest Student Support

Student Liaison

Mary Akuamoah-Boateng is the student placement coordinator. Her office is on the 2nd floor in the Department of Academic Education. She can be reached at:

T: 416-785-2500 ext. 2518

Cell: 416-797-4485

E: mboateng@baycrest.org

Roles:

- Coordinate placement request, intake, registration and evaluation
- Ensure documentation and supporting documents are completed and submitted
- Liaison with educational institution and Baycrest Contacts

Nursing Clinical Student Liaison

Calen Freeman is the nursing student liaison and contact during your clinical experience. Her office is on the 5th Floor of the Hospital. She can be reached at

T: 416-785-2500 (2525)

Cell: 647-213-4135

Email: cfreeman@baycrest.org

Roles:

- Any clinical issues on unit or organization
- Issues with placement
- Requests for other placements

Units Contacts Hospital

Unit	Clinical Focus	Unit Clerk Ext.	Unit Team Leads	Manager
7E	Low Intensity Rehab	2511	Janice Palmer-Bishop	Leslie Iancovitz
6E	Complex Continuing Care	2573	Jennifer Dailey	Abby Bezant
6W	Palliative Care	2845	Peter Masih	Abby Bezant
5W	Complex Continuing Care	2840	Vanessa Oliver	Sonia Noble
5E	Complex Continuing Care	2507	Janet Edwards	Sonia Noble
4W	Behavioral Neurology	2751	-	Gary Gallagher
4E	Mental Health	2722	-	Gary Gallagher
3E	Transitional Care Unit	2828	-	Sonia Noble
3W	High intensity rehab/GATU	2821	-	Leslie Iancovitz

Units Contacts Apotex

Unit	Clinical Focus	Unit Clerk Ext.	Unit Team Lead	Unit Director
7 Fl	Stroke	3036	Marie Fe Apelin	Fran Cossever
6Fl	Cognitive support	3036	Marie Fe Apelin	Fran Cossever
5 Fl	Cognitive support	3031	Mary Jane Lopez	Holly Letheren
4 Fl	Cognitive support	3026	Mary Jane Lopez	Holly Letheren
3 Fl	Mental Health (Apotex 3GS/Apotex 3EI)& Transitional Behavioural Support Unit (TBSU Apotex 3RF)	3298	Mary Lou	Lisa Marcovici
2Fl	Physical Support	3041	Mary Lou	Lisa Marcovici

Commonly Asked Questions

How do I go about arranging my students to have other clinical experiences while at Baycrest?

Due to the number of requests, we ask that you coordinate this through the Nursing student liaison. Please call ext. 2525 or email Calen Freeman at Freeman@baycrest.org with your request.

What are some of the other clinical experiences offered at Baycrest?

- Clinics – various clinics are available including chiropody, GI, GU, GYN, etc. Each clinic is held on a specific day/week/month
- Seniors Day Center
- Day Treatment Center
- Wound Care Clinic – Thursdays

Where do the students park? What are the rates?

Students are to park in the Main parking lot. Cost is \$14.00/day via meter parking or \$52/month

Can I use the conference room in the unit as my office?

No, each conference room is designated to the unit to use for meeting purpose only. Please use student centre as your office and if you need a private room to meet with students, please book a room. All conference rooms are kosher environment.

How do I book a meeting room for post conference?

Each unit is responsible for the process of booking ON UNIT conference rooms. Please inquiry with the unit clerks assigned to your unit. In terms of other available rooms, the Nursing Lab (basement) and the Centre of Excellence (2nd floor near nursing office) can be booked at extension 6500.

Who do I notify if one of my students is injured here at Baycrest?

Occ. Health and Student Placement Coordinator.

Student Injury /Incident Reporting

- i. The student must report immediately any incident or hazardous situation to their immediate Supervisor (i.e. Baycrest staff, preceptor, clinical instructor).
- ii. The Supervisor must ensure that the Student receives immediate medical attention as necessary. If the supervisor is not present, they should be notified as well as the **contact for Student Placement** and the Academic Supervisor for the College/University.
- iii. If injured, the student must report to Occupational health and safety for immediate medical attention. The Supervisor completes, in full, the safety event incident report via SERS on behalf of the student. The College/University completes WEPA form within 72 hours and follows their organizational process.

Where are the policies and procedures located?

All of our policies and procedures are online. Log on to the Baycrest intranet site and click the policy tab. Additionally, you and your students will have access to e-mosby once registered at Baycrest.

What videos are available for students including Jewish life at Baycrest?

All students have access to the Baycrest Intranet. With this, they will be able to review the core curriculum including Jewish Life at Baycrest. We encourage instructors to review what is available through this learning forum. From the intranet, click on employees corner and the core curriculum. Additionally, the library has a large selection of resources.

How do I find out information on how to use the mechanical lift?

Once again, go to the Baycrest Intranet and tab to policies. Click on mechanical lift. At the side, you will see an option to “view video”.

PLEASE NOTE: ONLY BAYCREST STAFF ARE PERMITTED TO USE THE MECHANICAL LIFTS

Appendix 1

Instructor's Emergency Contact Form

Instructor's Name: _____

Your School: _____

Assigned Unit _____

Your School Contact

Clinical Advisor/Supervisor name: _____

Clinical Advisor/Supervisor Email: _____

Clinical Advisor/Supervisor Telephone: _____

Your Emergency Contact Number

Person to Contact: _____ Telephone: _____

Your Contact

Your Home: _____

Your Work: _____

Your Cell #: _____

Your Email: _____

Please note that a copy of this will be given to the manager of the unit

Appendix 2

Agency Safety Checklist

Academic Institution :	Unit:
Start Date:	Clinical Instructor

THE FOLLOWING CHECKLIST IS TO BE COMPLETED FOR EACH NEW WORKER ON THEIR FIRST DAY, BUT IN NO CASE LATER THAN THEIR FIRST WEEK, BY THE SUPERVISOR/MANAGER AND WORKER. PLEASE RETURN CHECKLIST & SUPPORTING DOCUMENTS TO ACADEMIC EDUCATION

Mgr/Super. Initials	Instructor Initials	Safety Review Topics	Safety Review Topics
<input type="checkbox"/>	<input type="checkbox"/>	1	Has been shown, read and understand the following policies: Health and Safety, Violence Prevention, Harassment and Other Forms of Discrimination in the Workplace (see intranet).
<input type="checkbox"/>	<input type="checkbox"/>	2	Has been shown where the Safety Communication Board is located and has been shown: a copy of the Occupational Health & Safety Act, Joint Health & Safety Committee meeting minutes, emergency numbers and other safety awareness material.
<input type="checkbox"/>	<input type="checkbox"/>	3	They know who, when, and how to report all accidents/incidents, potential hazards. They also realize the importance of reporting immediately, and to <i>Never disturb the scene of an accident.</i>
<input type="checkbox"/>	<input type="checkbox"/>	4	They understand the importance of health & safety in the workplace and the requirement to contact the supervisor or manager at any time for assistance or direction.
<input type="checkbox"/>	<input type="checkbox"/>	5	They know where or who to ask the access MSDS information.
<input type="checkbox"/>	<input type="checkbox"/>	6	They know how to get first aid or medical treatment and how to report them
<input type="checkbox"/>	<input type="checkbox"/>	7	They have been informed of the importance of reporting an occupational injury the day of the incident, and the importance of communication and co-operation in the Early and Safe Return to Work Program.
<input type="checkbox"/>	<input type="checkbox"/>	8	They understand that they are expected to keep the work zone clean and neat.
<input type="checkbox"/>	<input type="checkbox"/>	9	They understand what to do in an emergency. They know to call extension 5555 in the event of an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	10	They know where the fire routes, exits, alarms, and emergency equipment are located.
<input type="checkbox"/>	<input type="checkbox"/>	11	They have received instructions on the equipment they will be using and understand not operate any equipment/machinery that they have not been trained or authorized to use.
<input type="checkbox"/>	<input type="checkbox"/>	12	They are familiar with the personal protective equipment (PPE) they are required to wear. They have received instruction in the use and care of this equipment and how to obtain or replace the PPE needed to work safe.
<input type="checkbox"/>	<input type="checkbox"/>	13	The specific hazards of the work they are to perform have been reviewed with them, as well as the control in place to protect their health and safety.

Student Name	Student Name	Student Name	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Appendix 3

Individual Orientation Module Completion Tracking Sheet

Unit/Department: _____

CI Name: _____

Jewish Life	Emergency Codes	WHMIS	Violence in the Workplace	Privacy and Confidentiality	Emergency Codes	Hand Hygiene	Occupational Health and Safety	General Overview
<p>All student/trainee must review the following resources for each Student Orientation module.</p>								
<p>By signing this document, I acknowledge that I have reviewed the above resources and successfully completed each module.</p>								

Student Name

Student Name

Student Name

Appendix 4

Handbook Acknowledgement

Instructor: _____
School: _____
Unit: _____
Date: _____

The following students have received the Baycrest Nursing Student Guide. The content of the manual has been covered in their orientation class. By signing this form, I am indicating that my students have received the nursing handbook and have read the contents, and understood that we need to comply with the guidelines outlined in the manual. I know who to contact with questions or concerns.

Compliance Acknowledgment and Certification

I acknowledge that we have received information about Baycrest Code of Conduct and we agree to read it completely. I also agree to discuss any questions or concerns regarding the Baycrest Code of Conduct with my unit's supervisor or other member of management.

I certify that I will comply with the Baycrest Code of Conduct, and all Baycrest policies and procedures that apply to me and my students. I understand that it is my responsibility to report any concerns regarding possible violations of these standards and policies.

Student Names (Signature and Printed):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Clinical Instructor: _____
Date: _____

Please return this form to Mary Akuamoah-Boateng in the Academic Education Office 2N04.

Appendix 5

Nursing Student Assignment Sheet

Date: _____

Clinical Instructor: _____

School: _____

Instructor Contact Number: _____

Time on Unit: _____

Time Leaving Unit: _____

Student: Patient /Room#	Responsibilities (please circle tasks the student will be expected to perform)	Comments (Please specify any specific focus the student might have)
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	
Student: Patient /Room#	<input type="checkbox"/> Ambulation <input type="checkbox"/> IM Meds <input type="checkbox"/> Assessment <input type="checkbox"/> IV Med <input type="checkbox"/> Bath <input type="checkbox"/> Oral Meds <input type="checkbox"/> Bed <input type="checkbox"/> Personal Care <input type="checkbox"/> Documentation <input type="checkbox"/> Treatments	

Appendix 6

Student Locker Requisition Form

Please complete this form at least one week prior to placement and fax to Carole Risk at 647-788-1599

Name of Instructor: _____ Academic Institution _____

Start date: _____ Finish date: _____

Female lockers requested _____ # male lockers requested _____ Instructor locker _____

(F)Locker #'s _____

(M)Locker#s _____

Check-In (Please sign below to indicate you have received lockers and have returned the key to Carole Risk)

Carole Risk Signature Date

Instructor Signature Date

End of Placement Check-Out (Please sign below to indicate you have completed your placement and have obtained Baycrest locks to lock your lockers)

Carole Risk Signature Date

Instructor Signature Date

Note: Please note that there might be two students per locker. Students MUST bring own lock for the lockers. Student must sign the Student Check-In form on the day of checking in lockers. Upon completion, Student must meet with Carol Risk. Failure to complete this form will result in no reimbursement of the \$5 deposit.