



MICHIGAN MEDICINE
UNIVERSITY OF MICHIGAN

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Owner: *April Stingo: Clinical Placement Process Lead*
Area: *Nursing Administration*
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Applicability: *UMHS Clinical*

Nursing Admin - Undergraduate Student Nurse Clinical Placements within the University of Michigan Health System (UMHS)

I. Purpose

The purpose of this policy is to establish standards for undergraduate nursing student placements within the University of Michigan Health System (UMHS).

II. Applicability

This policy is applicable to all practice units/areas within UMHS that host students from schools of nursing participating in undergraduate clinical nursing education.

III. Definitions

- A. **Affiliation Agreement:** An affiliation agreement between the nursing schools and UMHS for providing educational clinical experience opportunities. This agreement is used when professional liability insurance is required for the field experience.
- B. **Clinical Instructor:** A licensed registered nurse employed by the school of nursing to teach and mentor nursing students in the UMHS clinical setting. The clinical instructor performs administrative functions related to the assigned school of nursing courses.
- C. **Clinical Placement:** The process of assigning nursing students to specific UMHS hospitals, health centers, and clinic units/areas.
- D. **Clinical Placement Clinical Lead:** The clinical placement nurse is responsible for ensuring undergraduate nursing students are placed in appropriate settings and meet institutional requirements.
- E. **Clinical Placement Process Lead:** Collaborates with schools and UMHS departments to process all students and instructors at the institutions prior to their clinical start date.
- F. **Clinical Placement Rotation Matching System:** An internet-based secure, clinical matching, student onboarding, and document storage solution system for clinical sites and nursing schools (e.g. ACEMAPP).
- G. **Clinical Placement Team:** Employees of the UMHS Nursing Services, Professional Development and Education responsible for the Clinical Placement of nursing students.

- H. **Electronic Health Record:** An electronic version of a patient's medical record, that is maintained by the provider over time, and may include all of the key administrative clinical data relevant to that person's care under a provider. Includes demographics, progress notes, problems, medications, vital signs, past medical history, immunizations, laboratory data and radiology reports, etc. (e.g. MiChart).
- I. **Health Technology Information Services (HITS):** A department of UMHS that provides technology-related services and support.
- J. **Institutional Requirement:** Legal, regulatory, accreditation or UMHS policy requirements that apply to nursing students and clinical nursing instructors. **(EXHIBIT A)**
- K. **Learning Management System:** The on-line system used for administration, documentation, tracking, reporting and delivery of educational courses and training programs (e.g. MLearning).
- L. **Medication Dispensing System:** An automated medication dispensing system supporting decentralized medication management. It helps to safely and efficiently dispense the right medications (e.g. Pyxis).
- M. **Program Addendum:** A document attached or added to the affiliation agreement that clarifies, modifies, or supports the nursing program information in the agreement.
- N. **Secure Portal System:** The system used to collect required confidential student and instructor information to process login accounts.
- O. **Southeast Michigan Schedule:** Undergraduate data submission schedule created by the clinical placement rotation matching system (e.g. ACEMAPP).

IV. Policy Standards

- A. An affiliation agreement and program addendum must be current between UMHS and all non-UM schools of nursing prior to any clinical placement requests.
- B. Individual nursing instructors are not permitted to negotiate directly with UMHS nursing leadership or unit/area staff for undergraduate nursing student placements. Placements negotiated in this manner will be considered null and void.
- C. All UMHS clinical placement requests must be received three months prior to the clinical course start date.
- D. All nursing student clinical placement requests must be submitted in the clinical placement rotation matching system (e.g. ACEMAPP) and follow the clinical placement process schedule timeline.
- E. All clinical placement rotation matching system (e.g. ACEMAPP) requests must include the course number, level of student, number of students, placement start and end date, clinical hours, instructor name, and desired unit/area. No cohort group will consist of more than 8 students.
- F. A student will not be placed on the same unit/area they are employed on.
- G. The clinical instructor **must be present** for the duration of the clinical shift with all student **group cohort** placements providing direct patient and family care.
- H. The clinical instructor **must be readily available** on-site for **individual** nursing students providing direct patient and family care with a pre-arranged preceptor.
- I. The clinical instructor **must be available** for communication related to **individual** nursing students in a non-direct patient care leadership experience.
- J. University of Michigan Ann Arbor clinical placement requests will receive first priority for all placements within UMHS provided the requests are received within the required timelines. Additional nursing school

clinical placement requests will be considered in this order:

1. University of Michigan Flint
 2. Eastern Michigan University
 3. Michigan State University
 4. Other
- K. It is the expectation that all nursing units/areas within UMHS will participate in clinical education by accepting nursing students.
- L. Exceptions in accepting nursing students and/or reducing the number of students taken, will be considered on a case-by-case basis by the Clinical Placement Clinical Lead.
- M. The Clinical Placement Team will communicate all nursing student placement requests, simultaneously, for the upcoming term to the unit/area nursing leadership so they can see all student requests for the entire term.
- N. UMHS unit/area nursing leadership will be advised of changes to school of nursing curriculum that will impact clinical hours at least one term in advance of placement requests.
- O. The Clinical Placement Team will communicate all accepted and denied clinical placement requests to nursing schools in a timely manner. This information will also be noted in the clinical placement rotation matching system (e.g. ACEMAPP), following the established timelines.
- P. Students and instructors will be processed through a secure portal system following the required deadlines established by HITS and the Clinical Placement Process Lead. Not meeting deadlines may result in delays and the inability to accommodate requested start dates.
- Q. Nursing schools must submit a list of students requiring respiratory fit testing to UMHS Occupational Health Services at the start of each term.
- R. All clinical instructors will complete an orientation with the Clinical Placement Clinical Lead, Clinical Placement Process Lead, and unit/areas:
1. All new instructors assigned to a UMHS clinical unit/area must contact the clinical lead and process lead to schedule a time for orientation prior to placement on the unit/area.
 2. All new instructors will arrange an orientation with the unit/area two weeks prior to students' arrival. The unit/area contact information will be given during the clinical lead orientation. The unit/area nursing leadership will decide what orientation consists of and how long it will take.
 3. An instructor returning to the same unit/area, must contact the nursing leadership to review any changes and updates.
- S. Each nursing student and instructor assigned to a unit/area must complete a group of Institutional Requirements (**EXHIBIT A**) in the clinical placement rotation matching system (e.g. ACEMAPP) prior to the start of their clinical practicum:
1. All nursing schools' clinical placement coordinators, instructors, and students are directed to the Clinical Placement website and are accountable for following the information.
 2. Nursing students and instructors who do not comply or complete the Institutional Requirements (**EXHIBIT A**) will not be permitted in the clinical setting. The Institutional Requirements document may be accessed on the Clinical Placement website. (**EXHIBIT A**)
 3. UMHS employed nurses that are students or instructors, who have completed the Institutional

Requirements (**EXHIBIT A**) in the learning management system (e.g. MLearning) do not need to complete these requirements a second time. If not completed, the requirements must be completed in the clinical placement rotation matching system (e.g. ACEMAPP).

- T. Clinical instructors who are new to UMHS must complete the required electronic health record (e.g. MiChart) education for the unit/area of their placement. This requirement must be met prior to the clinical term start date.
- U. Each student with a clinical placement at UMHS must complete the student required electronic health record (e.g. MiChart) education for the unit/area of their placement. This requirement must be met prior to the clinical term start date.
- V. The Clinical Placement Process Lead will verify the completion of Institutional Requirements (**EXHIBIT A**) by all students and instructors in the clinical placement rotation matching system (e.g. ACEMAPP).
- W. All students and instructors must complete a drug screening test, background check, pertinent vaccines, BLS and TB tests. This is monitored in the clinical placement rotation matching system (e.g. ACEMAPP) and checked by the Clinical Placement Process Lead.
- X. At the end of each term, instructors will meet with the unit/area nursing leadership to evaluate the placement experience. In addition, nursing schools evaluate the students' clinical experience.
- Y. The Clinical Placement Clinical Lead communicates with units'/areas' nursing leadership related to student and instructor performance, as needed.

V. Procedures and Actions

- A. Student Electronic Health Record (e.g. MiChart) education will vary by student type and location and will automatically be added to the Learning Management System (e.g. MLearning).
- B. All nursing school clinical placement coordinators and instructors are responsible for monitoring the students' completion of the Institutional Requirements (**EXHIBIT A**) in the Clinical Placement Rotation Matching System (e.g. ACEMAPP).

RESPONSIBLE PARTY	ACTIONS
Nursing Schools	<ol style="list-style-type: none"> 1. Submit student placement requests to the Clinical Placement Process Lead via the clinical placement rotation matching system (e.g. ACEMAPP) following the Southeast Michigan Schedule. 2. Upload student and instructor data into secure portal system following the data submission timeline given by the Clinical Placement Process Lead. 3. Inform the Clinical Placement Team regarding students and instructors who have not completed the current term and have been dismissed. 4. Ensure new instructors orient with the Clinical Placement Lead and to the area/unit. 5. Ensure that students and instructors complete the electronic health record (e.g. MiChart) training prior to the start of their rotation, unless already completed as a UMHS employee. 6. Evaluate the students' clinical experience at the end of each term.

Clinical Placement Team	<ol style="list-style-type: none"> 1. Ensures an affiliation agreement and program addendum is current and in place between UMHS and all non-UM nursing schools after any clinical placement request. If not, the nursing school is notified. 2. Arranges the development and/or update of the affiliation agreement and/or program addendum with the UMHS Contracting Office. 3. Communicates all approved and denied requests in the clinical placement rotation matching system (e.g. ACEMAPP) following established timelines. 4. Emails the course schedules to units/areas for approval. 5. Sends the system requirement information to HITS through the secure portal system. The information is uploaded by the required due date. 6. Sends notification to nursing schools regarding the data upload requirement for secure portal system. 7. Ensures learning management system (e.g MLearning) has the required information to populate the electronic health record (e.g. MiChart) education in the learning management system (e.g MLearning) for all students and instructors.
HITS	<ol style="list-style-type: none"> 1. Communicates required dates and information for the secure portal system to the Clinical Placement Process Lead. 2. Uploads student and instructor data from the Clinical Placement Process Lead into the secure portal System. 3. Processes student logins. 4. Sends login information to new students and instructors via established process. 5. Communicates all students' and instructors' identity information to specified departments throughout UMHS: electronic health record (e.g. MiChart), medication dispensing system (e.g. Pyxis), learning management system (e.g MLearning), Parking, Key/Id, etc.

VI. Exhibits

EXHIBIT A: University of Michigan Health System Institutional Requirements

VII. References

Clinical Placement Website: http://www.med.umich.edu/nursing-PDE/clinical_placement/

Clinical Placement Instructor Web Page: http://www.med.umich.edu/nursing-PDE/clinical_placement/instructors.html

Clinical Placement Calendar Web Page: http://med.umich.edu/nursing-PDE/clinical_placement/calendar.html

VIII. Author

April Stingo, BS; June 2018; May 2020

Jole' Mowry, MS, BSN, RN; June 2018; May 2020

Mary Anne Brancheau, BSN, RN-BC; August 2013; February 2015, June 2018

IX. Reviewed and Approved by

Nursing Executive Council: August 2013, February 2015; June 2018; June 2020

Chief Nurse Executive: 5/8/2020

Attachments

[UNDERGRAD Student Institutional Requirement List.pdf](#)

Approval Signatures

Step Description	Approver	Date
NEC Delegate	Lori Wenzel: Admin Specialist Inter Health	05/2020
Policy Owner	April Stingo: Clinical Placement Process Lead	05/2020

Applicability

UMHS Clinical