



**MUSC Medical Center
Clinical Services
Center for Professional Development**

Title: Clinical Affiliations Guidelines

1. Any agency affiliating with MUSC for the purpose of placing students for clinical rotations within the MUSC Medical Center must first sign an affiliation agreement with the MUSC Medical Center.
2. Contracts are obtained from the respective college or from the MUHA Department of Legal Affairs at 843-792-3864. All contracts must be reviewed by the MUHA Department of Legal Affairs. Affiliation agreements must be signed by the Dean of the affiliating college (or person authorized to sign contracts) and the Chief Executive Officer of the MUSC Medical Center.
3. Affiliation agreements must be kept current.
4. All faculty from affiliating agencies must meet the requirements of the MUSC Employee Health Services.
5. All students from affiliating agencies must meet the requirements of the MUSC Student Health Services.
6. All faculty and students from affiliating agencies must be familiar with specific policies and procedures of the MUSC Medical Center as designated in the Medical Center Policy and Procedures Manual located on the MUSC Intranet.
7. All faculty and students from affiliating agencies must be certified in cardiopulmonary resuscitation (CPR) by the American Heart Association, Health Care Provider Course or the American Red Cross equivalent.
8. It is expected that clinical faculty will assume responsibility for their orientation to the patient care areas where they will have students.
9. All clinical learning experience requests must be submitted to the Clinical Affiliations Coordinator in the Center for Professional Development. Changes to original clinical requests will be honored based on clinical site availability. Revisions to requests will not be made within two weeks of the designated clinical start date.
10. Precepted experiences are arranged jointly through the affiliating agency and the Clinical Affiliations Coordinator. The affiliating agency must provide a current list of all precepted experiences occurring within the Medical University Hospital.
11. The affiliating agency is responsible for providing the Center for Professional Development a current student and clinical faculty roster for each clinical rotation within three weeks of the clinical start date.

Clinical Affiliations

Procedure:

1. All faculty and students from affiliating agencies must complete hospital specific orientation and learning modules through the MUSC Computerized Annual Training and Tracking System (CATTs). Modules are reviewed annually and are assigned jointly by the Human Resources and Professional Development Departments.
2. Faculty and students must complete CATTs modules annually. Faculty and student rosters must be submitted to the Clinical Affiliations coordinator for CATTs lesson assignments.
3. The affiliating agency is responsible for ensuring that all faculty and students have met the requirements of Employee Health Services and Student Health Services. These requirements should be checked yearly.
4. The affiliating agency is responsible to ensure that all faculty/students have current CPR cards.
5. All students must complete the MUSC Point of Care Testing. Arrangements for testing may be made directly through Lab Services or through the Clinical Affiliations Coordinator. Documentation of successful testing is forwarded to the respective colleges.

Revised 6/06
Weatherly Rogers, RN, MSN
Clinical Affiliations Coordinator

**MUSC Medical Center
Clinical Services
Center for Professional Development**

**Title: Affiliating Nurse Faculty
Guidelines**

1. It is expected that affiliating clinical nurse faculty will assume responsibility for orientation to the patient care areas where they will be teaching. The orientation can be coordinated in conjunction with the Clinical Affiliations Coordinator and the Nurse Manager of the specific care unit. The faculty member is responsible for:
 - being clinically competent to care for patients on the assigned patient unit(s):
 - knowing how to perform nursing procedures common to the patient population on the assigned patient unit(s);
 - using good clinical judgment skills when making decisions about the management of patients and advising students regarding patient management:
 - being familiar with the pharmacologic management of patients on the assigned patient unit(s)
 - implementing MUSC Medical Center A Reference to the Patient Care Management and Documentation System (Adult, Pediatric and Neonatal);
 - knowing how to manage and respond to emergency and cardiac arrest situations; and
 - completing certification of competency for procedures requiring competency validation if the faculty member will be performing such procedures or if the students are to be supervised by the faculty in such procedures (e.g. medication administration, point of care testing). Competency validation should be coordinated through Professional Development Department.

2. Faculty who have been oriented on a clinical unit or units at MUSC Center and are assigned to a different patient care area, need to familiarize themselves with the patients, treatments, and nursing care on the newly assigned area(s). They will be expected to meet the responsibilities outlined above.

Affiliating Nurse Faculty

3. It is required that faculty members establish a mechanism, in coordination with the unit nurse manager, which will provide them with a regular update of clinical skills on the patient care area(s). Annual faculty updates will be coordinated and provided by the Center for Professional Development.
4. Affiliating nursing faculty are responsible for:
 - being licensed to practice registered professional nursing in the State of South Carolina;
 - carrying their own malpractice liability insurance (if their academic institution does not provide such coverage);
 - having current personal health insurance coverage;
 - being currently American Heart Association, Health Care Provider certified or the American Red Cross equivalent
 - supervising and evaluating the clinical nursing performance of student nurses affiliating at MUSC Medical Center;
 - assuring that each student passes the pharmacology and drug dosage tests before they can independently dispense medications;
 - being responsible for the instruction of students assigned to the care of patients and exercising supervision of the students. The faculty can be held liable for patient injury as result of the assignment to a patient of a student who is not competent and prepared for the assignment, or from the faculty's failure to supervise the student's performance adequately.

**MUSC Medical Center
Clinical Services
Center for Professional Development**

**Title: Affiliating Graduate Nursing Students
Guidelines**

1. Faculty and/or students requesting clinical or administrative experience for graduate student(s) at MUSC Medical Center must submit a written request two (2) months prior to the start of the experience to the Clinical Affiliations Coordinator of the Center for Professional Development. The following must be made available to the Clinical Affiliations Coordinator when requested:
 - course syllabus
 - specific student objectives for the experience
 - student's resume
 - name, academic preparation, title, and responsibility of the college or university faculty member
 - current CPR card
 - evidence of malpractice insurance if not covered by the affiliating agency.
2. During the experience at MUSC Medical Center, the graduate student(s) is/are responsible for:
 - adhering to MUSC Medical Center policies and procedures
 - completing the Computerized Annual Training Tracking System (CATTS) for hospital orientation and learning modules
 - completing the course and individual objectives or suggesting alternatives if they cannot be met; and
 - meeting with the preceptors at specified periodic intervals.
3. At the conclusion of the experience, the college or university faculty member is responsible for providing specific and pertinent written or verbal feedback on the value of the experience at the MUSC Medical Center to the Clinical Affiliations Coordinator.



**MUSC Medical Center
Clinical Services
Center for Professional Development**

**Title: Student Nurses
Guidelines**

1. MUSC Medical Center retains ultimate responsibility for patient care. The nursing staff may intercede, at any time, for the protection of the patient(s).
2. Every patient will be assigned to a registered nurse who is responsible and accountable for the patient. The student nurse must be assigned to the registered nurse who is responsible for the patient.
3. Student nurses must not practice beyond the scope of practice of the license for which they are studying. Nursing students must practice within the scope of the MUSC Medical Center registered nurse position description.
4. Student nurses must observe the prescribed conditions for performing procedures. Affiliating students are responsible for their actions taken in the course of their clinical experiences. When students perform nursing actions that are within the scope of registered nursing, they are to be held responsible for the same basic standards of skill and competence as registered nurses. A lower standard of competency will not be expected for actions of nursing students. When fulfilling responsibilities to their patients, nursing students must be assured that they are properly prepared to deliver the care or they must secure supervision and assistance. The decision regarding procedures the students may or may not perform shall be determined by the appropriate personnel of the hospital and the academic institution. The first time a new procedure is performed by a student, he/she must be supervised by a registered nurse. Affiliating faculty may assume this responsibility.
5. Under the policy of confidentiality, students must cut off any identifying data from copies of any medical records used in development of patient care plans or case studies and then destroy all records after the project is complete.
6. The MUHA Nursing Student Checklist should be used as a guideline for specific procedures that may be performed by affiliating nursing students including procedures which may not be performed by affiliating faculty or nursing students.

**Revised 6/06
Weatherly Rogers, RN, MSN
Clinical Affiliations Coordinator**