

# VALBHS Academic Affiliation Nursing Clinical Rotations INSTRUCTIONS

Welcome to the VALBHS. There are several steps and forms that need to be completed prior to your clinical rotation. To ensure your desired clinical start & end date, all paper work must be received at least 6 weeks in advance of desired start date.

## REQUIRED FORMS

- 1. Clinical Rotation Communication Checklist **(MUST BE COMPLETED PRIOR TO TURN IN OF STUDENT FORMS BELOW)**
- 2. Trainee Qualifications and Credentials Verification Letter (TQCVL)
- 3. Application Form (VA Form 10-2850D)
- 4. WOC Appointment Request Letter
- 5. Request for Computer Access and PIV Badge
- 6. Training Management System - Self Enrollment (Turn in TMS certificates)

## INSTRUCTIONS

Nursing education will accept the forms after the forms are correctly filled out and signed. Refer to <http://www.longbeach.va.gov/careers/Nursing.asp> to ensure you are filling out current forms and following up-to-date instructions. Allow 6 weeks for processing once the forms have been received and reviewed by the VALBHS clinical coordinator. Once the forms have been processed the VALBHS clinical coordinator will contact the school coordinator to set up an appointment for HR fingerprinting.

## INSTRUCTOR INSTRUCTIONS:

- Instructors should ensure the students complete the CPRS tab by tab course. The course should be completed prior to arriving on campus. Students should print out the certificate to give to the instructor for validation of completion. In addition, the student should also complete the Entering the Vital Signs power point (See attachment). [CPRS \(Computerized Patient Record System\)](#)
- Instructors should ensure the students complete the BCMA on-line course. The BCMA on-line course cannot be accessed outside the VA. Students can either do it on-station at their assigned ward or the instructor can contact Jason Lytle to book our computer lab for the students so they can complete the module together. [BCMA \(Bar code Med Administration\) Training Site](#)

## MEDICATION DISTRIBUTION/CODES: (BSN ONLY)

- In order for the instructor to assist in Medication Administration, they must complete the Automated Medication Storage and Distribution Devices review, bring page eleven appendix A to be signed at the Nursing Education Department and completed (form is attached to this email, competency form will be completed at the assigned unit).
  - The instructor then needs to go to the outpatient pharmacy on the first floor in building 164 to obtain their code.
  - In order for the instructor to get into the Omnicell supply system, the instructor can email [Nilsa.gambo@va.gov](mailto:Nilsa.gambo@va.gov). Also include cc Jason Lytle on the email to confirm/verify the approval of instructor and ward to Nilsa.
- To get the code for the blood glucose machine contact Michael Bennett at ext. 5370 or 5376. His email address is [michael.bennett3@va.gov](mailto:michael.bennett3@va.gov). He will let you know when he can review the machine with you and give you a code.

## CPRS DOCUMENTATION

Nursing students must be informed that the VA RN assigned to their patient, will be the **ONLY** nurse responsible for co-signing their nursing notes, **not** their instructor. The instructor's name is to be listed in the second box. The following template will appear in every Nursing Student Note. Under no circumstances are they to delete this note. When entering the VA RN's name, please ensure the full name is entered; nicknames, first names, nursing assistant names or LVN names are not to be entered.

Template: Student Nrs Supervision

I am performing the care of this patient under the supervision of VA RN: \*

, and Nursing Instructor: \*

, who agree with the assessment

and plan.

\* Indicates a Required Field    Preview    OK    Cancel

- As specified below, students are not to use the "Additional Signer" or "Receipt Acknowledged by" options.
1. Our Nursing Executive Committee (NEC) has approved that at **minimum** a **co-signature of the primary nurse (RN)** is required for all nursing student documentation. This is in compliance with the Office of Academic Affiliations (OAA). Therefore, please have the nursing student assigned to a nurse, identify that nurse for **co-signature**. Monthly audits will be conducted to assess compliance. **Nursing Instructors will not co-sign student notes.**
  2. Documentation of supervision **not acceptable to OAA**:
    1. Additional signer or identified signer
    2. "Receipt acknowledged by"