

**Ventura College
School of Nursing and Allied Health
Associate Degree Nursing
Program**

WORK EXPERIENCE

COURSE SYLLABUS

NS V95/NS V96

Revised 9/9/07

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Work Experience Program

The work experience program for nursing students allows students to practice the skills they have mastered as students while working for pay in a clinical setting. This allows students to enhance skills while working and benefits the employer by providing an employee with a higher level of practice capability. This program has been approved by the California Board of Registered Nursing and is available on a credit/no credit basis.

Who is eligible?

Any currently enrolled nursing student who has completed NS V10 is eligible to participate in the work/study program if she/he receives approval from his/her clinical instructor and from his/her employing agency.

What skills can be utilized in the work experience program?

Students approved for work experience meet with a Ventura College faculty work experience liaison to develop an individualized list of approved skills that they can perform. All skills on the list must be ones that the student has previously mastered as a nursing student. No new skills can be learned on the job or performed. Under supervision of a registered nurse, the student worker provides direct care to selected patients consistent with his/her level of clinical experience and knowledge.

When & How?

The work experience program was initiated in Fall of 2002. A student may enroll in work experience each semester until graduation, beginning in NS20. Students must work 225 hours for 3 units or 300 hours for 4 units. Shift, unit assignments and salary are determined by the employing agency. The faculty of the School of Nursing & Allied Health strongly recommends that a nursing student work **no more** than 20 hours per week.

Work Experience Objectives

1. Provide care to assigned clients under supervision of a registered nurse following agency policies and utilizing the nursing process.
2. Apply theoretical principles, scientific rationale and critical thinking strategies to give appropriate nursing care in the clinical setting.
3. Under supervision, demonstrate selected nursing skills and interventions in the clinical setting.
4. Utilize knowledge of legal, ethical and cultural considerations when providing nursing care.
5. Under supervision, refine assessment skills and implementation of the nursing process in the provision of client care, including client teaching.
6. Refine problem-solving skills.
7. Demonstrate professional conduct and collaborative relationships with health care team members.
8. Prioritize client care according to need and acuity of the assigned clients.
9. Demonstrate time management skills.
10. Demonstrate accountability and responsibility for all care given and operate within the scope of practice for which approved.

11. Notify the faculty work experience instructor immediately if any problems arise during the work experience program.

Student Learning Objectives

In addition to performing under the general work experience objectives listed above, each student must submit learning objectives to the work experience coordinator prior to providing care to clients. These objectives are to be reviewed and updated monthly.

SAMPLE LEARNING OBJECTIVES FOR THE STUDENT WORKER

1. Administer all medications, including p.o., SQ, IM and IV using the five rights.
2. Calculate drug dosages and drug factors with 100 percent accuracy.
3. Identify patient teaching needs and provide instruction to 5 clients.

Procedures for Work Experience Course

- I. Attend a work experience orientation prior to enrollment in the program. Students **MUST** attend an orientation session prior to contacting the clinical agency.
- II. Complete the following **prior** to the start of the semester during which you wish to participate in work/study program:
 - A. Contact the clinical agency and gain employment. Advise the person interviewing you that you plan to participate in the work experience program. This needs to be done early because it may take as long as 6 weeks to complete the hiring process.

NSV 95/NSV 96 students must secure employment and complete new employee orientation prior to beginning of semester.

The following clinical agencies are currently participating in the program:

- Community Memorial Hospital (CMH)
- Ojai Valley Community Hospital (OVCH)
- Saint Johns Regional Medical Center (SJRMC)
- Pleasant Valley Hospital (PVH)

If you need assistance please contact the Faculty and Agency Liaisons listed below:

| Agency | Faculty Work Experience Instructor | Agency/Hospital Liaison |
|-------------|--|--|
| CMH OVCH | Sandy Melton E-mail: smelton@vcccd.net | Dot Damon E-mail: ddamon@cmhhospital.org |
| SJRMC | Sandy Melton E-mail: smelton@vcccd.net | Marilyn Samuel E-mail: msamuel@chw.edu |
| PVH | Sandy Melton E-mail: smelton@vcccd.net | Marilyn Samuel E-mail: msamuel@chw.edu |

- B. Have agency/hospital liaison, RN practice site mentor and nurse manager sign the Agency/Faculty/Student Agreement, sign it yourself, and turn in to the faculty liaison listed above. This must be completed **by the first week** of the semester in which you are going to participate in the program, and **by the first week** each subsequent semester in which you enroll in the program.
- C. Have your current medical/surgical clinical instructor complete the Skills Checklist found in the Work Experience syllabus. **Turn in by the first week of the semester** in which you would like to participate in the program to the faculty work experience instructor listed above.

- D. Enroll in the course (NS V95 or NS V96) by **the first week of the semester** in which you would like to participate in the program.
- III. Several differences among hospital facilities do exist. The work study student should be aware of these differences when applying for employment. At SJRMC/PVH the student is not included in the matrix for staffing. At CMH, the student **is** included in the staffing matrix and is given a tech assignment in addition to the work experience role.
- III. REMEMBER: Submit ALL completed paperwork by the first week of the semester to the faculty liaison and register for the course. Failure to do so will result in the student being dropped from the course.**

**Ventura College
Associate Degree Nursing
Work Experience**

Agency/Faculty/Student Agreement

The purpose of this agreement is to obtain the mutual cooperation of the clinical agency, the student and Ventura College in the provision of health care experiences for nursing students enrolled in the Ventura College work experience program.

The **nursing student** at Ventura College agrees to:

1. Arrange and attend an introductory meeting with the School of Nursing work experience instructor concerning the learning experience.
2. Obtain approval from the clinical agency prior to commencing the work experience program.
3. Provide personal objectives at the introductory meeting and update monthly.
4. Obtain Ventura College work experience faculty instructor approval of clinical skills to be performed as a work-study student.
5. Be responsible and accountable for the learning experience.
6. Discuss extended role with each assigned agency RN including care to be rendered, learning needs, clarification of duties, and evaluation feedback.
7. Be accountable for independent nursing actions while in the agency.
8. Respect the confidentiality of all information with regard to the clients' and agency's records.
9. Participate in regularly scheduled meetings with the faculty work/study instructor to review clinical progress and attainment of personal and course objectives.
10. Arrange and participate in a final evaluation of performance with the RN practice site mentor and faculty work experience instructor.
11. Perform only procedures in clinical in which clinical competence has been determined. No new skills may be learned or practiced during the course.
12. Between now and end of the course, work 225 hours for the 3-unit class, or 300 hours for the 4-unit class, to obtain credit.

The **agency** agrees to:

Designate an employee to be the agency work experience liaison and have that person participate in an introductory meeting to establish a mutual plan of activity that enables the student(s) to meet the course objectives

1. Provide RN practice site mentor(s) for each student enrolled in the work experience program
2. Ensure that the agency work experience liaison is informed regarding the course objectives and clinical performance requirements
3. Ensure that each agency RN practice site mentor communicates at the midterm, final and as necessary with the Ventura College faculty work/study instructor regarding student progress
4. Ensure that the RN practice site mentor is informed regarding the course objectives and clinical performance requirements
5. Provide the required number of working hours to meet the course requirement for the student to obtain credit.

The RN practice site mentor agrees to:

1. Review the student objectives and skills check list at least once monthly.
2. Assist the student to select experiences that facilitate learning and transition to independent practice.
3. Supervise the assigned student in the clinical area.
4. Assist the student to perform those skills that the student has been determined clinically competent to perform. No new skills may be taught during the course.
5. Meet at regular intervals with the faculty work experience instructor to discuss student progress and jointly share in the evaluation of the student.
6. Contribute to student evaluation through written and verbal feedback.

Ventura College through its Associate of Science in Nursing program agrees to:

1. Ensure that all students hold current CPR certification, appropriate liability insurance, and meet the health criteria of the agency.
2. Provide the agency with an orientation and the objectives of the course prior to the experience.
3. Maintain a contract with the agency for the provision of health care experiences.
4. Provide a faculty work experience instructor to facilitate course objectives and resolve problems.
5. Guide the agency RN practice site mentor in the teaching role.

The following signatures acknowledge and agree to this arrangement and the content within.

Agency Work/Study Liaison

Date

Nursing Unit Manager

Date

Ventura College Faculty Work Experience Instructor

Date

Student

Date

RN Practice Site Mentor

Date

**Ventura College
School Of Nursing and Allied Health
Work Experience Program**

Student/RN Practice Site Mentor Record

Complete this record throughout the work experience. It will give you direction as you work on application of clinical, critical thinking and organizational skills. Prepare your goals at the beginning of the month. At the end of the month, evaluate accomplishment of your goals. Meet with your work experience instructor to discuss your progress.

Name: _____ Clinical Facility _____

Date _____ Clinical Unit _____

Month _____ Year _____

| Student's Goals | Evaluation of Goals by Student |
|-----------------|--------------------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

The **RN practice site mentor** agrees to:

1. Review the student objectives and skills check list at least once monthly.
2. Assist the student to select experiences that facilitate learning and transition to independent practice.
3. Directly supervise students in the clinical area.
4. Assist the student to perform those skills that the student has been determined clinically competent. **No new skills may be taught during the course.**
5. Communicate monthly with the faculty work experience instructor to discuss student progress and jointly share in the evaluation of the student.
6. Contribute to student evaluation through written and verbal feedback.

| Date Worked | RN Signature | RN Comments | Hours Worked/ Cumulative Hours |
|-------------|--------------|-------------|--------------------------------|
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Month _____ Year _____

| Student's Goals | Evaluation of Goals by Student |
|-----------------|--------------------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

| <u>Date Worked</u> | <u>RN Signature</u> | <u>RN Comments</u> | <u>Hours Worked/ Cumulative Hours</u> |
|--------------------|---------------------|--------------------|---------------------------------------|
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Month _____ Year _____

| Student's Goals | Evaluation of Goals by Student |
|-----------------|--------------------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

| <u>Dates Worked</u> | <u>RN Supervisor Signature</u> | <u>RN Supervisor Comments</u> | <u>Hours Worked/ Cumulative Hours</u> |
|---------------------|--------------------------------|-------------------------------|---------------------------------------|
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Month _____ Year _____

| Student's Goals | Evaluation of Goals by Student |
|-----------------|--------------------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

| <u>Date Worked</u> | <u>RN Supervisor Signature</u> | <u>RN Supervisor Comments</u> | <u>Hours Worked/ Cumulative Hours</u> |
|--------------------|--------------------------------|-------------------------------|---------------------------------------|
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Month _____ Year _____

| Student's Goals | Evaluation of Goals by Student |
|-----------------|--------------------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

| <u>Dates Worked</u> | <u>RN Supervisor Signature</u> | <u>RN Supervisor Comments</u> | <u>Hours Worked/ Cumulative Hours</u> |
|---------------------|--------------------------------|-------------------------------|---------------------------------------|
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Skills Approval Checklist – NS V20

Work Experience Approved Skills for _____ Instructor name (print)
 _____ Initials _____

| LEVEL 1 | Instructor initials/date | RN initials/date | LEVEL 2 | INSTRUCTOR INITIALS | RN initials/date |
|---|--------------------------|------------------|--|---------------------|------------------|
| Blood glucose testing | | | Bladder irrigation, continuous, maintain | | |
| Calorie count | | | Catheter, insertion of Foley | | |
| Condom catheter, application | | | Catheter irrigation | | |
| Documentation of client care | | | Central line dressing change | | |
| Dressing application, dry, sterile | | | Harris flush | | |
| Dressing removal | | | Infusion pump, set rate on IV | | |
| Foley catheter, discontinue | | | Intradermal skin testing | | |
| Incentive spirometer | | | Intravenous, change peripheral dressing | | |
| Integumentary assessment | | | Intravenous, hang primary plain IV bag with RN supervision | | |
| Intravenous, discontinue | | | Intravenous infusion monitoring | | |
| Leg bag, application | | | Intravenous, spike, prime and label IV | | |
| Nasogastric tube removal | | | Medications, administration of intramuscular | | |
| Nasopharyngeal/Oropharyngeal suctioning | | | Medications, administration of oral | | |
| Oxygen therapy | | | Medications, administration of subcutaneous | | |
| Oximetry | | | Nasogastric tube insertion | | |
| Staple & suture removal | | | Nasogastric tube irrigation | | |
| Therapeutic interview | | | Nasogastric tube suction | | |
| Topical medications, application | | | Nasotracheal suction | | |
| | | | Obstetrical assessment | | |
| | | | Physical assessment with RN supervision | | |
| | | | Rectal tube insertion | | |
| | | | Specimen collection, urine from Foley | | |
| | | | Tube feedings | | |
| | | | Wet-to-dry dressing change | | |

| LEVEL 3 | Instructor initials/date | RN initials/date | | | |
|--------------------------------------|--------------------------|------------------|--|--|--|
| Blood & blood product administration | | | | | |
| Chest tubes care | | | | | |
| Intravenous insertion | | | | | |
| Intravenous, set up infusion pump | | | | | |
| Intravenous lock, flush | | | | | |
| Intravenous piggyback administration | | | | | |
| Narcotic count | | | | | |
| Patient controlled analgesia | | | | | |
| Physical assessment, independent | | | | | |
| Tracheostomy care | | | | | |
| Tracheostomy suctioning | | | | | |
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Students in the work/study program are not permitted to: administer pediatric medications, administer IV push medications, administer medications via central line, draw blood via central line, accept verbal or telephone orders from physicians.

No medication administration at this time. _____
(Signature)

Medication Administration: _____ (see above for specific areas that are approved)
(Signature)

- **The RN practice site mentor will directly supervise the “preparation” of all oral and parenteral medications.**
- **The student may eventually prepare oral meds, have RN check/discuss meds and then the student may “administer” meds without direct supervision. The time of approval for independent administration is at the discretion of the RN practice site mentor.**
- **No IV medications/fluids will be given.**

I have reviewed this list of approved skills and agree to perform only those skills dated and initialed by my Faculty Work/Study Instructor.

Student _____

Date _____

Skills Approval Checklist – NS V30

Work Experience Approved Skills for _____ Instructor name (print)
 _____ Initials____

| LEVEL 1 | Instructor initials/date | RN initials/date | LEVEL 2 | Instructor initials/date | RN initials/date |
|---|--------------------------|------------------|--|--------------------------|------------------|
| Blood glucose testing | | | Bladder irrigation, continuous, maintain | | |
| Calorie count | | | Catheter, insertion of Foley | | |
| Condom catheter, application | | | Catheter irrigation | | |
| Documentation of client care | | | Central line dressing change | | |
| Dressing application, dry, sterile | | | Harris flush | | |
| Dressing removal | | | Infusion pump, set rate on IV | | |
| Foley catheter, discontinue | | | Intradermal skin testing | | |
| Incentive spirometer | | | Intravenous, change peripheral dressing | | |
| Integumentary assessment | | | Intravenous, hang primary plain IV bag with RN supervision | | |
| Intravenous, discontinue | | | Intravenous infusion monitoring | | |
| Leg bag, application | | | Intravenous, spike, prime and label IV | | |
| Nasogastric tube removal | | | Medications, administration of intramuscular | | |
| Nasopharyngeal/Oropharyngeal suctioning | | | Medications, administration of oral | | |
| Oxygen therapy | | | Medications, administration of subcutaneous | | |
| Oximetry | | | Nasogastric tube insertion | | |
| Staple & suture removal | | | Nasogastric tube irrigation | | |
| Therapeutic interview | | | Nasogastric tube suction | | |
| Topical medications, application | | | Nasotracheal suction | | |
| | | | Obstetrical assessment | | |
| | | | Physical assessment with RN supervision | | |
| | | | Rectal tube insertion | | |
| | | | Specimen collection, urine from Foley | | |
| | | | Tube feedings | | |
| | | | Wet-to-dry dressing change | | |

| LEVEL 3 | Instructor initials/date | RN initials/date | | | |
|--------------------------------------|--------------------------|------------------|--|--|--|
| Blood & blood product administration | | | | | |
| Chest tubes care | | | | | |
| Intravenous insertion | | | | | |
| Intravenous, set up infusion pump | | | | | |
| Intravenous lock, flush | | | | | |
| Intravenous piggyback administration | | | | | |
| Narcotic count | | | | | |
| Patient controlled analgesia | | | | | |
| Physical assessment, independent | | | | | |
| Tracheostomy care | | | | | |
| Tracheostomy suctioning | | | | | |

Students in the work/study program are not permitted to: administer pediatric medications, administer IV push medications, administer medications via central line, draw blood via central line, accept verbal or telephone orders from physicians.

Medication Administration: _____ (see above for approved areas)
(Signature)

- The RN practice site mentor will directly supervise the "preparation" of all oral and parenteral medications.
- The student may eventually prepare oral meds, have RN check/discuss meds and then the student may "administer" meds without direct supervision. The time of approval for independent administration is at the discretion of the RN practice site mentor.
- No IV medications/fluids will be given.

Medication Administration: _____ (see above for approved areas)
(Signature)

- Initially, the preparation and administration of oral / parenteral medications will be directly supervised by the RN practice site mentor. The student may eventually be permitted to administer certain oral and parenteral medications to adult clients without direct supervision when there is specific agreement between the student and the RN practice site mentor.
- The RN practice site mentor must directly supervise the preparation and administration of IV fluids and IVPB medications each time.

I have reviewed this list of approved skills and agree to perform only those skills dated and initialed by my Faculty Work/Study Instructor.

Student _____

Date _____

Skills Approval Checklist – NS V40

Work Experience Approved Skills for _____ Instructor name (print)
 _____ Initials_____

| LEVEL 1 | Instructor initials/date | RN initials/date | LEVEL 2 | Instructor initials/date | RN initials/date |
|---|--------------------------|------------------|--|--------------------------|------------------|
| Blood glucose testing | | | Bladder irrigation, continuous, maintain | | |
| Calorie count | | | Catheter, insertion of Foley | | |
| Condom catheter, application | | | Catheter irrigation | | |
| Documentation of client care | | | Central line dressing change | | |
| Dressing application, dry, sterile | | | Harris flush | | |
| Dressing removal | | | Infusion pump, set rate on IV | | |
| Foley catheter, discontinue | | | Intradermal skin testing | | |
| Incentive spirometer | | | Intravenous, change peripheral dressing | | |
| Integumentary assessment | | | Intravenous, hang primary plain IV bag with RN supervision | | |
| Intravenous, discontinue | | | Intravenous infusion monitoring | | |
| Leg bag, application | | | Intravenous, spike, prime and label IV | | |
| Nasogastric tube removal | | | Medications, administration of intramuscular | | |
| Nasopharyngeal/Oropharyngeal suctioning | | | Medications, administration of oral | | |
| Oxygen therapy | | | Medications, administration of subcutaneous | | |
| Oximetry | | | Nasogastric tube insertion | | |
| Staple & suture removal | | | Nasogastric tube irrigation | | |
| Therapeutic interview | | | Nasogastric tube suction | | |
| Topical medications, application | | | Nasotracheal suction | | |
| | | | Obstetrical assessment | | |
| | | | Physical assessment with RN supervision | | |
| | | | Rectal tube insertion | | |
| | | | Specimen collection, urine from Foley | | |
| | | | Tube feedings | | |
| | | | Wet-to-dry dressing change | | |

| LEVEL 3 | Instructor initials/date | RN initials/date | | | |
|--------------------------------------|--------------------------|------------------|--|--|--|
| Blood & blood product administration | | | | | |
| Chest tubes care | | | | | |
| Intravenous insertion | | | | | |
| Intravenous, set up infusion pump | | | | | |
| Intravenous lock, flush | | | | | |
| Intravenous piggyback administration | | | | | |
| Narcotic count | | | | | |
| Patient controlled analgesia | | | | | |
| Physical assessment, independent | | | | | |
| Tracheostomy care | | | | | |
| Tracheostomy suctioning | | | | | |

Students in the work/study program are not permitted to: administer pediatric medications, administer IV push medications, administer medications via central line, draw blood via central line, accept verbal or telephone orders from physicians.

Medication Administration:

- **Initially, the RN practice site mentor will directly supervise the preparation and administration of oral/parenteral medications. The student may eventually be permitted to administer certain oral and parenteral medications to adult clients without direct supervision when there is specific agreement between the student and the RN practice site mentor. (See above area for approved areas.)**
- **The RN practice site mentor must directly supervise preparation and administration of all IV medications (in IV solutions, IVPB). There are never any exceptions to this standard. The student is never permitted to independently prepare or administer any IV fluid with medications.**
- **The RN practice site mentor must initially directly supervise Flushing of a saline lock. The student will be permitted to independently do this only after there is specific agreement between the student and the RN practice site mentor that the student can flush the line without direct supervision.**
- **The RN practice site mentor must directly supervise selection of IV fluids. The student may be permitted to hang IV fluids without medications without direct supervision only after there is specific agreement between the student and the RN practice site mentor that the student can safely hang the intravenous fluid without direct supervision.**

I have reviewed this list of approved skills and agree to perform only those skills dated and initialed by my Faculty Work/Study Instructor.

Student _____

Date _____

Ventura College
School of Nursing and Allied Health
Work/Study RN Practice Site Mentor's Evaluation of Student

RN Practice Site Mentor of student worker: _____

Date: _____ Agency: _____ Unit: _____

1. How well did the student meet the objectives he/she developed for the experience?

2. What strengths did you observe in this student?

3. What areas would you suggest that the student focus on to improve?

4. What suggestions do you have for future student work experiences?

To: RN Practice Site Mentor
From: Ventura College
Re: Supervision of Students in Work Experience Program

Thank you for assisting our students to grow both personally and professionally.

The work experience program for nursing students allows students to practice the skills they have mastered as students while working for pay in the clinical setting. This allows students to enhance skill while working and benefits the employer with a higher level of practice capability.

The **RN practice site mentor's** role is to:

1. Review the student objectives and skills checklist as least once monthly.
2. Assist the student to select experiences that facilitate learning and transition to independent practice.
3. Supervise the assigned student(s) in the clinical area.
4. Assist the student to perform those skills that the student has been determined clinically competent to perform. No new skills may be taught during the course.
5. Meet at regular intervals with the faculty work experience instructor to discuss student progress and jointly share in the evaluation of the student.
6. Contribute to student evaluation through written and verbal feedback.

Initially you will want to directly supervise all procedures and interventions carried out by the student. Once you have assessed the student and determined his/her competence in the skills designated by the checklist, unless designated otherwise, you can provide supervision as needed.

Important things to remember:

1. The RN practice site mentor during this course as mandated by the BRN can teach no new skills.
2. The student can not be considered a licensed nurse.
3. A licensed **RN signature is required on all charts** where a student documents. This does not require that you co-sign his/her charting, but it does require your name to be included on the chart as the licensed co-assigned person. This can be easily done by stating "I concur with the above documentation" and then your signature.
4. Students are to sign their documentation with the initials "SNVC" following their name.
5. Student name badges are to read "Student Nurse Worker."
6. Based on the student's level in the program, you may need to supervise the administration and / or preparation of medications. Please clarify this by reviewing the medication administration portion of the check list
7. Students are not allowed to
 - a. administer pediatric medications
 - b. administer IV push medications
 - c. administer medication via a central line
 - d. draw blood via a central line
 - e. accept verbal or telephone orders from physician
 - f. transcribe orders

Thank you again for agreeing to aid our students in their learning.