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## POLICY AND PROCEDURES FOR THE CLINICAL COMPONENT OF THE IDAHO REFRESHER COURSES FOR THE REGISTERED NURSE AND FOR THE LICENSED PRACTICAL NURSE

The length of the Nurse Refresher Clinical Component is set by the Idaho Alliance of Leaders in Nursing (IALN), per the Idaho Board of Nursing standards which are determined by the length of time the nurse has been out of nursing practice.

The clinical portion of the refresher courses is designed to be completed within an 8-week period. Only under unusual circumstances will this time period be extended. Should such an extension become necessary, it must be agreed upon in writing by the Institution's Preceptor, the IALN Clinical Coordinator, and the Nurse Refresher Student.

### EXPECTED ROLE OF THE REFRESHER NURSE STUDENT

It is anticipated that the Nurse Refresher Student shall:

1. Be a productive and safe member of the nursing care team.
2. Follow all policies and procedures of the institution.
3. Possess a professional attitude and act accordingly at the clinical site.
4. Follow ethical practices and legal guidelines of the Idaho Nurse Practice Act.

Failure of the Nurse Refresher Student to comply with the role expectations of this course may initially result in a conference between the student, preceptor and clinical supervisor. If prompt resolution is not accomplished, the IALN Refresher Course Coordinator will be notified and a decision will be made to determine if termination of the Student's clinical practice is necessary. At any time, the institution that provides both the clinical practice and the preceptor may terminate the Student's clinical for actions deemed inappropriate to the role of the Nurse Refresher Student. A copy of this policy will be provided to the Institution, the Preceptor and the Student prior to starting the clinical practice.

Cooperation and compliance in these matters will benefit the Student, the hosting Institution, recipients of care and the Nurse Refresher course.

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October 2006



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## **ROLE OF THE NURSE PRECEPTOR**

### **Preceptors on units at the clinical site will:**

1. Orient the student to the physical layout of the unit and location of supplies, etc.
2. Explain pertinent policies of participating hospital and routines of the particular unit.
3. Review the student's Self-Assessment of Clinical Skills.
4. Serve in a supervisory role for the student's performance of new skills, procedures and clinical decisions.
5. Make clinical assignments that assist the student to achieve goals.
6. Discuss with the student the plan of care for each of the student's assigned patients.
7. Provide the student with assistance in setting priorities and discuss timeframe in which tasks are to be performed.
8. Review with the student each assigned patient's medications, answer clinical questions, and facilitate the student's search for information about unfamiliar medications.
9. Explain the IV's of the assigned patient. Show student how to change IV tubing, locate IV therapy policies, and operate IV infusion pumps.
10. Arrange for the student to engage in any procedures being performed on the unit that would be educational. Examples of learning opportunities include urinary catheterizations, IV therapy, blood glucose monitoring, wound care, and etc.
11. Be alert for and facilitate the student's attendance at any facility in-services that would be educationally beneficial.
12. Provide the student with daily feedback including positive reinforcement and suggestions for improved performance. Complete the final clinical evaluation form and discuss with student.



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## **A Guide for Clinical Experiences for the IALN Nurse Refresher Course**

*The following information is only a guide; please adapt these guidelines based on your best judgment and/or the student's needs.*

### **Clinical Day 1**

1. Student orients to the unit and major policies/procedures. Student shadows the preceptor to facilitate familiarity of the clinical site and the role/responsibilities of staff nurses on that unit.
2. Student and Preceptor discuss:
  - a. How to organize the patient assignment at beginning of the shift.
  - b. What the nurse needs to observe on initial rounds and assessments.
  - c. How the nurse sets priorities and plans work.
  - d. The method and major forms used in clinical documentation on the unit.
  - e. The student's self-assessment of clinical skills (see the Nursing Skills Checklist)
3. Preceptor completes Clinical Log Sheet for the day.

### **Clinical Days 2, 3, 4, 5**

1. Student will complete a light assignment (e.g., one patient's care with the preceptor's direct supervision of all technical skills until return demonstrations are satisfactory).
2. Student will continue to observe various charting forms.
3. Student will continue to review policies and procedures, including HIPAA regulations for the institution.
4. Student and preceptor will discuss the student's nursing assessment skills.
5. At the end of the shift, the Preceptor will review student's work, provide feedback, and complete the Clinical Log Sheet.

### **Remaining Clinical Days**

The student will:

1. Complete at least one admission including physical assessment and initiation of the nursing care plan.
2. Administer medications per each route (p.o., S.Q., I.M., I.V.).
3. Demonstrate use of the nursing process and Problem Oriented charting.
4. Continue physical assessments.
5. Continue performing nursing treatments and procedures available on unit.
6. Assist physicians or nurse practitioners with diagnostic tests and procedures as available on unit.
7. Demonstrate intravenous therapy (as available):
  - a. Intravenous pumps
  - b. Intermittent I.V. administration
  - c. Blood administration
  - d. Venipuncture (R.N.s)
8. Be notified by preceptor of any appropriate in-service educational opportunities.
9. Be available for daily conferences with the preceptor.
10. At the end of the shift, the Preceptor will review student's work, provide feedback, and complete the Clinical Log Sheet.

### **Final Clinical Day**

1. The preceptor will complete the student's evaluation form and submit to the AHEC coordinator.
2. Student will sign the evaluation form and attach a list of any educational programs attended.