

2012 SUMMER STUDENT NURSE EXTERNSHIP PROGRAM GUIDELINES

GUIDELINES FOR EXTERNSHIP PROGRAM FOR STUDENTS OF NURSING

The Student Nurse Externship Program is a joint effort between the Mississippi Council of Deans and Directors and the Mississippi Hospital Association Organization for Nurse Executives. The Education/Service Liaison Committee developed the guidelines with input from the Mississippi Board of Nursing.

THE GOALS OF THE STUDENT NURSE EXTERNSHIP PROGRAMS ARE TO:

1. Provide students in nursing with an opportunity to enhance previously learned skills under the supervision of experienced registered nurses in the healthcare setting;
2. Assist students of nursing to experience acceptance in a work situation appropriate to their potential as future registered nurses;
3. Prepare students in nursing to assume responsibilities of full-time employees with respect to performance requirements, policies, and procedures of a health care agency; and
4. Encourage retention of nursing graduates through provision of supplemental practice experience within the workplace.

PURPOSE OF GUIDELINES:

To set forth the criteria for the development, approval, implementation, and evaluation of the Student Nurse Externship Programs offered by hospitals in Mississippi to students of nursing.

CRITERIA

1. ELIGIBILITY OF STUDENT NURSE EXTERNS:

To be accepted in a Student Nurse Externship Program, a student must:

- 1.1 Be enrolled in an approved school of nursing program within the United States preparing candidates for registered nursing licensure and have successfully completed one academic year or two clinical semesters of clinical courses in nursing.
- 1.2 Be in good standing in the school of nursing.
- 1.3 Agree to perform only the clinical procedures and activities on the skills check list in order to protect his/her potential candidacy for RN licensure.

- 1.4 Authorize school of nursing and agency in which he/she will be an Extern to exchange information related to student nurse record; externship application; pre-employment screening, including but not limited to drug screening; performance as an extern; and any other information relevant to him/her as a summer student nurse extern.
- 1.5 Be enrolled in an approved Mississippi Summer Student Nurse Externship course for the summer 2012 term.

2. **AGENCY:**

To meet the criteria of participating in the Student Nurse Externship Program, an agency must:

- 2.1 Hold the Director of Nursing and the Student Nurse Externship Program Coordinator responsible and accountable for the program. One of who must be an RN.
- 2.2 Provide a Student Nurse Externship Program with a minimum of **320 hours** and have a current affiliation with a Registered Nurse education program.
 - a. Agencies not affiliated with a Registered Nurse education program may apply, conjointly with an agency that meets criterion 2.2.
 - b. Agencies not affiliated with an RN program may apply, if a nursing program faculty member is used in an advisory capacity. The consultant should be available on an ongoing basis and should have a minimum of two years experience as a faculty member from the highest-level program from which externs are drawn. The consultant will meet periodically and as needed to guide and support agency staff in how to work with the students of nursing.
- 2.3 Obtain verification that all Student Nurse Externs are qualified for the program and are in good academic standing. Hospitals **MUST** require an official transcript at the end of the semester preceding the Externship Program.
- 2.4 Assure that the Student Nurse Extern participate in an orientation to the agency.
- 2.5 Provide a list of objectives for clinical experience in addition to objectives for orientation classes.
- 2.6 Assure that an instructor who is a Registered Nurse is responsible for the program, for follow-up on the progress and problems of Externs, and for verifying that guidelines are not violated in any clinical area.
- 2.7 Assure that there is a Registered Nurse, with a minimum of one year of clinical practice as a Registered Nurse, to provide direct supervision on the patient care

unit to which the Student Nurse Extern is assigned and during the hours when the extern is working.

- a. Each Student Nurse Extern must be assigned to a Registered Nurse Preceptor with appropriate training during the Student Nurse Externship Program.
 1. A MSN- or BSN-prepared preceptor may serve as the Primary Preceptor for baccalaureate or associate degree students of nursing.
 2. An ADN-RN may serve as a Secondary Preceptor for the baccalaureate students of nursing.
 3. An ADN-RN Preceptor may serve as the Primary Preceptor for the associate degree students of nursing.
 4. All participating preceptors should attend a workshop prior to the student nurse externship program to review the Mississippi Student Nurse Externship Program Guidelines, Skills Check List, Job Descriptions and scope and limitations of practice for the students.
 5. Alternate preceptors for the students of nursing are acceptable with appropriate training.
 - b. If the preceptor is not available, the Extern should be excused for the shift or reassigned to a unit where a qualified Registered Nurse is available to act as a preceptor.
- 2.8 Assure that all Registered Nurses in the agency with whom the Externs work are informed about the scope and limitations of Extern's activities as listed in the guidelines/skills check list.
 - 2.9 Abide by the approved activities in the guidelines/skills check list, i.e., not knowingly permit Extern to violate the approved list of activities.
 - 2.10 Collaborate with school(s) of nursing for specific skills that Externs may perform. The skills are to be agreed upon by both the school(s) and the agency.
 - 2.11 Validate that the Extern may safely perform the procedures listed. The agency reserves the right and has the responsibility for supervision of Externs in performance of specific procedures on the list that are deemed relevant to the agency prior to the Extern's performance of the procedures independently.
 - 2.12 Have a formal Student Nurse Extern Job Description for the Extern, provide copies to the Extern and Preceptor and review during training.
 - 2.13 Provide copies of the state approved Externship Guidelines and Skills Check list to Externs and Preceptors.
 - 2.14 Not permit Externs to function as either Charge Nurse or Team Leader.
 - 2.15 Externs may only be assigned to a unit where orientation has been given.

- 2.16 Have someone available in the agency to which the Extern can take problems or concerns.
- 2.17 Obtain the signed consent from each Extern to release information regarding the extern's performance to the school, if requested, and to the Education/Service Liaison Committee (Externship Committee).
- 2.18 Carry out an evaluation of the Externship Program, utilizing the state approved evaluation form designed by the Committee for evaluation of the externship programs.
(A discussion between agency members and the externs about the strengths and weaknesses of the program and any problems encountered by either party is desirable.)

Each student must complete the on-line evaluation at the conclusion of the program. The survey can be accessed by going to <http://www.monw.org/externship/>. If you do not have access to the internet, you may request a manual evaluation form by emailing:

Diane Clift
Member Resource Coordinator
Mississippi Hospital Association
P.O. Box 1909
Madison, MS 39130
(601) 368-3217
dclift@mhanet.org

- 2.19 Provide information as follows to the Externship Committee about the agency's program in order to obtain and maintain status of the agency on the list of programs recognized as having met the externship guidelines.
 - a. Submit externship program application to the Education/Service Liaison Committee Chairperson by **February 1, 2012**.
 - b. Within one week after the program begins, send a list of the names of the enrolled Student Nurse Externs with their respective schools of nursing to the chairperson of the Externship Committee,
Mrs. Tammy P. Livingston
Nurse Manager
King's Daughters Medical Center
PO Box 948
Brookhaven, MS 39602
(601) 757-2684
tlivingston@kdmc.org
3. Submit to the Education/Service Liaison Committee Chairperson on completion of the program the names and schools of nursing of the Externs who successfully completed the program and those who did not.

- 3.1 In the event of a report of alleged violations of the guidelines, the Education/ Service Liaison Committee Chairperson, upon notification by the committee, the agency involved will:
 - a. Conduct a fact-finding investigation; and
 - b. Report to the Education/Service Liaison Committee the results of the investigation and actions taken to correct any violations of the guidelines if applicable, when application is made for recognition of the externship program for the next year.
- 3.2 Submit the names of the Externs that complete the Externship Program to the student's assigned School of Nursing.
- 3.3 The title "Extern" is not transferable from one participating agency to another for employment purposes.
- 3.4 After completion of the formal program, the Student Nurse Extern that continues employment with the agency **must** not perform procedures that are unique to the Student Nurse Extern position, e.g. IV therapy or other RN-level clinical skills.

STUDENT NURSE EVALUATION OF EXTERNSHIP PROGRAM:

4. The Education/Service Liaison Committee consists of an equal number of members of the Mississippi Council of Deans and Directors and of the Mississippi Hospital Association Organization of Nurse Executives. Each respective group appoints membership to this committee. The committee will serve as a standing liaison group for nursing education/service affairs and will meet at least twice a year. (For approval of agencies and evaluation of the program.)
 - 4.1 The Education/Service Liaison Committee will:
 - a. Provide guidelines to applicant agencies;
 - b. Determine if application from agency, applying for Externship Program, meets the criteria. If not, provide assistance to the applying agency to meet the criteria;
 - c. Review the Extern evaluations of their programs on an annual basis; (May request appropriate information to enable the committee to conduct a valid evaluation based upon criteria for the programs)
 - d. Report overall results from analysis of the evaluations to the Deans and Directors and the Mississippi Hospital Association Organization of Nurse Executives;
 - e. Report any alleged violations or problems to the agency involved to investigate and take appropriate actions;

- f. Provide support and guidance to the agency in making any corrections and/or improvements in their programs if requested;
 - g. Take no disciplinary action except to exclude from the list those agencies that do not give evidence of meeting the criteria for externship programs; and
 - h. Carry out any other relevant matters of mutual interest to the Deans and Directors or Mississippi Hospital Association Organization of Nurse Executives as requested within the scope of the committee.
- 4.2 Evaluations of the Student Nurse Externship Program are reviewed, analyzed, and reported. Any significant findings about an agency will be discussed with the Nurse Executive of the agency. At the request of a service agency, a meeting may be held with the committee to discuss the general findings about the agency's program.
- 4.3 Open meetings may be held periodically to review the guidelines and skills check list and to obtain suggestions for correction and improvement.
- 4.4 Notification of the application review dates and publication of the annual list of externship programs that meet the externship criteria will be circulated to nursing service agencies by letter, electronic mail or through various statewide publications and the website of the Office of Nursing Workforce..
- 4.5 An annual report will be made at the annual meeting of the Mississippi Hospital Association Organization of Nurse Executives.
- 4.6 Externship Program files will be maintained at MHA headquarters for a minimum of three years.

STUDENT NURSE EXTERN RIGHTS AND RESPONSIBILITIES:

5. The Student Nurse Externs:
- 5.1 Are responsible for taking the Skills Check List to the school of nursing for completion and to be mailed to the agency;
 - 5.2 Have the right to refuse to do clinical procedures not on the approved Skills Check List in order to protect their candidacy for Registered Nurse licensure;
 - 5.3 Have the right and responsibility to understand and utilize appropriate channels of authority for problem resolution in the agency. If problems are unresolved, the Extern may contact the Education/Service Liaison Committee Chairperson;
 - 5.4 Have the responsibility to complete the written evaluation form for the Externship Program required by the Education/Service Liaison Committee. The evaluation

provides information that may be helpful in the development and improvement of future Externship Programs. The evaluation is confidential to protect the identity of the Extern; and

- 5.5 Shall abide by the dress code as determined by the agency in conjunction with the school of nursing.

Formulation Date: 1981
Last Reviewed/Revised: 11/09, 11/10, 11/11