

Target Audience: Faculty leads and clinical instructors and hospital staff hosting students.

Purpose: To outline the responsibilities of faculty and provide guidance and resources to all schools that engage in practice education experiences at our sites.

PRIOR TO COMMENCEMENT OF PLACEMENT

1. Faculty Orientation and Clinical Proficiency

It is essential that faculty is clinically proficient in the specific clinical area & can provide evidence if requested.

- Review all orientation information on the [BCCH](#) or [BCW](#) student practice website
- Nursing Faculty: please Complete the [Orientation Checklists](#) prior to placement
- Review the [PHSA and VCHA Student Practice Education Policy](#)
- Review all [Practice Education Guidelines](#) paying special attention to: [Guiding Principles to the Placement Process](#), [Orientation-On-site PSI Educators](#), [Orientation-Students](#), [Privacy and Confidentiality](#), [Supervision of Students and Student Practice Activities, Limits and Conditions](#).

PLACEMENT SUPPORT AND SUPERVISION

2. Support For Students in Groups & Observations

- Review Practice Education Guidelines: [Orientation-On-site PSI Educators](#), [Supervision of Students](#) and [Student Practice Activities, Limits and Conditions](#).
 - Ensure safe student/faculty ratios for the complexity of care and staffing level on the unit.
 - Ensure students are aware of goals and objectives for each experience.
 - Plan patient assignment appropriate to students' level of competence.
 - Provide overall supervision for the students and directly supervise new procedures to assess competence.
 - Support students in additional skill development in nursing skills lab as needed.

3. Support For Preceptors/Supervisors/Staff/Unit

- Be available on mobile/pager at all times and respond to pager requests immediately.
- Review Practice Education Guidelines: [Supervision of Students](#) and [Student Practice Activities, Limits and Conditions](#).
 - a. **Groups and Observations:**
 - Inform unit staff, in writing, of students' learning objectives prior to placement start.
 - Introduce self to the primary nurse(s) where students are placed.
 - Discuss role of faculty in supervision of students and be available if any issues arise.
 - Notify clinical educator/charge nurse/supervisor of any changes in assignments.
 - b. **Preceptorships, Fieldwork and Projects:**
 - Contact preceptor/supervisor prior to preceptorship to discuss course goals, objectives, expectations for student and any specific student needs.
 - Meet in person with preceptor/supervisor and student to review learning plan and prerequisites.
 - a min. of 1X per 75 hours of clinical time, not including initial start and end of placement meetings
 - Follow-up with clinical supervision on the unit as deemed necessary by the preceptor if issues arise.
 - Support preceptor/supervisor with the learning plan, ongoing teaching, learning skills/knowledge and providing feedback.

4. Student Evaluation

- Provide guidance to preceptor/supervisor regarding evaluation of student performance.
- Seek input from preceptor/supervisor in development of written evaluation report.
- May invite preceptor/supervisor to participate in final evaluation interview.
- Provide final verbal and written evaluation to student.

5. Conflict Resolution

- Review Practice Education Guidelines [Student Practice Issues](#) and [Respectful Practice Education Experiences](#)
 - Respond promptly to Agency, preceptor and/or student concerns.
 - Be skilled in conflict resolution and/or consult with other faculty with skill for resolution.
 - Consult with appropriate staff member(s) and student(s) to determine the nature/details of the conflict.
 - Attempt to resolve the conflict by speaking to the individuals involved and facilitating a plan for resolution.
 - Document the incident.
 - Follow-through until resolution is reached and/or contact the clinical educator, CNL/PC or Director
 - Be prepared to change/withdraw student assignment.

C&W STUDENT SUPPORT TEAMS

Please reach out to the [C&W Student Practice Team](#) at any time if you have questions or comments. We are glad to be able to continue supporting the learning and preparation of our future health care team members through clinical placement opportunities.

- [Michelle de Jaray](#), Learning and Development, Department and SP Coordinator, Receiving Coordinator (RC) and HSPnet Site Administrator
- [Sandra Harris](#), Learning and Development, Sr. Leader