

Western Kentucky University School of Nursing

SUMMER 2015

Vanderbilt Experience: Summer Nurse Internship Program (VESNIP)

Session One: Monday, May 18– Friday, June 26, 2015

Mandatory Orientation Session: May 11, 2015

COURSE NUMBER: Nursing 369
Sections: 34199-M06 and 37523-M09

COURSE TITLE: Cooperative Education in Nursing (3.0 credit hours)

PREREQUISITES: Successful Completion of all first semester-level nursing courses
**Enrollment in the course and the cooperative education opportunity is contingent upon this prerequisite.*

COURSE OBJECTIVES:

1. Facilitate the application of theory to clinical practice.
2. Develop confidence, responsibility and skill in human relations.
3. Encourage the student to explore alternative nursing employment opportunities.

NURSING FACULTY

Ms. Sarah Woodall, RN
Western Kentucky University
1906 College Heights Blvd.
Bowling Green, KY 42101
MCHC - School of Nursing
Home Phone 615-221-0874
Cell Phone: 615-516-2975
E-mail: sarah.woodall@wku.edu

Audrey Cornell, PhD, CNE, RN
Western Kentucky University
1906 College Heights Blvd.
Bowling Green, KY 42101
MCHC – School of Nursing
Office # 2224
Office Phone: 270-745-3656
E-mail: audrey.cornell@wku.edu

***Faculty retains the right to revise this syllabus at any time up to the first date of the course for which the student is registered.*

COURSE DESCRIPTION:

This course is designed to provide practical experience in a supervised work situation with a cooperating hospital, governmental or other health care agency, emphasizing application of knowledge and skills in selected areas of nursing. VESNIP is a 6-week internship provided by Vanderbilt University Medical Center in collaboration with WKU School of Nursing. The completed course provides 3.0 hours academic credit.

I. STUDENT-Required Activities of the Student:

A. Semester prior to Cooperative Education Experience:

1. Apply for a cooperative education experience in a hospital, governmental or other health care agency. (VESNIP application)
2. Give resume form to preceptor (attached) and return to faculty. If the agency accepts the requirements for the course and an agreement is reached, inform the course faculty member.
3. Complete the Career Services Center Cooperative Education/Internship Information Form via link. www.bit.ly/wku-intern-info
4. Obtain information regarding the agency/facility requirements for cooperative education experiences including CPR and health records and ensure compliance. The employee health requirements may include vaccines or screenings that are above the requirements of our nursing program.

Failure to comply with these requirements could delay your clinical experience.

5. Complete the Learning Plan for the preceptor to approve, and then submit the plan to the faculty by the end of the first week.
6. Submit the signed contract for grade by the first week of clinical experience.
7. Provide a work schedule to the faculty member during the first week of clinical experiences. Notify the faculty member of changes in the schedule promptly.

B. During the Cooperative Education Experience:

1. Provide your preceptor with a photocopy of your updated skills checklist, a copy of the Nursing 369 syllabus, and a copy of the Preceptor Evaluation of the Cooperative Education/Intern Student Form at the beginning of your clinical experience.
2. Carry out the duties and responsibilities assigned by the agency and clinical preceptor.
3. Follow all facility rules and regulations governing employees.
4. Follow all policies from the WKU School of Nursing Student Handbook and VUMC code of conduct.
5. Remember that you are not to administer medications, start IV's, or receive verbal or telephone orders during this clinical experience.
6. Meet with the nursing faculty responsible for Nursing 369 during the work/learning experience in at least one site visit or telephone conference. (VESNIP requires weekly meetings with instructors at VUMC- location TBA)
7. VESNIP students will complete a weekly evaluation of their preceptor and submit by the following Monday. The evaluation form will be sent electronically by Vanderbilt staff.

8. Fulfill job responsibilities for a minimum of 135 clock hours (approximately 250 clock hours for VESNIP).
9. (VESNIP ONLY) Vanderbilt requires a mandatory orientation (**May 11, 2015- 830a-500p**) for all participants. The clinical schedule is Monday, Tuesday and Wednesday each week beginning May 18th –June 24th. Attendance and punctuality are essential for successful academic and clinical achievement. *The student is responsible to notify instructors and preceptors of absences **prior to** the scheduled shift and obtain alternate assignments from faculty.*

C. Last Day of Clinical Experience for the Course:

1. Student Evaluation Form should be completed by the preceptor and signed by the student. The evaluation form is required to complete the course and a grade will not be submitted until the evaluation is received by the faculty member for the course.
2. **Data Report Form** should be completed to the Career Services Center via this link. www.bit.ly/wku-intern-datareport
A grade will not be submitted until this form has been received.

II. AGENCY RESPONSIBILITY

The representative for the agency will:

1. Assign the student in a capacity that will facilitate the student's achievement of the objectives/requirements of this course.
2. Identify a preceptor for the student and assist the student in obtaining a preceptor resume.

III. PRECEPTOR

Definition of preceptor: a preceptor is a registered nurse employed by a health agency who assists with the clinical practice learning experiences for nursing students as delegated by the nursing faculty at Western Kentucky University.

Preceptor Qualifications include:

1. MSN with at least 1 year experience OR
2. BSN with at least 2 years experience OR
3. ADN/Diploma with at least 3 years of experience in a specialized area of practice OR in individualized cases, exception may be made in consultation with the faculty

Preceptor Responsibilities include:

1. Reviewing student's learning plan and skills checklist.
2. Arranging experiences for students to achieve objectives.
3. Assuming responsibility for students providing direct nursing care of patients.
4. Completing evaluation form(s), discussing evaluation with student at the completion of the

experience and providing the evaluation to nursing faculty.

TEXT BOOKS AND SPECIAL REFERENCES:

Students will be expected to use their current nursing textbooks, professional journals and other current literature in the specific area of study during their cooperative educational experience.

EVALUATION:

Each student will receive a grade based on the contractual agreement signed by the student/nursing faculty at the beginning the Cooperative Education Experience. Students may renegotiate the contract during the first three weeks of the work experience but not thereafter. After the first three weeks, the student cannot renegotiate for a higher grade, but can opt for a lower grade contract if desired. If the student does not perform the contracted behaviors satisfactorily, the grade may be lowered at the discretion of the faculty. Sample contracts with guidelines for the journal submission and the Concept Map assignment for obtaining an A or B grade are attached.

WKU Nursing 369

I _____, do hereby contract for a grade of **B** in Nursing 369 Cooperative Education.

For this grade I will:

1. Complete the *Career Services Center Cooperative Education/Internship Information Form* via link. www.bit.ly/wku-intern-info
2. Provide preceptor with a copy of updated *Essential Skills Checklist*, a copy of the *Nursing 369 Syllabus* (electronically is preferred), and a copy of the *Employer Evaluation of Cooperative Education/Intern Student* form at the beginning of the clinical experience, to have completed by the end of the experience.
3. Provide preceptor with the *Preceptor Resume* to complete. Submit to faculty within one week of the beginning of employment.
4. Complete the *Learning Plan for Cooperative Intern Experience* within one week of the beginning of employment and submit to faculty member. The learning plan must be signed by the preceptor and approved by faculty.
5. Provide a work schedule for the faculty member and notify promptly of changes.
6. Carry out the duties and responsibilities assigned by the facility and preceptor within the guidelines of the course.
7. Follow facility rules and regulations governing all employees.
8. Ensure the *Employer Evaluation of Cooperative Education/Intern Student* form is complete at the end of the clinical experience. Both the student and the preceptor must sign the evaluation form after the preceptor has reviewed it with the student. Submit the copy to faculty. The student must have a satisfactory evaluation in order to pass the course and receive course credit. (2 “Poor” ratings or 1 “Unacceptable” rating in any category is considered unsatisfactory).
9. Fulfill assigned responsibilities with a minimum of 250 patient contact hours.
10. Submit a clinical journal via Blackboard for **each shift** worked during the entire course. Journal entries must be submitted within **72 hours** of the end of the shift. Use the list of questions provided in the syllabus to stimulate your narrative. Provide a thoughtful response to at least two (2) of the questions in the syllabus. If three (3) or more journal entries are submitted late, the course grade will be reduced one letter grade. If four (4) or more journal entries are submitted late, an additional letter grade will be reduced. If five (5) or more journal entries are submitted late, the student will receive a failing grade.
11. Data Report Form should be completed for the Career Services Center via this link. www.bit.ly/wku-intern-datareport

*If any of the above components of the contract are not upheld by the student, a letter grade of **C, D, or F** will be assigned, according to the circumstances.

Faculty

Date

WKU Nursing 369

I _____, do hereby contract for a grade of **A** in Nursing 369, Cooperative Education.

For this grade I will:

1. Complete the Career Services Center Cooperative Education/Internship Information Form via link. www.bit.ly/wku-intern-info
2. Provide preceptor with a copy of updated *Essential Skills Checklist*, a copy of the *Nursing 369 Syllabus (electronically is preferred)*, and a copy of the *Employer Evaluation of Cooperative Education/Intern Student* form at the beginning of the clinical experience, to have completed by the end of the experience.
3. Provide preceptor with the *Preceptor Resume* to complete. Submit to faculty within one week of the beginning of employment.
4. Complete the *Learning Plan for Cooperative Intern Experience* within one week of the beginning of employment and submit to faculty member. The learning plan must be signed by the preceptor and approved by faculty.
5. Provide a work schedule for the faculty member and notify promptly of changes.
6. Carry out the duties and responsibilities assigned by the facility and preceptor within the guidelines of the course.
7. Follow facility rules and regulations governing all employees.
8. Ensure the *Employer Evaluation of Cooperative Education/Intern Student* form is complete at the end of the clinical experience. Both the student and the preceptor must sign the evaluation form after the preceptor has reviewed it with the student. Submit the copy to faculty. The student must have a satisfactory evaluation in order to pass the course and receive course credit. (2 "Poor" ratings or 1 "Unacceptable" rating in any category is considered unsatisfactory).
9. Fulfill job responsibilities with a minimum of 250 patient contact hours.
10. Submit a clinical journal via Blackboard for **each shift** worked during the entire course. Journal entries must be submitted within **72 hours** of the end of the shift. Use the list of questions provided in the syllabus to stimulate your narrative. Provide a thoughtful response to at least 2 of the questions in the syllabus. If 3 or more journal entries are submitted late, the course grade will be reduced one letter grade. If 4 or more journal entries are submitted late, an additional letter grade will be reduced. If 5 or more journal entries are submitted late, the student will receive a failing grade).
11. Develop **one** Concept Map to be submitted electronically. Instructions can be found in the syllabus. Assignment must be submitted by the deadline date.
12. Data Report Form should be completed for the Career Services Center via this link. www.bit.ly/wku-intern-datareport

*If any of the above components of the contract are not upheld by the student, a letter grade of **B, C, D, or F** will be assigned, according to the circumstances.

Faculty

Date

GUIDELINES FOR JOURNAL ENTRIES

Include total number of hours worked (____/250) at the top of each journal entry.

Respond to two (2) or more of these questions in each of your journal entries:

1. Did I accomplish what I set out to do? Where did I succeed? Where is improvement needed? Why?
2. Where did I go today when I needed help? Did I make use of all of the resources available to me?
3. How did the things that happened today effect my evaluation of myself?
4. What did I do today that enhanced my learning?
5. What skills and facts have I learned today that I want to remember for further use?
6. What understandings have I acquired today that I want to think about some more?
7. To what degree has my overall knowledge been increased?
8. What took the majority of my time today? Does this reflect what I value?
9. What important patient care decisions did I make today?
10. What attempt did I make today to link directly what I have learned on campus with what I did during the cooperative education experience?
11. What problems (issues) have I encountered today that are new to me?
12. What situations did I meet today which were unpredictable?
13. What thoughts did I have today about future studies in my field of interest?
14. What moral and ethical considerations have I faced today?
15. What expressions of views and values have I heard today which are different than those, which I hold?
16. What goals have I set for tomorrow, next week, and next month?
17. What was the health care experience like for the patients I saw today?
18. How could I have made the patient's experience better?
19. Was I sensitive to the patient's problems and acknowledge them appropriately?
20. Were there resources needed by my patients and did I help them obtain them?

Concept Map Guidelines

*Select a client you have been assigned to care for during NURS 369.

The completion of one (1) Concept Map is required for a grade of "A" and should be submitted electronically to your instructor by the deadline date. It should include all of the information listed in the Concept Map Rubric that is pertinent to your selected patient to be considered complete. Be creative!

Sources may include your textbooks, research journals, peer-reviewed professional journals, and /or credible medical websites. All sources should be listed on the Reference Page using APA format. Using sources without citing and referencing is considered plagiarism.

	Rubric for Nursing 369 Concept Map	Points received
Part I (4 points each - 40 points possible)	<ol style="list-style-type: none"> 1. Clinical Presentation – reason for admission; include client's initials, age, sex, code status, allergies. 2. Admitting medical diagnosis and brief pathophysiology. 3. Additional medical diagnoses and brief pathophysiology. 4. Pertinent Past Health History - medical and surgical history. 5. Focused Physical Assessment / Abnormal Clinical Manifestations; include vital signs. 6. Medical Prescriptions (orders). 7. Related Laboratory studies and significance. 8. Related Diagnostic studies and significance. 9. Medications Prescribed (dose, frequency, route, reason for taking and any special nursing considerations). 10. Potential Complications / Risk Factors (include signs and symptoms to monitor for and rationale). 	
Part II (6 points each - 30 points possible)	<ol style="list-style-type: none"> 1. Include a minimum of three priority nursing problems / nursing diagnosis with related to, secondary to, and as evidenced by included. 2. Include a minimum of 3 assessment Interventions and rationale for each priority nursing problem. 3. Include 3-5 therapeutic interventions and rationale for each nursing diagnosis. 4. Include a minimum of 3 patient and family education/ health promotion interventions and rationale for each nursing problem. 5. Include a minimal of 3 outcomes (at least 1 outcome for each nursing diagnosis). Evaluate if met, partially met or not met and explain. 	
Part III (6 points each - 30 points possible)	<ol style="list-style-type: none"> 1. Nursing journal reference to support a nursing intervention cited in the Concept Map. 2. Cover Page, Running Head and Page Numbers. 3. Reference Page and citations throughout Concept Map. 4. Overall appearance, organization and creativity of the Concept Map. 5. No spelling or grammatical errors; APA format followed (0 points if > 2 errors). 	

Total:

Comments:

Instructor: _____ Date: _____

**Information for N369 Summer Co-op Externship Preceptors
(Provide a copy to Preceptor)**

The Overall Goal of Cooperative Education/Summer Externships:

The course is designed to provide students with a practical experience in a supervised work situation with a cooperating hospital, governmental, or other health-care agency, emphasizing application of knowledge and skills in selected areas of nursing. The summer VESNIP co-op experience includes 250 patient contact hours with 1:1 supervision by a qualified nurse preceptor, in cooperation with WKU School of Nursing.

Medication Administration & Skill Performance Guidelines:

Students who are enrolled in the nursing elective called “Cooperative Education in Nursing” are either between their 1st and 2nd semester, 2nd and 3rd semester, or 3rd and 4th semester of the curriculum. WKU considers this student to be in the role of a “Nurse Extern” because they may or may not be employed by the facility, under the supervision of a preceptor, and monitored off-site by a faculty member. The Kentucky Board of Nursing Advisory Opinion Statement (AOS #18 Revised 4/2008; Appendix C) for nurse externs states,

“It is incumbent upon the employer to independently verify and document the competencies of the student to successfully perform the acts that are included in a nurse extern position description. The position description may include the performance of specific acts to directly assist the supervising nurse, but may not include the placement of IV infusion devices, but may include withdrawal of blood specimens via phlebotomy, as long as solutions are not injected in a patient during the process; the administration of medications, receipt of verbal orders, or require the individuals to independently assume the role, function or responsibility of licensed personnel. Nurse externs may not substitute for licensed nursing staff.” (p. 3)*

Entire Document can be found at:

<http://kbn.ky.gov/NR/rdonlyres/B239E29E-B0AC-4497-A6EA-99CEC95CCF3B/0/aos18.pdf>

Although a student nurse extern is not allowed to start IV's, administer medications, receive verbal orders, or assume the responsibility of the nurse during co-op, any other skill that has been previously practiced in the lab, as designated on the Essential Skills Checklist (maintained by the student/verified by faculty), can be performed by the student, under the supervision of the preceptor. If the preceptor teaches the student a new skill that the student has not previously learned and feels comfortable allowing him/her to perform this skill, s/he may allow this as long as the student is supervised, and is permitted by

the facility.

*Based on 902 KAR 20:016 governing the operations and services of hospitals, only nurses, physicians, dentists, physician assistants or paramedics shall administer medications in hospitals. Based on 902 KAR 20:048 governing the operation and services of nursing homes, select medications may be administered by a qualified medication aide (medication technician) under the supervision of a nurse. If a nurse extern is qualified as a medication aide, then the extern may administer medications in that capacity if permitted by the facility.

Form C
WESTERN KENTUCKY UNIVERSITY
Preceptor Resume
(To be returned to WKU Faculty by the Student)

Name _____ Title _____

Address _____ Phone number _____

E-Mail Address: _____

Best days of week and time of day to be contacted by WKU faculty via phone during the co-op experience:

Currently Working at _____ (facility) in
_____ (dept)

Describe your clinical practice area; include length of time in this area:

Educational Preparation:

Institution:

Degree Awarded:

Date of Degree:

Employment: (List most recent first, list past five years)

Employer:

Position:

Date:

Continuing Education Experience: (List offerings taught/attended last year)

Organizational Memberships: (List offices held)

Advanced Certification(s):

Certification:

Certifying Organization:

Date:

Honors and Awards:

Publications/Research Projects:

List any previous preceptor experience: _____

Signature:

Date: