

School of Nursing Policy FP-03

## Clinical Course Documentation

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### **Effective Date**

Fall 2008

### **Last Revision Date**

4/1/2022

### **Responsible Party**

Divisional Dean, Chief Nurse Administrator, Program Directors, and Clinical Coordinators

### **Scope and Audience**

Faculty members who teach a clinical course, including face to face courses and online distance delivery.

### **Additional Authority**

N/A

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## **1. Policy Purpose**

This policy will ensure the necessary documentation in the clinical course setting by School of Nursing faculty.

## **2. Policy Statement**

The faculty will review the course syllabus for specific clinical information and requirements.

**Student Documentation and communication responsibilities (program specific)**

1. Oral and/or assigned communication modes with each student as appropriate to address progression of meeting the course objectives
2. Maintains ongoing written documentation of any performance behaviors of concern regardless of improvement or passing the course throughout the semester. Ensures it is filed in the student's record
3. Formative and summative evaluations are completed with each student at mid- term and end of course. Any evaluation that demonstrates a lack of evidence of meeting required competencies will be placed in the student's record

**Facility Documentation and Communication responsibilities (program specific)**

1. Clinical Coordinator or assigned staff verifies that all health and agency requirements are completed in collaboration with the Clinical and/or Program Directors
2. Completes agency specific documentation regarding injuries sustained in clinical settings and communicate incidents to the Divisional Dean and Associate Divisional Dean/Chief Nurse Administrator
3. Ensures all Risk Management forms have been completed at agency and university (where applicable)

**3. Forms**

N/A

**4. Related Information**

BSU: None

CHS: None

SON: None

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**Last Review Date**

4/1/2022

## Revision History

Fall 2008 as Standards of Clinical Responsibilities, Spring 2014 as Clinical Course Documentation,  
July 2020, 4/1/2022