

Student Nurse/Midwife Roles and Responsibilities - Fluid and Medication Management

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Policy

Deviation from this policy and the roles and responsibilities tables will need to be brought to the Te Whatu Ora Waitaha and Te Tai o Poutini Fluid and Medication Management Committee for approval.

Purpose

To ensure Te Whatu Ora Waitaha and Te Tai o Poutini staff, Ara/Te Pūkenga and Otago University Clinical Lecturers/Academic Liaison Nurses (ALN's) and Students in Nursing and Midwifery Programmes, are aware of their responsibilities with Fluid and Medication Management and to further broaden Nursing and Midwifery student clinical experiences to reflect their work requirements on graduation.

Applicability

Registered Nurses (RN), Registered Midwives (RM), Lead Maternity Carers (LMC), Enrolled Nurses (EN) Ara/Te Pūkenga Nursing and Midwifery Students and Clinical Lecturers/Academic Liaison Nurses (ALN's)

Otago Master of Nursing Science Students and Clinical Lecturers/Academic Liaison Nurses (ALN's)

This policy directs staff and students working within Te Whatu Ora Waitaha and Te Tai o Poutini and community clinical areas.

Please Note: Students from other training institutions will need to be considered on a case by case basis depending on previous training/curriculum content. Their responsibilities with fluid and medication will be outlined in the areas they are working in.

Roles & Responsibilities

The RN/RM involved in direction, delegation and supervision remains responsible for any medication or fluid preparation and administration by a nursing or midwifery student, or CAP nursing student

The RN/RM must provide direct direction of the student i.e. must be physically present in support of the Nursing Council of NZ [NCNZ] and the Midwifery Council of NZ Scopes of Practice, and the NCNZ guidelines on direction and delegation; during all steps of the fluid and medication preparation and administration process.

Students of nursing and midwifery **cannot** perform any medication or fluid check that requires an Enrolled Nurse to double-independent check with a Registered Nurse as per the [Roles and Responsibilities Policy Ref: 2401678](#) – EN checking and administration table page 6.

The RN/RM/EN must counter sign the student's signature on the patient's medication chart or the student will log in to the electronic medication chart and utilise the RN/RM/EN who is overseeing the student, to co-sign the administration as per the Te Whatu Ora Waitaha and Te Tai o Poutini Checking procedure and the electronic medication chart procedures (Refer to the [Checking Procedure: Fluid and Medication Ref: 2402384](#) and [Medication Chart Use Policy Ref: 2401108](#)).

All students who are invited to administer medication or fluids or be involved in the double independent check **can decline and not be involved** if they are unsure of the preparation and administration requirements. The RN/ RM/EN can also decline to be involved. Declining involvement is under the proviso that clear rationale is communicated to all parties.

At all times the RN/RM/EN may request another RN/RM/EN to be involved in any stage of Fluid and Medication management. Students must only check fluid and medications with their allocated RM/RM/EN, for their own patients. Exception Transition to practice and consolidation students who may check but not administer for another RN/RMs patients.

Where there is a Te Whatu Ora Waitaha or divisional policy/requirement for further competency/training in modalities, the RN/RM/EN and student will be guided by that policy.

Please note: Refer to area specific policies for nursing student roles and responsibilities with fluid and medication management (e.g. Neonates, paediatrics). For example, students in Neonatal (NICU) have no subcutaneous, intramuscular or intravenous responsibilities. The student will have an observational role only. Refer to NICU policy on medications and fluids that can be administered orally/enteral following successful completion of the service specific clinical calculations test. Students in paediatrics, other than NICU, must double independent check all medications/fluids with their supervising RN/RM, and for their patients only.

During Te Whatu Ora Waitaha and Te Tai o Poutini clinical experience days, Ara/Te Pūkenga BN Year 1 students have no role or responsibility with fluid and medication preparation and administration. i.e. Observation only.

Bachelor of Midwifery students are permitted to participate in checking, preparing and administration as outlined in the following tables after they have successfully completed the relevant Ara /Te Pūkenga (Ara/Te Pūkenga) Medication Calculation exam and can provide evidence of completion.

Patients requiring a "Nurse escort" cannot be escorted independently by a Student Nurse. The RN or EN must be present to escort the patient or the transit care service utilised where available.

Any student checking/administering controlled or recorded drugs (as per the below tables) must sign the register and record their name AND designation on the signatory sheet at the back of that and every subsequent register.

All students are permitted to stop an IV fluid/medication administration however the student must inform a RN/RM immediately of their action and rationale.

The infusion can be stopped in the following instances:

Extravasations

Adverse reactions

When the infusion has run through/been disconnected/or air in line

Where an activity is restricted, the RN/RM who is overseeing the student practice should ensure that the student understands the reason for the restriction and has the opportunity to participate in related care as a learning experience. e.g. CVAD dressings.

Students are not able to participate during any stage of fluid or medication management until they have successfully completed training in their institution; they will have an observational role only.

Please note: Students have no role or responsibility with **administration** of medications and fluids via the CVAD route. **Exception:** Any clinical placement where a significant number of medications and fluids are administered by a CVAD route, the BN Ara/Te Pūkenga Transition to practice, the Ara/Te Pūkenga CAP or the Otago Consolidation of Practice student may be involved in the aseptic preparation of these medications and fluids and participate in the double independent check according to the below table. The student must be under the direct direction/supervision of a CVAD endorsed RN for CVAD preparation and double independent checking.

Clinical Lecturer (CLN)/Academic Liaison Nurse (ALN) Responsibilities

Registered nurses with a current Annual Practising Certificate, clinical lecturers and/or ALNs in the Dedicated Education Unit (DEU), can check and administer medications with students in accordance with their role of practice and current endorsements/ competencies. For example, where a clinical lecturer holds a current endorsement for peripheral IV or CVAD management, the lecturer may be involved in the double independent check with the student and could administer the fluid or medication. The overseeing RN within that workplace will be aware that this is occurring, for the patient that the RN is responsible for.

Clinical Lecturers/ALN's will only double independent check and/or administer medications and fluids in consultation with and delegated by, the RN/RM responsible for the client/patient care.

Any queries or area specific requirements related to this should be discussed first with the CNM, CMM or Nurse/Midwife in Charge of the ward/unit.

Ara/Te Pūkenga Bachelor of Nursing and Competency Assessment Programme AND Otago University Master of Nursing Science programme Student Roles and Responsibilities table – refer to Appendix

Please refer to the Roles and Responsibilities table at the end of this document. **Ara/Te Pūkenga and Otago tables have been combined** under setting related roles and responsibilities.

Ara/Te Pūkenga Bachelor of Midwifery (BM) Student Roles and Responsibilities

First Year Bachelor Midwifery Student Responsibilities

Midwifery students are NOT able to administer fluid or medication until they have successfully passed the Ara/Te Pūkenga Medication calculation exam and finished their BMPS501 (Bachelor of Midwifery Year One Practice Skills) course component relating to Fluid and medication preparation and administration.

Second Year Bachelor Midwifery Student Responsibilities

Midwifery students can be involved in double independent checking when they have revisited the midwifery student responsibilities in relation to fluid and medication preparation and administration.

Clinical Placements within Neonatal Services for BM students

Midwifery students are NOT able to administer IV medication to any baby.

BM students are permitted to carry out monitoring of the IV cannula site and perform fluid balance recordings under the direction of the RM/RN.

Midwifery students who are invited to administer medication or fluids or be a double independent checker can decline and will not be involved if they are unsure about the fluid and medication preparation and administration requirements.

Midwifery students can take blood and cannulate after they have completed their education in phlebotomy and IV cannulation at Ara/Te Pūkenga.

Ara/Te Pūkenga Bachelor of Midwifery (BM) student

No roles and responsibilities list

Blood or blood products

CVAD medication, preparation and administration, dressings or blood sampling

Subcutaneous cannula insertion/removal or the preparation or administration of controlled or recorded medication via the sub cutaneous route

IV bolus or infusion of Heparin, Potassium or Insulin

Cytotoxic medications

Checking, preparation or administration of fluid or medication for patients other than the patients who are allocated to the RN/RN/EN the student is working with.

Midwifery students cannot prepare, check or administer any medications and fluids with an Enrolled Nurse. (refer to the EN checking and administering table in the Te Whatu Ora Waitaha and Te Tai o Poutini Roles and Responsibilities policy).

Please refer to area specific policies for midwifery students' roles and responsibilities with fluid and medication management (i.e. Neonates, Paediatrics)

If a fluid, medication, route, preparation, process or administration process is not listed above or in the table it is outside the role of practice for midwifery students

Ara/Te Pūkenga Bachelor of Midwifery (BM) Student Roles and Responsibilities for Antenatal, Intrapartum and Post-Partum Women

Table key:

✓	A midwifery student can prepare & administer under the direct supervision of a RM or RN only
Check (not admin)	Midwifery students may complete the double independent check with the RM/RN but <u>NOT administer the fluid or medication.</u>
x	Observation role only

**Following completion of the appropriate Module at Ara/Te Pūkenga

A student can administer vaccines under standing orders with an authorised vaccinator OR if it is prescribed by a Medical Practitioner with the direct supervision of an RN/RM. [Please refer to the Ministry of Health Immunisation changes, 2020.](#)

Ara/Te Pūkenga Bachelor of Midwifery (BM) Student roles and responsibilities for Antenatal, Intrapartum and Post-Partum Women			
	Bachelor Midwifery Year One	Bachelor Midwifery Year Two	Bachelor Midwifery Year Three
Medication taken Orally			
Oral Medication	✓	✓	✓
Controlled Medications	X	✓	✓
Recorded Medications	X	✓	✓
Anticoagulants	✓	✓	✓
Sublingual	✓	✓	✓
Inhaled			
Metered Dose Inhalers, Nebulisers,	X	✓	✓
Nitrous Oxide/Entonox.	✓	✓	✓
Oxygen O ₂	✓	✓	✓
Intranasal -Sprays	X	✓	✓
Subcutaneous (Subcut)			
Insulins	✓	✓	✓
Anticoagulants	✓	✓	✓
Tocolytic agent	✓	✓	✓
Intramuscular Injections (IM)			
Medications	✓	✓	✓
Controlled Medications	X	✓	✓
Recorded Medications	X	✓	✓
Vaccines #	X	✓	✓
Peripheral Intravenous (IV)			
IV Cannula N/Saline Flush	X	✓	✓
IV Cannulation**	X	✓	✓
IV Cannula removal	✓	✓	✓
Venepuncture**	✓	✓	✓
Capillary Blood Sampling for maternal Blood glucose**	✓	✓	✓
Priming IV lines**	✓	✓	✓
Program pumps/disconnecting IVL	X	✓	✓
IV bolus: Antibiotics, Antiemetics, Uterotonics, TXA	X	✓	✓
Premix solution IV fluids	X	✓	✓
Premix KCL IV fluids	X	✓	✓
IV infusion. Inc. Antibiotics	X	✓	✓
Controlled Meds (incl. PCA)	X	X	✓
Recorded Medications	X	✓	✓
IV Blood	X	X	X
IV Blood products, including Anti-D	X	X	X
Tocolytic agent	X	X	✓
Epidural	X	X	Check, not admin
Vaginal	X	✓	✓
Topical	✓	✓	✓
Rectal	✓	✓	✓
Eyes	✓	✓	✓
Ears	✓	✓	✓

Bachelor of Midwifery (BM) Student for Newborn Babies

Ara/Te Pūkenga Bachelor of Midwifery (BM) Student roles and responsibilities for Newborn Babies			
Fluid and Medication BM Student Roles and Responsibilities for Newborn Babies	Bachelor Midwifery Year One	Bachelor Midwifery Year Two	Bachelor Midwifery Year Three
Vaccines #	X	✓	✓
Phytomenadione (Vit K)*	X	✓	✓
Newborn Metabolic Screening Test *	X	✓	✓
Capillary Blood Sampling *	X	✓	✓
Blood Glucose Levels	X	✓	✓

*Following completion of the appropriate Module at Ara/Te Pūkenga from Year 2

A student can administer vaccines under standing orders with an authorised vaccinator OR if it is prescribed by a Medical Practitioner with the direct supervision of an RN/RM. . [Please refer to the Ministry of Health Immunisation changes, 2020.](#)

NZ Diploma in Enrolled Nursing Student Responsibilities:

The NZ Diploma in Enrolled Nursing (NZ Dip. EN) student, is permitted to participate in the fluid and medication checking, preparing and administration as outlined in the Student Enrolled Nurse CAP table within the Appendix after they have successfully completed the relevant Ara/Te Pūkenga safe medication administration examination.

Please Note: The RN/RM remains legally responsible for any medication or fluid preparation and administration undertaken by the Diploma in Enrolled Nursing student.

Enrolled Nursing students working with Enrolled Nurses; if the Medication or Fluid requires the EN to double independent check with an RN - **The EN and the EN student** cannot perform the check, preparation or administration of fluid and medications (refer to Te Whatu Ora Waitaha and Te Tai o Poutini Roles and Responsibilities policy).

If a fluid, medication, route, preparation, process, or administration process is not listed in the EN student or CAP EN student table, it is outside the role and responsibility of the NZ Diploma of Enrolled Nursing student.

Competency Assessment Programme (CAP) for Enrolled Nurses - Internationally Qualified Nurses

ENs who are undertaking the CAP are permitted to participate in the fluid and medication checking, preparing and administration as outlined in the table within the Appendix after they have successfully completed the Ara/Te Pūkenga safe medication examination.

Please Note: The RN/RM remains responsible for any medication or fluid preparation and administration undertaken by the CAP Enrolled Nurse student.

Policy measurement

Clinical practice observations performed by medication safety link staff or education/preceptors will identify any practice issues.

Ara/Te Pūkenga Clinical Lecturer feedback to designated senior nurses (e.g. DEU, NETP, CNE, CNS, CNM, Preceptors, Senior Midwife) to the Te Whatu Ora Waitaha and Te Tai o Poutini Fluid and Medication Management Committee.

Otago University Clinical Lecturer Feedback to designated senior nurses to the Te Whatu Ora Waitaha and Te Tai o Poutini Fluid and Medication Management Committee.

Staff feedback in Incident Management process.

Associated documents

[Roles and Responsibility Policy Ref: 2401678](#)

[Direction and Delegation Policy Ref: 2400571](#)

[Medication Chart Use Policy Ref: 2401108](#)

[Checking Procedure: Fluid and Medication Ref: 2402384](#)

Blood and Blood Products related policies/protocols:

- [Blood Protocol – Components Ref: 2408293](#)

Agreement made between Te Whatu Ora Waitaha and Te Tai o Poutini and student Institutions (August and November 2021)

Supporting material

Agreement made between Te Whatu Ora Waitaha and Te Tai o Poutini and student institutions August 2021

NCNZ guidelines on Direction and Delegation to Enrolled Nurses

NCNZ RN Scope of Practice

NCNZ EN Scope of Practice

Appendices – Students of Nursing tables (refer above for Students of Midwifery tables)

See over

BN, Masters and CAP student roles and responsibilities under Direct Direction from an RN
If any medication/fluid or route is not indicated below there are no roles and responsibilities for students

Students in Neonatal (NICU) have no SC, IM or IV responsibilities; they will have an observational role only. Refer to NICU policy on medications that can be administered orally/enterally following successful completion of the service specific clinical calculations test. Students in Paediatrics, other than neonatal, must double independently check all medications/fluids for their patients only.

✓	BN, Masters and CAP students can prepare & administer under the direct supervision of a Registered Nurse, and may administer with an Enrolled Nurse (according to the EN checking table in the CDHB roles and responsibilities policy)	○	Observe as a learning opportunity. No preparation or administration of fluids or medications.
Check, not Admin	BN, Masters and CAP can double independently check and prepare fluid or medication with RN but not administer	Ara BN Year One students	Can administer topical medication and rectal laxatives only under the direct supervision of an RN (Foundation Clinical). During CDHB clinical experience days, Y1 students have no role and responsibility with fluid and medication management. I.e. Observation only

Students have no roles or responsibilities with: Arterial venepuncture, Blood and blood products, Cytotoxics, Patient controlled Analgesia (PCA), Epidural, Nitrous Oxide, Tenakoff catheters, AV fistulas, Intranasal, Intravesical, syringe driver/syringe infusion pumps	Otago Primary Health Care & Community placement	Ara and Otago Mental Health placement	Ara and Otago Medical/Surgical placement	Ara Community Health & Otago Complex Care placement	Ara Transition & CAP, Otago Consolidation placement
Oral/NGT, PEG, PEJ/Topical					
Oral Medication	✓	✓	✓	✓	✓
Controlled Medications Oral/NGT, PEG, PEJ/Topical	○	○	Check, not admin	Check, not admin	✓
Recorded Medications Oral/NGT, PEG, PEJ/Topical	✓	✓	✓	✓	✓
Oral Anticoagulants	○	✓	✓	✓	✓
Sublingual	✓	✓	✓	✓	✓
Inhaled – MDIs, Nebuliser	✓	✓	✓	✓	✓
Oxygen O ₂	✓	✓	✓	✓	✓
Subcutaneous (SC) injection, bolus, infusion. Not via syringe driver/syringe infusion pumps					
Needle insertion/removal	○	○	✓	✓	✓
Controlled Medications	○	○	Check, not admin	Check, not admin	✓
Recorded Medications	○	○	Check, not admin	Check, not admin	✓
Insulin Injection	Check, not admin	✓	✓	✓	✓
Anticoagulant Injection	○	✓	✓	✓	✓
Vaccines*	✓ ¹	○	○	✓	✓ ²
Premix 0.9% NaCl, D4S and Hartmans IV fluids	Check, not admin	✓	✓	✓	✓
Intramuscular Injections (IM)					
Medications	✓	✓ ³	✓	✓	✓ ³
Controlled Medications	○	○	Check, not admin	Check, not admin	✓
Recorded Medications	○	○	✓	✓	✓
Vaccines*	✓ ¹	○	○	✓	✓
Peripheral Intravenous (IV) NOT Insulin, anticoagulants, KCL additives. Not via syringe driver/syringe infusion pumps					
Peripheral Venepuncture	○	○	○	✓	✓ ²
IV Cannula N/Saline Flush	○	○	✓	✓	✓
IV Cannula removal IV site dressing	○	○	✓	✓	✓
Priming lines/Program Pumps/connect /disconnect IVL	○	○	✓	✓	✓
Premix 0.9 % NaCl, D4S and Hartmans IV fluids	○	○	✓	✓	✓
Premix KCL IV fluids	○	○	Check, not admin	Check, not admin	✓
IV Medications	○	○	Check, not admin	Check, not admin	✓
Controlled Medications	○	○	○	○	○
Recorded Medications	○	○	○	○	✓
Central Venous Access Devices (CVADs) not connecting/disconnecting /blood sampling/dressings					
IV fluids and medication - As per Peripheral IV	○	○	○	Check, not admin	Check, not admin
Other Routes					
Rectal (laxatives and paracetamol only)	✓	✓	✓	✓	✓
Controlled Transdermal	○	○	Check, not admin	Check, not admin	✓
Transdermal	✓	✓	✓	✓	✓
Eyes	✓	✓	✓	✓	✓
Ears	✓	✓	✓	✓	✓

Ref: 240679.8 Ara BN and CAP RN Fluid and Medication_November 2023_portraitversion Authoriser: Waitaha EDON

* Can administer scheduled vaccines under standing orders with an authorised vaccinator OR when prescribed by a Medical Practitioner. Can administer adult MMR, COVID-19 and Influenza vaccines as provisional vaccinators independently with an authorised vaccinator in the same work area.

¹ Otago students: Immunizations may only be administered on completion of relevant teaching and online certification on patients over 14 years old where standing orders have been signed by the GP and an authorised vaccinator is supervising.

² CAP students have no scope for vaccines or peripheral venepuncture.

³ Refer to SMHS area specific policy Ref 2401422

Ara Institute of Canterbury NZ Diploma Enrolled Nurse and CAP EN students roles and responsibilities under Direct Direction from an RN. If any fluid or route is not indicated below there are no roles and responsibilities for students

✓	A Diploma of EN nursing student or a CAP EN student can prepare & administer under the direct supervision of a Registered Nurse, or may prepare and administer with an Enrolled Nurse medications that do not require a double independent check. (for those medications that the EN can administer independently refer to CDHB roles and responsibilities policy)	0	Observe as a learning opportunity. No administration or preparation of fluids or medications.
Check, not Admin	EN nursing student/CAP EN student can double independently check and prepare fluid or medication with RN but not administer		

Students have no roles or responsibilities with: Venepuncture, Cannulation, Immunisation, Premix KCL fluids, CVADs, Blood and blood products, Epidural, Nitrous Oxide, Cytotoxics, Tenakoff Catheters, AV fistulas, Intranasal, Intravesical, Syringe driver/syringe infusion pumps, Patient controlled Analgesia (PCA)	DEN Course NURS511 Acute Care	DEN Course NURS512 Mental Health	DEN Course NURS513 Rehabilitation	CAP Student Enrolled Nurse (Internationally Qualified)
Oral/ NGT,PEG,PEJ/Topical				
Oral Medication	✓	✓	✓	✓
Controlled Medications Oral, NGT/PEG/PEJ/Topical	0	0	Check, not admin	Check, not admin
Recorded Medications Oral, NGT/PEG/PEJ/Topical	0	✓	✓	✓
Anticoagulants	✓	✓	✓	✓
Sublingual	✓	✓	✓	✓
Inhaled – MDIs, Nebuliser	✓	✓	✓	✓
Oxygen O ₂	✓	✓	✓	✓
Subcutaneous (SC) injection, bolus, infusion. Not via syringe driver/syringe infusion pumps				
Controlled medications	0	0	Check, not admin	Check, not admin
Recorded medications	0	0	✓	✓
Needle insertion	0	0	0	0
Needle removal	0	0	✓	✓
Insulin injection	✓	✓	✓	✓
Anticoagulant Injection	✓	0	✓	✓
Premix 0.9% NaCl, D4S and Hartmans IV fluids	0	0	✓	✓
Intramuscular Injections (IM)				
Medications	✓	✓ ¹	✓	✓ ¹
Controlled Medications	0	0	Check, not admin	Check, not admin
Recorded Medications	0	0	✓	✓
Peripheral Intravenous (IV). Not Insulin, Anticoagulants, KCL additives. Not via syringe driver/syringe infusion pump				
Controlled medications	0	0	0	0
Recorded medications	0	0	0	0
IV Cannula N/Saline Flush	✓	0	✓	✓
IV Cannula removal	✓	0	✓	✓
Priming lines/Program pumps/connect/disconnect IVL	✓	0	✓	✓
Premix 0.9% NaCl, D4S and Hartmans IV fluids	✓	0	✓	✓
Premix KCL IV fluids	0	0	0	0
Other routes				
Rectal (laxatives and paracetamol only)	✓	✓	✓	✓
Controlled Transdermal patches	0	0	Check, not admin	Check, not admin
Transdermal	✓	✓	✓	✓
Eyes	✓	✓	✓	✓
Ears	✓	✓	✓	✓

¹ please refer to SMHS area specific policy Ref 2401422