**Handy Hints for CLNs**

1. **At the beginning of each new cohort of nursing students, provide your staff a brief overview/reminder of what being a DEU involves and what are the expectations of this particular student cohort** (feel free to utilise the flyers at the bottom of the CLN page as a resource)
* Include for example: What DEU means – A Dedicated Education Unit that emphasises supported clinical learning.
* It is a partnership between CDHB and CPIT.
* Peer teaching and learning is encouraged and valued.
* All staff, Hospital Aides, Ward clerks, Enrolled Nurses and members of the MDT are encouraged to be involved with student learning.
* Show your staff the CPIT Department of Nursing Clinical Planner.
* Show and explain the Fluid and Medication policy [http://www.cdhb.health.nz/Hospitals-Services/Health-Professionals/CDHB-Policies/Fluid-Medication-Manual/Documents/Student-Nurse-Midwife-Responsibilities-With-Fluid-And-Medication-Management.pdf](http://edu.cdhb.health.nz/Hospitals-Services/Health-Professionals/CDHB-Policies/Fluid-Medication-Manual/Documents/Student-Nurse-Midwife-Responsibilities-With-Fluid-And-Medication-Management.pdf)
* Introduce where applicable who the ALN is and their role, mention they will come onto the ward on a regular basis to go over skills and complete tasks with the students.
* Explain the CLN role, you are a student placement facilitator, this means any RN or EN can take students however, you as CLN will need constructive feedback; this includes positive and negative to complete the student assessments. Please note: If negative student behaviour is noted by a staff member reiterate that the student would benefit more if the issue is fed back to the students at the time rather than later. If a student is not responding to the feedback, and there is any ongoing concerns speak with the ALN and CLN.
* Remind staff of the Year 1 nursing students’ acute exposure days.
1. **Have a DEU notice board.**
* Pin up a copy of the CPIT clinical planner and the CDHB Fluid and Medication chart.
* This is a great place to have student skills checklists/flyers specific to your area.
* Pin up a copy of the student rosters with their identified buddies.
* Students can have a calendar to fill in their peer teaching opportunities or when they meet with members of the MDT to ensure staff know their whereabouts.
* Some DEU wards/areas include a photo of the CLN’s and ALN so staff and students know who they are.
1. **Provide the Students with a comprehensive orientation.**
* Organised by yourself and ALN prior to commencement of the student placement (8 hours supernumary time is allocated for planning prior to placement commencement). On day one of the student placement the CLN facilitates the orientation day for the students with ALN input (8 DEU supernumary hours are allocated for student orientation).
* Here you could provide written information for students about the specifics of your area, including common abbreviations and diagnoses. (see Orientation template below)
* Begin socialisation of the students into your clinical area
1. **Formative and Summative Assessment**
* Before the students commence their placement, in conjunction with the student rosters, arrange a time to complete the student assessments with your ALN. The Formative assessment should take 1.5hrs per student and take place at the half way point of their placement. Summative assessments 1 hour per student and should be completed during the final week of the placement. (DEU Supernumery hours, depending on the number of students are allocated to the CLN for this).
* Prior to the formative assessment day ask the students to write a comprehensive example of how they may have achieved each competency and bring it with them to the assessment.
* Ask staff in the DEU area for feedback on student progress to provide further evidence to inform the assessment process. (p 4-5)
* Utilise the evidence obtained through the students daily diaries (p.6)
1. **Complete evaluations**
* During the first and second cycle of a new DEU the DEU working group will undertake a comprehensive evaluation process involving CLNs, ALNs, CNMs, Students and other staff within the DEU. This will require either attendance at a focus group or an individual feedback meeting.
* Every second year (or as required) a routine DEU evaluation will take place. Data to inform this evaluation will be gathered via the students completion of an online clinical evaluation tool called CLES+T at CPIT, and via a feedback meeting between the CLN, ALN, CDHB DEU NE and a CPIT DEU working group representative.
* Both of these are used to evaluate how the DEU is performing and provide feedback to the DEU areas.

Updates and correspondence for the DEU will be via email. Please regularly check your CDHB email. The DEU Nurse Educators - Jacinda King and Sarah Gibbon are always available for support and feedback.

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(This is an orientation template that can be used to develop your own information to give to students)

**Welcome** (Give a brief description of your area, and what type of nursing it involves; e.g. Mental health, Rehabilitation, Surgical, Medical, Community).

**CNM=**

**CLN=**

**ALN=**

External phone number =

**Outline some basics:**

Shift and handover times, meal breaks,

Sick calls (ring CPIT and the DEU area)

Toilet locations, door combinations

Site Tour

What to do in an Emergency and Emergency equipment location.

List some area specific diagnoses for them to read about prior to starting (keep it brief)

List some common abbreviations used in your area.

Area specific clinical note documentation e.g. SOAP, input vs. output, systems,

How to answer the telephone, transfer calls, text page and phone page

Some additional things to cover:

* It is important to make sure you handover to your buddy when leaving the ward for any reason.
* While you are with us on this ward you are considered to be a part of the team and to be involved in the teamwork environment by helping others with their workload where appropriate



Please use this feedback form as a guide to fill in as you ask staff for feedback on student progress.

**Student name: Date:**

* **Did the student promote an environment that enables patient safety?**

|  |
| --- |
| Example: |

* **Did the student act in a professional manner at all times with staff, patients and their families?**

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| --- |
| Example: |

* **Did the student demonstrate effective communication skills in a culturally appropriate manner with Staff, MDT, Patients and the health care team?**

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| --- |
| Example: |

* **Did the student link theory to practice? Did they understand the pathophysiology of the condition? Did they complete organised assessments?**

|  |
| --- |
| Example: |

* **Was the student proactive in their learning? E.g. ask appropriate questions? Look up a pts condition? Liaise with the MDT team?**

|  |
| --- |
| Example: |

* **Did the student communicate their learning needs to nursing staff? Did they use adequate nursing documentation? Did they contribute to nursing care plans?**

|  |
| --- |
| Example: |

* **Did the student work as part of the team?**

|  |
| --- |
| Example: |

* **Other comments**

|  |
| --- |
|  |

**Thank you for completing this student feedback form.**

DAILY CLINICAL PRACTICE DIARY

 Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clinical Area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clinical Lecturer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please use this to keep a daily diary of activities and significant experiences you feel will help you and the staff evaluate your daily performance***

**Areas for Possible Focus**: - Communication skills - Time management skills - Holistic assessment skills - Nursing care plans - Documentation

 - Clinical skill performance - Team work - Participation in learning opportunities - Knowledge of drugs/safe drug administration practice

 - Ability to provide rationale for nursing actions - Linking theory to practice

|  |  |
| --- | --- |
| **Student** **Daily Focus and Activities/Review of day**  | **Brief Comment from Allocated Nurse: Suggested Focus for Next Shift** |
| Monday Date:Focus:Review of Day: | What the Student Did well:Suggested Focus for Next Shift: Nurse Initials: |
| Tuesday Date:Focus:Review of Day: | What the Student Did well:Suggested Focus for Next Shift: Nurse Initials: |
| Wednesday DateFocus:Review of Day: | What the Student Did well:Suggested Focus for Next Shift: Nurse Initials: |
| Thursday DateFocus:Review of Day: | What the Student Did well:Suggested Focus for Next Shift: Nurse Initials: |
| Friday Date:Focus:Review of Day: | What the Student Did well:Suggested Focus for Next Shift: Nurse Initials: |