POLICY NAME: Affiliating Schools of Nursing Request for Clinical Experience - Undergraduate Students Policy

POLICY ID: NUR:II:3110

DEPARTMENT: Nursing Educ Professional Dev

POLICY EFFECTIVE DATE: 08/01/1998

POLICY LAST UPDATED DATE: 05/13/2026

I. PURPOSE

To provide guidelines for the placement and onboarding of undergraduate nursing students that are being provided a clinical experience at Children's Hospital.

II. POLICY STATEMENT

Nursing Education and Professional Development (NEPD) within the Division of Nursing and Patient Services provides and coordinates clinical experiences for undergraduate student nurses for schools of nursing affiliated with Children's National Hospital.

III. PROCEDURE

Children's National Hospital (Children's National) provides affiliate nursing schools the opportunity to request clinical or observational educational experiences for undergraduate nursing students.

A. Request for Clinical Experience

1. The request for and provision of clinical and observational experiences for undergraduate nursing students is consistent with the current agreement between the affiliate school of nursing and Children's National.
    a. There is a limit of five (5) students with one (1) clinical faculty per clinical group that will be allowed on each unit, effective 08/ 2015.
    b. A list of clinical sites that host students will be provided to all affiliate partner schools.
2. Each school of nursing is to submit a request to Nursing Education and Professional Development (NEPD) for clinical or observational experiences by the requested submission date as reported by NEPD.
3. The request must be submitted via electronic platform:
    a. For Undergraduate Groups:
        - Dates, times and unit of the desired clinical experiences.
        - Faculty member or school contact name, telephone number, and e-mail addresses.
    b. For Practicum Students:
        - Dates, times, hours needed and unit of the desired clinical experience.

        - Faculty member or school contact name, telephone number, and e-mail address.
4. The NEPD Affiliate Coordinator will obtain approval from the nursing units and will contact the school of nursing Affiliate Coordinator once placements are verified.
    a. Clinical experiences will be arranged consistent with the:
        - Course's identified clinical and observational learning objectives.
        - Level of clinical expertise of clinical faculty.
        - Number of days that the clinical unit/service can accommodate during the requested times.
5. The NEPD Affiliated School will maintain copies of rotation agreements and liability insurance.
    a. The school will use a standard affiliation agreement template provided by CNH to the best of its ability. Any changes or addendums needed will be reviewed for approval by the CNH legal team.

B. Required Documentation for Clinical Group & Practicum Experience

1. After placements receive electronic platform approval, school-level requirements, clinical instructor requirements (for group placements), and student-level requirements must be met for group/student clearance to begin on site.
    a. School level requirements:
        - Demographic information for each student
        - Completed documentation of immunizations/medical history via an Occupational Health Letter of Attestation which may include proof of:
            - Required Titer Reports OR immunization records that show:
            - MMR: titer lab report OR 2 MMR vaccines
            - Varicella: titer lab report OR 2 varicella vaccines
            - Hepatits B: titer lab report AND completed a series of 2 or 3 vaccines
            - Tdap Vaccine record- (must be Tdap cannot be TD vaccine) administered within the past 10 years.
            - TB Screening to include ONE of the following:
            - Proof of QuantiFERON OR T-spot test OR PPD within 60 days of start date
            - If there is a positive TB screening, a chest x-ray is required within 365 days.
            - Influenza vaccine – administered for current flu season or declination completed
            - Full CoVID vaccination OR declination completed
            - Confirmation of a negative drug test result. Minimum of 10 panel.
            - Nationwide sex offender satisfactory background check
            - Current CPR, HIPAA, and OSHA Training through the specified School of Nursing
    b. Clinical Instructor requirements:

a. If a current Children's National employee, will need to complete Verification via Exxat.
b. If not a current Children's National employee will need to upload the following documents for clearance and onboarding:
    - Copy of DC RN License
    - Demographic information for information systems onboarding (will grant EHR access)
    - CV/Resume
    - Faculty Occupational Health Attestation
    - Badge Picture

c. Student level requirements:
    a. Undergraduate clinical group students will need to complete and upload:
        - Confidentiality form
        - Safety Quiz
        - Badge Picture
    b. Practicum Student
        - Badge Picture
        - LMS onboarding module completion proof/certificate

C. Student Orientation

1. The School of Nursing is responsible to verify that all their students have complete all mandatory requirements prior to the clinical rotation.
2. NEPD will provide the practicum nursing student's central nursing orientation requirements and will be responsible to verify the student has completed prior to their clinical rotation start.
3. Students rotating in an undergraduate group will receive orientation from their clinical faculty who must have successfully completed Children's National Affiliate orientation and be current with their required competencies for Children's National.
4. Departmental preceptors and educators will facilitate the practicum student's unit-based orientation.
5. NEPD personnel will maintain documentation of the undergraduate practicum student's successful completion of central nursing orientation.

C. Required Logistics

1. Students are required to wear both a Children's National temporary identification badge and their school ID whenever they are on the Children's National campus for clinical and related experiences. NEPD will work to provide the students that will be onsite 4 or more days with a CN badge.
2. Clinical faculty are required to wear the CN badge issued to them whenever they are on the Children's National campus for clinical and related experiences.
3. Clinical faculty and students must surrender their ID badges upon completion of their clinical assignment.

D. Clinical Management System Access (Electronic Health Recors)

1. The NEPD Affiliate Coordinator will support in providing access to the clinical management system for practicum students after successful completion of all orientation requirements.

IV. ACCOUNTABLE EXECUTIVE(S) AND REVIEWER(S)

A. Accountable Executive(s): Brooks, Cicely

B. Committee(s) Responsible for Review: Nursing Education Congress

V. APPROVAL

Approved by:

Brooks, Cicely	Date

VI. REFERENCES

3115P Affiliating Schools of Nursing Request for Clinical Experience -Undergraduate Students
Procedure
3114P Orientation for Faculty of Affiliating Schools of Nursing Procedure
Children's National Policy 3008 - Orientation for Faculty of Affiliating Schools of Nursing.
Children's National Policy 3111 - Affiliating Schools of Nursing Request for Clinical Experience -Graduate Students.