



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

POLICY ID: NUR:II:3111

DEPARTMENT: Nursing Educ Professional Dev

POLICY EFFECTIVE DATE: 08/01/1998

POLICY LAST UPDATED DATE:
05/13/2026

I. PURPOSE

The purpose of this policy to define the process for requesting, securing and completing a Non- clinical Graduate nursing student experience at Children's National Hospital.

II. POLICY STATEMENT

Nursing Education and Professional Development (NEPD) staff in the Division of Nursing provides and coordinates graduate non- clinical experiences for nursing students in schools of nursing affiliated with Children's National Hospital.

III. PROCEDURE

Children's National provides graduate nursing students from affiliated nursing schools the opportunity to request educational experiences.

A. Request for a Graduate Nursing Non-Clinical Educational Experience

1.

1. The request for and provision of educational experiences for graduate non-clinical nursing students is consistent with the current agreement between the affiliate school of nursing and Children's National.
2. Each graduate student (Master's or Doctorate) requesting placement is expected to submit the request by the deadline for the semester for which the student is requesting placement.
3. To submit a completed request the student will complete a request, which includes, but is not limited to the following requests for information:
 - a. Name of the graduate student
 - b. Type of program (*Please note: Accelerated or second-degree students who are in a Master's or Doctoral program but are NOT licensed, Registered Nurses should adhere to Undergraduate Nursing Student policies)
 - c. Dates of the desired clinical experiences
 - d. Faculty member's name, telephone number, and e-mail address
4. As needed, schools of nursing may be required to provide a signed Interinstitutional Rotation Agreement, an updated Certificate of Liability Insurance (COI), and/or authorization from the District of Columbia Board of Nursing

B. Required Documentation

1.
 1. Each Graduate Non-Clinical Nursing Student must provide all required items as indicated by the NEPD Graduate Affiliate Coordinator that is facilitating the student onboarding process.
 2. The NEPD Academic Affiliates Coordinator will assign paperwork deadlines according to the start date for non-clinical rotations. Required documentation will be accepted only during the identified time-period.
 3. Students are required to submit documentation of immunizations/medical history via Occupational Health Letter of Attestation which may include proof of:
 - a. Required Titer Reports OR immunization records that show:
 - a. MMR: titer lab report OR 2 MMR vaccines
 - b. Varicella: titer lab report OR 2 varicella vaccines
 - c. Hepatitis B: titer lab report AND completed a series of 2 or 3 vaccines
 - b. Tdap Vaccine record- (must be Tdap cannot be TD vaccine) administered within the past 10 years.
 - c. TB Screening to include ONE of the following:
 - a. Proof of QuantiFERON OR T-spot test OR PPD within 60 days of start date
 - b. If there is a positive TB screening, a chest x-ray is required within 365 days
 - d. Influenza vaccine – administered for current flu season or declination completed
 - e. Full CoVID vaccination OR declination completed
 - f. Confirmation of a negative drug test result. Minimum of 10 panel
 - g. Nationwide sex offender satisfactory background check
 - h. Current CPR, HIPAA, and OSHA Training through the specified School of Nursing
 - i. Medical clearance* from a health practitioner to work with children and be found free of communicable disease. within 1 month. *OH Initial Visit Form (may use other medical forms)

C. Coordination of Placement

1. Clinical and observational experiences must be coordinated through the Nursing Education and Professional Development department
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 - a. After speaking with the student, the NEPD Academic Affiliates Coordinator will make preceptor recommendations and will assist with preceptor placement, as needed.
 - b. If a student has a preceptor secured, the NEPD Academic Affiliates Coordinator will need to be notified.
 - c. The student is responsible for working with the preceptor to complete the Preceptor Agreement Form and send back to the NEPD Academic Affiliates Coordinator prior to the start of the experience.

2. NEPD personnel will maintain copies of preceptor agreements for clinical or observational experiences with supporting documentation.

D. Student Orientation

1. Non-employee graduate nursing students must complete the mandatory nursing student orientation requirements:
 - a. Completion of identified educational modules and assessments for students.
 - b. NEPD personnel will maintain documentation of the graduate student's successful completion of orientation.
 - c. Depending on placement unit, graduate students may be required to complete a unit/role specific orientation as well, prior to the clinical rotation. This should be verified and arranged with the preceptor. (Current employees of Children's National may be exempt from this orientation session).

E. Required Logistics

1. Students will be provided with a Children's National badge once all orientation criteria have been met.
2. Graduate students are required to wear a Children's National identification badge whenever they are on any Children's National locations and related experiences.
3. Students who are not hospital employees MUST return their identification badge at the end of their clinical experience.
4. Students who are employees should wear their Children's National badge as they normally would.

F. Clinical Management System Access (Electronic Health Record)

1. Students must complete the web-based user training for access to the Electronic Health Record.
2. IT will not grant access until all training has been completed.

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

3114P - Orientation for Faculty of Affiliating Schools of Nursing Procedure
Children's National Policy 3008 - Orientation for Faculty of Affiliating Schools of Nursing.