

University of Arizona College of Nursing

Clinical Placement Policy

Purpose

The purpose of this policy is to outline the expectations, responsibilities, and requirements for students participating in clinical experiences in the Bachelor of Science in Nursing (BSN, BSN-IH), Master's Entry to the Profession of Nursing (MEPN), and Doctor of Nursing Practice (DNP) programs at the University of Arizona College of Nursing (CON). Clinical placements are integral to student progression and are essential for meeting program outcomes, accreditation standards, and licensure requirements.

Clinical Attendance and Scheduling

1. Students are expected to attend all assigned clinical experiences. Attendance is mandatory and non-negotiable except in cases of illness or emergency.
2. Clinicals may occur outside traditional business hours, including evenings, nights, weekends, early mornings, and holidays.
3. Students must follow site-specific attendance procedures and notify both the preceptor and supervising faculty immediately in the event of an absence.
4. Missed clinical hours must be made up only with prior approval from the supervising faculty and clinical site, consistent with program requirements.

Compliance Requirements

1. Students must maintain 100% compliance with College of Nursing [Clinical Compliance Policy](#) and clinical site requirements, which include but are not limited to:
 - Immunizations and titers
 - CPR, HIPAA, OSHA certifications
 - Background check and fingerprint clearance
 - Drug screening
 - Health insurance coverage
 - N95 fit testing and mask certification
 - RN licensure (for DNP students)
 - See [Complete Clinical Compliance Requirements](#)
2. Compliance documentation must be uploaded to the College's designated compliance systems (e.g., Complio and MyClinicalExchange) and kept current.
3. Failure to remain compliant will result in removal from clinicals and may lead to course failure or dismissal from the program.

Professional Conduct

1. Students must adhere to the [Code of Ethics for Nurses](#), HIPAA, and all professional conduct standards outlined by the College, the University, and the clinical agency.
2. Students are required to maintain a professional appearance and demeanor at all times, following both CON dress code standards and clinical site policies.
3. Use of cell phones, recording devices, or personal electronic devices during clinicals is prohibited except as expressly permitted for clinical care.
4. Unprofessional or unsafe conduct may result in immediate removal from the clinical site and disciplinary action.

Program-Specific Guidelines

- BSN / BSN-IH Students
 - Must participate in all interprofessional education (IPE) activities as assigned.
 - Requests for alternate activities must be submitted in writing and approved in advance.
 - Students must meet [Technical and Essential Qualifications](#) for Nursing Students.
- MEPN Students
 - Clinical experiences are accelerated and immersive; full participation is required.
 - Students must be available for a range of shifts and settings, including high-acuity and community-based environments.
- DNP Students
 - Students must collaborate with Clinical Placement Coordinators in identifying potential preceptors and sites.
 - No student may begin clinicals without a fully executed clinical contract between the CON and the clinical organization.
 - Students must submit all preceptor and site forms (e.g., Preceptor Information Form, Clinical Placement Collaboration Form) at least six months prior to placement.
 - Specialty faculty and placement coordinators must review and approve all sites and preceptors.

Communication and Conflict Resolution

1. Students are expected to maintain open and timely communication with clinical coordinators, supervising faculty, and preceptors.
2. Concerns should be addressed using the line of communication outlined in the [Student Communication Policy](#):
 - Step 1: Instructor or preceptor
 - Step 2: Clinical Placement Coordinator or Course Chair
 - Step 3: Specialty Coordinator or Program Director
 - Step 4: Assistant Dean/Associate Dean of Academic Affairs

3. Escalation is appropriate only if resolution is not achieved at the prior step.

Evaluation and Oversight

1. Faculty provide ongoing oversight of all clinical experiences, including site visits, preceptor collaboration, and review of student performance.
2. Students must complete evaluations of preceptors and sites at the end of each rotation; preceptors and faculty provide parallel evaluations of student performance.
3. Faculty have final responsibility for assigning clinical grades, incorporating input from preceptors.

Consequences of Non-Compliance

Failure to comply with attendance, compliance, professionalism, or communication expectations may result in:

- Removal from clinical placement
- Course failure
- Academic probation or dismissal from the program

Relationship to Other Policies

This Clinical Placement Policy supplements and does not replace other policies in the:

- University of Arizona Catalog
- Graduate College Policies
- College of Nursing Program Handbooks (BSN, BSN-IH, MEPN, DNP)
- Clinical Handbooks for DNP and Graduate Certificate Programs

Students are responsible for knowing and adhering to all relevant College and University policies.

CON Clinical Placement Procedures

<https://arizona.box.com/s/2u6y9jqxasaxnerwzfd7ni3asoi0p6qn>

Effective Date: August 2024

Responsible Offices: Office of Student & Academic Affairs (OSAA); Clinical Operations