

STUDENT EXPECTATIONS IN THE CLINICAL PLACEMENTS PROCESS JOHNS HOPKINS SCHOOL OF NURSING

Dated: 11-3-23

The Johns Hopkins School of Nursing (JHSON) has a dedicated Clinical Placements Team to provide students with appropriate placement experiences to meet the course objectives of their program of study, competencies, and regulatory requirements.

COMMUNICATION

Communication and collaboration are key in the placement process. The process of clinical placement is a partnership that starts when you enroll and continues throughout your academic journey, involving ongoing collaboration between you and our Clinical Placement Team. The Clinical Placement Coordinator for the student's program of study (a member of the Clinical Placements team) will meet with each student regularly and is the first line of communication. The Clinical Placement Coordinator is available via email and virtual meeting to ensure the student is on track to securing an appropriate placement. The Clinical Placement Coordinator meets weekly with the Track Coordinator and the Associate Dean for Clinical Practice to review the progress of student placements. The Clinical Placement Coordinator is committed to keeping students informed of the progress of placements, new contracts, and compliance requirements as clinical placement availability may vary due to regulations or the availability of suitable preceptors. While the Clinical Placements Team makes every effort to secure placements for students in their designated geographic area (within 100 miles of the preferred address listed in Exxat), this may not always be possible. Our goal is to find placements that meet JHSON standards and are conveniently located for you. In those cases where there are no appropriate placements, please communicate with your Clinical Placement Coordinator and Track Coordinator to discuss your options.

For active communication, students are to:

- Schedule & attend the required Welcome Call with their designated Clinical Placement Coordinator
- Have an active JH email address and check it regularly.
- Only communicate using a JH email address for security purposes.
- Respond to emails & requests within 2 business days of delivery (if not sooner)
 - * Inform their Clinical Placement Coordinator, Track Coordinator and the Associate Dean for Clinical Practice of any changes (life, location, etc.) *no later than 90 days* prior to the start of the semester. Failure to do so, may impact timely clinical placement. See below regarding priority deadlines for submission of placement requests in Exxat.

*If the student needs accessibility accommodations, the student is to reach out to the JHU Student Disability Services office.

CLINICAL PLACEMENTS PROCESS

To successfully complete required clinical rotations, planning ahead is crucial. The Clinical Placement Coordinator, with guidance from the student's Track Coordinator, will collaborate with student to secure a clinical site that meets the educational requirements of the student's program of study. Our team continues to maintain a strong network of placement sites, preceptors and approved contracts to ensure that our students can complete their clinical experience at an organization vetted by faculty. Once the clinical site is identified, the Clinical Placement Team will proceed to secure an agreement. Some clinical sites may require additional tasks such as drug screening, fingerprinting, or additional background checks specific to their site, which may delay the process. Prompt student completion of these additional items is essential. In certain regions with high demand for clinical placements, the process of securing a preceptor and finalizing agreements can take several months or longer. In rare cases where an agreement cannot be reached with an organization due to site requirements or availability of suitable preceptors, students may

be given the option to come to Baltimore for a placement locally or offered the option of Telemedicine as appropriate based on tracks. The process for finding clinical sites, preceptors and finalizing contracts needs to be fully collaborative between the Track Coordinator, Clinical Placement Coordinator and the student.

The student is an active participant in this process and expected to do the following:

- Develop a list of possible sites & preceptors based on the contracts available in Exxat. If the student wishes to pursue sites not in Exxat, the student discusses this with the Clinical Placement Coordinator. Please note; it may take up to 6 months to secure a new site contract.
- Network with current employers and among your professional networks to identify and/or secure possible preceptors.
 - Submit confirmed sites that have been confirmed with the Clinical Placements Team into Exxat, suggest no more than 3 sites.
- Ensure current licensure - per state of current licensure (may not be required for every program, e.g., HOL)
- Obtain RN licensure in the state of Maryland to expand the potential clinical placement opportunities to include those at and near Johns Hopkins SON.
- Adhere to placement deadlines below for sites listed in Exxat. **Up to 6 months** may be required for sites not listed in Exxat.
 - For Fall Placements: May 1
 - For Spring Placements: October 1
 - For Summer Placements: March 1(failure to adhere to the deadlines may affect timely start of clinical experience)
- Compliance must be aligned with School of Nursing and clinical site requirements, regardless of the student's employment status. Students should be aware of individual site requirements and complete them according to the deadlines of the site and SON.
- Student is required to fill out all compliance requirements in Castlebranch and CB Bridges. Ensure your Castlebranch account is in active status while in your program.

In some instances, sites may be limited. If a site is secured by the clinical placements team, students are expected to complete their rotation/s at the qualified site. Refusal of the site must be discussed with the Track Coordinator and Associate Dean for Clinical Practice and will not be permitted except in exceptional circumstances.

A clinical placement can be up to **100 miles one way** from the preferred address listed in Exxat for each student. (This may be expanded based on individual situations). Students are responsible for reliable transportation to and from clinical sites. It is the student's responsibility to prioritize clinical experiences schedule over paid employment schedules as the days and times of clinical experiences are based on the preceptor's availability. Students must accommodate the preceptor's clinic schedule.

EXXAT

The School of Nursing utilizes the Exxat information management system. Within this system, students are expected to:

- Attend mandatory Exxat training
- Create and maintain Exxat profile (Provide updated address and CV each term)
- Upload current CV
- Input placement requests with appropriate info (CV, licensures, certs, etc.) in a timely manner
- Utilize Maps of Affiliation to source potential sites & preceptors

- Adhere to placement deadlines
- Submit new affiliation agreement/contracts requests on or before the given deadline. Up to 6 months prior to the start of the desired semester.
 - For new sites, use the JHSON affiliation template. When requesting a new agreement be initiated, include legal site coordinator/point of contact and preceptor name, title and email. Contract completion varies per site and is not guaranteed for placement. *Backup options are strongly recommended.*

PROFESSIONALISM

Professional Code of Ethics:

- Each student enrolled in the Johns Hopkins University School of Nursing is expected to uphold the school's professional ethics policy <https://nursing.jhu.edu/information/current-student/studentaffairs/academic-professional-ethics.html> and the Code of Ethics established by and for the nursing profession (Code of Ethics for Nurses, ANA, 2015).
- Students are expected to adhere to the Professional Attire Policy: <https://e-catalogue.jhu.edu/nursing/policies/professional-attire/>

By signing below, I hereby acknowledge that I have read and understand the terms in this Student Clinical Placement Expectations document.

Student Name: _____

Student Signature: _____

Date: _____

Please upload the signed copy of this form to the student's profile page in Exxat.