



Responsibilities for Clinical Experience

- > **Kaiako | Lecturers and Taura | Students in the School of Nursing**
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Responsibilities for Undergraduate Clinical Experience

- > **Kaiako and Taura at the School of Nursing**
 - > **Clinical Placement Areas**
-

This booklet contains generic responsibilities for the clinical experience of nursing taura.

Taura clinical experience requires a three-way partnership between the clinical experience area, kaiako from Otago Polytechnic and taura. The specific nature of responsibilities may vary on occasions. Any variation will be negotiated with the clinical area.

Prior to commencing clinical experience within the School of Nursing, taura receive information on the Code of Health and Disability Services Consumers' Rights and the Health Information Privacy Code and are required to sign a declaration that they will abide by these codes.

Health NZ Te Whatu Ora facilitate preceptorship training workshops, we encourage all Registered Nurse preceptors to attend this training.

Documentation

School of Nursing Kaiako Responsibilities

The kaiako and clinical coordinator responsible for the clinical placement will –

1. Prior to the clinical placement, provide taura with:
 - Course outline which includes learning outcomes and assessment information
 - Information regarding placement including – date, place, key people and any requirements related to placement
2. Provide the clinical placement/area with:
 - Taura names
 - Course outline which includes learning outcomes and assessment information and criteria expectations and scope of taura experience
 - Name and contact number of clinical kaiako to whom taura are responsible
 - Name of the course coordinator

Clinical Area Responsibilities

The clinical area will –

1. Be familiar with the programme, learning outcomes and assessment information of the course for which the taura is obtaining clinical experience.
2. Ensure relevant documentation provided by the School of Nursing, regarding the clinical placement, is available and accessible to all clinicians.
3. Make available to kaiako and taura updated policies and relevant information.

Taura Responsibilities

Taura will –

1. Be familiar with the course outline which includes learning outcomes and assessment.
2. Be familiar with expectations for the placement including any special requirements specific to the placement.
3. Know to whom they are responsible within the clinical setting and within the course.
4. Adhere to immunisation policies and procedures where applicable and be able to produce supporting documentation.
5. Be aware of the need to complete appropriate health and safety documentation should you be involved in an incident or near miss.

Orientation

School of Nursing Kaiako Responsibilities

The kaiako and clinical coordinator responsible for the clinical placement will –

1. Liaise with clinical area to ensure all **taura** receive orientation.
2. Will take reasonable precautions to ensure that **taura** personal safety is not unnecessarily at risk.

Clinical Area Responsibilities

The clinical area will –

1. Orientate the **taura** to clinical area except when clinical kaiako has negotiated responsibility for this.
2. Address **taura** by name and ensure they are treated with respect, are welcomed and supported.
3. Provide a registered nurse/enrolled nurse who has the responsibility for liaison with and support for **taura** and kaiako.
4. Will take reasonable precautions to ensure that **taura** personal safety is not unnecessarily at risk.

Taura Responsibilities

Taura will –

1. Ensure they have received orientation to clinical area, paying particular attention to safety protocols.
2. Wear clearly identified name badge and adhere to appropriate dress code.
3. Will take all reasonable precautions to ensure that their own personal safety is not unnecessarily at risk and will accept the direction of staff and/or kaiako, clinical family as appropriate.

Clinical Experience

School of Nursing Lecturer Responsibilities

The kaiako and clinical coordinator responsible for the clinical placement will –

1. Liaise with clinicians to ensure that the clinical experience meets the outcomes of the course.
2. Be accessible to the clinical area and the taura to discuss any issues relating to clinical experience and taura opportunities to meet clinical outcomes.
3. The School of Nursing will provide an annual feedback report on the taura experience.
4. Taura cannot undertake clinical placement in an area in which they are employed.

Clinical Area Responsibilities

The clinical area will –

1. Liaise with kaiako and taura to provide opportunity to gain clinical experiences which enable taura to meet learning outcomes.
2. Ensure that consent has been obtained from client/patients in order that taura can access clinical experience.
3. Where concerns exist about taura, action/document these immediately by contacting the kaiako to whom the taura are responsible.
4. Have appropriate Otago Polytechnic related resources (emailed to the facility by the Clinical Coordinator) available for both taura and preceptor to refer to.
5. Understand that taura are supernumerary to existing staff.
6. Follow medication safety procedures and protocols related to taura practice.
7. Raise concerns regarding a taura safety for practice to the clinical kaiako as early as possible.

Taura Responsibilities

Taura will –

1. Maximise opportunities within the clinical area in order to meet the clinical course outcomes.
2. Seek support, and guidance from either preceptors or Kaiako as necessary.
3. Be given the opportunity to complete an anonymous survey of their experience in the placement area.
4. Follow the direct supervision of their preceptor and are supernumerary to staff.
5. Not use mobile phones in clinical areas, this is prohibited without prior permission.

Assessment

School of Nursing Kaiako Responsibilities

The kaiako and clinical coordinator responsible for the course will –

1. Adhere to assessment criteria of course.
2. Organise formative and summative assessment.
3. Liaise with clinical area to obtain feedback regarding taura performance.
4. Arrange appropriate times to facilitate the involvement of clinical staff in formative and summative assessment.
5. Ensure taura gains feedback regarding clinical performance.
6. The School of Nursing has the final responsibility for overall assessment decisions.

Clinical Area Responsibilities

The staff in the clinical area will –

1. Understand assessment process and criteria with which to assess taura.
2. Implement assessment process as required.
3. Support taura learning which facilitates taura meeting course outcomes/competencies.
4. Ensure taura receives ongoing feedback regarding clinical performance.
5. Ensure kaiako receives ongoing feedback regarding taura clinical performance as agreed.
6. Support the taura in achieving any specific, negotiated assessment objectives.
7. When negotiated, be present with taura and kaiako at formative and/or summative assessment.
8. Complete the clinical competence assessment documentation provided by the School of Nursing.

Taura Responsibilities

Taura will –

1. Ensure they understand assessment requirements.
2. Seek ongoing feedback from clinical area regarding their progress towards meeting course outcomes.
3. Present at formative/summative assessment with all appropriate documentation as specified in course outline.



OTAGO

POLYTECHNIC

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