

Required Paperwork for N 84L Clinical

Guidelines (see also: “Homework Tip Sheet”):

1. You have 2 assignments due for each rotation:
 - A. **ECH:** 1 Critical Thinking Worksheet (CTW) & 1 Concept Map (concept map is presented in postconference)
 - B. **OCH:** 1 Nursing Care Plan (NCP) & 1 Concept Map (concept map is presented in postconference)
2. Due dates are as assigned by the instructor. Paperwork is due no later than the assigned due dates.
3. You will do an assessment on each patient every day. This assessment will include health deviation and developmental assessment. You will write nurses notes on 1 patient every day. In addition to submitting these with an assignment, instructor may collect them at random; keep all assessment sheets and nurses notes with you at the clinical site during the rotation. You must be prepared to give them to instructor at any time.
4. Use a cover sheet for each written assignment. Write your name and the name of the assignment (i.e., CTW, NCP) on it.
5. Staple written assignments together for each patient (see #8). Do NOT paper clip or put it in a folder. Include only information that is pertinent to your specific patient and his/her specific problem(s) and plan of care.
6. **Late work is not accepted** (NO EXCEPTIONS except trauma/death in the family – inform instructor prior to due date).
7. Grading is Pass/Redo/No Pass. If you receive a Redo (less than acceptable work) on an assignment, you may redo it ONCE and resubmit it to be evaluated on the assigned due date. **NO more than ONE redo on ONE assignment may be done per quarter! A redo on more than one assignment will result in a PI at minimum. Additional paperwork may also be assigned.**
8. Submit written assignments with 3 summaries (pathophys, developmental, and HD assessment), NN's, H & P, your assessment sheet, and the RUBRIC from the syllabus. All confidential info. must be cut off with scissors before you leave the clinical unit.
9. You must include explanation/action/rationale of all medications, and interpretation and application of lab data and other diagnostic tests in all of your paperwork!
10. CTW: If you have more than one NANDA in a #4 in one category, you must list in order of priority.

You will complete 2 assignments during each rotation (you will have 3 weeks “off”). You must still write NN's on 1 patient per day on the weeks “off.” See above guidelines and examples in your syllabus. If you are assigned to more than 1 patient, you may choose the patient for whom you will complete the assignment. Do not choose a patient who goes home the 1st day you care for them (unless both of your patients went home that day). For CTW and NCP, if you take care of the patient 2 days in a row, do only one worksheet on this patient. Write any “new” information (day 2) in a different color.

NOTE! Leave NO confidential pt. info readable on your paperwork!! Cut off all names of pts, families, room #s, addresses, phone #s, MD names/info, and any other info that could tie that paper to that patient! Read carefully! **Any breech of pt. confidentiality will result in an immediate PI!!**