

STUDENT EXPECTATIONS IN THE CLINICAL PLACEMENTS PROCESS
JOHNS HOPKINS SCHOOL OF NURSING
Dated: 2.16.23

The Johns Hopkins School of Nursing (“JHSON”) has a dedicated Clinical Placements Team to provide students with appropriate high-quality placement experiences to meet course objectives, competencies, and regulatory requirements. At JHSON, we are committed to working with each student every step of the way and ensuring they have adequate resources to ensure a meaningful clinical experience.

COMMUNICATION

Communication is key in the placement process. The Clinical Placements team will meet with the students regularly and is the first line of communication. The Clinical Coordinator is available via email, zoom, or teams to ensure the student is on track to securing a meaningful placement. Should any issues arise, the coordinator will communicate with the Track Coordinator and will escalate to the appropriate person as needed. The placement team is committed to keeping students abreast of progress of placements, new contracts, and compliance requirements.

For active communication, students are required to:

- Schedule & attend the required Welcome Call with designated placements coordinator
- Have an active JH email address
- Respond to emails & requests within 3 business days of delivery (if not sooner)
- * Inform Clinical Placements team of any changes (life, location, etc.) *no later than 60 days* prior to

the start of the term. Failure to do so, will require the student to discuss his/her situation with both the Track Coordinator and Assistant Dean of Clinical Practice. Failure to provide adequate time may delay the start of your term and/or require a leave of absence (LOA).

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

CLINICAL PLACEMENTS PROCESS

A coordinator on the placements team will collaborate with students while they work to secure a site that meets the standards of JHSON. 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 in or near their community. The process for finding clinical sites, preceptors and finalizing contracts needs to be fully collaborative between track coordinators, clinical placements team members and students.

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

- Develop a list of possible sites & preceptors; often students have a better knowledge of the area in which they live and work *
- Network & communicate with current employers to secure possible placements
- Provide referrals
- Submit confirmed sites into EXXAT
- 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
- Adhere to Placement Deadlines
 - For Fall Placements: May 1

- For Spring Placements: October 1
- For Summer Placements: March 1
- Compliance must be aligned with School of Nursing and clinical site requirements; regardless of employment status. Students should be aware of individual site requirements and fulfill in a timely manner.
- 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, it is the expectation for the student to accept the qualified site. Refusal of the site must be discussed with Track Coordinator and Assistant Dean of Clinical Practice.

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 the clinical site.

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
- Upload current CV
- Timely input placement requests with appropriate info (CV, licensures, certs, etc.)
- 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.
- For new sites, we prefer to 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).

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: _____