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# **Roswell Park Cancer Institute Department of Nursing Education**

## **GUIDELINES**

### **Internship Program for Nursing Students**

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## **GUIDELINES FOR AN INTERNSHIP PROGRAM FOR NURSING STUDENTS**

### **I. Internship Program Goals**

The goals for the internship program are to:

- A. Provide nursing students with an opportunity to strengthen and reinforce their knowledge and skills under direct supervision of registered nurse preceptors.
- B. Ease the transition to realities of the work world
- C. Encourage recruitment into Oncology Nursing through the concept of work-learn practice experiences.

### **II. Criteria**

#### **A. Interns shall**

1. Be currently enrolled in a program approved by a State Board of Nursing to prepare candidates for registered nurse licensure and be registered with their program for a credit bearing course for the internship
  2. Nursing courses and grading requirements:
    - a. Students of associate and baccalaureate programs must have completed their junior year or equivalent with a minimum grade point average of C or be eligible for senior status.
    - b. Students must have achieved the minimal passing score on all theoretical written examinations that are required for that degree in nursing at that point in their program prior to application.
  3. Perform only the clinical procedures and activities listed in the Roswell Park Cancer Institute internship program guidelines in order to assure safe care of patients
  4. Adhere to the policies and procedures of Roswell Park Cancer Institute.
  5. Wear the uniform of their school of nursing during the internship experience.
  6. Wear name tag at all times.
- B. If the educational institution where the student is enrolled have specific requirements for completion of this course, the school and Roswell Park Cancer Institute must agree on conditions for approving course completion.

Roswell Park Cancer Institute shall:

1. Direct the chief nursing executive to be responsible and accountable for the internship program to the governing board of the agency.
2. Provide orientation and other educational opportunities to strengthen the intern's knowledge and skills in the clinical areas to which the intern is assigned, based on the intern's needs.
3. Designate an experienced Registered nurse to coordinate the internship program. The nurse coordinator will have a minimum of a bachelor's degree (preferably a master's degree) and need not be solely committed to this role.
4. The coordinator shall be responsible for:
  - A) Coordinating the internship program
  - B) Following the interns progress and identifying and intervening with any problems related to intern and preceptor role.
  - C) Verifying that internship guidelines are adhered to.
5. Provide immediate RN supervision if necessary.
6. Assign each intern to a registered nurse preceptor.
7. Provide a mechanism for re-assignment of the intern when the preceptor is unavailable which could include: either excuse the intern for that shift or reassign the intern to a unit where a prepared registered nurse preceptor is available, if primary preceptor is not available.
8. Select as preceptors registered professional nurses who have:
  - A) LICENSURE: A current NYS RN license
  - B) RECOMMENDED EMPLOYMENT: Been employed at Roswell Park Cancer Institute for a minimum of at least one year.
  - C) COMPETENCY: Expertise in delivery of nursing care. Recommendation should be made by clinical supervisor.
  - D) ATTITUDE: Express a desire to work with Students in the preceptor role.
9. Inform the nursing staff on the unit with whom the intern works about the goals and requirements of the internship program.

10. Request that the school(s) of nursing provide documented validation of academic/clinical standing in the nursing education program.
11. Provide copies of the internship guidelines and skills checklist to each intern.
12. Preceptors or clinical coordinator will validate that the intern can safely demonstrate the competencies on the skills checklist.
13. Assure that interns do **NOT**:
  - A.) Perform any procedures that require special certification, unless currently certified or any procedures not identified on the intern's orientation checklist.
  - B.) Administer chemotherapy, blood or blood products.
  - C.) Take verbal or telephone orders from physicians.
  - D.) Assume the role of primary nurse in giving patient care.
  - E.) Independently administer medication and IV'S
14. Develop a formal procedure for evaluation of the program.

### **Internship Program Documentation**

Roswell Park Cancer Institute shall have available the following documentation or personnel:

1. Intern Program
  - a. Philosophy and objectives.
  - b. Orientation plan
  - c. Clinical assignment plan
  - d. Skills checklists
  - e. Evaluation results
2. Intern job description
3. Verification of students' academic/clinical standing from the appropriate school(s) of nursing.
4. Program materials, class schedule

### **Objectives – Student Nurse Intern**

#### **Upon completion of intern program, the professional student nurse will**

1. Be acquainted with hospital, its physical aspects, its philosophies and objectives.
2. Develop satisfactory and productive relationships with personnel.
3. Communicate awareness of cancer, which contribute to a safe and secure environment for patients, families and employees.
4. Identify learning needs using the preceptor's input and seek appropriate resources to meet the stated needs.
5. Identify learning needs using the preceptor's input and seek appropriate resources to meet the stated needs.
6. Utilize appropriate personnel, services and equipment resources in total plan of patient care.
7. Identify nursing care issues of the patient with a variety of different diagnoses specific to his/her unit.
8. Communicate appropriate with members of the interdisciplinary health care team.
9. Observe administration of medications to a variety of patients and be responsible for knowing expected actions, side effects and toxicities of medications used to treat patients for whom they care. Administer medications only under the supervisor of the nurse preceptor.
10. Provide safe organized nursing care.
11. Implement appropriate nursing interventions with nurse preceptor guidance.