



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Position Description: Student Nurse Policy INDEX TITLE: Administration
DATE: August 30, 2021

I. POLICY:

It is the policy of UPMC Schools of Nursing to prepare a graduate nurse capable of practicing nursing, at a beginning level, with individuals, families and groups in a variety of settings.

II. PURPOSE:

The purpose of this policy is to outline the essential functions of the student nurse.

II. SCOPE:

This Policy applies to students enrolled within the UPMC Schools of Nursing.

Purpose of the Position: Essential Functions of the Position (in the clinical area):

Hours per week spent in the function: 8-40. Requirements include all days of the week and a variety of shifts.

1. Provides client care which encompasses, but is not limited to, the following:
 - a. Head to toe assessments: include listening to heart, lung and bowel sounds with a stethoscope, checking incisions and making other relevant observations.
 - b. Receives and gives verbal reports on each client at the start/end of each clinical experience.
 - c. Prepares clients for transport to other hospital departments; prepares clients for discharge.
 - d. Prepares and administers medications prescribed by physicians/advanced practice providers.
 - e. Documents in the medical record, i.e., either handwritten or via data entered into an electronic medical record.
 - f. Participates in activities of daily living.
 - g. Provides client education and discharge planning for clients and families.
 - h. Provides emotional support to clients and families.
 - i. Collaborates with physicians and other health care providers.
 - j. Demonstrates knowledge and skills necessary to provide care appropriate to the age of clients served in the assigned clinical area; applies principles of growth and development over the life span when providing care. Assesses and interprets age-related client data and identifies age specific nursing care requirements for assigned clients.
 - k. Recognizes and responds appropriately to audible and visual alarms.
 1. Delivers culturally competent nursing care respectful of client's individual beliefs.
2. Administers CPR according to American Heart Association or American Red Cross Standards (Basic Life Support for the Health Care Provider) to clients in

cardiopulmonary arrest, on an emergency basis. Must be available for this function, which takes precedence over all others. Unrestricted movement of both upper and lower extremities, neck, shoulders, back and hips required to perform this function.

Essential Functions of the Position (in the classroom):

Hours per week spent in the function: 10-20.

1. Preserves pertinent verbal lecture material for future reference.
2. Participates in small and large group discussions, problem based learning and simulation.
3. Answers questions when called upon; presents brief oral reports and formal presentations.
4. Reviews supplemental learning materials (handouts, audiovisuals, PowerPoints, etc.)
5. Completes written and competency examinations within time limitations defined by faculty.
6. Prepares handwritten and typewritten reports.
7. Utilizes a variety of software including Learning Management System and other web-based programs as required by faculty.

Working Conditions: The student nurse is assigned to clinical areas within UPMC hospitals, as well as affiliation agencies, including community based clinical sites.

Physical Activities Required to Complete Essential Functions of the Position:

1. Standing/Walking: Standing and walking are required for the majority of time spent in the clinical area (4-12 hours). Standing in one position is required while performing certain aspects of client care. Walking occurs on vinyl, tile, linoleum or carpeted floors. Ability to operate foot controls is required when using hospital equipment.
2. Sitting: Sits occasionally while entering data into the electronic medical record. May also sit in the classroom from 2-4 hours.
3. Lifting: Occasionally lifts up to 50 pounds; frequently lifts up to 20 pounds. Required to assist in lifting, transferring, ambulating and repositioning clients.
4. Carrying: Occasionally carries up to 50 pounds; frequently carries up to 20 pounds.
5. Pushing/Pulling: Occasionally pushes and pulls up to 50 pounds; frequently pushes and pulls up to 20 pounds. Full manual dexterity of both upper extremities required to perform these functions.
6. Climbing: Occasionally climbing is required; may be required to climb a step stool or use inclined ramps for transporting clients.
7. Bending/Bending at Waist: Occasionally bending and bending at waist required. Must be able to bend to touch the floor to remove environmental hazards.
8. Squatting/Kneeling/Crouching: Occasionally required when performing aspects of client care.
9. Twisting at Waist: Frequently required when performing aspects of client care.
10. Crawling: occasional.
11. Reaching: Occasionally reaching above the shoulder and head; frequently reaching at or below the shoulder level.
12. Fine manipulation: Frequently required for grasping and manipulation including preparation and administration of medication using syringes and intravenous therapy equipment. Must have fine motor skills of all fingers to grasp and control objects and perform precise procedures.
13. Handling: Use of both hands required for multiple aspects of client care. The function of proper hand washing is considered to be a constant requirement of the position.

Sensory Abilities Required to Complete the Essential Function of the Position:

1. Speaking: Must be able to clearly speak English to communicate, assess and educate clients. Must be able to communicate verbally with physicians and other professionals involved in client care.
2. Hearing: Must have the ability to hear (with or without accommodation) in order to perform physical assessments including listening with a stethoscope to obtain blood pressures and auscultating bowel, heart and lung sounds. Must also be able to hear to detect subtle, yet critical, sounds including alarms. Must be able to hear to communicate with physicians and other health care professionals face to face and via telephone.
3. Visual Acuity: Near acuity (20 inches or less) and far acuity (20 plus feet) required, with or without accommodation. Depth perception, with or without accommodation, required for completion of fine tasks such as injections, catheter insertions, etc. Ocular accommodation, with or without accommodation, required. Must have normal color vision to detect subtle changes in client condition. Must have normal fields of vision.
4. Tactile Sensation: Must be able to assess clients through palpation using fingers and hands; must be able to distinguish sensations of warm and cold and feel vibrations.
5. Smell: Must have normal sense of smell to detect odors indicating unsafe conditions or changing client status.

Environmental Conditions Required:

1. Exposure to Hazardous Materials/Conditions: Occasional exposure to hazardous materials can include (but not limited to) radiation, toxic chemicals, blood borne and other communicable pathogens, chemotherapeutic agents and latex. Occasional exposure to hazardous conditions include (but not limited to) isolation precautions, biohazards, noise and electrical hazards associated with client care.
2. Driving: not required. Students are accountable for finding transportation to and from class and clinical agencies.
3. Weather related conditions: Occasional exposure to the outdoors (heat, cold, humidity and other atmospheric conditions) in community based clinical agencies.

Temperament Required to Complete the Essential Functions of the Position:

1. Professional Demeanor/Attitude: Students must constantly demonstrate a professional demeanor and remain visibly calm in a variety of clinical settings. Students must be able to respond appropriately to emergencies.
2. Clinical Reasoning/Judgement: Students must constantly exercise appropriately clinical reasoning/judgment skills and have the ability to set priorities.
3. Emotional Intelligence: Students must demonstrate the ability to self-regulate, professionally accept constructive feedback and remain emotionally stable when performing under stress. Students must be able to cope with a variety of unpredictable situations and demonstrate flexibility.
4. Other: The student must not pose a direct threat or significant risk to the health and safety of others in the class and clinical situation.

Classification:

This position falls within the Medium-Duty category, as defined by the U.S. Department of Labor, exerting 20-50 pounds of force occasionally or 10-20 pounds of force frequently to push, pull, lift, carry or move objects.

Definitions:

Occasionally: 0 - 2.5 hours/day; Frequently: 2.5 - 5.5 hours per day; Constantly; 5.5+ hours per day.

Reviewed/ Revised: 02/21/2019; 03/02/2020; 02/02/2021

Originated Date:

Effective Date: 08/30/2021

Signature:  _____ **Date:** 02/02/2021
Executive Director
UPMC Schools of Nursing