

Student Handbook

Employed Student Nurse (ESN)

Employed Student Psychiatric Nurse (ESPN)



**** Please Note ****

The term “Employed Student Nurse” or “ESN” throughout this document will include both students in the Registered Nurse (RN) and the Registered Psychiatric Nurse (RPN) program.

Thank You

On behalf of Vancouver Coastal Health (VCH), we want to thank you for welcoming Employed Student Nurses (ESNs) to your unit!

This Unit Handbook will provide you with important information about the ESN Program that is both funded and supported by Clinical Education.

The goals of the Employed Student Nurse (ESN) program are:

- To consolidate ESN knowledge and skill in a safe environment and generate 'job ready' new graduates
 - For ESNs to experience a nursing employment opportunity while having realistic experiences as an active member of the healthcare team.
 - Encourage ESNs to consider employment on the unit or within VCH upon graduation.
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Program Overview

The ESN program provides an opportunity for RNs/RPNs to share their knowledge and experience by assisting ESNs to consolidate their clinical skills and gain confidence in their practice.

Successful applicants have met the following criteria:

- Enrolled full time, in good standing, in a BSN or BPN education program
- Successfully completed an acute adult/older adult medical/surgical rotation (BSN) or adult inpatient psychiatry clinical rotation (BPN)
- Have current CPR Certification

ESNs are allotted a set number of hours each fiscal year (April 1 – March 31) or until their graduation date.

The hours may change year to year, as it is dependent on the annual budget.

ESNs are BCNU members and, as such, the following guidelines must be followed:

ESNs are always **supernumerary** (*above baseline staffing*) to the existing staffing complement to facilitate a safe patient work experience

- ESNs are casual employees
- Cannot accrue overtime or work statutory holidays
- ESNs must **NOT** be on a short casual call-in list
- ESNs are **NOT** replaced when they call in sick
- ESN seniority hours become effective post-graduation and remain active for one year.
 - Seniority hours cannot be used prior to graduation

Planning for the ESN

Orientation

- ESNs will have completed Regional Orientation in alignment with the requirements of all new VCH hires.
- ESNs should have their first day with no patient assignment to get oriented to the unit
- After this period, ESNs are responsible to book their shifts through the Unit Educator/PCC and Portfolio Clerk

– ESN's should ask the manager/educator about the sign in process on the unit

Work Experience

The ESN is encouraged:

1. To plan carefully when booking shifts to avoid cancelling them.
2. To book a variety of shifts, knowing that week day shifts offer the most opportunities for consolidation of skills and connecting with the health care team.
 - It is preferable that they do not only work night shifts.
3. In collaboration, the RN/RPN and ESN decide which patient(s) would provide the best practical experience opportunities.
4. To have a patient assignment that begins with one patient and increases according to ESN learning goals and the aim of achieving workplace readiness.

The ESN is expected:

5. To be responsible and accountable for their own actions and decisions.
6. To exercise professional responsibility to identify their limitations in performing practice activities, taking into consideration their nursing education and practice experience to date.
7. To identify and communicate the areas of their nursing practice that they need to consolidate.
8. To independently seek out direction, assistance, guidance and feedback from the RN/RPN as necessary.
9. To always take their breaks and leave work on time (overtime is not approved).

Regulatory Supervision

ESNs will work under the supervision of (1) or (2) assigned RNs/RPNs who will consider physical proximity and be readily available to provide direction for patient care.

- If there is no RN within physical proximity for supervision, ESNs must not perform activities with patients.
- ***ESNs are not permitted to be solely responsible for a patient.***

ESNs report to and are to receive regulatory supervision by RNs.

ESPNS are to report and receive regulatory supervision by RPNs.

- Adapted from the BCCNP [Regulatory Supervision](#) VCH agrees that:
 - RNs/RPNs have a professional responsibility to provide regulatory supervision of all ESN practice activities that may affect patients/clients.
 - RNs/RPNs may authorize ESNs to perform activities independently only when the four components of regulatory supervision are in place
 - RNs/RPNs do not authorize activities that would require ESNs to acquire new clinical skills that are learned outside of their current nursing education.

Practice Activities (ESN)

As per the [BCCNP RN](#) and [BCCNP RPN](#), competence is achieved by learning the theory, practicing in the lab, and being observed performing the activity to the satisfaction of the education program faculty.

- ESNs perform only those practice activities for which competence has been achieved through their nursing program, and then only if authorized by the RN/RPN providing the supervision.
 - The RN/RPN must consider the potential and actual risks that may arise from the ESN carrying out the activities.

Similarly, ESN/ESPN activities that may affect a client are done only under the regulatory supervision by an RN/RPN or NP.

- ESNs are not permitted to perform activities that would require them to acquire new clinical skills outside the nursing education program.

Practice Guides

Please refer to the next (3) documents for more information:

- Employed Student Nurse (ESN) Practice Activities
- Employed Student Psychiatric Nurse (ESPN) Practice Activities
- ESN/ESPN Regulatory Process



THE ESN IS RESPONSIBLE FOR AND/OR CAN PERFORM THE FOLLOWING SKILLS APPROPRIATE WITH THEIR LEVEL OF EDUCATION AND TRAINING

ESNs can perform only those practice activities for which competence has been achieved through their nursing program, and then only if authorized by the RN/RPN providing the supervision.

COMPREHENSIVE ASSESSMENT

- Patient data collection
- Admission record/CAGE
- Pre-op preparation
- Post-op assessment
- Pain Assessment

NEUROLOGICAL

- Neuro-Vital sign assessments

RESPIRATORY

- RR & SaO2 monitoring
- Basic Oxygen Therapy
- Care of Tracheostomy (>2weeks)
- Tracheostomy Suctioning
- Sputum specimen collection

CARDIOVASCULAR

- Vital Signs: Temp, HR, B/P
- Fluid balance assessment
- Peripheral IV (PIV) care & maintenance:
 - Assess sites as per policy
 - Prime PIV Line, change IV bag and tubing
 - Program & troubleshoot IV pump as ordered/prn
 - Saline lock flush maintenance
 - Convert a running IV to a saline lock
 - Convert a saline lock to a running IV
 - Discontinue IV or saline lock, as ordered
- Central Venous Catheter: change IV bags **ONLY**

GASTROINTESTINAL

- Nasogastric Tubes: Insertion (**non-Entriplex ONLY**), assessment, care and maintenance, removal
- Administer Enteral Feeds via NG & PEG tubes
- Blood sugar testing: Glucometer
- Ostomy Care
- Bowel Protocol: Enema, Disimpaction
- Stool & urine specimen collection

GENITOURINARY

- Bladder Assessment
- Bladder Scanner
- Catheterization (male/female)
- Condom Drainage
- CBI Management
- Urine specimen collection

MUSCULOSKELETAL

- Neuro Vascular signs
- Simple dressings (including staple and suture removal)
- Wound Irrigation
- Surgical drain management & removal

MEDICATION ADMINISTRATION

- | | |
|------------------------|---------------------|
| • Oral, sublingual | • SC & SC butterfly |
| • Eye, ear, nose drops | • IM |
| • Inhalation | • Secondary IV |
| • Ointments | • Nasogastric tube |
| • Vaginal/Rectal | • Feeding tubes |
| | • Transdermal patch |

Anticoagulants, Narcotics and Insulin must be prepared under supervision and co-signed by RN/RPN at all times.



THE ESN IS NOT RESPONSIBLE FOR AND CANNOT PERFORM THE FOLLOWING SKILLS

Unit Leadership and the RN/RPN providing supervision have the ability to further restrict skills performed by ESNs.

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|---|--|
| • Report to more than (2) RNs/RPNs | • Initiate IV insertion |
| • Insert Entriplex nasogastric tubes | • Carry narcotic keys or perform narcotic count |
| • CVCs & PICC line care & maintenance | • Take, process or transcribe any MD/NP orders |
| • Total Parenteral Nutrition (TPN) | • Process or check the nightly MARs or charts |
| • Check, administer, monitor or discontinue blood &/or blood products | • Immunization administration |
| • Patient Controlled Analgesia, CAD or Epidural pumps | • Constant 1:1 Observation |
| • Administer IV Push Medications | • Commence Nurse Initiated Activities (NIAs) |
| | • Be assigned patients where LPN is most responsible |
| | • Supervise other students and/or employees |



THE ESPN IS RESPONSIBLE FOR AND/OR CAN PERFORM THE FOLLOWING SKILLS APPROPRIATE WITH THEIR LEVEL OF EDUCATION AND TRAINING

ESPNs can perform only those practice activities for which competence has been achieved through their nursing program, and then only if authorized by the RN/RPN providing the supervision.

COMPREHENSIVE ASSESSMENT

- Client data collection
- Mental Status
- Pain assessment
- Risk assessment, in collaboration with supervisory RPN
- Vital signs
- Documentation (reviewed and signed by supervisory RPN)
- Simple dressings
- Blood sugar testing (i.e. Glucometer)
- Bowel Protocol
- Stool & Urine specimen collection

COMMUNITY SPECIFIC

- Comply with Working Alone Policy
- Conduct Risk Screening to Include
 - Clear Exits & Bed Bug Protocol, as applicable
- Two Person Visits with ESPN- DTES

MEDICATION ADMINISTRATION

- Oral, sublingual
- Eye, ear, nose drops
- Inhalation
- Ointments
- Vaginal/Rectal
- Transdermal patch
- SC & SC butterfly
- IM

Anticoagulants, Narcotics and Insulin must be prepared under supervision and co-signed by RN/RPN at all times.



THE ESPN IS NOT RESPONSIBLE FOR AND CANNOT PERFORM THE FOLLOWING SKILLS

Unit Leadership and the RN/RPN providing supervision have the ability to further restrict skills performed by ESPNs.

- Report to more than 2 RPNs
- Carry narcotic keys or perform narcotic count
- Seclusion room care
- Code white participation
- Take, process or transcribe any MD/NP orders
- Process or check the nightly MARS or charts
- Immunization administration
- Constant 1:1 observation
- Supervise other students and/or employees
- Independent in psychiatric group sessions or outings
- Independently escort/transfer clients off unit for tests or outings

NO theory or demonstration of activity observed by instructor	• Do Not Perform Activity
Received theory; NO demonstration of activity by instructor	• Do Not Perform Activity
Theory and demonstration of activity observed to satisfaction of instructor	<ul style="list-style-type: none"> • Can perform activity if VCH approved • Reflect on length of time and context when last performed • RN/RPN accepts responsibility for Regulatory Supervision as per BCCNP (see regulatory process diagram below)

Regulatory Process



As per BCCNP "Working with Students learning module"

References & Resources

British Columbia College of Nursing Professionals-ESN (BCCNP)

Employed Student Registrants Practice Standard:

https://www.bccnp.ca/Standards/RN_NP/PracticeStandards/Pages/employedstudent.aspx

Regulatory Supervision of Nursing Student Activities:

https://www.bccnp.ca/Standards/RN_NP/PracticeStandards/Pages/regulatorysupervision.aspx

Working With Students: What do you need to know?:

https://www.bccnp.ca/Standards/RN_NP/resourcescasestudies/workplace/employedstudentnurses/Pages/Default.aspx

You Asked Us: Working With Students (online module):

https://www.bccnp.ca/Lists/Flash%20Modules/Working_with_Students/presentation_html5.html

You Asked Us: Employed Student Nurse:

https://www.bccnp.ca/Standards/RN_NP/FAQs/Pages/Workplace.aspx

British Columbia College of Nursing Professionals –ESPN (BCCNP)

Employed Student Registrants Practice Standard:

https://www.bccnp.ca/Standards/RPN/PracticeStandards/Lists/GeneralResources/RPN_PS_EmployedStudents.pdf

Regulatory Supervision of Psychiatric Nursing Student Activities Practice Standard:

https://www.bccnp.ca/Standards/RPN/PracticeStandards/Lists/GeneralResources/RPN_PS_RegulatorySupervisionStudents.pdf

British Columbia Nurses' Union (BCNU) Employed Student Nurse Program and Letter of Understanding:

<https://www.bcnu.org/member-services/student-nurses/student-nurse-programs/employed-student-nurse-program>