

BAKERSFIELD COLLEGE
Nursing Department

Nursing B257: Nursing Laboratory Externship
Memorandum of Understanding

I have received the syllabus outlining the requirements for this course.

I understand my responsibilities as a student include the following:

1. Maintain employment by the hospital, and enrollment in the associated class, as required by the California Board of Registered Nursing.
2. Maintain professional malpractice insurance, with limits as required by Bakersfield College, as well as health requirements and current BLS certification.
3. Perform only those nursing skills and procedures for which instruction has been received. At no time are students to perform skills that they have not been previously taught, nor accept responsibilities that are beyond their scope of practice.
4. Collaborate with the employer regarding the work schedule.
5. Notification of instructor(s) of all scheduled shifts including the unit, shift, and hours, additions, cancellations, sick calls.
 - If schedule change is more than 48 hours of shift – phone call and / or email is acceptable.
 - If schedule change is less than 48 hours – student must call the instructor. Leaving a voicemail is acceptable.
 - Cell phone numbers for instructors are provided. At least one instructor is on call at all times while the class is in session.
6. Failure to notify the instructor of any and all schedule changes:
 - First infraction – written clinical warning.
 - Second infraction – no credit for course, no longer allowed to work as an extern.
7. Understand the priority of preceptors with regard to regular program clinical courses, other required clinical courses, and the elective extern clinical course.
8. Abide by the hospital requirements as an employee including, but not limited to, submitting schedule requests, protocol for calling off, shift start hours.
9. Abide by the Bakersfield College Nursing Department dress code. Those working in specialty areas, with unit specific dress codes, will abide by that dress code, ensuring that the name badge clearly identifying the employee as a student nurse is worn prominently.
10. Notify the hospital extern coordinator and the course instructor of any concerns and / or issues.
11. Notify the charge nurse / nursing supervisor and the course instructor, immediately, of any injury sustained while on duty.
12. Always work under the supervision of a Registered Nurse. Students may not call MDs, or take or note MD orders.
13. Never be utilized as a “regular” staff member.
14. Attend all mandatory class meetings.
15. Submit all required paperwork on time, including this Memorandum of Understanding, learning objectives, journals, evaluation by preceptor, and time log.
 - If final paperwork is not submitted, complete, by the due date and time, the student will receive a “no credit” for the course.

Student:

Printed Name and Signature

Date

Hospital Representative:

Printed Name and Signature

Date

School Faculty:

Printed Name and Signature

Date