

**III**  
**ORIENTATION**

**COLLEGE OF SAN MATEO**  
**NURSING 231**

**CLINICAL**

**WHAT TO WEAR**

1. Wear “reasonable” casual street clothes. Nothing “seductive” and **no** jeans. Dress neatly and cleanly. Wear comfortable, practical shoes. Your appearance as a role model is important. Clothing with pockets are handy.
2. Wear your school name tag. Those of you at San Mateo County Hospital will be issued a picture identification badge.
3. Do not wear dangling earrings, loose bracelets, or long necklaces.
4. If you are in the medical-surgical area, follow the dress code per your student handbook (i.e., white uniform, arm patch and name tag)

**WHAT TO BRING**

1. Bring as little as possible. There are no locker spaces at these facilities.
2. You will need a note pad and pen/pencil, some spending money, a lunch or dinner (if you are not planning on buying a meal) and facility keys (if you are issued these).

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**CLINICAL TIMES**

**Daily clinical experience:** Commences and ends at the time designated by your clinical instructor.

**Lunch/Dinner Break:** This will be for 30 minutes and is taken when appropriate for the unit you are on.

**15 Breaks:** You are permitted two during the shift. Get permission from the nurses you are working with on the unit. Do not take a break when it interferes with a group session or individual one-on-one interactions with patients (obviously).

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**Documentation Guidelines**

Documentation is the recording (charting) of behavior and observations, as well as physical findings. It facilitates the sharing of information among staff and provides information for planning and revising a treatment plan. Legal documentation records changes in client's behavior that may lead to better understanding of the client's problems. It is a legal record of the client problems, nursing assessments, the treatment plan and the client's response to the treatment plan.

Documentation by students on the psychiatric units will be determined by the instructor/staff member working with the student's client. This will usually occur mid-way towards the latter part of the clinical rotation. When you document, keep these basic principles in mind:

1. Record accurately, using concise and simple language.
2. Be objective and nonjudgmental
3. Give concrete examples. For example; what was the behavior that suggested hostility? What intervention was taken? What effects did the intervention have?
4. Quote exactly what the client says. This is especially important in reporting delusions and hallucinations. Use quotation marks when doing this.
5. Sign and date each recorded entry.
6. If a mistake is made, **cross through it and initial** if and when this is done with paper and pen.
7. Use a black colored ink when documenting on paperwork.

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**CLINICAL MAKE-UP GUIDELINE**

All missed clinical time must be made-up. This requires that you contact your clinical instructor within a week of the hours or day you missed. Your clinical instructor will provide you with information about possible experiences, written assignments, service learning etc. that will be appropriate for you. The lead instructor will be notified of your absence and may advise the clinical instructor on what an appropriate make-up assignment will be.

You will be required to submit a report of your clinical make-up to your clinical instructor. The report will include:

1. Day, time, location and time spent completing the assignment
2. The clinical day (include date) that the assignment replaces
3. The goal that was to be achieved by doing this assignment
4. The activity performed to complete the assignment
5. The psychiatric nursing content/experience received as an outcome of this experience
6. The extent your goal was met at the end of this assignment
7. The extent this was a valuable experience for yourself or other psychiatric nursing students
8. the changes in the experience that would make it a more valuable experience for future students