

Saint Luke's General Guidelines for Students

General Information

Saint Luke's serves the West Region of BJC Health, one of the largest nonprofit health care organizations in the United States. For nearly 150 years, the Kansas City region has trusted Saint Luke's with everyday care, routine check-ups, and lifesaving treatments. Saint Luke's provides the highest levels of quality and compassionate care across 10 hospitals and campuses, 65 specialty services, and 67 counties in Missouri and Kansas.

Saint Luke's philosophy is to encourage professional practice by incorporating expert knowledge, experience, and best practices to create an environment that achieves excellent patient outcomes. The professional staff at Saint Luke's practices within a shared governance system through which members integrate and manage the delivery of nursing care.

As faculty and students, we welcome you to be part of our shared governance system and would like to help you get acquainted with our hospitals and achieve a great learning experience meeting your learning needs. To learn more about us, please visit our website at SaintLukesKC.org.

Parking

Faculty who are at the campus infrequently may park at the visitor's parking areas. Visiting students and observers will be afforded the same parking privileges as other visitors to Saint Luke's.

For clinical or capstone experiences we kindly request that you park in one of the following designated areas at Saint Luke's campuses to allow visitors preferred parking at our facilities:

- **Saint Luke's East Hospital:** Day shift, park in lot 18; night shift, park in lot 6 (employee garage).
- **Saint Luke's Hospital Crittenton Children's Center:** Park in the Douglas Lot, first parking lot to the right of the main entrance.

- **Saint Luke's South Hospital:** Day shift, park in lot C located near the Outpatient Rehabilitation, Entrance C, in spaces with white stripes. Night shift, park in lots F or G near the Emergency Department entrance in any non-reserved spots.
- **Saint Luke's North Hospital:** Students and faculty are asked to park on the lowest level of the parking lots.
- **Hedrick Medical Center:** Students may park either on the north side of hospital on the furthest row facing the street or parking lot located south of the Hedrick Medical Center medical office building.
- **Anderson County Hospital:** Students are asked to park in yellow stripes in parking lot.
- **Allen County Regional Hospital:** Students are asked to park in white stripes in parking lot.
- **Saint Luke's, BJC West Region Offices:** Students can park in the front lot or within the garage.

Dress Code

For the protection of patients, staff, and all involved, students and observers must be easily identified. All students and observers must wear a name badge at all times that clearly identifies them and their school. Clinical faculty must wear a name badge or form of identification that clearly identifies them, their role, and their school.

Clinical faculty will adhere to the dress code required by their respective school. If a school does not outline a specific dress code, faculty will be required to follow that of Saint Luke's outlined below:

Clinical faculty and their students must maintain a consistently neat, clean, and well-groomed appearance in adherence with the following expectations:

- Hair must be clean and neatly trimmed. Long hair is required to be pulled back during direct patient care. Beards and mustaches must be clean, trimmed, and close to the face.

- Fingernails should be kept clean, well-manicured, and trimmed to a safe length to help prevent the spread of infection. **Artificial nails and nail polish are prohibited.**
- Excessive use of colognes and perfumes is not permitted.
- Dark glasses are not permitted for indoor use unless prescribed by a physician.
- In the clinical setting, shoes must be clean, closed toe, made of non-permeable material, and worn with stockings or socks.
- Only conservative jewelry is permitted. Jewelry that protrudes or hangs on a chain, including multiple bracelets, is prohibited, particularly if it poses a safety issue to the employee or patient.
- Visible body piercings are limited to post earrings, and a Daith piercing for alleviating migraines, with a reasonable number of earrings permitted per ear.
- In general, tattoos should be covered. Any visible tattoos cannot be vulgar, profane, or intimidating to patients and their families.

Clinical faculty and their students will consistently dress in appropriate attire or school uniform under the following guidelines:

- Dress and polo shirts are worn inside trousers or skirts.
- Clothing is properly fitting and non-revealing.
- Undergarments are to be worn and are not visible through clothing or outside clothing.
- Clothing is clean, unwrinkled, and in good condition.

Attire that is **not** permitted includes:

- Sweatshirts
- T-shirts as an outer garment
- Buttons, insignias, or symbols other than school logo or identification
- Leggings and stretch pants

- Halter tops or any other short top that reveals bare backs or midriffs.
- Pants, including scrub pants, that reveal bare backs or midriffs.
- Jeans

Smoking

All Saint Luke's locations are smoke-free environments—inside and outside. The use of tobacco, marijuana, electronic cigarettes, and vapes is prohibited in all buildings, parking garages, and surrounding grounds of our hospitals and facilities.

Hazards of health care facilities:

- **Biological:** Use standard precautions like gloves, gown, and a face shield when handling bodily fluids and blood.
- **Chemical:** OSHA labels and safety data sheets provide hazard information.
- **Electrical:** Inspect all equipment, including the cord and plug, before use. Examples of safety hazards include frayed cords, bent prongs, and exposed cords. Do **not** use defective or damaged equipment, rip cords from outlets, or remove ground prongs from plugs. Keep floors dry at all times.
- **Physical:** Be aware and try to prevent slips, trips, and falls.

Fire Safety

What to do in the event of a fire: R-A-C-E

- **R-Rescue:** Remove patients, visitors, and staff from immediate danger. Evacuate to an area away from the fire and beyond the first set of fire and smoke doors.
- **A-Alarm:** Pull the alarm box and call the emergency number. Call 911 in locations without a fire phone number. Give exact location and nature of fire, remain calm, and talk slowly.
- **C-Contain:** Contain the fire by closing the door to the room or area involved.
- **E-Extinguish:** Extinguish small fires with the fire extinguisher in the area. However, do not attempt to extinguish if it will put you in harm's way.

Using a portable fire extinguisher: P-A-S-S

- **P-Pull:** Pull the pin.
- **A-Aim:** Aim low and point the extinguisher nozzle at the base of the fire.
- **S-Squeeze:** Squeeze the handle to release the extinguishing agent.
- **S-Sweep:** Sweep from side to side at the base of the fire.

All Saint Luke's facilities have a red Emergency Management Procedures Guidebook. These are excellent resources for responding in an emergency.

Conduct

Saint Luke's strives to maintain a positive and productive work environment. Clinical faculty and students are expected to be respectful and courteous at all times to other students, staff, visitors, and patients. Misconduct, abuse, or abusive language will not be tolerated.

The following conduct is prohibited while on Saint Luke's property:

- Possessing, consuming, distributing, delivering, dispensing, exchanging, selling, or using alcoholic beverages
- Possessing, consuming, manufacturing, distributing, delivering, dispensing, exchanging, selling, or illegally using drugs or any drug-related paraphernalia
- Being under the influence of alcoholic beverages or being impaired by the illegal use of drugs

Saint Luke's retains the right to have clinical faculty and students removed if the hospital staff determines that such action is in the best interest of the hospital and its patients.

Confidentiality

All patient and hospital information are confidential. Clinical faculty and students are only allowed access to medical records that are necessary to provide patient care. Clinical faculty must acknowledge all student entries in the patient's medical record, cosign, and indicate their titles on such entries. Patient hospital information must not be shared with faculty, student, or staff in public areas. Access to any other information, including but not limited to

personal records or that of family, friends, or acquaintances is strictly prohibited. Use of the Saint Luke's network, including the electronic medical record (EMR), is monitored and failure to comply with these guidelines can result in expulsion from the clinical environment.

Social Media

Students and faculty are not authorized to share any patient information through pictures or any social media, such as Facebook, Instagram, X, or other platforms at any time.

Taking pictures in the clinical area or of patient information is strictly prohibited.

Universal Responsibilities of Students

Each student involved in patient care has certain responsibilities that must be consistently and conscientiously performed. These include:

- Receiving and giving reports
- Providing staff with information concerning patient status
- Seeking directions and validation from instructor or staff
- Seeking assistance when performing skills for the first time
- Performing within boundaries of education and the role of the student as outlined by Saint Luke's, student's school guidelines, Boards of Nursing for Missouri or Kansas (depending on clinical facility) and their respective Nursing Program and/or School of Nursing, if applicable
- Completing documentation as outlined by Saint Luke's, including signing all documents of the patient's medical record and having co-signature on that documentation of clinical instructor and/or staff RN
- Complete a summative evaluation of placement experience and submit to faculty

Clinical faculty are responsible to oversee each student they supervise and actively assist their students in performing the above outlined universal responsibilities.

Universal Responsibilities of Clinical Faculty

Each clinical faculty involved in patient care has certain responsibilities that must be consistently and conscientiously performed. These include:

- Consulting charge nurse prior to making patient assignments, if applicable
- Complete patient assignments prior to the clinical experience
- Be readily available to students and staff during clinical time (exception with observation and capstone students)
- Orient students to their assigned unit and equipment
- Directly supervise students in accordance with Saint Luke's policy on student roles and the Missouri or Kansas Nurse Practice Act (depending on clinical facility), if applicable
- Ensure students complete a summative evaluation of placement and return collated result to student placement coordinator
- Complete a summative evaluation of placement, and return to the student placement coordinator

Forms

Prior to the beginning of their hospital experience, each student must complete the following form:

- Authorization and release for student participation
- Proof of passing the CNE/KCANE Test or, if not a MOKAN participating school, proof of completion (with 80% or better) of Privacy (HIPAA) and Information Security (IS) Training
- Please inform student coordinator of need to complete paper training

Clinical faculty will be responsible for submitting the above-mentioned forms and also for completing and submitting the Requirements of Documentation Statement that verifies for each student:

- Requirements of Documentation (current immunizations)
- Basic Life Support (if required by program)
- Completion of a certified background check (if required by program)

Name Badge

Saint Luke's does not issue individual student badges. Faculty cohort badges will be issued by the Saint Luke's student placement coordinator. Students are required to wear their school badge at all times. All required paperwork must be submitted. If the required paperwork has not been submitted, the badge will not be issued and the individual will not be permitted into the clinical site. Badges must be returned to the student placement coordinator at the end of the clinical rotation

Computer Access

Students will not attend computer training and will rely on the clinical instructor or assigned preceptor to guide the required documentation during the clinical experience.

Temporary Computer Access Request Form can be obtained from MOKAN or the Student Placement Coordinator.

Entity System Clinical Education Specialists

Saint Luke's Hospital	Erika Mikkelsen	emikkelsen@saintlukeskc.org
Saint Luke's South Hospital	Kelly Meiners	kahillebrandt@saintlukeskc.org
Saint Luke's East Hospital	Amy Cole	ascole@saintlukeskc.org
Saint Luke's North Hospital	Melissa Timmons	mtimmons@saintlukeskc.org
Hedrick Medical Center	Jewell Harris	jharris2@saintlukeskc.org
Wright Memorial Hospital	Jewell Harris	jharris2@saintlukeskc.org
Crittenton Children's Center	Luke Beardall	lbeardall@saintlukeskc.org

For questions and more information about Student Placement at Saint Luke's, contact:

System Student Placement Program Coordinator

Saint Luke's, BJC Health West Region Office
studentcoordination@saintlukeskc.org