

Standardized Procedures

Standardized and Procedures

**STANDARDIZED PROCEDURES
FOR STUDENT NURSE PRACTITIONERS**

1. **PURPOSE:** To outline a policy and procedure for requesting approval of Scope of Practice and Standardized Procedures for Student Nurse Practitioner (Student NP), as well as define the scope of practice and standardized procedures of the Student NP with (preceptor name) and (clinical site>)

2. **POLICY:**

- A. This policy gives authorization to Student NP and defines the general conditions for implementation of the Scope of Practice and Standardized Procedures as defined in this document, and will be referred to generally as the “Standardized Procedures.”
- B. By utilizing their assessment and health care management skills in accordance with the Standardized Procedures, Student NPs can diagnose, treat, and manage all patient situations to meet the health care needs of the patient.
- C. All Standardized Procedures are to be approved by the Student NP, collaborating physician, and Holy Names University MSN-FNP faculties.
- D. The Student NP and collaborating physician will review the Scope of Practice and standardized procedures for the Student NP at the beginning of each school year’s semester and when modification is deemed necessary. This review will utilize data obtained from the ongoing medical record peer review process. The review will be documented at the time of the verification of proficiency and competency. The Peer review process will be utilized for resolution of disagreements between the Student NP and physician.
- E. Student NP is responsible for patient record keeping (electronic and paper charting) in accordance with SFMMG. Standardized Procedures is to be reviewed between the physician and student Nurse Practitioner at the beginning of each school year’s semester or as per needed.

3. **DEFINITION:** Standardized procedures address delivery of care for primary, complex and urgent/emergent medical problems.

4. **RESPONSIBILITIES:**

- A. The Student NP will manage primary, complex, and urgent/emergent medical problems within the primary, secondary, and tertiary care setting, as outlined in this document.

- B. The Student NP is authorized to implement the Standardized Procedures in this document.
- C. Physician consultation will be available at all times on site.
- D. Consultation with a physician will be required:
 - (1) Whenever situations arise that go beyond the competence, scope of practice, experience of the Student NP, or the intent of the standardized procedures.
 - (2) Whenever a patient's condition fails to respond to the treatment plan within an appropriate time and/or manner.
 - (3) For any patient conditions that are uncommon or unstable.
 - (4) For any patient conditions that do not fit the commonly accepted diagnostic patterns for a disease or disorder.
 - (5) For all emergency situations after initial stabilizing care has been started.
 - (6) For significant unexplained physical, historical, or laboratory findings.
 - (7) At the request of the patient, Student NP, or physician.
- F. Whenever physician consultation is obtained, a notation to that effect, including the physician's name must be recorded by the Student NP in the patient's medical record in accordance with SFMMG protocol.
- G. Student NP will perform these standardized procedures at SFMMG.
- H. The Student NP will be held responsible for the preparation of a complete medical record entry for each patient contact per existing policies.

5. PROCEDURES:

- A. In addition to basic Registered Nurse qualifications, the Student NP performing these functions must have the following:
 - (1) Advanced education in a university-affiliated Nurse Practitioner program or in an accredited university based masters prepared Nurse Practitioner program.
 - (2) Current state certification/licensure as an RN.
- B. The Credentialing and Privileging Office is responsible for:

- (1) Verification of Student NP and collaborating physician/nurse practitioner credentials.
 - (2) Verification of competency documentation appropriate to Scope of Practice and Standardized Procedures.
 - (3) Processing, tracking, and maintaining Scope- of -Practice files on Student NP.
- C. The Student NP Scope of Practice and Standardized Procedures will be reviewed and approved by the Student NP, collaborating physician/nurse practitioner, and Holy Names University MSN-FNP faculties.

6. SCOPE OF PRACTICE AND STANDARDIZED PROCEDURES FOR STUDENT NP

A. Primary care is the provision of integrated, accessible health care services by clinicians whose accountable for addressing a large majority of personal health care needs, developing a sustained partnership with patients, and practicing in the context of family and community. The Student NP is to consult with collaborating physician/nurse practitioner as follows:

- (1) A treatment plan is developed, documented and based upon clinical guidelines/pathways and standards of practice.
 - (2) All other applicable procedures in this document are followed during patient care management.
 - (3) The policies regarding approval, setting, education, evaluation, patient records, supervision and consultation for the Student Nurse Practitioner are in force.
- A. Complex medical problems are those that fall beyond the scope of management of primary care but do not present as urgent/emergent medical conditions. The Student NP is to consult with collaborating physician/nurse practitioner regarding diagnosing and treatment of urgent/emergent conditions.
- (1) A treatment plan is developed, documented and based upon clinical guidelines/pathways and standards of practice.
 - (2) Management of the patient may be in conjunction with a physician.
 - (3) The consultation or referral is documented in the patient's medical record.
 - (4) All other applicable procedures in this document are followed during patient care management.
 - (5) The policies regarding approval, setting, education, evaluation, patient records, supervision and consultation for the Student NP are in force.

C. The Student NP is to consult with collaborating physician/nurse practitioner regarding diagnosing and treatment of urgent/emergent conditions as follows: Initial evaluation and stabilization of the patient may be performed with supervision of a physician/nurse practitioner.

- (1) The consultation or referral is documented in the patient's medical record.
- (2) All other applicable procedures in this document are followed during patient care management.
- (3) The policies regarding setting, education, evaluation, patient records, supervision and consultation for the Student NP are in force.

D. The Student NP is to consult with collaborating physician/nurse practitioner to order, collect and interpret laboratory and diagnostic studies as follows:

- (1) Laboratory and diagnostic studies may be ordered as appropriate in accordance to clinical guidelines/pathways and standards of practice.
- (2) Complex and/or invasive studies are ordered/obtained, utilizing physician consultation as appropriate.
- (3) All other applicable procedures in this document are followed during patient care management.
- (4) The policies regarding approval, setting, education, evaluation, patient records, supervision and consultation for the Student NP are in force.

6. REFERENCES: See Reference List.

7. REVIEW DATE:

A.

Student Nurse Practitioner: _____ Date: _____

As collaborating physician/nurse practitioner for the above named Student Nurse Practitioner, I agree to supervise and regularly evaluate the performance of the Student Nurse Practitioner.

Collaborating Physician/NP: _____ Date: _____

HNU Administration: _____ Date: _____

HNU MSN-FNP Faculty: _____ Date: _____

References

- Bailey, L. R. (1998). An explanation of standardized procedure requirements for nurse practitioner practice [Monograph]. Retrieved from <http://www.rn.ca.gov/pdfs/regulations/npr-b-20.pdf>
- Bickley, L. S. (2013). *Bates' guide to physical examination and history taking* (11th ed.). Philadelphia, PA: Lippincott Williams & Wilkins.
- Buppert, C. (2015). *Nurse practitioner's business practice and legal guide* (5th ed.). Burlington, MA: Jones & Bartlett Learning.
- Buttaro, T. M., Trybulski, J., Bailey, P. P., & Sandberg-Cook, J. (2013). *Primary care: a collaborative practice* (4th ed.). St. Louis, MO: Elsevier Mosby.
- Porter, R. S. (2011). *The merck manual of diagnosis and therapy* (19th ed.). Whitehouse Station, NJ: Merck Sharp Dohme Corporation.