

## GGSON Undergraduate Program Handbook

### SON OP 30.225 - Documentation of Clinical Behavior

**PURPOSE** To provide a mechanism for documentation of student clinical behavior between formal evaluation periods.

**REVIEW** This handbook shall be reviewed by the Associate Dean by September 1<sup>st</sup> of even numbered years in collaboration with the Undergraduate Program Committee. Final approval of the GGSON Undergraduate Program Handbook is granted by the Dean.

### POLICY/PROCEDURE

In order to ensure clear communication with students and adequate documentation within a course, clinical behaviors are documented on the clinical evaluation tool (see policy for clinical evaluations). Supplemental documentation can utilize referral slips, clinical warning forms, and clinical documentation forms.

#### Referral Slips

1. When a faculty member observes a student needs additional practice of clinical skills, faculty will discuss behavior with student, and complete a referral slip (see attachment).
2. The student signs the form and retains the pink and white copies until the skill is completed in the presence of a faculty associate (or faculty). The faculty associate or faculty, signs the pink slip which is returned to the issuing faculty, and student retains the white copy.
3. During routine and other clinical evaluations, referral slips should be referenced.
4. The course facilitator tabulates the numbers and types of deficiencies occurring each semester and incorporates this information into course planning and revision.
5. If the course facilitator identifies an excessive number of deficiencies occurring in a particular area, this information will be reported to the Associate Dean.

#### REFERRAL SLIP

Date \_\_\_\_\_

Faculty \_\_\_\_\_

Student \_\_\_\_\_

Procedure \_\_\_\_\_

Deficiency noted \_\_\_\_\_

Activity Recommended \_\_\_\_\_

C.S.C. Comments \_\_\_\_\_

C.S.C. Staff Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

WHITE — STUDENT COPY

YELLOW — FACULTY COPY

PINK — CSC COPY

Sample

Clinical Warning Forms

1. When a faculty member observes any unsafe clinical behavior (see unsafe practice definition in Student Handbook), faculty discusses the behavior with the student and completes a clinical warning form (see attachment).
2. The student signs the form and retains white copy. The yellow copy is attached to the student's clinical evaluation form. The pink copy is submitted to the course facilitator.
3. During routine and other clinical evaluations, clinical warnings should be referenced.
4. The course facilitator tabulates the numbers and types of errors occurring each semester and incorporates this information into course planning and revision.
5. For individual students, if a pattern of unsafe behavior is identified by course facilitator or faculty, student failure of the course is considered.
6. If the course facilitator identifies an excessive number of errors occurring in a particular area, this information will be reported to the Associate Dean.

CLINICAL WARNING		
Date	Faculty	Course Number
Student _____		
Deficiency noted _____		
_____		
_____		
Requirement _____		
_____		
_____		
Time Frame _____		
Student Signature _____		
White - Student Copy    Yellow - Faculty Copy    Pink - Administration		

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## Clinical Commendation Forms

1. When a faculty member observes an outstanding student behavior or patient outcome secondary to student behavior, faculty will discuss the behavior with the student and complete a clinical commendation form.
2. Faculty signs the form and student retains the white copy. The yellow copy is attached to the student's clinical evaluation form. The pink copy is submitted to the course facilitator.

CLINICAL COMMENDATION		
_____	_____	_____
Date	Faculty	Course Number
Student _____		
Behavior or Outcome Observed _____		
_____		
_____		
_____		
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_____		
Faculty Signature _____		
White - Student Copy    Yellow - Faculty Copy    Pink - Administration		

Developed: TG/CC:sh 8/6/01  
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