

## DEU Clinical Liaison Nurse Roles & Responsibilities 2021

The Clinical Liaison Nurse (CLN) is a Registered Nurse whose role is to promote and co-ordinate student learning opportunities during their clinical placement. This role is appointed by the Charge Nurse Manager (CNM).

The CLN role can be assigned to one or more Registered Nurse(s) within a clinical area and it is recommended that there is only two CLN for each student clinical placement.

They will be responsible for specific tasks associated with the clinical placement of nursing students in conjunction with the Academic Liaison Nurse (ALN) and Nurse Educator (NE)/ clinical nurse Specialist (CNS).

The CLN is not a designated senior nursing role nor is it an appointed position. At Capital and Coast District Health Board (CCDHB) it is expected that this nurse is current on the PDRP at proficient or working towards it, has completed the preceptor workshop in the last four years and has a passion for teaching and working with students.

The CLN acts as a liaison person:

- Between students
- DEU staff, ALN, NE/CNS and Charge Nurse Manager (CNM).
- With DEU staff regarding student's role, learning needs and progress within the DEU.
- With the ALN regarding student progress
- Between tertiary education provider and CCDHB to assist students to make the link between theory and practice.

The CLN organises student experiences in routine nursing care:

- Arranging student rosters and liaises with the ALN prior to placement.
- Allocate students to preceptors, peers and /or patients/clients.
- Providing orientation for nursing students on their first day in liaison with nurse educator.
- Anticipate and organise extra experiences for student in relation to their patient'/clients' and in collaboration with the preceptor, i.e. outpatient clinic, clinical nurse specialists, theatre and community agencies etc.
- Working with each student allocated to them on a one-to-one basis weekly (with a minimum of five shifts for pre-graduate placement)
- Review programme documentation with student and ALN

In addition the CLN will:

- Update the ALN with student's progress as necessary. Work with the ALN to develop a student action plan where necessary.
- Complete student clinical assessments in partnership with the ALN.
- Encourage DEU staff (including MDT) to participate in student teaching.
- Encourage students to be self-initiating, self-correcting and self-evaluating.
- Maintain and update the DEU information board in the clinical area.
- Participate in the evaluation of the overall effectiveness of the DEU practice area with respect to students learning outcomes.
- Demonstrate a commitment to on-going professional development e.g. PDRP, post graduate study.
- Have an understanding of the programme curriculum and what level the students should be at.
- Be involved in collaborative research and quality activities as appropriate.

Collaborative assessment process:

This is an example of how the collaborative assessment takes place in a DEU:

Formative assessment 1.5 hrs. Per student

- Prior to meeting, CLN seeks feedback from RN preceptors and other relevant clinical staff to inform assessment meeting.
- Student hands in self-assessment to CLN or ALN before day of assessment.
- At the time of assessment the ALN and CLN spend the first 30 minutes looking at student self-assessment and discussing where they think the student is according to assessment form.
- The student is called in and the ALN, CLN and student discuss student progress and set goals for rest of placement.
- The assessment form is written up completed within the timeframe of 1.5 hours

A similar format would be followed for the Summative assessment to be completed within the timeframe of 1 hour.

The CLN role is allocated supernumerary time throughout the student placement and these hours must be captured in Trend Care under student supervision

Below is an outline of these hours:

- 8 hours for attendance at the DEU Workshop (once only attendance)
- 8 hours for attendance Preceptor workshop (If the CLN has already completed this within four years then it is not repeated).
- Attend a ½ day refresher work shop yearly. Book on connect me

Each semester the NMO Nurse Educator will calculate the supernumerary hours for the CLNs and email this to them, and the CNM.

**Per Placement/Semester**

July 2021

This will vary depending on the number of students and CLN appointed and how long the placement is.

The hours for a **nine week placement** are as follows:

- 8 hours for preparation for the student placement.
- 8 hours for student orientation.(note four hours are covered at the pregrad CCDHB generic orientation morning)
- 1 hour per week of the placement for CLNs to use to manage the placement/ meet with the ALN. This is flexible as to how it is utilised over the placement, thus it can be allocated as an hour each week or allocated as 2 hours per fortnight or taken as one block of 5 or 6 hours per placement.
- 1.5 hours per student for completion of formative assessment.
- 1 hour per student for completion of summative assessment.

#### **Per 3-4 week placement**

- 4 hours at the beginning of the each roster period to organise the semester
- Minimum of 2 hours for student orientation to the ward must include health and safety.
- 1 hour per week of the placement for the CLNs to use to manage the placement/ meet with the ALN.
- 1.5 hour per student for completion of formative assessments if required this may be an informal conversation or structured if the student needs additional support
- 1 hour per student for completion of summative assessments

Notes:

For 3-4 week placements only one CLN is rostered per 4/6 students.

If a clinical practice area shares the CLN role between two registered nurses during the placements then these hours are shared according to the work of each individual. Therefore, if two registered nurses undertake the preparation for the student placement, it is 4 hours per nurse. If Registered Nurse A undertakes 4 assessments and Registered Nurse B undertakes 2 assessments then:

- Nurse A is allocated 6 hours for the formative and 4 hours for the summative assessments
- Nurse B is allocated 3 hours for the formative and 2 hours for the summative assessments.

**Example: DEU with 10 students for 9 week placement:**

8hrs - Preparation

8hrs - Student orientation

1.5hrs x 10 students = 15hrs Completion of formative assessment

1hr x 10 students = 10hrs Completion of summative assessment

1hr x 9 weeks = 9hrs Management of placement & improvement to DEU resources

Total = 50 hours

If new CLN(s)

Attendance at CCDHB preceptor workshop for Registered Nurses (8 hrs.)

Annual attendance at the DEU Workshop (8 hrs.) for new CLN or (4) refresher for current CLNs

Total = 16 hours

Total for Semester: 66 hours (If a new CLN)

**Example: DEU with 10 students for 3/4 week placement:**

4hrs - Preparation

2-4hrs - Student orientation

1hrs x 10 students = 10 hrs. Completion of formative assessment

1hr x 10 students = 10 hrs. Completion of summative assessment

1hr x 3/4 weeks = 3/4hrs. Management of placement & improvement to DEU resources

Total release time per placement rotation = 33-36 hours

If new CLN(s)

Attendance at Preceptor workshop (8 hours)

Annual attendance at the DEU Workshop (8 hrs.)

Total = 16 hours

<b>CLN Supernumerary Time allotted to Ward xxx DEU July- September</b>			
<b>1x 9 week placement</b>	<b>2x CLN</b>	<b>5 BN3 preregistration Massey</b>	
		<b>5 BNP3 preregistration Whitireia</b>	
		<b>Per CLN:</b>	<b>25 hours</b>
		<b>Total:</b>	<b>50 hours</b>
<b>8 hours - Preparation</b>			
<b>8 hours – Student orientation</b>			
<b>9 hours - Management of placement and improvement to DEU resources</b>			
<b>15 hours- Formative assessment time</b>			
<b>10 hours- summative assessment time</b>			
<b>Total- 50</b>			

<b>CLN Supernumerary Time allotted to Ward xxx DEU July- September</b>			
<b>6x 9 week placement</b>	1x CLN	6 students (year 3 pre reg Massey )	
		Per CLN:	<b>32</b>
<b>4x 4 week placement</b>	1xCLN	4 students (year 2 Whitireia)	
		Per CLN:	<b>20</b>
<b>8 hours – Preparation (includes both programmes)</b>			
<b>8 hours – Orientation (includes both programmes)</b>			
<b>9/4 = 13 hours - Management of placement and improvement to DEU resources</b>			
<b>9/4 = 13 hours- Formative assessment time</b>			
<b>6/4/= 10 hours- summative assessment time</b>			
<b>DEU Total- 52</b>			

<b>CLN Supernumerary Time allotted to Ward xxx DEU February-March</b>			
<b>1x 3 week placement</b>	1x CLN	6 Massey BN3	
			<b>21 hours</b>
<b>1x 4 week placement</b>	2x CLN	8 Whitireia BN2	
			<b>26 shared hours</b>
<b>4 hours - Preparation</b>			
<b>2- hours – Student orientation (minimum)</b>			
<b>3/4 hours - Management of placement and improvement to DEU resources</b>			
<b>6/8 hours- Formative assessment time</b>			
<b>6/8 hours- summative assessment time</b>			
<b>Total- 21/26</b>			

Reference:

Canterbury District Health board. (2015). *DEU clinical liaison nurse roles and responsibilities*