

Clinical Paperwork Requirements

The clinical paper work must be turned in to the Clinical Coordinator or Departmental Secretary within fourteen (14) calendar days of completion of the clinical.

How to organize the paperwork:

1. Shift Sheet
2. Patient narratives and documentation
 - a. You must have at least two (2) patient contacts per shift. Yet do not forget that you have a minimum number of patient contacts that are listed in your clinical folder.
3. Proficiency Sheets
 - a. These are only to be turned in when completed and an RN, RT or Physician has signed of that you are proficient in the respective skill.
4. Evaluation sheet of you completed by preceptor.
5. Evaluation sheet of clinical site completed by you.

This packet should be stapled with one staple in the top left of the packet and in this order. Failure to comply with the rules for submission of paperwork, may result in points deducted.

Once this paperwork is evaluated by the Clinical Coordinator and initialed. He will make comments on your documentation and/or patient care and place these in the clinical section of your folder which is kept in the Clinical Coordinator's Office.

If you have a question or concern about a patient in which you were involved in their care you may contact the clinical coordinator at 806-885-3048 Extension 4870 or by email at cmetsgar@southplainscollege.edu .

In the event that a problem arose at a clinical site you **MUST** contact the Clinical Coordinator immediately at the above number or by pager at 806-721-4115. In the event that your page is not returned you should leave a voice mail for him and may contact Mike Deloach at 806-885-3048 Extension 4627.