RUTGERS HEALTH
School of Nursing

Department
School of Nursing
65 Bergen St
Newark, NJ 07107

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SCHOOL OF NURSING POLICY

Policy Name: Clinical Case Logging

Approval Authority: Rutgers School of Nursing Faculty

Responsible Executive: Executive Vice Dean

Responsible Office: Nurse Anesthesia Specialty Track

Adopted: 3/1/2004

Last Reviewed: 5/6/2024

Revisions: 5/6/2024

1. **Policy Statement:** To accurately document and report the clinical experiences of the student; facilitate oversight of the clinical practicum; and provide appropriate clinical experiences required for graduation and eligibility for the National Certification Examination.

2. **Who Should Read this Policy**: faculty, administration, and all Nurse Anesthesia students

3. **Resources and Related Documents:**
   Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
   Standard for Accreditation of Nurse Anesthesia Programs, February 2024
   Standard for Accreditation of Nurse Anesthesia Programs-Practice Doctorate, February 2024

   https://www.coacrna.org/wp-content/uploads/2024/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-editorial-rev-February-2024-1.pdf

   School of Nursing Student Policies
   http://nursing.rutgers.edu/policies/index.html

4. **Policy**
   The student is required to record and report the details of every clinical experience by completing the electronic case logging procedure required by the Council on Accreditation and the National Board for Certification of Nurse Anesthetists, using the vender chosen by the program. Case logging of all clinical experiences must be completed within 7 days. All documentation must be thorough, accurate, prompt and honest. The individual student will be responsible for maintaining access to the web based case logging service and for the cost, either directly or through course fees. Clinical experiences must also be verified by the student by having the clinical preceptor sign the entry on the "Verification of Clinical Experience" form (appended). All documentation of clinical experience performed by students, whether in patient medical records, in case logging or in the "Verification of Clinical Experience" forms, is subject to verification by program faculty.

   Clinical activities performed by students outside the official scheduled and appropriately mentored clinical experiences in a COA approved clinical site of the Rutgers Health Nurse Anesthesia Specialty Track are not to be counted in the clinical transcript of the student.
   Falsification or misrepresentation of clinical experience by the student is a violation of ethical standards and will subject the student to disciplinary action and may result in dismissal from the program.

5. **Exhibits:** "Verification of Clinical Experience" form

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Verification of Clinical Experience

It is the responsibility of the RRNA to legibly complete the first four columns and then have the preceptor sign for every clinical experience. Only clinical experiences verified in this manner are to be logged into Typhon. Completed forms are to be submitted to the program director, with copies retained by the RRNA until graduation.

RRNA _____ Clinical Site _____

Date	Procedure/Surgery	Anesthetic		Preceptor	Signature
		General	MAC		
		Regional	Other		
		General	MAC		
		Regional	Other		
		General	MAC		
		Regional	Other		
		General	MAC		
		Regional	Other		
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