

### **Clinical Log Policy**

All clinical experiences must be recorded in a clinical log, which includes verification of clinical hours at particular sites with specific preceptors and the student's meeting of all MSN Essentials. At graduation, the student must have recorded all required clinical hours. This log will become part of the student's permanent file. The WVU SON has adopted a program by Typhon Group which will serve as students' formal documentation of their precepted clinical hours. Students will receive information about how to login and complete the log during orientation to his/her clinical practicum course.

Students must follow the procedures outlined when entering information into the Typhon log. Students are to avoid copying/cutting and pasting information from patient charts.

Documentation practices will be presented by clinical practica faculty each semester, and all documentation in the Typhon log will be reviewed by faculty.

Per HIPAA privacy laws, students must NOT include any protected health information (PHI). This includes initials, medical record numbers, and many other identifying pieces of information that students have access to within the clinical rotation as a student.

In the event that student documentation practices are flagged by a faculty, practice partner, or other entity, students will be pulled from the clinical agency until the issue is resolved. Students who are not permitted to attend clinical due to a privacy/HIPAA violation are still required to complete all clinical objectives/ required practice hours. No additional hours will be permitted. Students do not meet all clinical behaviors will fail the clinical component of the course.

Faculty, employees, and students at the West Virginia University Robert C. Byrd HSC also must abide by the HSC Standards, policies, procedures and Interim HIPAA Privacy and security policies reviewed upon admission and during annual required HSC IT Security Awareness Training which contain vital information relating to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation/ Breach of HIPAA may result in immediate dismissal from the School of Nursing.

As HIPAA is a federal law, students found to be in violation/breach of HIPAA will be found in violation of WVU Student Conduct Code 6.1 J: Violation of federal, state, or local law and appropriate sanctions.