

## StudentMAX Connections Operational Guidelines

SMC is a non-profit consortium of Clinical and Educational Partners serving SW Washington and NW Oregon. The purpose of this consortium is to work collaboratively towards centralized placements of students in clinical education to increase the number of nurses in Oregon and Southwest (SW) Washington.

### Activities

- Problem-solve clinical and educational issues and resolve placement conflicts
- Network with partners to enhance student clinical experiences and maximize every potential placement
- Create efficient processes for the orientation and completion of clinical requirements for students
- Develop relationships as a means of better communication between partners and students
- Coordinate and support the use of the clinical placement software.

### Definitions

**StudentMAX Connections (SMC):** A cooperative organization from clinical and education partners-facilities, whose purpose is to collaboratively work toward a centralized approach to the placement of students for clinical education.

**Clinical Partner (CP):** Any organization that provides a clinical experience for students to complete an educational program. This includes but is not limited to the following: acute care (hospitals), clinics, outpatient, mental health, county health departments, and long-term care. Each CP will appoint at least one representative to participate as a committed member of the SMC.

**Education Partner (EP):** Any educational program where students complete work toward a degree or certificate. Each EP will appoint at least one representative to participate as a committed member of the SMC. All EPs must be approved by the Oregon State Board of Nursing or the Washington State Nursing Care Quality Assurance Commission.

**Guest Clinical Member (GM):** A clinical agency that provides clinical experiences for students to complete an educational program. GMs are not expected to use the designated software for clinical placements but will provide instructions for student placement requests and onboarding requirements. GMs may attend SMC general partner meetings by invitation but are not voting members.

**Prospective Member (PM):** Clinical site and Educational Programs interested in becoming an SMC member, will be able to attend 2 times per year at an open house meeting, as designated by the BOD.

**Board of Directors (BOD):** Elected representatives from CP and EP facilities who have administrative, leadership and fiscal oversight for SMC and RC.

**Voting Members:** members who play a role in the governance of the organization. One individual from each CP and EP as designated by organization.

**Regional Coordinator (RC):** An independent contractor who serves as a liaison and facilitator between all CPs and EPs and the clinical placement software system.

**Term:** Refers to an academic term (either on a quarterly or semester basis).

Approved by SMC BOD: 3/13/23, 3/11/15, 1/07/15, 6/12/13, 10/18/11

**Cohort Placement:** Faculty –led clinical experiences with a group of students. The nursing faculty member guides the selection of student experiences and provides oversight by being present on the unit or readily available to the students for the entire duration of the clinical shift.

**Precepted Placement:** A one-to-one relationship between a senior nursing student and an experienced nurse.

**Historical Placement:** Placements that are approved and used within the last year. Placements remain in historical status when they have been used within the last year, same term, by the same school. \* There are times when historical placements may not be approved based on unforeseen circumstances, ie. pandemic, staffing shortage etc.) where the placement can still be considered historical when requested the following year, same unit, same term. Placement decisions are at the discretion of the CP.

**New Placement:** Placement not approved in the past, or for a different term than originally requested.

## ARTICLE I

### Activities of Members

- Section 1 Members commit to work collaboratively, provide timely response to requests and feedback/input, follow *Bylaws* and the *Operational Guidelines*, participate on committees and attend monthly meetings.
- Section 2 Guests and non-members wishing to attend are asked to notify the RC in advance of the meeting.
- Section 3 Each member is electronically connected through the listserv for the purpose of communication, common interests, and facilitating the distribution of meeting minutes and agendas.

## ARTICLE II

### Meetings of Members

- Section 1 Meetings are held on a monthly basis (typically the 3rd Thursday) with the exception of July and December.
- Section 2 The SMC BOD may call special meetings or choose to have members email decisions instead of calling a special meeting.
- Section 3 Agenda for the meeting is distributed through the listserv at least five days prior to the scheduled meeting.
- Section 4 Voting members unable to attend a meeting may register their vote by emailing the regional coordinator prior to the meeting.

- Section 5 An annual business meeting of members shall be held in February, typically the third Thursday of the month.
- Section 6 Extended meetings may be held where EP and CP members will review and discuss current and future opportunities for change in placements or new placements.
- Section 7 An open house will be held annually to allow potential EP and CP entities to observe and learn about the consortium.
- Section 8 An annual retreat will be considered for EP and CP members to enhance communication and provide both a problem-solving and relationship-building platform. The agenda will vary based on the planning committee's identification of SMC's pertinent needs.

### **ARTICLE III**

#### **Roles and Responsibilities**

**Section 1 Regional Coordinator (RC)**

The RC duties encompass:

**Coordination:**

- Coordinate CPs and EPs to maximize existing and new clinical placement opportunities
- In conjunction with the SMC Chair, coordinate the SMC BOD and facilitate monthly meetings to discuss corporation issues and create agendas for the group
- In conjunction with the SMC Chair, coordinate and facilitate monthly SMC meetings with CPs and EPs
- Track consortium sub-committee(s) work and progress and assist sub-committee chairs working towards identified goals

**Technology:**

- Manage, maintain and update the centralized clinical placement software system
- Distribute shared documents, forms, meeting minutes, etc.
- Communicate and help problem-solve any technical and/or access problems with software licensor
- Provide group and/or individual technical instruction to SMC partners on software.
- Maintain access to the clinical orientation module, communicate and help problem –solve any issues with the technology partner.
- Maintain and update SMC website.

**Communication:**

- Act as a liaison between SMC and technology partners.
- Report to the BOD and the members regarding meeting dates, times, agendas, and meeting minutes
- Post and disseminate information in a timely manner.
- Maintain and enhance existing communication between consortium partners and other stakeholders related to clinical placement management in Oregon and SW Washington.
- Develop new clinical placement opportunities in Oregon and SW Washington.
- Represent SMC at state and national forums

**Organization:**

- Collaborate with the BOD and members to review, revise and maintain bylaws, procedure manuals and operational guidelines to reflect current practice and expectations.
- Maintains membership roster, membership lists, and records for the consortium (corporation for business purposes).
- Submits state and federal non-profit status and tax documents to appropriate reporting bodies.

**Section 2 Board of Directors (BOD)**

The BOD duties encompass:

- Establishing annual goals and determining a strategic plan that meets the mission and purpose.
- Providing guidance and direction to the RC, including:
  - advancing innovations and creative processes for SMC
  - managing agendas
  - establishing committees
- Fiscal responsibility for budget approval and monthly review of revenue/expense reports of the SMC.
- Approval of changes of contractual partner agreements within the SMC.
- Decision-making related to business issues within the SMC.
- Communicates BOD decisions to SMC partners.
- Reviewing and updating the bylaws and operational guidelines every two years and as needed.
- Annual evaluation of the RC job description, performance, and compensation.

Section 2.1 Membership of the BOD will include:

- Chair (V only when a tie in votes occurs)
- Chair-Elect (V)
- Secretary (V)
- Secretary-Elect (V)
- Treasurer (V)
- Treasurer-Elect (V)
- Member(s) at-large
- Regional Coordinator
- Balanced representation between EPs and CPs shall be considered
- Other Committee Chairs

\* (V) denotes voting member of Board

Section 2.2 BOD Terms of Service:

- BOD members elected as per Bylaws
- 3 years with rotating terms among members to maintain historical and strategic perspective
- Turnover: no more than 50% in any one year

## Section 2.3 BOD Officer Expectations:

### Chair

- 1 year of active service
- Presides at all meetings of the BOD and general meetings of SMC
- Works with the RC in the development of the general meeting agenda in advance of the meeting
- Collaborates with Regional Coordinator in the running of the consortium; including negotiating contracts with outside vendors and maintaining non-profit status
- Supervises SMC Regional Coordinator
- Performs other duties incidental to the office
- Remains as member at large for BOD for 1 year after active service

### Chair-Elect

- Fills vacancy (if one occurs) in the office of Chair and performs duties of Chair during Chair's absence
- Performs duties incidental to the office
- Will serve as an active and voting member of BOD

### Secretary

- Works with the RC to insure there is a minute taker and that minutes are delivered to the RC to be sent out for review to the general membership, revised and final copies available to membership, this includes both General Partner and BOD meetings.
- Works with RC to retain records for a minimum of 3 years, current and previous year available on SMC website and all other years are stored on SMC Dropbox account.
- Performs duties incidental to the office
- Remains as member at large for BOD for 1 year after active service

### Secretary Elect

- Fills vacancy (if one occurs) in the office of Secretary and performs duties of Secretary during Secretary's absence
- Performs duties incidental to the office
- Will serve as an active and voting member of BOD

### Treasurer

- Maintains full and accurate accounts of all financial records of the corporation
- Disbursements of funds when proper to do so
- Is primary contact for the fiduciary agent for SMC
- Verbally updates members of consortium on account balances at BOD and GP meetings
- Works with the RC with the SMC operating budget
- Coordinates with RC to submit state and federal non-profit status and tax documents.
- Performs duties incidental to the office
- Remains as member at large for BOD for 1 year after active service

### Treasurer Elect

- Fills vacancy (if one occurs) in the office of Treasurer and performs duties of Treasurer during Treasurers absence
- Performs duties incidental to the office

- Will serve as an active and voting member of BOD

## ARTICLE IV

### Finances

Section 1 The BOD will review the financial status annually and make recommendations for the due structure for members.

## ARTICLE V

### Clinical Placements

Section 1 EPs and CPs manage clinical placements via the clinical placement software using the published SMC clinical placement process schedule for the current academic year. \*Historical placements will be honored when possible.

**\*Definition of historical:** A placement is considered historical if it has been approved and used consecutively 2 years in a row for the exact unit and term. In order for it to remain a historical placement, school must also request said placement within 2 years. *Ex: School X requests and is approved for PICU placement for Spring term 2023, School X uses said placement 2 years in a row (years 2023, and 2024), this is considered historical. The next year (2025) the clinical site is unable to approve the placement, but in 2026 School X requests the placement again for Spring 2026 and can put the request in as historical.*

Section 1.1 EPs make all requests for clinical sites via the designated software. Individual instructors or students may not make requests outside of the established process.

Section 1.2 CPs respond to requests via the designated software in accordance with SMC timeline.

Section 1.3 Requests will only be considered if entered through the SMC designated software.

Section 1.4 EPs and CPs will carefully review placements immediately following changes/additions and prior to the start of each term to clarify any concerns or conflicts.

Section 2 CPs will honor clinical placement commitments to the fullest extent possible. If circumstances change or a placement is denied and the facility is unable to honor this commitment, the CP will notify the EP as soon as possible with reason for the denial and/or any available alternative placements.

- Section 3 If a clinical facility will not be accepting students or limiting numbers on a unit or units for the subsequent academic year, notification of this change shall be provided as early as possible.
- Section 4 will assign students and faculty to their approved rotations based on the CP's onboarding timeline.
- Section 5 CPs will ensure ~~keep~~ their clinical requirements are current on the SMC Clinical Requirements page in the designated software. EPs will direct faculty and students to this page for reference.
- Section 6 If an EP will not use an approved clinical placement, they will change the status to *Withdrawn* in the designated software as soon as possible. Upon change of status, the EP will notify the CP and copy the RC on the notification of the change. The RC will coordinate with EPs and CPs to use the withdrawn placement.
- Section 7 Being an EP member of SMC does not guarantee placement within the CP member sites.

## ARTICLE VI

### Conflict of Interest

- Section 1 Is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- Section 2 Any member of this consortium with knowledge of an actual or potential conflict of interest shall bring their concern to the BOD. The BOD shall obtain disclosure of the financial interest and all material facts. After discussing with the interested person, the interested person shall leave the meeting while the SMC BOD determines whether a conflict of interest exists.
- Section 3 If the BOD determines a conflict of interest exists the following procedure will be followed:
- Section 3.1 The interested person may make a presentation to the BOD. The interested person will leave the meeting during the discussion of and the vote on the transaction or arrangement involving the conflict of interest.
  - Section 3.2 The BOD shall investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the BOD shall determine whether the transaction or arrangement is fair to the corporation. The transaction must be approved by a majority of all the members of the BOD who have no direct or indirect interest in the transaction. A majority of the BOD members must vote to approve the transaction or arrangement.

## ARTICLE VII

## **Dissolution**

Section 1      If the functions of the SMC are no longer needed or effective, the corporation may dissolve the SMC by a consensus of the membership, provided that the dissolution was introduced at the previous meeting. Upon dissolution of the organization, remaining assets shall be distributed to the Oregon Food Bank.