



## **Roles and Responsibilities of the Clinical Instructor**

1. The Clinical Instructor (CI) will provide supervision, and guidance within an equitable, inclusive, and accessible learning environment for the student.
2. CIs are expected to treat all students with respect and maintain a professional relationship with all colleagues and students. CIs are expected to maintain student confidentiality and only share information with the appropriate members of the team.
3. CIs are responsible for a variety of assessments (eg. labs, written assignment, clinical, simulation) to determine a final grade for the clinical course. These methods of assessment are guided by the Clinical Evaluation and the CNO ETP competencies as noted on each clinical course onQ site. CIs must ensure they are aware of these learning outcomes. Students must consistently demonstrate all competencies to be successful within the clinical course.
4. CIs need to be aware of the guidelines of practice required for the students as outlined in the '[Guidelines for practice \(year 2 and 3 students\)](#)' This document can be found on every course onQ site under Nursing Resources.
5. CIs will attend a mandatory Clinical Faculty Professional Development Day at the beginning of the Fall and Winter terms (dates will be communicated).
6. CIs must be aware of the policies and procedures of the SON that are located under the heading 'Nursing Resources' on the onQ site of each course.
7. CIs need to reference the [Clinical Instructor onQ Resource page](#) and review the information.
8. CIs should review the course syllabus prior to the student orientation to familiarize themselves with the course and the expectations.
9. CIs are to send a welcome email to the students outlining the requirements for the clinical rotation. Guidance will be provided by the Course Coordinator.
10. The CIs will attend and participate in the mandatory student orientation for the clinical course. Direction will be provided by the Course Coordinator to the CI on the content to be covered in student orientation which will include reviewing and presenting course material, course expectations, providing a tour of the unit etc.
11. The CI will organize the student patient assignments based on individual student needs and course expectations.
12. The CI will review and discuss the 'Student Led Questionnaire' with each student within the first 2 weeks of the clinical rotation.
13. The CI will provide verbal feedback (positive and constructive) throughout the clinical shift.
14. CIs will review the weekly comments provided by the students within the clinical

evaluation. CIs will also contribute written weekly feedback to the student within the clinical evaluation and provide ratings as required. The CI will communicate with the CC regarding any student absences.

15. When a student is not meeting the learning outcomes as outlined in the clinical evaluation, the CI will communicate and collaborate with the CC. The CI will have a discussion with the student outlining the concerns and hear the student's perspective. If a Collaborative Success Plan is implemented, the student will write a reflection and develop specific strategies for success in collaboration with the CI to address the concerns and support the student. The CI shall keep the CC updated on the student's progression.
16. At the end of the rotation, CIs are to meet with each student to provide a summary of the feedback from the clinical experience.
17. CIs are required to attend all team meetings. Dates for regular meetings will be made at the beginning of the term but there is also an expectation that CIs attend additional meetings as required.
18. If a student appeals, the CI will be directed/supported by the CC related to the appeal process.
19. CIs are expected to reach out to the CC and/or Clinical Lead for assistance and guidance if they have questions, where a student may be struggling, and any and all incidences.

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