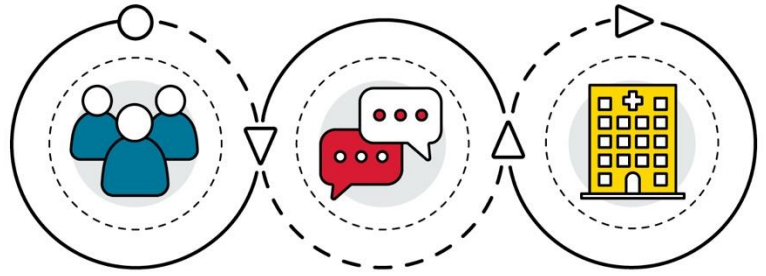


Academy of Clinical Essentials



UNIT GUIDELINES

STAFFING RATIOS

- Charge nurse should be out of the numbers
 - If the charge nurse is in the numbers, the ACE cohort will take over charge nurse's assignment
- 4:1 or 5:1 staffing ratio for ACE cohorts
- Remain consistent with hospital-wide practices and staffing grid
- ACE cohort supports the unit by taking 1-2 patients from each nurse
- ACE cohort equals one nurse in the staffing numbers
 - Need for a per diem or agency nurse may be reduced or eliminated on shifts with ACE cohorts

PATIENT ASSIGNMENTS FOR ACE COHORTS

- Stable patients
- Assign patients that are on the unit
- Avoid the following:
 - Pending admissions
 - Transfers
 - Discharge

EXPECTATIONS OF CHARGE NURSES

- Outgoing charge nurse makes patient assignment *excluding* the ACE cohort.
 - For example, if the unit census is 10 with charge nurse and 2 nurses scheduled for the shift, the charge nurse will assign each nurse with 5 patients
- Incoming charge nurse and ACE instructor determine appropriate patient assignment for the ACE cohort
- ACE instructor will make assignment for the ACE cohort by taking 1-2 patients from each nurse and/or charge nurse assignment

EXPECTATIONS OF NURSING TEAM

- Shift change handoff will be performed by the ACE clinical instructor
- ACE clinical instructor will complete the initial assessment; the ACE cohort group assume assignment there after
- ACE cohort will conduct shift change handoff to oncoming nurse

ACE COHORT ROLE AND RESPONSIBILITIES

- Total patient care
- Head-to-toe Assessment
- Documentation
- Medications
- Daily care (including turning, ambulation, hygiene)
- Patient education
- Get to Know Me Boards
- Shift Change Handoff
- Procedures: *Adhere to school's student activity guidelines located in the ACE Clinical Instructor Handbook*