How To Prepare For Your COVID-19 Assignment: A checklist for volunteers, students, and licensed healthcare professionals

WHAT TO CONSIDER WHEN RESPONDING TO COVID-19

☐ Review benefits and risks for clinicians and students in responding to the COVID-19 emergency

☐ How to adjust from usual standards of care to crisis standards of care

☐ Seek guidance and receive direction from a supervising licensed health care professional

STUDENTS: HOW TO WORK WITH YOUR ACADEMIC PROGRAM

☐ Review your student handbook and obtain documents provided through your academic program administration

☐ Contact the nursing program you are enrolled in for further information regarding potential for receiving academic credit for clinical coursework, work study or independent study options

HOW TO FIND PAID OR VOLUNTEER OPPORTUNITIES

Paid Opportunities

☐ Health Care Organizations: Contact employers directly through their recruitment processes. Hospital Association of Southern California listing: https://www.hasc.org/priority-workforce-job-portal

☐ California Health Corps https://covid19.ca.gov/healthcorps/

☐ U.S. Department of Veterans Affairs https://www.vacareers.va.gov/

Volunteer Opportunities

☐ American Red Cross https://www.redcross.org/volunteer/become-a-volunteer.html

☐ California Volunteers https://serve.ca.gov

PREPARING FOR AN ASSIGNMENT

☐ Understand your role, key functions and limitations, and responsibilities within the team

☐ Inquire about and clarify key functions that require prior authorization, or direct supervision to be carried out

☐ Seek clarification often and request assistance as needed

QUALIFICATIONS AND CREDENTIALING

☐ Provide documentation as requested for approval and clearance for volunteer or paid work assignment. This may include health screening, background check, evidence of experience and competencies, BLS card

☐ Once cleared, contact the clinical site, complete orientation requirements and competency validation as identified and applicable to role and level of practice

☐ Confirm location and scheduling, report as assigned

STUDENT SCOPE OF PRACTICE

☐ Nursing services delivered by students are competency-based, within the overall scope and level defined by the Board of Registered Nursing.

☐ **Obtain your *Skills Competency Checklist* from the nursing program you are enrolled in as evidence of current competency**

☐ Provide a copy of your *Skills Competency Checklist* during the recruitment process

☐ Bring a copy of your *Skills Competency Checklist* **and** course **syllabus** with **course learning objectives and student learning outcomes** with you to the practice site.

☐ Review information on various patient population/acuity levels

DIRECTION AND SUPERVISION

Students assigned *through their nursing programs* should:

☐ Obtain information and guidance regarding clinical site location, scheduling, and pre-assignment preparation from your nursing program

☐ Seek direction and obtain supervision from the academic faculty or designated RNs identified when providing patient care or services

Students assigned *through/by an organization outside* of their nursing programs should:

☐ Obtain information and guidance regarding clinical site location, scheduling and pre-assignment preparation directly from the organization that assigned you

☐ Verify who (RN or licensed professional) the clinical designates to provide direction and supervision to you when providing patient care or services

STATE OF EMERGENCY AND COMMUNITY AWARENESS

☐ Be aware of the status of COVID-19 in your area; follow state and public health guidelines within the community
https://covid19.ca.gov
http://cdph.ca.gov/covid19

☐ Check the County Health Department website where you live or work in for more specific details

☐ Inform patients and families regarding state and public health guidelines, provide education, and validate regarding control and prevention

PREVENTION AND CONTROL OF COVID-19 TRANSMISSION

☐ Review and be aware of steps to prevent exposure and transmission of COV ID-19 in the community

☐ Review and adopt specific practices for healthcare professionals working directly with populations that have or are suspected to have COVID-19

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

☐ Review proper use of PPE for respiratory transmission applicable to health care personnel

☐ Familiarize yourself with different types of PPE and levels of protection as supplies from various vendors may be used

PATIENT ASSESSMENT AND CARE

☐ Self-assess your current knowledge and experience caring for patients with respiratory illnesses, identify your learning needs

☐ Review information and online materials to strengthen your knowledge base

☐ Review and be familiar with the range of signs and symptoms of COVID-19

☐ Be prepared to identify early signs of respiratory distress and assess symptoms of progressive decline based on your level of competency

☐ Be aware of your skills and limitations, seeking guidance and support from the experienced RN or licensed healthcare professional you are assigned and working with

DECISION-MAKING SKILLS AND CRISIS STANDARDS OF CARE

☐ Be aware of crisis decision making methods and ethical issues that may arise and should be addressed by health care professionals you are working with

☐ Understand how Crisis Standards of Care can help providers guide decisions about care and operations as part of an emergency response

ACADEMIC CREDIT FOR TRAING AND/OR CLINICAL HOURS

Each nursing program determines if training or clinical hours are or are not applicable to program coursework, and how academic credit may be granted

Contact your school to determine and confirm:

☐ Credit as part of usual clinical rotation when assigned through your academic program

OR

☐ If and how credit for clinical hours worked assigned outside of your academic program can be granted

OR

☐ Credit through a work-study program (Example: California Community Colleges offer a course called Cooperative Work Experience)

OR

☐ Credit by prior experience

OR

☐ Credit by exam **AND** ☐ Documentation

SELF-CARE AND WELLNESS

☐ Take breaks from the news

☐ Take time to unwind

☐ Connect with others

☐ Set goals and priorities for work-school-life balance

☐ Focus on the facts

☐ Take care of your body