

## Guideline: Student Signatures

### PURPOSE:

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The purpose of this guideline is to provide clarity and consistency of the expectations for students in the NESA BN Programs regarding the use of signatures and initials when documenting on client or patient records.

### BACKGROUND:

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In the absence of consistent and specific guidelines from provincial regulatory bodies or national nursing organizations, this guideline is being implemented to clarify the expectations of students in the NESA BN Programs.

### DEFINITIONS:

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**Student Nurse:** an individual who is actively enrolled and engaged in obtaining an undergraduate nursing degree.

### GUIDELINE SCOPE\*:

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This guideline applies to all students in the NESA BN Programs.

### SPECIFICS OF THE GUIDELINE:

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1. All students are expected to add their information to the Master Signature Record (or equivalent) in the client or patient record for every individual to whom they are assigned to provide care.
  - a. In the Printed Name column, students should print their full first and last name legibly.
  - b. In the Signature column, students should include their signature with the format of (First Initial, Last Name), Designation (Example: JDoe, SN).
  - c. In the Initial column, students should include their first and last name initials (Example: JD). Students may include middle initials if they desire (this may be recommended if there are several individuals with the same initials). No designation is required and should not be included.
  - d. In the Title column, students should use the acronym SN to indicate that they are a student nurse. They should also include in parentheses which program they are enrolled in (Examples: SN (NESA BN), or SN (NESA BNAD)), and include which year they are in as part of the program information in parentheses (Example: SN (NESA BN Year 2)).

- e. In the Date column, students should include the date when they have completed out the Master Signature Record.
- 2. Students should use their signature, **as it is written on the Master Signature Record**, when signing notes on the Nurses Notes or Interdisciplinary Notes and anywhere else that indicates a signature is required.
- 3. Students should use their initials, **as written on the Master Signature Record** (initials only, no designation included), when signing for medications, completing flowsheets (such as the fluid balance record or vitals signs graphic sheet), and anywhere else that indicates initials are required.

**APPENDIX:**

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N/A

**RELATED POLICIES/ASSOCIATED GUIDELINES:**

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NESA Guideline: Supporting Competence in Medication Administration

**REFERENCES:**

College of Registered Nurses of Alberta. (2019). Use of title standards.  
<https://nurses.ab.ca/media/buxdb2vz/use-of-title-standards-apr-2019.pdf>

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***\*NOTE: NESA Guidelines exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESA guidelines are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESA guidelines or policies.***

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| <b>Revised By/date:</b>             | <b>Approved by/date:</b>     |
| Policy Review Committee: April 2022 | NESA Joint Faculty: May 2022 |