

KIBOGORA POLYTECHNIC
DEPARTMENT OF NURSING AND MIDWIFERY

CLINICAL PLACEMENT
PROCEDURES AND BEHAVIOUR GUIDELINES

1. Purpose

This document has been designed to inform students, staff personnel about clinical placement requirements and expectations including behaviour. It is a requirement that students reflect upon the policy statements and understand their obligations prior to each placement.

2. Clinical Placement: Guiding principles

Clinical placement is a purposeful undertaking during which students develop a range of professional skills under supervision in a variety of authentic workplace settings. It is designed to enable students to practice and refine theory and skills learned in the classroom and Skills laboratories. Students have opportunities to engage with clinicians in the field, put the theory into contexts, become socialized into their chosen profession and learn about the roles of others in the healthcare team.

The University aspires to educate students in the professional attitudes and behaviour expected of health care providers, and to promote the importance of these attributes. Professional behaviour, and its importance in health service delivery, is nurtured in concert with the development of other skills. Curriculum is designed to develop awareness of the role, and importance of high level professional attributes such as communication, respect for others, confidentiality, trustworthiness and dependability. For these aspirations to be clear to students, professional behaviours need to be defined and assessed. Students must satisfactorily complete prescribed placements, pass assessment tasks and demonstrate the attributes associated with the profession.

Most importantly, clinical placement is undertaken in partnership with a wide range of health care and community providers. School and department try to place students close to their different locations according to the accepted field of clinical placement. Students must be prepared to undertake placements as assigned. All placements are coordinated by a designated person, such as the placement instructors and lecturers.

Experiences available in a particular year and the geographical location of sites depend on the types of placements that practice partners are able to provide for that year. School and department endeavour to provide equitable experiences in student placements. Many placements offer unique experiences but all provide opportunities for students to achieve unit objectives. Students must not contact agencies to arrange placements or change allocated placement times unless explicitly instructed by appropriate staff. Students do not have the right to refuse an assigned placement.

3. Confidentiality in Clinical Placement (Practice)

A key requirement of healthcare practice is respect for the client as an individual. One important aspect of this respect is the requirement to keep information given by a client or about a client confidential. Confidentiality is a key ethical and legal principle governing health care practice. Confidentiality is recognized as a requirement of practice for all health professions.

An important principle in health care ethics is respect for client autonomy. This principle emphasizes a person's right to have control over their own life. This principle implies that a person has the right, by and large, to decide who should have access to their personal information. If the practitioner subsequently breaks confidentiality the client may feel that the practitioner has broken an implied promise.

- A client might discover the break in confidentiality with several possible consequences: He/she is angry; he/she loses trust in that particular practitioner/student in practice; he/she loses trust in health care practitioners/student in practice in general and this might lead to him/her to be reluctant to keep an appointment in the future.
- There may be a flow on effect on others. The specific client may, for example, make a complaint that becomes known more widely and other people may lose trust in that specific practitioner/student in practice or organization. A wider group of people may also lose trust in health care practitioners more generally with a consequent effect on opportunities to know about and access the particular care in question.

All health professional students should:

- Be aware of the requirement of client confidentiality and its basis in ethics and law.
- Be aware of the impact of client confidentiality in different learning situations and sign the agreement of client confidentiality before attending clinical placement.

PRECAUTION: If a break of confidentiality occurs during clinical placement or any submitted assessment will not be tolerated because it is deemed contrary to teaching and academic integrity. In progress evaluation to the concern client, a zero result will be recorded to the student in this case.

4. Student, Departmental and Supervisor Responsibilities

Clinical experience involves the responsibilities for students, department and for clinical supervisor.

Students must:

- Have code of conduct, logbook :will be responsible of the cost
- Attend pre -clinical placement meeting session provided by clinical instructors.
- Have clinical placement toolkit according to the clinical placement objectives
- Meet prerequisite theoretical learning and skills for each placement.

- Know the learning objectives and assessment requirements for each placement and strive to achieve them.
- Identify personal learning goals.
- Be proactive in seeking out learning opportunities related to the specific objectives for the placement.
- Be aware of the elements constituting professional behaviour and the consequences of a failure to comply with these expectations

- Adhere to the workplace working conditions and guidelines including those related to client consent processes.
- Be punctual and be professionally presented.
- Maintain client, staff and peer confidentiality.
- Adhere to placement attendance obligations.
- Be aware of and comply with university policies in relation to clinical practice contained within this document.
- Be fit to practice
- Be able to undertake shift work if required within a placement (for some modules this may include night shift and shifts on weekends and public holidays).
- Notify appropriate staff in a timely manner when unable to attend an allocated placement.
- Complete any compulsory preparation for a placement.
- Obtain a current police check that covers the placement period and any other checks that are specified as pre-requisites for particular placements.
- Comply with the faculty's immunization and infection risk policy and keep a record of health screening and vaccinations.
- Attend compulsory orientation sessions.
- Obtain and wear the prescribed uniform as required.
- Take reasonable care of their own health and safety as well as that of others who may be affected by their conduct in the workplace.
- Ensure that any hazardous conditions are eliminated or minimized and that near misses and injuries are reported immediately to the supervisor.
- Participate and contribute in meetings, training and other environment, health and safety activities as required.
- Cooperate with instructions given by emergency response personnel such as emergency wardens and first aid personnel.
- Ensure proper use of all safety devices and personal protective equipment.

Implementation

- Students will receive a copy of these guidelines
- Students will be reminded of their obligations under this document by the person responsible for placement management. This notice will be provided as soon as practicable prior to each placement period.

PRECAUTION: If these obligations are not followed conveniently by the student, the advices will be provided and the report will be submitted to the Head of Department.

The Department has a responsibility to:

- Provide students code of conduct, logbook with the contact details of the Kibogora Polytechnic (KP)
- Provide the placement supervisor in a timely manner with information related to their responsibilities.
- Where necessary, provide pre -clinical placement information sessions for students.

- Alert the student to the use of explicit assessment criteria and policy prior to the commencement of placement.
- Where necessary, provide pre -clinical placement information sessions for supervisors including assessment training.
- Provide students and clinical supervisors with appropriate support.

- Ensure adequate and timely communication during placement.

Placement supervisors have a responsibility to:

- Be familiar with the module and unit objectives related to the relevant academic unit in which the placement rests.
- Be familiar with the faculty's immunization and infection risk policy.
- Identify and assist students to experience relevant learning opportunities in a safe, supportive and appropriate environment.
- Ensure students understand the processes surrounding client consent in your organization.
- Assist students to reflect on experiences to facilitate deep learning.
- Provide constructive guidance and direction for students.
- Provide constructive, objective and timely feedback to students to foster the professional behaviours specified in unit objectives.
- Provide conscientious and fair assessment of student performance and complete timely assessment documentation associated with the placement.
- Inform faculty if the particular placement is no longer able to provide the requisite experience needed by students.
- Remove students from the placement who, despite guidance, are considered unsafe, or who have an unsatisfactory knowledge base for safe practice or are deemed unfit to practice; such actions should be undertaken following consultation with the Head of Department and require appropriate documentation.
- Providing students with information about safe working procedures.
- Providing students with an appropriate induction to the workplace including monitoring that students complete an induction on their first day in an organization;
- Completing timely incident reports and notifying University staff.
- Where applicable, conduct tutorials and workshops sessions during the placement.
- Provide feedback to KP staff on the quality of the preparation of the student for clinical placements.

5. Conditions Preventing Students from Commencing the Clinical Placement

The Department may prevent a student from commencing placement in the event of unsatisfactory behavior. Unsatisfactory behavior in this context includes, but is not limited to, the following student behavior:

Failure to:

- Attend compulsory courses, workshops, or failure to satisfactorily complete compulsory pre-placement course work, failure in skills lab, and failure in OSCE.
- Ensure that the university has records of compliance with required checks, for example, school fees, etc.
- Demonstrate the skills or attitudes required to exercise duty of care to clients, and behave appropriately towards supervisors, other authorities or equals.

6. Attendance, precaution at clinical placement

- Attendance at clinical placement is usually required to achieve a pass in the relevant unit.
- Students must be ready to begin their placement day at the designated start time, which in some cases may mean arriving at the workplace 15 minutes before to commencement time.
- In the event of running late for a clinical placement, the student must contact their placement supervisor by telephone and advise the relevant person of anticipated time of arrival.

PRECAUTION:

- Text messages or emails are not acceptable unless students receive amended advice from their clinical coordinator.
- If the student informs his running late and receives the amended advice from his clinical coordinator, and not respects them, this will lead the student to continue the internship of the day but is obliged to add this time for another day during the week-end under supervision of someone involved in skilled job. This case is concerning the period among 20-30 minutes.
- Between 20-30 minutes of running late without inform the supervisor or another mentor at workplace, the student is allowed to continue the internship of the day but is obliged to add this time for another day during the week-end under supervision of a qualified practitioner.
- Over 30 minutes late without informing, the student is obliged to return back home. Next day is allowed to continue the internship. Not only that, the student has to add one week after the period allowed to internship and pay all the expensive equivalent with the week.

7. Absence, precaution while on clinical placement

Students must attend all allocated days for each clinical placement. However there are circumstances that will prevent students from attending placement.

A student may become sick during placement and the other instances such as loss or bereavement and hardship or trauma as outlined in the university's special consideration policy may result in students being unable to attend clinical placements.

PRECAUTION:

- Additional absent or part days missed in the period of clinical placement requires either a medical certificate or a statutory declaration. In this way, the student is allowed to complete at the end of internship the absent days under the qualified practitioner without paying any expensive.
- In fact, the students are strictly forbidden from making up sick time during their placements. Any sick time above the statutory 21 days during the 3 years of studies is worked back at a clinical placement at the end of the course.

- Students need to be aware that pregnancy creates a special circumstance with respect to clinical placements. Pregnant students will not be able to attend clinical placement after 34 weeks gestation and until 6 weeks post delivery.
- Absences not justified or the students who show little or no interest in completing clinical placement will first be warned, secondly not participating one week in internship, thirdly, to be obliged to be justified by a written document, then to be allowed to continue the internship, thereafter, the student has to add 3 weeks and pay all expenses added to this period of internship. By the end the student will be evaluated after completing all 3 weeks assigned.

8. Conditions preventing students from continuing clinical placement

A student may be withdrawn from placement if they are not fit to practice, that is, unable to exercise appropriate duty of care to patients/clients, supervisors or peers due to mental or physical health conditions, or it is deemed the student is at risk.

The Health Service and/or the University staff, under such conditions, decide to withdraw a student.

A student may be withdrawn for unprofessional conduct. Unprofessional behaviour includes misconduct, unethical or unsafe behaviour, or any break of client confidentiality. Unprofessional behaviour in this context includes, but is not limited to, the following student behaviour:

- Failure to arrive punctually at the commencement of each shift, without substantial reason for the occurrence;
- Failure to attend placement or complete the required number of placement hours, without before approved by the Department.
- Failure to notify Clinical Placement Coordinator of any absence or inability to attend or complete the prescribed hours in any allocated placement day;
- Failure to be not conforming by the policies of the hospital or service that apply to students undertaking placements;
- Failure to maintain personal cleanliness according to workplace standards, policies and procedures;
- Failure to wear or maintain prescribed uniform;
- Refuse to assist with client care at the level of their capability according to the objective assigned, under the direction of the health professional responsible for supervising the student

Following investigation of the allegation of unsatisfactory behaviour the Placement coordinator will agree to take the following action:

- ✓ Allow the student to continue with placement; or
- ✓ Allow the student to continue with placement unit with conditions; or
- Withdraw the student from the placement. (This action may indicate that the unsatisfactory behaviour is of such an extreme nature as to justify immediate failure to the Department).
- Department decides to withdraw the student from the placement, advice must be sought from the University staff prior to advising the student.
- The Department must advise the student of the action to be taken in relation to the alleged behaviour and be provided with a copy of this advice.

- Where the serious nature of the communication requires immediate action, the University staff will contact the health service to discuss the situation. A file note should be completed.
- If the outcome of this discussion is a recommendation that the student should be immediately removed from the clinic, the written situation report should be provided with a recommendation.
- The health service will communicate the actions to be taken to the student.
- Students may also seek advice about these matters from the student representative, and/or the student union.

9. Dress Code

Professional appearance is fundamental to professional practice. The dress code is designed to be practical for delivering client care, minimizing potential cross infection, promoting safety for students and clients, functionality, considerate of cultural and religious sensitivities, and addresses institutional rules and expectations. Where prescribed, uniform is to be worn by all students undertaking practice.

Kibogora Polytechnic identification badge (student ID card) must be worn at all times during placements. These should be affixed to the front of the uniform or professional attire in a position where they are clearly visible and able to be read but where they will not cause injury to clients.

Presentation

Students are to conform to the following general rules regarding appearance:

- Hair must be kept well and clean at all times.
- Nails must be short and well cleaned.
- Students will be on their feet for long periods and should wear comfortable shoes and close
- Uniforms are to be laundered, ironed and presented at a professional standard
- Students must pay attention to their own personal hygiene, use deodorant and observe dental hygiene to maximize acceptability to clients associated with close physical contact.
- T-shirts and other underclothes should not to be visible underneath uniforms.
- Religious headwear may be worn and should complement uniform colour.

10. Accidents/Injuries on Clinical Placement

Accidents and injuries to students occur from time to time. To protect the student and maximize workplace safety certain steps are taken whenever an incident/injury occurs. It is in the student's own interest to ensure that these occur.

- Clinical Placement Coordinator is notified as soon as practicable.
- An incident form from the workplace agency is completed, and a copy is forwarded to the department administration office by the clinical supervisor; where the workplace agency does not permit a copy of the incident form to be forwarded to the university, a report in word format from the staff member reporting should be forwarded.
- Kibogora Polytechnic hazard and incident report form is to be completed by the person reporting the incident with the student and returned to the School/Department as soon as possible.
- In the case of needle stick injuries or potential contamination by bodily fluids, all procedures are strictly followed as per the agency's own policies of working place.
- Students may be required to present their Medicare card at the time of treatment, and should carry these with them on placement at all times.

11. Frequently asked questions in clinical placement

Q1: I have a student working with me but it is so busy on the ward I find that I have very little time to spend with him. What can I do?

- The student needs to spend a minimum 40% of the time with you, and the student can work the remaining time with other practitioners who will provide you with feedback on the student's progress.
- Depending on the stage of training the student is at, the student will not require constant supervision, for example in level two and three they may have a few client of their own to look after and you can help them where needed.

Q2. A student has been allocated to me but I will be absent for 2 weeks in the middle of the placement. What can I do to ensure that the student is all right?

- Tell your student that you will be absent. Give them the tasks (case study, presentations), arrange for the student to work with an associate mentor or named practitioner for the time that you are off. These practitioners should feedback on the student's progress on your return.

Q3: Can students work weekends and night shifts?

- Clinical placement two, the students may be allocated to work one weekend (whole or part) in any 4 weeks of their placement.
- Clinical placement two students will not normally work night duty. However, with the exception of the first two weeks of any practice placement in the level two and if the student's clinical supervisor is allocated to work nights then the student may negotiate to work alongside the mentor. Level two and level three, the students may work no more than two weekends in any four

- Over the period of the level two and the level three, the students should normally plan to work a minimum of 9 night shifts and a maximum of 18 night shifts. Students may only work night shifts if they are working alongside their mentor or under the supervision of a registered nurse/midwife

Q4: Are students allowed to work long shifts?

Students working long day shifts instead of the 9 hours shifts may do so providing the following criteria can be met:

- The student is willing to work long day shifts to follow his/ her mentor.
- Long day shifts are a normal pattern of work for the placement staff.
- The student will receive supervision and mentored educational support

Q5: My student keeps asking for time off from clinical placement as he/ she has an assignment, exam or other occupations to complete. Is this allowed?

- Generally time on clinical placement is exactly that and taking unauthorized study time during this period could compromise the student's clinical experience and also have a negative effect on their hours required for them to complete the clinical placement. The clinical supervisor may ask the student to go and research a topic relevant to that clinical area as part of their clinical learning and this is fine.
- Students can only leave a placement for study days as requested by the institution and confirmed by the Program reader of department but in return has to recuperate the interrupted hours/days.

Q6: Can student nurses/midwife act as escorts for clients going to the health centers/community or hospitals?

- Students should only escort clients outside of the hospital/community setting under the supervision of a qualified practitioner for preventing risk management perspective.

Seen by health sciences committee

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