

**Bachelor of Nursing with Honours in
General Health Care/ Mental Health Care**

**Higher Diploma in Nursing Studies
(General Health Care/ Mental Health Care)**

Higher Diploma in Nursing / Mental Health Nursing

**Guidelines and Instructions for
Clinical Practicum
(For Students)**

Warning

Failure to comply with the guidelines and instructions for clinical practicum, or failure to demonstrate clinical competency, might result in failing the continuous assessment and/or suspension from the clinical practicum.

If any non-professional conduct has been confirmed, a student might not be recommended for registration as an Enrolled Nurse or Registered Nurse in Hong Kong.

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1. General Information

A. Professional Appearance, Behaviour and Attitude

- a. You are responsible for your behaviour, legally, ethically and professionally during the clinical practicum.
- b. During the clinical practicum, you should maintain a professional appearance by the following:
 - You should wear the HKMU's full uniform or uniform provided by the clinical partner.
 - You should wear the HKMU's jacket, if appropriate. Another jacket is not allowed.
 - Uniforms should only be worn in the hospital/clinics, except for escort duty or outreach services.
 - The uniform should remain clean and well-maintained.
 - For males, the belt should be black in colour and a simple style.
 - A plain undergarment should be worn and must be concealed by the uniform.
 - You should put on an HKMU student card, an HKMU nursing student badge 「護士學生」 and a clinical institution ID card, if any.
 - Your hygiene and tidiness should be maintained.
 - Your hair must be clean, well-groomed, in a simple style, and a natural colour. If you have long hair, it must be tied up and kept well off the face and shoulders. Long hair can be fastened in a bun using a hairnet or hairpin. Ponytails are not allowed. Your hair accessories should be kept simple and to a minimum. Any wigs are not allowed.
 - Your fingernails should be kept short and clean with no nail polish.
 - Your socks should be white or black in colour.
 - The shoes should be white for females and black for male nursing students, except for some outreach services. The shoes should be kept clean and tidy, and in a simple style, while also adequately providing occupational safety and health benefits to students. For example, sandals or high-heeled shoes are not allowed.
 - Heavy make-up and tattoos should be avoided. If the tattoos are visible, the tattoos must be covered.
 - Wearing of accessories and jewellery should be avoided.
 - For Community Psychiatric Services, you are not required to wear a uniform, but smart casual attire is required. Vests, short pants, yoga pants, dresses, sandals, and high-heeled shoes are not allowed.
- c. You should demonstrate professional attitudes and responsibility to:
 - i. Clinical institution and clinical staff by:
 - introducing yourself as an HKMU nursing student.
 - strictly complying with the rules and regulations of the clinical institution, e.g. infection control measures, and overnight dormitory rules.
 - complying with the clinical institution's protocol of patient care.

- seeking permission from the Honorary Clinical Tutor (HCT) before performing patient care.
 - taking responsibility for all relevant aspects of patient care within the limitations of the student role determined by the HCT.
 - behaving in a manner which is not disruptive.
 - showing courtesy and understanding of the roles and responsibilities of all members of the health care team.
- ii. Patients / Clients by:
- introducing yourself as an HKMU nursing student.
 - acknowledging and responding to individual patient / client's needs.
 - seeking permission from patients / clients before performing nursing care.
 - behaving in a manner which is not disruptive.
 - showing courtesy towards patients / clients and their family members.
- d. You should act in accordance with the clinical institution's rules and guidelines on confidentiality and privacy.
- Maintain confidentiality of information about patients / clients' condition and treatment.
 - Never access patients / clients' information which is not directly related to the nursing care performed by the students.
 - Never use another user's login to access an electronic patient system (e.g. the Clinical Management System in the Hospital Authority) without the user's permission.
 - Do not take any pictures or videos in the clinical settings.
 - Do not disclose or openly discuss any clinical information in public areas or on social media platforms (including public or private posts).
 - You should establish and maintain professional relationships with patients / clients. You should avoid personal involvement outside of the healthcare context, such as becoming friends on social media or engaging in personal activities together.

B. Code of Professional Conduct

- a. You are expected to maintain the highest standard of professional conduct during the clinical practicum.
- b. You are expected to comply vigilantly with the University's standards of academic honesty and observe the Code of Ethics and Professional Conduct for Nurses in Hong Kong.
- c. You should refer to the Code of Ethics and Professional Conduct for Nurses in Hong Kong by the Nursing Council of Hong Kong (<http://www.nchk.org.hk/filemanager/en/pdf/conduct.pdf>)

C. Duty Arrangement of the Clinical Practicum

- a. Shift duties will be assigned in the clinical practicum according to the arrangements of

the clinical institution.

- b. You are required to follow the duty patterns as specified by the respective programme.
- c. You are entitled to have gazette public holidays.
- d. You might be assigned duty on Sunday and the day of public holiday.

D. Documents/ Forms in the “Clinical Practicum” of the OLE

- a. Guidelines and Instructions for Clinical Practicum (For Students).
- b. Clinical Practicum Appraisal Form.
- c. Clinical Practicum Evaluation Form for Group Mentoring (For BNG and HDNSG only).
- d. Arrangements of Clinical Practicum during Rainstorms or Tropical Cyclones.
- e. Student’s Manual for Electronic Clinical Placement Record Device.
- f. Individual Duty Roster (For BNG / BNM / HDNSG / HDNSM / HDMHN only).
- g. Notification of SICK/ URGENT Leave from Clinical Practicum Form.
- h. Incident Report Form.
- i. Forms and documents for General Health Care Stream students (For BNG and HDNSG only. For HDN, refer to the information in the App on the iPad Mini):
 - Clinical Assessment Forms – Aseptic Technique, Administration of Medication.
- j. Forms and documents for Mental Health Care Stream students:
 - Continuing Clinical Assessment (CCA) Forms.
 - Castle Peak Hospital (CPH) overnight room rules.

2. Before the Clinical Practicum

A. Completion of the pre-requisites for each practicum

- a. Before the first time of clinical practicum, you should:
 - submit health check record;
 - complete N95 mask fit test, infection control training, and Point-of-care Test (POCT) training;
 - attend the talks arranged by the School, such as Fire & Safety.
- b. Before each practicum, you should:
 - attend the pre-practicum briefing and training workshops as requested or arranged by the School and the individual clinical institution (MANDATORY).

B. Checking of the Clinical Practicum Information

You should obtain updated information about clinical practicum, such as clinical allocation, arrangement of orientation, the pre-practicum briefing and training workshops, etc. from the Online Learning Environment (OLE).

Note: Student’s personal information will be sent to the respective clinical partners for facilitating the clinical practicum arrangement.

3. During the Clinical Practicum

A. Report for Duty on the First Day of the Clinical Practicum

- a. Report for duty on the first day of the practicum to the assigned clinical institution, or according to the clinical partner's instruction.
- b. Attend the orientation as scheduled.
- c. Prepare 1-2 padlock(s) for the locker.
- d. Complete the procedures and documents required by the clinical institution.

B. Punctuality

- a. Be punctual in "report for duty".
- b. Notify the clinical institution as soon as possible if you anticipate being late for any reason.
- c. If you are late/absent from duty, a FAIL GRADE may be issued, and you will have to retake the practicum course.

C. Field Evaluation

- a. Areas of Clinical Learning 學習評估紀錄
 - You should follow the Course Coordinator / Course Leader's instructions to complete the required items in the "Areas of Clinical Learning" 學習評估紀錄.
 - Failure to fulfil the items required by the Course Coordinator / Course Leader may result in a FAIL GRADE in the Clinical Practicum course.
- b. Clinical Practicum Appraisal Form (for clinical practicum mentored by the Honorary Clinical Tutor)
 - You should achieve the competencies stipulated in the items on the Clinical Practicum Appraisal Form.
 - If your performance is satisfactory, the appraiser DOES NOT need to fill out the form.
 - If your performance is unsatisfactory, the appraiser will fill out the form and specify which items are "Not Competent" and elaborate in remarks.
 - The presence of "Not Competent" in any item will result in an Unsatisfactory Overall Performance, and a FAIL GRADE will be issued in the Clinical Practicum course.
- c. Clinical Practicum Evaluation Form for Group Mentoring (for group mentoring clinical practicum of BNG and HDNSG only, mentored by the HKMU teacher)
 - You should achieve the competencies stipulated in the items in the Clinical Practicum Evaluation Form for Group Mentoring.
 - A formative assessment will be done in 2nd week of the clinical practicum.
 - A summative assessment will be done in the final week of the clinical practicum.
 - You should submit the self-evaluation before the teacher conducts the evaluation.
 - Any items rated as "Not Competent" by the teacher in the summative assessment will result in an Unsatisfactory Overall Performance and a FAIL GRADE will be issued in the Clinical Practicum course.

D. Clinical Assessment

For General Health Care Stream students

- a. Clinical assessment includes
 - Aseptic Technique (AT) (for HDN, AT is embedded into PNC)
 - Administration of Medications (AOM)
 - Professional Nursing Competencies (PNC)
- b. You should proactively communicate with the Honorary Clinical Tutor on the first day of clinical practicum about learning objectives and clinical assessment to be completed. You should also proactively prepare for the assessment by seeking opportunities to practise under the supervision and guidance of the Honorary Clinical Tutor before the assessment.
- c. You should inform the Course Coordinator / Course Leader as soon as possible by email in the following situation:
 - The clinical practicum venue does not allow the clinical assessment to be conducted.
 - You cannot complete the clinical assessment on or before the specified date as instructed by the Course Coordinator / Course Leader. Failing to meet the standard for the clinical assessment or failing to complete the clinical assessment before the completion of the allocated clinical practicum may result in a FAIL GRADE for the clinical practicum.
 - You fail the clinical assessment.

For Mental Health Care Stream students:

- a. You should inform the Course Coordinator / Course Leader:
 - by email on or before the last day of the Continuing Clinical Assessment (CCA) period if you pass the CCA.
 - by phone and email immediately if you fail in any attempt at the CCA.
- b. The original copy of all kinds of completed assessment forms should be returned to the School by yourself. You are strongly advised to keep a photocopy for record.

E. Sick Leave

- a. Sick leave is granted for students who are unable to work due to illness or injury.
- b. It is important to assess your health condition and seek medical advice before applying for sick leave.
- c. You should inform the ward in charge (IC) immediately if you feel unwell during the duty.
- d. If you feel unwell, a sick leave application / notification should be submitted at least one hour before the duty commences.
 - Step 1: At least one hour before the duty commences:
 - i. (1st phone call) You should inform the ward in charge (IC) via phone.
 - ii. (1st email) You should inform the Course Coordinator / Course Leader via

email. Phone or Message is not accepted.

iii. While applying for sick leave via email, you should provide all necessary details. This includes:

- Name (e.g. CHAN Tai Man)
- Student number (e.g. 12345678)
- Mobile number (e.g. 98765432)
- Studying programme and year of entry(e.g. BNG-2023)
- Clinical practicum venue and specialty (e.g. KWH Medical)
- Clinical practicum period (e.g. from 13 May to 9 Jun 2024)
- Duty shift (e.g. A shift)
- A brief description of the illness or injury (e.g. I have URI symptoms and fever)
- When the ward IC is informed (e.g. I have informed the ward IC at 05:58)

➤ Step 2: Seek Medical Consultation and Get a “Medical Certificate”

i. You should seek medical consultation during or before the duty.

- E.g. Sick leave during A shift: see doctor in the morning
- E.g. Sick leave during P or N shift: see doctor in the morning or the afternoon

ii. A “Medical Certificate” is required for any sick leave application.

iii. If you fail to provide a “Medical Certificate”, you will be deemed as “Absent from Duty” and a FAIL GRADE may be issued.

iv. You should strictly adhere to the number of sick leave days prescribed by the doctor and should not resume duty during the designated sick leave period.

➤ Step 3: After seeking medical consultation, you should:

i. (2nd phone call) inform the ward IC via phone about the number of sick leave days granted by the doctor.

ii. (2nd email) send the e-copy of the “Medical Certificate” (in picture or pdf) to the Course Coordinator / Course Leader via email.

iii. Log in to the Electronic Clinical Practicum Records (i.e. iPad Mini) and record the sick leave within 24 hours under the item “Record of Leave during Clinical Practicum”. Remember to Press “SYNC”.

iv. You should inform the Course Coordinator / Course Leader immediately if you are admitted to the hospital.

➤ Step 4: When you resume duty, you should:

i. For BNG / BNM / HDNSG / HDMHN:

- provide a photocopy of the "Medical Certificate" to the ward IC or ward manager for their record.

ii. For HDN / HDMHN:

- provide an original copy or photocopy to the ward IC as requested.

- Step 5: Submit the sick leave documents to the School:
- i. For BNG / BNM / HDNSG / HDNSM:
 - You should submit the following documents to the Course Coordinator / Course Leader before 5 pm of the first Friday after the clinical practicum:
 - The original true copy of the "Medical Certificate"
 - The completed "Notification of SICK / URGENT Leave from Clinical Practicum Form"
 - ii. For HDN / HDMHN:
 - You should submit the following documents to the Course Coordinator / Course Leader as soon as possible
 - The original true copy or photocopy of the "Medical Certificate"
 - The completed "Notification of SICK / URGENT Leave from Clinical Practicum Form"

At least one hour before

- **(1st phone call)** Inform the ward In-charge (IC) via PHONE.
- **(1st email)** Inform the Course Coordinator via EMAIL. **(Phone or Message is not accepted)**

Seek medical consultation

- Seek medical consultation during or before the shift.
e.g. Sick leave during A shift: see doctor in the morning
e.g. Sick leave during P or N shift: see doctor in the morning or in the afternoon

After seeking medical advice

- **(2nd phone call)** Inform the ward IC about the number of sick leave days required.
- **(2nd email)** Send the e-copy of the "Medical Certificate" (e.g. jpg or pdf) to the Course Coordinator via EMAIL.
- Record in the Mobile Assessment System (MAS) via your mini-iPad and press SYNC.

When resume duty

- Provide "Medical Certificate" to the ward IC or ward manager.

When CP completed

- Submit the following documents to the Course Coordinator / Course Leader.
 - the "Medical Certificate"
 - the completed "Notification of SICK / URGENT Leave from Clinical Practicum Form"

F. Duty Request

- a. Duty request applications are meant to address specific situations where you need time off from work for various reasons, such as being nominated to attend a university event, taking a university exam, attending a university lesson, attending a scheduled medical appointment, attending a funeral, or special situation of which the Course Coordinator / Course Leader deemed as appropriate.
- b. You should make the duty request application with supporting documents to the Course Coordinator / Course Leader or the designated authority at least 4 weeks in advance.
- c. Relevant supporting documentation may include university event invitations, exam schedules, medical appointment letters, or funeral notices.
- d. You should follow the standard leave application process.
- e. Send an email to the Course Coordinator / Course Leader for application, clearly stating the desired dates and the reasons for the requested leave or duty with supporting documents.
 - i. If it is approved, the requested duty shift will be assigned (e.g. day off). The Course Coordinator / Course Leader will communicate with the Clinical Coordinator to liaise with the clinical partners for the duty arrangement.
 - ii. An additional day off will be granted only in clinical settings where there is no clinical service or no clinical practicum during the weekend (e.g. GOPC, OT, CNS, outreach, etc.), or situations in which the Course Coordinator / Course Leader deemed appropriate.

G. Urgent Leave

- a. Urgent leave is a compassionate approach that is only applicable in emergencies, such as a family member is in critical condition. It is not intended for recreational purposes.
- b. Urgent leave request will be considered only for a student facing genuine emergencies involving family members or significant others.
- c. Urgent leave is strictly intended for emergencies and compassionate reasons. Requests for leave for other purposes, such as vacations or personal events, will not be accepted under the category of urgent leave.
- d. You should follow the standard leave application procedure. The application should clearly state the reason for the request and provide

supporting documentation if appropriate.

- Inform the ward IC and the Course Coordinator / Course Leader
 - i. Step 1: You should inform the ward IC immediately.
 - ii. Step 2: You should inform the Course Coordinator / Course Leader via email, clearly specifying your situation and reasons, and leave your mobile number. The Course Coordinator / Course Leader or the designated authority will contact you for more information.
 - iii. Step 3: You need to submit supporting document to the Course Coordinator / Course Leader if required.
 - iv. Step 4: You need to submit the “Notification of SICK / URGENT Leave from Clinical Practicum Form” after the clinical practicum.

H. Incident Reporting

- a. An incident may be an injury or adverse event that may involve the student and/or patient / client during the clinical practicum.
- b. You should inform and seek advice from the Course Coordinator / Course Leader for any queries on the incident. Examples of an incident are (this list is not exhaustive):
 - Personal injury on duty
 - Harassment
 - Injury to a patient / client
 - Damage to property/equipment
 - Spillage of chemicals
 - Any special happenings during the practicum that require the School’s attention.
- c. If an incident does occur, you should:
 - follow the procedure and protocol of the clinical institution to manage the incident.
 - inform the Course Coordinator / Course Leader immediately. complete an “Incident Report Form”.
 - send the completed “Incident Report Form” to the Course Coordinator / Course Leader within 48 hours of the incident.
- d. If a personal injury does occur on duty, you should:
 - inform the ward in charge and the Course Coordinator / Course Leader immediately.
 - seek medical consultation at the Accident & Emergency Department

(AED) if applicable.

- inform significant others if further assistance is needed.
- If the injury involves a used needle or sharps, you MUST attend AED for investigation and treatment, and adhere to the treatment and all the follow-ups.

I. Input of the Electronic Clinical Practicum Records (ECPR)

- a. You should input all records promptly during each clinical practicum including:
 - Areas of Clinical Learning 學習評估紀錄 (including both student and HCT ratings)
 - Records of Clinical Practicum 臨床實習紀錄 (which should cover all nature of wards/units being allocated).
 - Record of Night Duty 夜間臨床實習紀錄.
 - Record of Leave during Clinical Practicum 臨床實習期間請假紀錄.
 - Record of Continuing Clinical Assessment 臨床評核紀錄.
- b. Only Areas of Clinical Learning 學習評估紀錄 / Professional Nursing Competency should be confirmed by HCT and Clinical Assessor (CA) as required.

J. Upload of the Electronic Clinical Practicum Records

- a. Upload the input data onto the server after each data entry.
- b. Refer to the Student's Manual for ECPR devices concerning the procedure and the confirmation of data uploading.
- c. Should you encounter a problem in uploading ECPR, you should:
 - inform the Course Coordinator / Course Leader by email immediately.
 - seek technical support at 2768 6434 or 2768 6465 of the Office for Advancement of Learning and Teaching (ALTO) during office hours or email with the title as “Nursing iPad Mini Enquiry [course code] & [student number].

4. After the Clinical Practicum

A. Upload of the Electronic Clinical Practicum Records (ECPR)

- a. Upload the ECPR on or before the cut-off time, which is 5 pm on the first Friday following the end of each clinical practicum or specified by the respective Course Coordinator / Course Leader.
- b. An upload after the cut-off time will result in a deduction of marks (refer to the “Supplementary Student Handbook”):

- c. Fifty per cent (50%) of the ECPR in continuous assessment mark will be deducted if the ECPR is uploaded after the cut-off time.
- d. A “zero mark” for the ECPR in the continuous assessment will be given if the ECPR is uploaded after 5 pm on the second Friday following the end of each clinical practicum.

B. Submission of Documents and Forms after Each Clinical Practicum

- a. You have to submit the following documents and forms after each clinical practicum as required:
 - Individual Duty Roster (IDR) (for BNG / BNM / HDNSG / HDNSM / HDMHN only)
 - +/- Record of Continuing Clinical Assessment
 - +/- Original copy of the “Medical Certificate”.
 - +/- Original copies of “Notification of SICK/ URGENT Leave from Clinical Practicum Form”.
 - +/- Approving E-mail for Urgent Leave from the School
- b. The above documents should be stapled in one pile in the sequence listed above.
- c. The documents should be submitted before 5 pm on the first Friday following the end of the practicum.
 - i. For BNG / HDNSG / HDN / HDNSM / HDMHN: submitted to the assigned collection box
 - ii. For BNM: submitted to General Office (GO)

5. Supplementary Clinical Practicum

- A. If you were absent from clinical practicum (sick leave or urgent leave), you may be required to attend supplementary clinical practicum to fulfil the registration requirement of The Nursing Council of Hong Kong (NCHK).
- B. The supplementary practicum would be arranged subject to the availability of the placement.
- C. The supplementary clinical practicum will be arranged in that particular clinical practicum period or after the clinical practicum. If the supplementary clinical practicum is to be arranged after the clinical practicum period, at least a week of supplementary clinical practicum will be arranged.
- D. Failure to obtain the clinical practicum hours may result in delayed graduation and the postponement of application for nursing licenses from the NCHK.