

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

&

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

**Guidelines and Instructions
to Students for Clinical Placement**

Table of Contents	Page
1. General Information	3-4
A. Professional Appearance, Behaviour and Attitude	3
B. Code of Professional Conduct	4
C. Duty during the Clinical Placement	4
D. Communication with the University	4
E. Documents in the “Download area” of the OLE	5
2. Before the Clinical Placement	5
3. During the Clinical Placement	6-9
A. Reporting for Duty on the First Day of Placement	6
B. Punctuality	6
C. Clinical Assessment	6
D. Leave application	7
E. Incident reporting	8
F. Input of Electronic Clinical Practicum Records	9
G. Upload of Electronic Clinical Practicum Records	9
4. After the Clinical Placement	9-10
A. Upload of Electronic Clinical Practicum Records	9
B. Submission of Documents and Forms After Each Placement	10
5. Supplementary Placement	10

1. General Information

A. Professional Appearance, Behaviour and Attitude

- a. A student is responsible for his/her behaviour, legally, ethically and professionally during the clinical placement.
- b. A student should maintain a professional appearance by:
 - wearing full uniform.
 - wearing appropriate undergarments, which must be concealed by the uniform.
 - putting on a HKMU student card, a HKMU nursing students badge 「護士學生____年級」 and/or a clinical institution ID card.
 - maintaining black, clean and neat hair.
 - avoiding heavy make-up.
 - keeping finger nails short and clean with no nail polish.
 - avoiding wearing ornaments.
 - maintaining personal hygiene and tidiness.
- c. A student should demonstrate professional attitudes and responsibility to:
 - I. Clinical institution and clinical staff by:
 - introducing himself/herself as a HKMU nursing student.
 - strictly complying with the rules and regulations of the clinical institution, e.g. infection control measures, 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 client care within the limitations of the student role determined by the HCT.
 - behaving in a manner which is not disruptive to clinical institution or staff.
 - showing courtesy and understanding of the roles and responsibilities of all members of the health care team.
 - II. Clients by:
 - introducing himself/herself as a HKMU nursing student.
 - acknowledging and responding to individual client's needs.
 - seeking permission from a client before performing nursing care.

- behaving in a manner which is not disruptive to client.
 - showing courtesy towards clients and their families members.
- d. A student should act in accordance with the clinical institution's rules and guidelines on confidentiality and privacy in addition to:
- maintaining confidentiality of information pertaining to a client's condition and treatment.
 - never accessing clients' information which is not directly related to the nursing care performed by the student.

B. Code of Professional Conduct

- a. A student is expected to maintain the highest standard of professional conduct during the practicum.
- b. A student is expected to comply vigilantly with the University's standards of academic honesty and observe the Code of Professional Conduct and Code of Ethics for Nurses in Hong Kong.
- c. Students 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 during the Clinical Placement

- a. A student will be assigned shift duties in the placement according to the arrangements of the clinical institution.
- b. A student is required to follow the duty patterns as specified by the respective programme.
- c. A student is entitled to have gazetted public holidays which may not exactly fall on Sunday and the day of public holiday.

D. Communication with the University

- a. A student should check the Online Learning Environment (OLE) regularly for the latest information.
- b. A student may contact the Field Coordinator (Tel.: **6476 7187**) for urgent issues related to the placement when necessary.

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

- a. Guidelines and Instructions to Students for Clinical Placement.
- b. Arrangements of Clinical Practicum during Rainstorms or Tropical Cyclone.
- c. Student’s Manual for Electronic Clinical Placement Record device.
- d. Individual Duty Roster.
- e. Notification of SICK/ CASUAL Leave from Clinical Placement Form
- f. Incident Report Form.
- g. Evaluation form for Practicum Course
- h. Forms and documents for General Health Care Stream students:
 - Clinical Assessment Forms – Aseptic Technique, Administration of Medication.
- i. 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 Placement

A. Complete the pre-requisites for placement:

- a. The first clinical placement:
 - submit health check record;
 - complete N95 mask fit test, infection control training, and Point-of-care Test (POCT) training;
 - attend the talks given by ICAC and Fire Services Department.
- b. attend training as arranged and requested by individual clinical institution.
- c. attend the pre-practicum briefing arranged by the School and the clinical institution.

B. Obtain the updated information about clinical placement such as clinical allocation, arrangement of orientation etc. at the pre-practicum briefing and from OLE.

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

3. During the Clinical Placement

A. Report for Duty on the First Day of the Placement

- Report for duty on the first day of the placement to the assigned clinical institution.
- Attend the orientation as scheduled.
- Prepare 1-2 padlock(s) for the locker.

B. Punctuality

- a. Be punctual in “report for duty”.
- b. If student has been late for one shift / absent from duty, a warning letter will be issued.
- c. If student has been late / absent from duty for more than one shift, a FAIL GRADE will be awarded and he / she has to re-take the practicum course.

C. Clinical assessment

For General Health Care Stream students

- a. A student should inform the Course Coordinator :
 - by phone/email if he/she cannot complete the first attempt of the clinical assessment on or before the specified date as instructed by the Course Coordinator. A student will fail the practicum if he/she cannot complete the required clinical assessment within the period of placement.
 - by phone/email immediately if he/she fails at any attempt of the clinical assessment.

For Mental Health Care Stream students:

- a. A student should inform the Course Coordinator:
 - by email on or before the last day of the Continuing Clinical Assessment (CCA) period if he/she passes the CCA.
 - by phone immediately if he/she fails in any attempt at the CCA.

The original copy of all kinds of completed assessment forms should be returned to the University via the Central Nursing Department or equivalent of the hospital / clinical institutions by the clinical assessors.

D. Leave application

- a. A student is responsible for assessing his/her ability to attend the placement.
- b. A student should **inform the ward-in-charge at once** if the student feels unwell before or during a shift.
- c. A student should seek medical consultation at the earliest convenience.
- d. On submission of a “Certificate of Medical Attendance”, a student should:
 - get a “Certificate of Medical Attendance” from the doctor if the student resumes duty during the shift after the medical consultation.
 - hand in a copy of the “Certificate of Medical Attendance” to the ward-in-charge.
 - hand in the original copy of the “Certificate of Medical Attendance” to the Course Coordinator before 5pm of the first Friday after the placement.
- e. On submission of a “Sick Leave Certificate” and a “Notification of SICK/ CASUAL Leave from Clinical Placement Form”.

A student should:

- get a “Sick Leave Certificate” from the doctor if sick leave is granted after medical consultation.
- inform the ward-in-charge at once if sick leave is granted.
- hand in a copy of the “Sick Leave Certificate” and a completed “Notification of SICK/ CASUAL Leave from Clinical Placement Form” to the ward-in-charge when resuming duty.
- Log in 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.
- hand in the original copies of the “Sick Leave Certificate”, and the completed “Notification of SICK/ CASUAL Leave from Clinical Placement Form” to the Course Coordinator before 5pm of the first Friday after the placement.
- inform the Field Coordinator as soon as possible if he/she is admitted to hospital.

- f. On submission of an “Approving E-mail for Causal Leave from the University” and a “Notification of SICK/ CASUAL Leave from Clinical Placement Form”, a student should:
- call the Field Coordinator first and then email to cnec@hkmu.edu.hk for leave application (with details).
 - if leave application is approved, inform the ward-in-charge at once.
 - hand in a copy of the “Approving E-mail for Casual Leave from the University” and a completed “Notification of SICK/ CASUAL Leave from Clinical Placement Form” to the ward-in-charge when resuming duty.
 - Hand in a copy of the “Approving E-mail for Causal Leave from the University”, and the completed “Notification of SICK/ CASUAL Leave from Clinical Placement Form” to the Course Coordinator before 5pm of the first Friday after the placement.

E. Incident reporting

- a. An incident may be an injury or adverse event that may involve the student and/or a client during the placement.
- b. A student should seek advice from Field Coordinator for any queries on incident. Examples of an incident are (this list is not exhaustive):
 - reporting late for duty
 - being absent from duty
 - personal injury on duty
 - injury to a client
 - damage to property/equipment
 - spillage of chemicals.
 - any special happenings during the placement that requires the University’s attention.
- c. If an incident does occur, a student should:
 - follow the procedure and protocol of the clinical institution to manage the incident.
 - **inform the Field Coordinator immediately.**
 - complete an “Incident Report Form”.
 - send the completed “Incident Report” Form to the Course Coordinator within 48 hours of the incident.
- d. If a personal injury does occur on duty, a student should:
 - inform the ward-in-charge and the Field Coordinator immediately.
 - seek medical consultation at the Accident & Emergency

Department (AED) for investigation and treatment, and adhere to the treatment and all the follow-ups.

F. Input of Electronic Clinical Practicum Records (ECPR)

- a. Input all records promptly during each placement 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.

G. Upload of Electronic Clinical Practicum Records

- a. Upload the input data onto the University server after each data entry.
- b. Refer to the Student's Manual for ECPR device concerning the procedure and the confirmation of data uploading.
- c. Should a student encounter problems in uploading ECPR, he/she must:
 - inform the Course Coordinator by email immediately.
 - seek technical support from Mr. Wilson Yau (contact: 2768 6434) / Mr. Nelson Lee (contact: 2768 6465) of the Office for Advancement of Learning and Teaching (ALTO) during office hours.

4. After the Clinical Placement

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

- a. Upload the ECPR on or before the cut-off time, which is 5pm on the first Friday following the end of each placement, or specified by the respective Course Coordinator.
- b. An upload after the cut-off time will result in a deduction of marks (refer to the "Supplementary Student Handbook"):
 - Fifty percent (50%) of the ECPR in continuous assessment mark will be deducted if the ECPR are uploaded after the cut-off time.
 - A "zero mark" for the ECPR in continuous assessment will be given

if the ECPR are uploaded after 5pm of the second Friday following the end of each placement.

B. Submission of Documents and Forms after Each Placement

- a. A student has to submit the following documents and forms after each placement as required:
 - i. Individual Duty Roster (IDR)
 - ii. +/- Original copy of the Certificate of Medical Attendance.
 - iii. +/- Original copies of “Notification of SICK/ CASUAL Leave from Clinical Placement Form”.
 - iv. +/- Approving E-mail for Casual Leave from the University or Sick Leave Certificate
 - v. +/- Incident Report Form
 - vi. Practicum evaluation form (to be collected separately)
- b. The above documents should be stapled in one pile in the sequence listed above.
- c. The documents should be submitted to Course Coordinator before 5pm of the first Friday following the end of the practicum.

5. Supplementary placement

- A. A student is required to attend supplementary placement if he/she:
 - has a total of more than two days of leaves (either sick leave, casual leave, or a combination of the two) during a placement. A week of supplementary placement will be arranged for each extra day of leave that the student has taken during a placement.
- B. Supplementary placement will be arranged by the University after completion of all clinical placement in the programme.

Warning:

Failure to comply with the guidelines and instructions for clinical placement or failure to demonstrate clinical competency will result in failure in the continuous assessment and/or suspension of clinical placement. If any non-professional conduct has been confirmed, a student may not be recommended for registration as a Enrolled Nurse / Registered Nurse in Hong Kong.