

**Bachelor of Nursing with Honours in
General Health Care/ Mental Health Care
&
Higher Diploma in Nursing Studies
(General Health Care/ Mental Health Care)**

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

A Reference for Clinical Institutions

For urgent matters, please call
Field Coordinator (24-hour on call)
at **6476 7187**

Table of Contents	Page
1. General Information	4-5
A. Professional Appearance, Behaviour and Attitude	4
B. Code of Professional Conduct	5
C. Duty during the Clinical Placement	5
D. Communication with the University	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. Clinical Placement Appraisal Form	9
4. Forms and documents for Honorary Clinical Tutor & Clinical Assessor's reference	10-20
A. Report of "Late for Duty"/ "Absent from duty" Form	11
B. Clinical Placement Appraisal Form	12
C. Notification of SICK/ CASUAL Leave from Clinical Placement Form	15
D. Incident Report Form	16
E. Arrangements of Clinical Practicum during Rainstorms, Tropical Cyclone Warning and Extreme Condition	18
F. iPad mini manual for HCT & CA (Please see HCT portal at the School's website)	

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 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. Honorary Clinical Tutor (HCT) & Clinical Assessor (CA) can refer to the HCT portal of the website of the School for the updated clinical placement related information.
- b. Clinical staff and students may contact the Field Coordinator (Tel.: **6476 7187**) for urgent issues related to the practicum when necessary.

2. Before the Clinical Placement

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 practicum

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

B. Punctuality

- Be punctual in "report for duty".
- If student has been late for one shift / absent from duty, a warning letter will be issued.
- 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
- HCT needs to submit the "Report of "Late for Duty"/ "Absent from duty" to University should he/she find a student late for duty/absent from duty.

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 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/ 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 Causal 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. Examples of incidents (this list is not exhaustive):
 - reporting late for duty/absent from 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 practicum 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) if applicable.
 - If the injury involves a used needle or sharps, the student **MUST attend AED** for investigation and treatment, and adhere to the treatment and all the follow-ups.

F. Input of Electronic Clinical Practicum Records

- a. Input all records promptly during each 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.

G. Clinical Placement Appraisal Form

If a student’s overall performance was unsatisfactory during the practicum, HCT can inform Field Coordinator via phone (Tel.: **6476 7187**) and submit the “Clinical Placement Appraisal Form” to the University for follow up.

4. Forms and documents for Honorary Clinical Tutor & Clinical Assessor

For action:

- A. Report of “Late for Duty” / “Absent from duty”
- B. Clinical Placement Appraisal Form

For information and reference:

- C. Notification of SICK/ CASUAL Leave from Clinical Placement Form
- D. Incident Report Form
- E. Arrangements of Clinical Practicum during Rainstorms and Tropical Cyclone Warning
- F. iPad mini manual for HCT & CA (Please see HCT portal at the School's website)

4A. Report of “Late for Duty”/ “Absent from duty”



Report of “Late for Duty”/ “Absent from duty”

Student Name:	Student No.:
Program: Full-time: Bachelor of Nursing with Honours in <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care Higher Diploma in Nursing Studies <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care Distance Learning: Higher Diploma in <input type="checkbox"/> Nursing <input type="checkbox"/> Mental Health Nursing	
Practicum: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V (For Full-time Programme Students Only)	
Course Code: NURS N_____	
Hospital:	Ward/Unit: Specialty:

Record of “Late for Duty” / “Absent from duty”:

☐ Late for Duty: Date: _____ Duration: _____ Minutes

☐ Absent from Duty: Date: _____

Name and Rank of Clinical Staff:

Signature:

Remarks:

1. Please complete the report for student who has been “Late for duty” or “Absent from duty”.
2. Please refer to the concerned student for the data of ‘Practicum’ and “Course Code”.
3. The completed report should be faxed to the General Office of School of Nursing & Health Studies, HKMU.
(Fax No. : 2406 2375)

4B. Clinical Placement Appraisal Form



香港都會大學
護理及健康學院
Hong Kong Metropolitan University
School of Nursing and Health Studies

Clinical Placement Appraisal Form

Student Name:	Student No.:
Programm: <u>Full-time</u> : Bachelor of Nursing with Honours in <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care Higher Diploma in Nursing Studies <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care <u>Distance Learning</u> : Higher Diploma in <input type="checkbox"/> Nursing <input type="checkbox"/> Mental Health Nursing	
Practicum: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V (For Full-time Programme Students Only)	
Course Code: NURS N_____	
Hospital:	Ward/Unit: Specialty:

(Please contact Field Coordinator at 6476 7187 when filling up this form)

Section A: Professional Competency	Competent	Not Competent	N/A	Remarks
1. Assessment				
1.1 Identifies potential and actual health problems by differentiating normal and abnormal behaviour of patients and their families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Identifies presence of patient risk factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Identifies patient needs/problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Planning	Competent	Not Competent	N/A	Remarks
2.1 Establishes priorities for patient needs/ problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Develops goals with specific time frame based on patient needs/problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Identifies nursing interventions which are appropriate and relevant to patient health problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Demonstrates skills in organizing nursing care to solve patient needs/problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Intervention				
3.1 Demonstrates safety and competency in performing nursing care, with emphasis on the following specific areas: <ul style="list-style-type: none"> • Basic Nursing Care • Medication Administration • Aseptic Technique & wound care. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Uses communication techniques appropriately in different patient situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Respects the rights and dignity of patients and their significant others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 Implements health education plan based on identified needs/problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Evaluation				
4.1 Demonstrates ability to document patient care in accordance with local practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Evaluates outcomes of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4C. Notification of SICK/ CASUAL leave from Clinical Placement Form



香港都會大學
護理及健康學院
Hong Kong Metropolitan University
School of Nursing and Health Studies

Notification of SICK/ CASUAL Leave from Clinical Placement Form

Student Name:		Student No.:	
Programme: <u>Full-time:</u> Bachelor of Nursing with Honours in <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care Higher Diploma in Nursing Studies <input type="checkbox"/> General Health Care <input type="checkbox"/> Mental Health Care <u>Distance Learning:</u> Higher Diploma in <input type="checkbox"/> Nursing <input type="checkbox"/> Mental Health Nursing			
Practicum: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V (For Full-time Programme Students Only)			
Course Code: NURS N_____			
Hospital:		Ward/Unit:	Specialty:

☐ Sick leave / ☐ Casual leave

Date(s) of leave : _____

Reasons of leave:

Medical certificate /Casual leave application approving email enclosed: ☐ Yes ☐ No

Signature : _____

Date of report:

* Higher Diploma in Nursing /Mental Health Nursing students (An Integrated Conversion Programme for Enrolled Nurse) without-sponsorship for the programme and all Full-time Programmes students:

1. Please hand in a copy of this form and medical certificate/justification of leave approval to the ward-in-charge in the first day of resuming duty.
2. Please submit the original copies of this form and medical certificate/justification of leave approval to the Course Coordinator by 5pm of the first Friday after the clinical placement.

* **Higher Diploma in Nursing /Mental Health Nursing (An Integrated Conversion Programme for Enrolled Nurse) students who are sponsored by their employers (e.g. Hospital Authority/ private hospitals) for the programmes:**

1. Please submit this form and the copy of medical certificate/justification of leave approval to the Course Coordinator by 5pm of the first Friday after the clinical placement.
2. Please also follow the procedures of the employers for sick leave/casual leave application.



Details of Incident:	
Date of incident: _____	Time of incident: _____
Client involved in the incident: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Age of the client: _____	Gender of the client: _____
Diagnosis of the client : _____	
Description of the incident: (in details)	

Send the completed "Incident Report" form to the course coordinator **within 48 hours** of the incident.

4E. Arrangements of Clinical Practicum during Rainstorms, Tropical Cyclone Warning and Extreme Condition



香港都會大學
護理及健康學院
Hong Kong Metropolitan University
School of Nursing and Health Studies

颱風訊號、暴雨警告或極端情況下學生醫院臨床實習的安排 Arrangement on Clinical Placement during Rainstorm, Tropical Cyclone and Extreme Condition

根據醫院管理局於2019年9月9日起生效的指引，凡就讀於醫院管理局轄下護士學校/大專院校/大學所舉辦的登記前/註冊前護士訓練課程的學生，於颱風訊號，暴雨警告或極端情況下，在醫院管理局進行臨床實習須遵循下列安排。因此，所有本校修讀*護理教育課程的學生須遵循這安排。

According to the guidelines by Hospital Authority (HA) implemented with effect from 9 Sept 2019, during inclement weather condition, nurse learners of pre-enrollment/pre-registration nurse training programs in HA nursing schools, tertiary institutions, or Universities have to follow the arrangement in HA hospitals as below. Thus, all HKMU students* of nursing education programs should follow this arrangement.

* 由醫院管理局/私家醫院資助修讀本校護理學高級文憑/精神健康護理學高級文憑課程的學生(登記護士轉換註冊護士課程)須遵循其僱主有關颱風訊號或暴雨警告下在醫院臨床實習的安排。

* Students of Higher Diploma in Nursing/Mental Health Nursing (An Integrated Conversion Programme for Enrolled Nurse) who are sponsored by employers (i.e. Hospital Authority or private hospitals), have to follow the arrangements for clinical placement during rainstorms or tropical cyclone warning signals are in force as informed by their employers.

颱風訊號，暴雨警告或極端情況下護士學生臨床實習的安排

Arrangements of Clinical Placement during Rainstorms, Tropical Cyclone or Extreme Condition

1.	當懸掛一號或三號颱風訊號 / 黃色或紅色暴雨警告時：學生須依時返回實習單位，進行臨床實習。 When Tropical Cyclone Warning Signal No.1 or No.3/Amber or Red Rainstorm Warning Signal/Extreme Condition is issued: students should report for duty or remain at work as usual. All clinical placement will proceed as scheduled unless an announcement to the contrary has been made by the University / Department.			
2.	當懸掛八號或更高颱風訊號 / 黑色暴雨警告 / 極端情況時，臨床實習的安排如下： When Tropical Cyclone Warning Signal No. 8 or above/ Black Rainstorm / Extreme Condition is issued, the arrangements of clinical placement are as below:	八號或以上颱風訊號 Tropical Cyclone No.8 or above	黑色暴雨警告 Black Rainstorm Warning	極端情況 Extreme Condition
a)	當颱風訊號/暴雨警告/極端情況在 04:00 或 04:00 以後仍然懸掛 When the signal/ warning/ extreme condition is issued from 04:00 and afterwards	所有早班 (A duty) 實習將會取消。 Clinical placements of all AM duties are to be cancelled.		
b)	當颱風訊號/暴雨警告/極端情況在 06:00 或 06:00 後仍然懸掛 When the signal/ warning/ extreme condition is issued from 06:00 and afterwards	所有日班 (D duty) 實習將會取消。 Clinical placements of all Day duties are to be cancelled.		
c)	當颱風訊號/暴雨警告/極端情況在 11:00 或 11:00 後仍然懸掛 When the signal/ warning/ extreme condition is issued from 11:00 and afterwards	所有午班 (P duty) 實習將會取消。 Clinical placements of all PM duties are to be cancelled.		
d)	當颱風訊號/暴雨警告/極端情況在 18:00 或 18:00 後仍然懸掛 When the signal/ warning/ extreme condition is issued from 18:00 and afterwards	所有夜班 (N duty) 實習將會取消。 Clinical placements of all Night duties are to be cancelled.		
e)	在實習時間內發出颱風訊號/暴雨警告 If the signal/ warning is issued during the clinical placement hours.	所有臨床實習須即時停止，學生應盡快離開實習單位。 All clinical placements are to be suspended and students are to be dismissed from clinical venue immediately.	如實習在戶內進行： 學生應留在實習單位繼續進行臨床實習。 如實習在戶外進行： 臨床導師應立即停止戶外活動，並安排學生到安全和避風的地方，直至環境安全方可讓學生解散離開。 <u>If clinical placement is held indoors:</u> All clinical placements are continue as usual. <u>If clinical placement is held outdoors:</u> Clinical mentor shall suspend the activities immediately. Students should remain indoor until it is safe to return home.	不適用 Not applicable
3.	如訊號/警告在實習時間內除下，當天的實習亦會繼續取消。 No resumption of clinical placement is required once the warning is lowered within the shift of clinical practicum.			