



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

**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 Clinical Institutions)**

A Reference for Clinical Institutions

For enquiries, please call
Field Coordination Hotline
at Tel no. **6476 7187**
(8 am to 8 pm)

If the call is missed, please leave your name
and number. We will call back as soon as
possible.

Table of Contents	Page
1. General Information	4-6
A. Professional Appearance, Behaviour and Attitude	4
B. Code of Professional Conduct	5
C. Duty during the Clinical Practicum	5
D. Communication with the University	6
2. Before the Clinical Practicum	6
3. During the Clinical Practicum	6-14
A. Reporting for Duty on the First Day of Clinical Practicum	6
B. Punctuality	6
C. Field Evaluation	7
D. Clinical assessment	7-8
E. Sick Leave	8-10
F. Duty Request	11
G. Urgent Leave	11-12
H. Incident reporting	12-13
I. Input of Electronic Clinical Practicum Records (ECPR)	14
J. Clinical Practicum Appraisal Form	14
4. Forms and documents for Honorary Clinical Tutor & Clinical Assessor's reference	15-26
A. Report of "Late for Duty"/ "Absent from duty" Form	
B. Clinical Practicum Appraisal Form	
C. Clinical Practicum Evaluation Form for Group Mentoring (for BNG/HDNSG only)	
D. Notification of SICK/ CASUAL Leave from Clinical Practicum Form	
E. Incident Report Form	
F. Arrangements of Clinical Practicum during Rainstorms, Tropical Cyclone Warning and Extreme Condition	

1. General Information

A. Professional Appearance, Behaviour and Attitude

- a. Students are responsible for their behaviour, legally, ethically and professionally during the clinical practicum.
- b. During the clinical practicum, students should maintain a professional appearance by the following:
 - Students should wear the HKMU's full uniform or uniform provided by the clinical partner.
 - Students 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.
 - Students should ensure that the uniform is clean and well-maintained.
 - For males, the belt should be black in colour and a simple style.
 - Students should wear plain undergarments which must be concealed by the uniform.
 - Students should put on an HKMU student card, an HKMU nursing student badge 「護士學生」 and a clinical institution ID card, if any.
 - Students should maintain personal hygiene and tidiness.
 - Student's hair must be clean, well-groomed, in a simple style, and a natural colour. Long hair 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. Hair accessories should be kept simple and to a minimum. Any wigs are not allowed.
 - Students should keep fingernails short and clean with no nail polish.
 - Student's socks should be white or black in colour.
 - Student's 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.
 - Students should avoid heavy make-up and tattoos. If students have any visible tattoos, the tattoos must be covered.
 - Students should avoid wearing accessories and jewellery.
 - For Community Psychiatric Services, students 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. Students should demonstrate professional attitudes and responsibility to:
 - I. Clinical institution and clinical staff by:
 - introducing himself/herself 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 client 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 himself/herself 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. Students 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 inside 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).
 - Students should establish and maintain professional relationships with patients / clients. Students 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. Students are expected to maintain the highest standard of professional conduct during the clinical practicum.
- b. Students 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. 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 Practicum

- a. Student will be assigned shift duties in the clinical practicum according to the

arrangements of the clinical institution.

- b. Students are required to follow the duty patterns as specified by the respective programme.
- c. Students are entitled to have gazette public holidays.
- d. Students might be assigned duty 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 on the website of the School for updated clinical practicum-related information. (<https://hctportal.hkmu.edu.hk/>)
- b. Clinical staff may contact the Field Coordination Hotline (Tel.: **6476 7187**) for issues related to the practicum when necessary. Leave your name and contact number if the call is diverted to the mailbox.

2. Before the Clinical Practicum

A. Completion of the pre-requisites for each clinical practicum:

- a. Before the first time of clinical practicum, students 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 and safety.
- b. Before each practicum, students 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:

Students 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 practicum

- Students will report for duty on the first day of the practicum to the assigned clinical institution, or according to the clinical partner's instruction.
- Students should attend the orientation as scheduled.
- Students should prepare 1-2 padlock(s) for the locker.
- Students should complete the procedures and documents required by the clinical institution.

B. Punctuality

- Students are expected to be punctual in "report for duty".

- HCT needs to submit the “Report of “Late for Duty” / “Absent from duty” to the University if students are late for duty / absent from duty.
- If students are late/absent from duty for more than one shift, a FAIL GRADE may be issued, and they must retake the practicum course.

C. Field Evaluation

- a. Areas of Clinical Learning 學習評估紀錄
 - Students should follow the Course Coordinator’s instructions to complete the required items in the Areas of Clinical Learning 學習評估紀錄.
 - HCT can discuss with the students which items can be fulfilled in this clinical practicum, and provide opportunities during the clinical practicum.
 - HCT can assess the student’s skills and knowledge before deciding “Achieve” or “Not achieve”.
 - Failure to fulfil the items required by the Course Coordinator 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)
 - Students should achieve the competencies stipulated in the items on the Clinical Practicum Appraisal Form.
 - If the student’s performance is satisfactory, the HCT DOES NOT need to complete the form.
 - If the student’s performance is unsatisfactory, the HCT will complete 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)
 - Students 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.
 - Students should submit the self-evaluation before the mentor conducts the evaluation.
 - Any items rated as "Not Competent" by the mentor 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. Students should proactively communicate with the Honorary Clinical Tutor on the first day of clinical practicum about learning objectives and clinical assessment to be completed. Students 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. Students 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.
 - Students 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.
 - Students fail the clinical assessment.

For Mental Health Care Stream students:

- a. Students should inform the Course Coordinator / Course Leader:
 - by email on or before the last day of the Continuing Clinical Assessment (CCA) period if they pass the CCA.
 - by phone and email immediately if they 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 students. The students 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. Students are responsible for assessing their health condition and seek medical advice before applying for sick leave.
- c. Students should inform the ward in charge (IC) immediately if they feel unwell during the duty.
- d. If students 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 a shift commences:
 - i. (1st phone call) Students should inform the ward in charge (IC) via phone.
 - ii. (1st email) Students should inform the Course Coordinator / Course Leader via email. Phone or Message is not accepted.
 - iii. While applying for sick leave via email, students 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. Students 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 students fail to provide a “Medical Certificate”, they will be deemed “Absent from Duty” and a FAIL GRADE may be issued.
 - iv. Students 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, students 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 by 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”.
 - iv. Student should inform the Course Coordinator / Course Leader immediately if he/she is admitted to the hospital.
- Step 4: When students resume duty, they 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:
 - Students should submit the following documents to the Course

Coordinator / Course Leader before 5 pm on the first Friday after the clinical practicum:

- i. The original true copy of the "Medical Certificate"
 - ii. The completed "Notification of SICK / URGENT Leave from Clinical Practicum Form"
- ii. For HDN / HDMHN:
- Students should submit the following documents to the Course Coordinator / Course Leader as soon as possible
 - i. The original true copy or photocopy of the "Medical Certificate"
 - ii. 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. (**x 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 granted by the doctor.
- **(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 the mini-iPad and press SYNC.

When resume duty

- Provide the "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 Students needs 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. Students 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. Students 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 to taking leave 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 requests 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. Students should follow the standard leave application procedure. The application should clearly state the reason for the request and provide any

necessary supporting documentation if appropriate.

- Inform the ward IC and the Course Coordinator / Course Leader
 - i. Step 1: Students should inform the ward IC immediately.
 - ii. Step 2: Students should inform the Course Coordinator / Course Leader via email, clearly specifying the situation and reasons, and leave the mobile number. The Course Coordinator / Course Leader or the designated authority will contact the student for more information.
 - iii. Step 3: Students need to submit supporting document to the Course Coordinator / Course Leader if required.
 - iv. Step 4: Students 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. Students should inform and seek advice from the Course Coordinator / Course Leader for any queries on the incident.
- c. HCT should call the Field Coordination Hotline if students has an incident.
- d. Examples of an incident are (this list is not exhaustive):
 - Personal injury on duty
 - Harassment
 - Injury to a client
 - Damage to property/equipment
 - Spillage of chemicals
 - Any special happenings during the practicum that requires the School’s attention.
- e. If an incident does occur, students 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.
- f. If a personal injury does occur on duty, students 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, the student **MUST attend AED** for investigation and treatment, and adhere to the treatment and all the follow-ups.

I. Input of Electronic Clinical Practicum Records (ECPR)

- a. Students should 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.

J. Clinical Practicum Appraisal Form

- a. If a student's overall performance was unsatisfactory during the clinical practicum, HCT can inform the Field Coordination Hotline via phone (Tel.: **6476 7187**) and submit the "Clinical Practicum Appraisal Form" to the School for follow-up.

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

For action and information:

- A. Report of “Late for Duty” / “Absent from duty”
- B. Clinical Practicum Appraisal Form (for failed student)
- C. Clinical Practicum Evaluation Form for Group Mentoring
- D. Notification of SICK / URGENT Leave from Clinical Practicum Form
- E. Incident Report Form
- F. Arrangements of Clinical Practicum during Rainstorms and Tropical Cyclone Warning
- G. iPad mini manual for HCT & CA (Please see HCT portal at the School’s website)



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

Student Name:	Student No.:
Programme: 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:	
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).



Clinical Practicum Appraisal 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)		
Course Code:		Presentation term	Course Coordinator / Course Leader
Hospital:	Ward/Unit:		Specialty:

Guidelines for the appraiser (e.g. HCT, Course Coordinator / Course Leader)

- The appraiser can evaluate the student according to the following items.
- If the student's performance is **satisfactory**, the appraiser **DOES NOT** need to fill out the form.
- If the student's performance is **unsatisfactory**, the appraiser will **fill out the form** and specify which **items are "Not Competent"** and **elaborate in remarks**.
- Please contact Field Coordinator at 6476 7187 or Clinical Coordinator when filling up this form.
- The Presence of **"Not Competent"** in any item will result in an **Unsatisfactory** in Overall Performance, and a **FAIL GRADE** will be issued in the Clinical Practicum course result.

Section A: Professional Competency				
1. Assessment	Competent	Not Competent	N/A	Remarks
1.1 Collects and interprets data for nursing assessment from various sources.				
1.2 Identifies potential and actual health problems by differentiating normal and abnormal behaviour of clients and/or their families.				
1.3 Identifies the presence of clients' risk factors.				
1.4 Identifies clients' needs/problems.				

2. Planning	Competent	Not Competent	N/A	Remarks
2.1 Establishes priorities for clients' needs/ problems.				
2.2 Develops goals with specific time frame based on clients' needs/problems.				
2.3 Identifies nursing interventions which are appropriate and relevant to clients' needs/problems.				
2.4 Explains the rationale for selected interventions.				
2.5 Demonstrates skills in organizing nursing care to solve clients' needs/problems.				
3. Implementation				
3.1 Demonstrates safety and competency in performing nursing care, with emphasis on the following specific areas: (tick and fill in as appropriate) <input type="checkbox"/> Administration of Medication <input type="checkbox"/> Aseptic Technique <input type="checkbox"/> Infection Control Practice <input type="checkbox"/> Others (list below) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				
3.2 Uses communication techniques appropriately in different clients' situation.				
3.3 Implements health education plan based on identified needs/problems.				
4. Evaluation				
4.1 Demonstrates ability to document nursing care in accordance with local practice.				
4.2 Evaluates outcomes of care and recognizes the need for modification of the care plan.				



Clinical Practicum Evaluation Form for Group Mentoring

Student Name:		Student No.:				
Programme:		Course Code:				
Hospital:	Ward/Unit:		Specialty:			
CP Period:		Name of Mentor:				
Formative Assessment (2nd week) <ul style="list-style-type: none">- Students should self-evaluate and submit to the mentor in the 2nd week.- The mentor should comment and return to the student by the end of the 2nd week.- Students should submit the scanned copy of the evaluation form via OLE by the end of the 2nd week.						
Summative Assessment (Final week) <ul style="list-style-type: none">- Students should self-evaluate and submit to the mentor in the final week.- The mentor should conduct the summative assessment by the end of the final week.- The mentor should collect and submit the evaluation form to the Course Coordinator after the Clinical Practicum.- Any items rated as "Not Competent" by the mentor in the summative assessment will result in an Unsatisfactory Overall Performance and a FAIL GRADE in the Clinical Practicum course.						
		Formative		Summative		Remarks
<i>C: Competent; NC: Not Competent; N/A: not applicable</i>		Self-rated	Mentor	Self-rated	Mentor	
1. Assessment						
1.1 Collects and interprets data for nursing assessment from various sources.						
1.2 Identifies potential and actual health problems by differentiating normal and abnormal behaviour of clients and/or their families.						
1.3 Identifies the presence of clients' risk factors.						
1.4 Identifies clients' needs/problems.						
2. Planning						
2.1 Establishes priorities for clients' needs/ problems.						
2.2 Develops goals with specific time frame based on clients' needs/problems.						
2.3 Identifies nursing interventions which are appropriate and relevant to clients' needs/problems.						
2.4 Explains the rationale for selected interventions.						
2.5 Demonstrates skills in organizing nursing care to solve clients' needs/problems.						
3. Implementation						
3.1 Demonstrates safety and competency in performing nursing care, with emphasis on the following specific areas: (tick or fill in as appropriate) <input type="checkbox"/> Administration of Medication <input type="checkbox"/> Aseptic Technique <input type="checkbox"/> Infection Control Practice <input type="checkbox"/> Others (list below) _____ _____ _____ _____ _____						

3.2 Uses communication techniques appropriately in different clients' situation.					
3.3 Implements health education plan based on identified needs/problems.					
4. Evaluation					
4.1 Demonstrates ability to document nursing care in accordance with local practice.					
4.2 Evaluates outcomes of care and recognises the need for modification of the care plan.					
5. Professional Behaviours					
5.1 Seeks advice or guidance appropriately.					
5.2 Demonstrate self-discipline in <ul style="list-style-type: none"> - Punctuality - Professional appearance - Personal integrity and honesty - Confidentiality - Learning and working attitude 					
5.3 Respect the rights and dignity of clients and their significant others.					
5.4 Communicate and cooperate well with: <ul style="list-style-type: none"> - Clients and relatives - Teammates - Multi-disciplinary team 					

Student's self-evaluation and improvement plan (Formative)

Mentor's overall comment (Formative)

Student's self-evaluation and improvement plan (Summative)

Mentor's overall comment (Summative)

Overall Performance

Satisfactory / Unsatisfactory

Signature of mentor: _____

Signature of student: _____

Name of mentor: _____

Name of student: _____

Date: _____

Date: _____

Notification of SICK / URGENT Leave from Clinical Practicum 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:			
Hospital:		Ward/Unit:	Specialty:

<input type="checkbox"/> Sick leave / <input type="checkbox"/> Urgent leave
Date(s) of leave : _____
Reasons of leave:
Medical certificate /Urgent leave application approving email enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> 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/Course Leader 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/urgent leave application.



Incident Report 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:			
Hospital:		Ward/Unit:	Specialty:

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)	

Action taken during the incident:

Action taken after the incident:

Description of injury sustained (applicable to student):

Medical consultation (applicable to student):

☐

No

☐

Yes

Date:

Hospital/clinic:

Diagnosis:

Treatment:

Days of sick leave granted:

Course Coordinator/Course Leader informed:

Date: _____ Time: _____

Signature of student: _____

Name of student: _____

Date: _____

Send the completed "Incident Report" form to the Course Coordinator **within 48 hours** of the incident.

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 Practicum 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 programmes 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 programmes 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 practicum 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 Practicum during Rainstorms, Tropical Cyclone or Extreme Condition

1.	<p>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 practicum will proceed as scheduled unless an announcement to the contrary has been made by the University / Department.</p>		
2.	<p>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 practicum are as below:</p>		
	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 practicums 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 practicums 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 practicums 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 practicums 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 practicum hours.	<p>所有臨床實習須即時停止，學生應盡快離開實習單位。 All clinical practicums are to be suspended and students are to be dismissed from clinical venue immediately.</p> <p>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 practicum is held indoors:</u> All clinical practicums are continue as usual. <u>If clinical practicum is held outdoors:</u> Clinical mentor shall suspend the activities immediately. Students should remain indoor until it is safe to return home.</p>	不適用 Not applicable
3.	<p>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 practicum is required once the warning is lowered within the shift of clinical practicum.</p>		