

Clinical Guidelines

PREFACE

The revision of the Related Nursing Experience Guidebook (Clinical Practice Guide) stems from a personal awareness of the frustrating problems that confront nursing students in the health care delivery setting and from the desire to help clarify doubts, roles and functions that are integral in today's delivery of health care services in varied settings.

The persistence of the assumption that today's nurses do not function effectively as health care providers has brought much disillusionment not only to practicing nurses and other members of the health team but to the recipients of health care services as well.

The complexities of society and the expansion of health services have created manifold problems of human relationships and communications that require knowledge, skills and a favourable attitude in rendering care to people.

This book is designed to provide a guide to the nursing students as they are exposed to the different units in the clinical area. It contains policies, rules and regulations that are expected to be abided by them. Moreover, it is composed of a list of nursing procedures in the different areas. These procedures are expected to be accomplished by the nursing student prior to completion of the nursing program.

It is therefore expected that through a guided experience, nursing students will be provided with ample opportunities of experiencing these identified nursing procedures.

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POLICIES GOVERNING RELATED LEARNING EXPERIENCE OF STUDENT NURSES

Assignment of students in the Clinical Area

A) Students shall not be scheduled in the clinical area for their related learning experience if:

- 1) They are not currently enrolled in the corresponding nursing subject.
- 2) They are pregnant, whether married or unmarried. For married female students who get pregnant during the course of related learning experience may be allowed to have their clinical duty until the end of the semester provided a waiver is duly signed by the husband and wife. However, the student will be advised not to have a related learning experience on the next semester of that school year. Unmarried students, who get pregnant during the course of RLE, shall be subjected for disciplinary action and proper sanctions will be decided upon by the committee.

Further, pregnant students will not be assigned in the following areas:

- EMERGENCY ROOM
- COMMUNICABLE DISEASE WARD
- OPERATING ROOM

B) Students assignment in the clinical area shall be based on the planned and coordinated efforts of the Dean of the College and the Director of Nursing Service where the students are actually affiliated. This shall be based on the related learning needs of the individual student.

C) Students shall acquire the related learning needs through a guided experience under the direct guidance and supervision of the clinical instructor.

D) Students shall be assigned to take care of individual clients and are expected to plan and execute comprehensive nursing care to meet the clients physical, social, emotional and spiritual needs utilizing the nursing process.

STUDENT CONDUCT AND BEHAVIOR

A) GROOMING & UNIFORM.

1) When on duty, the student must wear the complete uniform as prescribed.

- Female students are required to wear the white uniform with the institutional cut, white shoes and stockings. Shoes must be of the appropriate design and should be fitted for nursing duty.
- Males must wear the prescribed white uniform with white leather shoes and socks.
- A complete set of paraphernalia while on duty is required of every student. This includes a pair of bandage scissors, prescribed color of pens, pocket notebook, 6-inch ruler and others as required.

2) Hair and nails should be properly groomed. In no case shall colored nail polish be allowed.

3) No jewelry is allowed except a watch with a second hand. Wedding rings may be allowed for married students.

4) Gowns, bonnets, masks and caps shall be worn in areas/places where they are supposed to be worn

B) USE OF TELEPHONES AND OTHER MODES OF COMMUNICATION

1) Student nurses are not allowed to use the telephone in the clinical area except when the call is official and there is permission from the clinical instructor or the staff nurse concerned.

2) Cellular/Mobile phones should be adjusted to the silent mode and should only be used in emergency cases. In such situation, the student should ask permission from the clinical instructor or the staff nurse on duty.

3) Pocket radios and similar electronic devices are not allowed while on duty.

4) Intercoms should only be used for official purposes and should not be used for fun.

C) OTHER AREAS OF CONCERN

1) Students are prohibited from receiving/entertaining visitors while on duty.

2) Students while on duty are prohibited from entering vacant/unoccupied rooms unless reason for entering is official or justifiable.

3) Loafing from one unit to another is not allowed

4) Students are not allowed to go to the wards after their duty hours.

When visiting the hospital, permission shall be taken from the Dean of Nursing or the Clinical Coordinator. The student is required to accomplish a hospital visit form. This is to be shown to the staff nurse on duty.

5) Students should always inform the Clinical Instructor/Staff Nurse when they leave the ward for their classes, snacks or meals.

- Snack break - 15 minutes.

- Meal break - 30 minutes

6) All relationships in the ward must be maintained at a professional level.

Students are allowed only one (1) snack and one (1) meal break for an 8-hour duty schedule.

Students on 4-hour shifting are not allowed to have breaks.

7) Students should minimize unnecessary noise in the clinical area because this may disrupt the resting periods of patients.

Students Misbehavior

A) Dishonesty

B) Discourtesy

C) Forgery

D) Immoral conduct involving intimate relationship when in

E) Loitering- Students are not allowed to leave their post without prior permission from the Clinical Instructor/Staff nurse/Supervisor

F) Defamation against fellow students, faculty and other health team members

G) Students who are under the influence of prohibited/dangerous drugs and alcohol while on duty and those in possession of cigarettes and deadly weapons

H) Students are not allowed to eat in the area/station

In either case, the following will apply:

1st Offense - Letter of Explanation, Research and Promissory Note

2nd Offense - Letter of Explanation, Research and Promissory Note

3rd Offense - Letter of Explanation, Research and Promissory Note,
Extension of Duty (2 weeks)

4th Offense - Expulsion

Errors in Clinical Area

A) Treatment

Any kind of treatment being rendered to clients will apply in these cases:

- Administration to the wrong patient.

- Administration/giving of incorrect solutions

- Non-administration/omission of treatment

- Improper route of administration

B) Medications

- Oral

- Parental

C) Special Procedures

- IV Therapy

- NGT Feeding

- Other legal nursing procedures not specified

D) Neglect of other responsibilities will be dealt with on a case-to-case basis. IV Therapy
In either case, the following will apply:

No injury/reaction to client

- 1st Offense - Letter of Explanation
- 2nd Offense - Letter of Explanation, Promissory Note, Research, Extension of Duty (1 week)
- 3rd Offense – Expulsion

Slight Injury

- 1st Offense - Letter of Explanation, Research, Extension of Duty (1 week)
- 2nd Offense - Letter of Explanation, Promissory Note, Research, Extension of Duty (2 weeks)
- 3rd Offense -Expulsion

Moderate Injury

- 1st Offense - Letter of Explanation, Research, Extension of Duty (2 week)
- 2nd Offense - Letter of Explanation, Promissory Note, Research, Extension of Duty (3 weeks)
- 3rd Offense - Expulsion

Severe Injury

- 1st Offense - Letter of Explanation, Promissory Note, Research, Extension of Duty (2 weeks)
- 2nd Offense - Letter of Explanation, Promissory Note, Research, Extension of Duty (4 weeks)
- 3rd Offense - Expulsion

Death

- 1st Offense - Expulsion
- 2nd Offense - Expulsion
- 3rd Offense - Expulsion

Students Absences

Students are discouraged from incurring absences because these deprive them of learning opportunities that may have been provided during the period of their absence. In some cases where absence becomes inevitable, the following procedures:

A) A student who is absent from the clinical area must secure an admission slip through the following procedures:

- Secure an admission slip (2 copies) from the instructor concerned or any Clinical Instructor present within the shift. It must be duly signed with the number of absences incurred certified.
- Have the admission form signed by the Dean for approval/disapproval.
- One (1) copy of the slip will be returned to the clinical instructor and one (1) copy will be retained at the Deans office.

NOTE: On the day the student will report for duty, an admission slip should be presented to the Clinical Instructor concerned, otherwise the student will still be considered absent until such is presented.

B) Unexcused absence/s will be ratioed

C) Excused absences will be ratioed on a case-to-case basis

- Death of an immediate member of the family (1:1)

- Death of a relative (1:3)

- Severe illness of any immediate member of the family (1:3)

- Social activity involving immediate family members (1:4)

- Other situations not mentioned may be treated on a case-to-case basis

D) School activities with official permission from the administration shall be excused on a 1:1 basis. In this case, the student will not be required to pay the make-up duty fee. He/she therefore, is advised to secure a note from his/her department head that the absence was official. Otherwise, the usual policy on make-up duty fee will apply.

Sick Leaves

Sick leaves will be ratioed 1:1 basis provided a medical certificate would be presented. It is mandatory that a medical certificate be signed by the school physician. Otherwise, it cannot be charged to a sick leave. On the occasion that a student did not seek hospitalization because of other reasons, it is advised that a note from the parent or guardian duly notarized be secured certifying that the concerned student really got sick.

Make-up Duties

Make-up duties shall be scheduled on semestral and/or other school breaks so as not to interrupt with regular class and duty schedules.

Students on make-up duties are required to pay the prescribed fee because this entails additional expense on the part of the administration to pay affiliation fees to the agency of affiliation and the Related Learning Experience fee of Clinical Instructors who are scheduled to follow up.

Tardiness/Undertime

A student is expected to report to the clinical area fifteen (15) minutes before the schedule and is considered tardy if he/she reports beyond the scheduled time. Tardiness will only be considered within a span of thirty (30) minutes. Beyond this time will be charged as unexcused absence.

A) Three (3) tardiness is equivalent to one (1) unexcused absence. It may either be successive or cumulative.

B) Tardiness/Undertime with justifiable reason/s shall be dealt with on a case-to-case basis. (The frequency of tardiness is also to be considered). In some cases, a student may be advised to have an extension of duty based on the time lost and this depends upon the cause of tardiness.

How to go for Completion

Students desiring to go for completion should:

A) Secure a completion form from the Office of the Dean of the College. The form shall indicate the number of hours/days to be paid by the student.

B) This form should be accomplished in two (2) copies, one copy for the Clinical Instructor concerned and one will be kept for office file.

C) Thereafter, the student shall then be scheduled by the Dean on the area/experience for completion

D) After the student has been scheduled, he/she is advised to go to the business office to pay her dues. Payments of make-up RLE shall be made directly to the Business Office of the College. No student will be allowed to go for make-up duty unless said accounts are duly settled.

E) At the end of the duty or after the student has completed the required number of hours or days, the Clinical Instructor affixes her signature to the completion form and is then submitted by the student to the office of the Dean.

Evaluation of students shall be made by the Clinical Instructor of the College of Nursing in coordination with the staff nurse and head nurse in the particular unit where the student is assigned.

The evaluation of students will be based on the following domains of learning:

- Cognitive - 40%
- Affective - 30%
- Psychomotor - 30%

Students who cannot complete the required number of hours as scheduled and as required will not be given a grade for that particular experience. Such student/s are then required to complete the deficiency before a grade is to be issued. The grace period for any student to complete deficiencies shall not exceed one (1) week after the shift. Otherwise, he/she will be given a failing mark.

In cases of deficiencies, the following policy will apply:

Students who have deficit of more than 25% of the total number of hours of their deficit of 50% or more in the total number of hours of their scheduled rotation will be required to repeat the experience.

*This revision has been done by the concerted efforts of:
The Faculty of the College of Nursing
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