



# **Bachelor of Science in Nursing Program Clinical Practice Policy**

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# BScN Program Clinical Practice Policy

## 1. Introduction

Nursing is a science and an art; hence, theory and practical components are equally important and should not be neglected in the quest to train a competent nurse. Every academic year has a set of clinical skills and allocations that a student should complete and practice to be classified as proficient. Therefore, this policy has been designed to establish the progress of Bachelor of Science in Nursing (BScN) students towards the successful completion of the program.

## 2. Purpose

The purpose of the policy is to guide the BScN students through their clinical skills training in the lab and clinical areas toward the successful completion of the program.

The objectives of this policy are:

- 2.1. To ensure that students meet the standards of clinical practice (skills lab, OSCEs, and clinical allocation) of the program NU.
- 2.2. To meet the professional standards of practice as determined by relevant regulatory professional bodies (Nursing and Midwifery Council of Zambia)

## 3. Scope

This policy applies to all BScN students taking courses from levels 2-5 at the Northrise University School of Nursing. Below is a list of allocation course codes:

### Course Codes for Clinical Practice

YEAR	ALLOCATION	COURSE CODE	DURATION
2	Fundamentals Of Nursing	FNR203	10 weeks
3	Medical Surgical Nursing	MSN303	5 weeks
	Maternal and Neonatal Health	MNH302	5 weeks
	Obstetrics Nursing	OBS302	4 weeks
	Pediatric and Neonatology	PNN302	6 weeks
4	Mental Health	MHN402	4 weeks
	Critical Care/Operating Theatre & Ear, Nose and Throat & Ophthalmology	MSN402	7 weeks

	Gynecology Nursing	OBS302/1	3 weeks
	Public Health Nursing	PHN302	6 weeks
5	Oncology Nursing	MSN403	3 weeks
	Ward Management	NLM402	8 weeks
	Nursing Education Teaching Practice	NED404	6 weeks

#### 4. Definitions

For the purpose of this policy the following definitions apply:

- 4.1. *Back-Group* – Student joining a later intake due to various circumstances e.g., failing, taking time-off from studies, suspension or any other activity or event that may make a student ineligible to be part of the initial cohort.
- 4.2. *Evaluation Manual* – Book in which the student is assessed on different nursing procedures.
- 4.3. *Clinical Allocation* –Duration of a varying number of weeks spent in a hospital or clinic for the purpose of fulfilling set objectives.
- 4.4. *Clinical Practice* – The practicing of nursing clinical skills in the clinical areas/sites.
- 4.5. *Competencies* – Skills that a nursing student should learn and practice in a clinical area.
- 4.6. *Objective Structured Clinical Examinations (OSCES)* – The method of assessment comprised of several stations on which students should complete a given task in each time.
- 4.7. *Ward Progress Report* – evaluates the student’s general performance in each ward.
- 4.8. *Evaluation Manual Report* – evaluates a student’s competencies in specific nursing procedures.
- 4.9. *Proficient* – reaching a level of competence in particular skills.
- 4.10. *Skills Lab* – unit in the nursing school that has the equipment for teaching and demonstrating clinical nursing skills.
- 4.11. *Pre-Nursing Students* – students undertaking courses designed to bridge the gap between Grade Twelve (G12) knowledge and the Bachelor of Science in nursing courses.

## 5. Responsibilities and Accountabilities

### 5.1. HOD NUSON

- 5.1.1. Ensure that the policy is consistently applied across the BScN student body and that students are aware of the policy.
- 5.1.2. Ensure that a student who fails any required assessment is provided with appropriate academic advice and guidance timely.
- 5.1.3. Ensure processing of clinical fees to clinical sites is done 4 weeks before the clinical practice commences.

### 5.2. Lecturers and Clinical Tutors

- 5.2.1. Monitor a student's progress in a course and provide timely advice and guidance.
- 5.2.2. Clinical tutors to demonstrate procedures and ensure that return demonstrations are properly done by the students.
- 5.2.3. Clinical tutors to check the clinical evaluation manuals regularly in every allocation (monthly) to assess students' performance.

### 5.3. BScN Students

- 5.3.1. It is the student's responsibility to ***make sure practicum fees are paid eight weeks (8) before the start date of the clinical allocation.*** Failure to pay on time will mean that the student will have to do the clinical allocation at another time (back grouped).
- 5.3.2. It is a student's responsibility to read and understand the provisions of this policy.
- 5.3.3. It is a student's responsibility to work hard and make genuine attempts to achieve academic excellence.
- 5.3.4. It is a student's responsibility to practice in the skills labs during their spare time and seek guidance if needed. Keys for the skills labs are available from the clinical tutors during normal operating hours. *Note that the safety of the clinical equipment is in the hands of the student at this point. Students must*

*take care of the equipment or risk suffering penalties for any loss or damage to the equipment.*

- 5.3.5. It is the responsibility of the student to book in advance for self-practice so that logistics are organized for specific procedures and accountability. If applicable, allocation will be done on a first come first serve basis.
- 5.3.6. It is the responsibility of the student to ensure that all competencies for a particular clinical placement are done, documented in the clinical evaluation manual, and counter-signed by a qualified nurse in-charge. **Forging a signature and scores** is a serious offense that can lead to dismissal (*Refer to NMCZ rules and regulations for student nurses/midwives*).

## 6. Implementation Process of the Clinical Practice

Process	Responsibility	Required Outcome	Period
Student Clinical Practice Orientation	1) School of Nursing 2) Registrar	Students to understand the progression rules & Practicum Policy	<ul style="list-style-type: none"> <li>• First Week of Year 1</li> <li>• First Week of Year 2</li> </ul>
Class Sessions	1) Course Instructors	Students to fulfill the class requirements (Attending class sessions and passing the course as per progression requirements)	As per the Class timetable
Laboratory Skills <i>(Mandatory Requirement for the student to progress to clinical placement)</i>	1) Clinical Tutors	Students must attend the required lab skills session. Failure to attend the sessions would result in delayed progression. Attendance Policy applies	As per Academic Calendar (During class sessions)
Observed Structured Clinical Examinations (OSCEs)	1) Clinical Tutors	To progress to Clinical Placement, a student must pass the Exam with a minimum of 65% accumulation score from all applicable stations. Failure to score 65% will result in the student being back grouped	As per Academic Calendar
Clinical Placement	1) Clinical Tutors 2) Course instructors	Students are to undergo clinical practice in the designated health center.	As per Academic Calendar

## 7. Objective Structured Clinical Examinations (OSCEs)

7.1. Nursing students shall do an OSCE before going for clinical practice. OSCEs are given to students who have attended skills lab sessions and are being assessed for proficiency in procedures they are going to practice in the ward in their next clinical allocation.

Therefore, skills lab sessions are pre-requisites for OSCEs

7.2. The OSCEs shall be performed three (3) weeks before the end of the semester to allow time for Re-doing the exam in case of failure on the first attempt.



- 7.3. Nursing students doing an OSCE will be required to sit in a designated room for the period of the exam. Nursing students will have a chance to visit the restrooms but are advised not to talk to people other than their instructors on these visits as this will be viewed as malpractice. They will be required to surrender all phones and smart gadgets to avoid the transmission of exam details among students who have done exams and those that have not. Upon completing an OSCE a nursing student will be required to leave the premise of the exam to avoid meeting those that have not.
- 7.4. OSCES results shall be communicated to students timely to allow time for preparation in case of failure.
- 7.5. A repeat OSCE shall be performed after 5 working days of preparation.
- 7.6. Nursing students must pass the OSCES with “65%” overall to proceed to the clinical area. The total mark shall be calculated by adding the actual scores on each station, not the average mark.
- 7.7. Decisions shall be based on both the grade and the comments.
- 7.8. Nursing students failing the OSCE on the second (2<sup>nd</sup>) attempt will be back grouped as it is a requirement to pass every clinical allocation to progress in the program. A student cannot proceed and repeat courses at the same time.

## **8. Evaluation Manuals**

- 8.1. The final exam mark (**65%**) for practical assessment shall be taken from clinical procedures observed by the clinical tutors, in the evaluation manuals.
- 8.2. The evaluations will be done starting in the second week of the allocation by the clinical tutors.
- 8.3. A nursing student failing the evaluations will repeat the clinical practice. Moreover, the student will be backgrouped because they cannot proceed and repeat at the same time.
- 8.4. The cost of repeating a failed course will be borne by the nursing student.

8.5. A student must complete all the competencies for a particular allocation before progressing to the next level. Three procedures will be considered for Fundamentals allocation and two for all the other allocations.

8.6. A student who fails the clinical part of a course will record an INCOMPLETE (I) on their transcript and will be back grouped to fulfill the competencies.

## **9. Nursing Education Supervision**

9.1. Student nurses will be supervised by lecturers at the college of nursing where they will be attached.

9.2. Student nurses must complete 6 observed sessions – 3 classroom and 3 practical sessions one of which must be observed by a tutor from Northrise University.

9.3. Students in teaching practice will be mentored by both the NU instructors and those at the institution to whom they are attached.

## **10. Clinical Practice and Transportation and Boarding**

NUSON attempts to partner with clinical practice areas that provide the best opportunities for our nursing students to learn, grow and meet the requirements of the program. Clinical practice sites are located throughout Zambia based on areas of specialty and availability. NUSON makes every effort to provide clinical practice assignments as close to NU as possible.

Based on the clinical assignment location NUSON will work with each group (sub-group) of students to develop a transportation (boarding if necessary) agreement to facilitate the successful completion of the clinical assignment based on the Northrise University Transportation and other policies.

## **11. Clinical Practice Offences and Disciplinary Action Guide**

As outlined in the NMCZ School rules for Nursing & Midwifery Students, January 2018. (See page 20-26, section 6-18.0)