
 <p>جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY</p>	<p>Policy and Procedure</p>	 <p>مصادرة الجودة والاعتماد الأكاديمي Deanship of Quality and Academic Accreditation</p>
<p>Standard 3 – Learning and Teaching</p>	<p>IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY</p>	
	<p>IAU-DQAA Document Control Unit</p>	<p>UNV-0-0000</p>
<p>Effective from:</p>	<p>Supersedes:</p>	<p>Date:</p>
<p>Review Date:</p>	<p>No. of Pages:</p>	<p>Revision:</p>

1. TITLE: COLLEGE CLINICAL TRAINING FOR NURSING POLICY

2. PURPOSES:

2.1 This policy provides consistent guidance to faculty members of Imam Abdulrahman Bin Faisal University (IAU) and IAU hospital preceptors responsible for the nursing student clinical training at clinical training placement.

3. DEFINITIONS:

3.1 **A Nurse Inter:** is a university student who is accepted into the Nursing Internship Program after they have completed the course work for their Bachelor in nursing degree.

3.2 **Preceptor** a person with noteworthy competence in a specific area, who teaches, guides and facilitates the learning competencies of an intern

3.3 Clinical Coordinator is responsible for the Nursing Internship Program, Nurse Interns, and for communicating and liaising with the involved hospitals.

3.4 Rotation a period wherein an intern is assigned under supervision of a qualified instructor and/or staff.

3.5 **Faculty/university instructors** who will supervise interns in the clinical areas.

4. POLICY STATEMENT:

4.1 Provide practical learning opportunities for students and interns to ensure appropriate knowledge, skills and attitudes in a professional setting.



5. POLICIES:

5.1 The IAU coordinates clinical placements for required clinical courses for all students, and prepares students for those placements. IAU shall comply with clinical facility placement requirements as stipulated in the formal affiliation agreement(s).

5.2 The hospital units are regularly audited by nursing department clinical coordinator yearly. Each hospital unit is approved as being a suitable learning unit for students to develop their knowledge and skills which means they have to meet the required clinical course objectives.

5.3 The college should provide faculty to supervise students in clinical experiences.

5.4 Nursing faculty and students must be prepared to show evidence that they have met college and clinical placement requirements. The clinical instructors and



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nursing students are required to complete the Immunization requirements (Hepatitis B and Varicella), CPR certificate and orientation checklist form prior to enrolling in clinical courses.



- 5.5 Each student enrolled in a clinical course in the college will receive a clinical training manual specific to his/her courses. Students will be responsible for following all clinical/practice policies contained in the clinical course manual.
- 5.6 Clinical placement site must provide orientation for college faculty and students with respect to the physical facilities, policies and procedures of the clinical placement sites, and where appropriate, to the needs of individuals and/or groups with which they will be working.
- 5.7 Faculty members and hospital nursing staff are responsible for students at the clinical settings to protect them from unnecessary exposure to dangerous situations.
- 5.8 College students practical training will be in the morning only, shift training will start during internship year.
- 5.9 Clinical Instructors are responsible for the students' performance, supervision, and evaluation during their rotation.
- 5.10 Nursing students are expected to maintain a professional appearance relates to clothing, hair, nails, shoes and communication. Students' appearance should not risk offending or disturbing clients. Students must recognize that nursing is a service-oriented profession.
- 5.11 Clinical Placement Evaluation should be done at the end of each semester by students, analysis of the evaluation is carried out by the college quality unit and the clinical instructors will include the result in the field experience report.

6. PROCEDURES:

- 6.1 College clinical coordinator will provide the following documents to the clinical placement nursing department at the beginning of each semester:
 - 6.1.1 Course number and title
 - 6.1.2 Course objectives and clinical training plan
 - 6.1.3 Student's clinical rotation plan and number of students in each group
 - 6.1.4 Course coordinators and clinical instructor's names with contact numbers

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- 6.2 IAU shall advise faculty and students that prior entering clinical placements must meet agency requirements as stipulated in the affiliation agreement for that specific placement.
- 6.3 The college should notify students to comply with all policies and procedures of the hospital, the clinical instructor will review with each student prior to the clinical assignment, any and all applicable policies, codes, or confidentially issues related to the clinical experience.
- 6.4 Clinical placement site shall provide opportunities for observation and practical experience, conducive to the learning process of students and to meet the stated learning objectives.
- 6.5 Nursing staff shall be as resources for the students providing them with guidance and answer to their inquiries to strengthen their clinical knowledge and prepare them for the clinical experience and team work.
- 6.6 Students must have a clear understanding of the learning objectives of their current clinical assignment, translated into a checklist that should be present with them at all times in the clinical areas.
- 6.7 The clinical instructor, nurse preceptor and nurse manager shall have conferences with each student periodically or as needed to discuss the student progress in the clinical area. The conference is recorded on the student clinical manual. Comments and signatures of the instructor and involve nurse are required. Student signature is desirable.
- 6.8 Unsatisfactory clinical performance by students requiring immediate faculty intervention to protect patients and others.
- 6.9 Unsafe behavior requires immediate intervention to protect patients and the public from unnecessary exposure to dangerous or potentially dangerous, situations. Examples of unsafe behaviors include:
 - 6.9.1 Medication Errors (administrating, ordering, or prescribing) that could result in serious injury or death.
 - 6.9.2 Performing any procedure or administering any medication without direct faculty supervision after specific instruction by the clinical faculty member.
- 6.10 Clinical instructors should write the field experience report at the end of each semester, report should be reviewed and signed by the course coordinator and program director and finally should be submitted to the college clinical coordinator.

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6.11 Field reports should be archived each year by the college clinical coordinator, with copies kept in the college quality unit.

7. RESPONSIBILITIES:

7.1 Clinical Coordinator:

7.1.1 Auditing of the hospital units.

7.1.2 Provide students clinical training documents to the clinical placement nursing department at the beginning of each semester.

7.1.3 Write the annual clinical placement report at the end of each academic year.

7.2 Hospital Nursing Department Responsibilities:

7.1 Provide orientation for college faculty and students with respect to the physical facilities, policies and procedures of the clinical placement sites.

7.2 Provide opportunities for observation and practical experience, conducive to the learning process of students and to meet the stated learning objectives.

7.3 Nursing staff shall be as resources for the students providing them with guidance and answer to their inquiries to strengthen their clinical knowledge and prepare them for the clinical experience and team work.

7.3 College clinical instructor:

7.3.1 Observe students' performance and evaluation during their clinical rotation.



7.3.2 Write the field experience report at the end of each semester.

7.4 Nursing Students:

7.4.1 Complete the student orientation checklist form, immunization requirements and CPR certificate prior to enrolling in clinical courses.

7.4.2 Comply with all policies and procedures of the hospital.

7.4.3 Maintain a professional appearance relates to clothing, hair, nails, shoes, carriage and communication.

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8. **ATTACHMENT/S:**

8.1 Rules & Regulation internship program

9. **DISTRIBUTIONS:**

9.1 Clinical & Internship Coordinator

9.2 Nursing Services

10. **REFERENCES:**

<p>Prepared by:</p> <p><i>[Signature]</i></p> <p>Mrs. Fawiza Omer Coordinator, Clinical Affairs, and Internship</p>	<p>Date Signed:</p> <p>06 June 2022</p>
<p>Reviewed by:</p> <p><i>[Signature]</i></p> <p>Mrs. Sarah Abdulhai Acting Vice-Dean for Clinical Affairs</p>	<p>Date Signed:</p> <p>08 June 2022</p>
<p>Concurred by:</p> <p><i>[Signature]</i></p> <p>Dr. Khlood Bubshait Vice-Dean for Studies Development and Community Services</p>	<p>Date Signed:</p> <p>14 June 2022</p>

