

SKMH Student Clinical Training Policy

To : Medical and Nursing Department
From : Cathy Pingoy, RN,MSN
 Dep. CNO, Director of Educ. and Quality Program.
Date : July 25, 2019
Subject : Student Clinical Training and Supervision Policy

I. Policy Objectives

1. Describe process of training application process
2. Identify the roles and responsibility of the students
3. Describe the evaluation process
4. Describe the process of reporting sentinel events

II. Responsibility

Public Relations/Volunteer Coordinator Unit:

- Receives communication request and training documents requirements from international and local students and coordinate with specific department
- Organizes and coordinate training fees, housing , food and accommodation
- Conducts exit clearance
- Maintains Volunteer file

Hospital Director, Clinical Directors and Deputy Director

- Approves the application for training
- Assigns student in the department
- Evaluate foreign student performance

Supervising Physician, nurse or midwife

- Supervise student during clinical rotation
- Gives feedback to the Director, Deputy or head of department on student performance
- Evaluate local student performance

III. PROCESS

A. *Application Procedure :*

Foreign Students

1. Fill up the application form available in SKMH website
2. Write and send a letter of intent and submit all training documents requirements (Check the website) to Public Relations/Volunteer Department.
3. Public Relations/Volunteer Department will inform the Servicing Department (Medical, Nursing , laboratory, Xray etc)
4. Once acknowledged by the servicing department, the requesting student or school program coordinator must submit an official Memorandum Of Undertaking or Endorsement Letter duly signed by the program coordinator or Dean of the university
5. Servicing department will plan the training rotation and evaluation
6. Student will give details of arrival in SKMH
7. Upon arrival, meet with the Public Relations/Volunteer Coordinator Unit
8. Pay the training fee if not settled ahead of time and submit photocopy of visa
9. Attend the orientation
10. Start of duty

Local Student:

1. University must submit a letter of intent addressed to the hospital director or department head for approval
2. Office of the hospital director will inform the servicing department
3. Servicing department will plan the training rotation and evaluation
4. Arrived in Hospital

5. Pay the training fee (private school only)
6. Attend the orientation
7. Start of duty

B. Documents Needed prior to training :

Medical Students:

- Evaluation form provided by school

Nursing Students

- Clinical practice guidelines for training (include expected competencies to develop during training)
- Official list of competencies completed
- Evaluation form

C. Non English Native Countries (Foreign applicants)

- Proof of spoken and written English proficiency (from School or Program Coordinator)

D. Training Duration and for foreign students only

- Minimum Training Days (MTD) : 1 month or 4 weeks
- Training Fee:
 - Medical Students: 300USD/ month or 4 weeks
 - Nursing Students: 200 USD/ month or 4 weeks
- Any days in excess of the 1 month or 4 weeks MTD will be paid in full month
- Training fee can be paid in advance by money transfer or before the Orientation
- Training fee is nonrefundable

E. Hospital orientation :

1. Must be attended first by the student prior to starting their clinical duty.
 Part I. Orientation to SKMH staff and facility by Public Relations/Volunteer Coordinator Unit staff
 Part II. Orientation by servicing department by representative from the department
2. Once the orientation is over, student will then proceed to respective department assigned by the servicing department for specific unit orientation and further instruction

IV. Clinical Conduct

1. Must exhibit the Core Values of the hospital – Respect , Compassion, Integrity , Kindness and Team Work
2. Exhibit professional behavior towards each other, medical and non-medical staff, and patients.
3. Respect and recognize the Cambodian Culture, National Law and acknowledge that the hospital is a multicultural health care facility

V. Clinical Supervision

A. General provision

1. Physicians , nurses or midwives preceptors will identify the area for whom student supervision may be provided
2. Once clinical rotation is identified , the students will be under the supervision by assigned physician , nurse or midwife
3. Student must act responsibly when engaging in activities directly connected with patient care and academic activities.
4. Student must protect and respect patient confidentiality
5. Any concerns pertaining to clinical duty must be channeled through the assigned physician or nurse / midwife preceptor

B. Specific Provision

B.1 Medical Student

- a. A supervising physician is required to directly supervise all procedures (clinical, in-patient bedside, emergency department, and/or operating room) in which a medical student is involved
- b. All Clinical decisions and orders must be consulted first and approved by the supervising physician.
- c. Medical Students may take patient histories and perform complete physical examinations.
- d. Medical students may enter findings in the medical record of the patient with the approval of the supervising junior or senior physician . Student may also access the patient's medical record, including laboratory reports, x-ray reports, etc.
- e. The supervising physician will review medical student documentation and provide feedback for educational purposes.

- f. Progress notes and discharge summary which must be reviewed and counter signed by the attending physician
- g. Communications provided to the patient must be discuss first with the supervising physician
- h. Medical students are NOT allowed to write Medication order in Medication Administration Record
- i. Discharge order and discharge summary written by medical students must be discussed to and countersigned by the Physician prior to discharging patient
- j. Medical students may perform basic procedure that the student has been trained for and declared competent such as drawing blood, perform simple diagnostic test such as urinalysis, pregnancy test, rectal exam , basic wound dressing and the likes under supervision of the physician

B. Nursing Student

- a. Comply with SKMH Nursing Students Hand Book (Local Students)
- b. Perform basic nursing care and procedure that the student is deemed competent as listed but not limited to the following :
 - Physical assessment
 - Vital signs monitoring including pain and oxygen saturation
 - Hygiene care (bathing , oral care and shampooing)
 - Admission and discharge preparation (Bed making, Cleaning and disinfection of bed and equipment post discharge)
 - Elimination management and care (Foley catheter, Care of ileostomy)
 - Assist and provide nutrition support and treatment (Oral Feeding ,NGT, OGT, enteral feeding pump)
 - Assist in mobility (Stretcher to bed , bed to wheel chair ,Wheel chair to walking)
 - Medication administration such as Oral and Parenteral (Except IV medication drip , IV Push to IV medication to NICU patients)
 - Initiation and care of intravenous line ((Level 3 to 4 students only with supervision)
 - Care and management of oxygenation support and treatment including bubble CPAP(Except ventilated patient)
 - Point of Care Test (POCT) procedure such as urinalysis, random blood sugar, pregnancy test HbA1C Hematocrit test
 - Draw blood (with supervision) and collect other specimen (ex. urine for laboratory test)
 - Basic wound management and care
 - Pre and post natal care (Labor contraction monitoring using CTG , Progress of labor monitoring using Partograph , Monitoring of uterine contraction and bleeding after delivery , Provide health teaching post normal or caesarean delivery
 - Assist and promote breastfeeding
 - Assist in normal delivery and cord care (with supervision) Assist and perform newborn care with supervision (Administration of tetracycline ophthalmic ointment and Vit K, Cord care , Baby Swaddling ,Assist in measuring weight, length and head and chest circumference
 - Assist during hearing test examination
 - Provide discharge health teaching on Diet, Activity, Medication, Follow up date, Treatment (example wound care), etc.
 - Conduct health teaching on various topics
 - Assist in advance procedure (Thoracotomy, paracentesis, trauma care etc.) with supervision for level 3 or 4 only

Training Rotation:

Only 1 student will be assigned per area. The department will identify the training rotation of the students in the following areas:

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|--------------------------------------|----------------------|
| A. <u>General Area</u> | |
| a. OPD Adult and Pediatric | e. IPD Standard room |
| b. Emergency Department | f. Maternity ward |
| c. IPD Adult (Medical or Surgical) | g. Maternity VIP |
| d. IPD Children's Ward | h. Labor room |

- B. Restricted Area : for level 3 or 4 students only
- Operating Theater (Maternity or Main OT)
 - NICU

Morning Rounds, Morning meeting and CME

All Medical and Nursing students are to attend the morning rounds of the area they are to. Only Medical students are expected to attend the morning meeting in the library. During the course of training, medical student will be assigned to present the status of the patients in the ward to which they are assigned to.

Continuous Medical Education (CME) and lectures

All medical nursing and students are encourage to attend the CME conducted in the hospital . Lectures and trainings for medical students should be attended.

Blood and Body Fluid Preventive Measures and Needle stick injury

Student should always follow Standard Precautions for Blood Borne Pathogens. If caring for known HIV or Hepatitis B patient or handling blood/body fluid/tissue , the student may double glove.

For blood and body fluid exposure and needle stick injury policy on needle stick incident policy needs to be followed

Health Insurance

Student, especially foreign students, are responsible for all medical expenses and are encouraged to secure and maintain healthcare insurance while in clinical training program.

Documentation:

All students are to comply with the documentation and medication administration policy. All documentation entered in the patient chart must be countersigned by preceptor or supervisor

Working hours and Attendance

- Clinical and educational work hours : 45 hours per week, inclusive of all in-house clinical and educational activities.
 - Nursing Students: 7 AM to 4 AM
 - Medical Student:
 - 0730 H to 1700 PM
 - Night shift may be assigned by supervising doctor
- Holidays : Not required to report to the hospital
- Students should stay in their assigned area and not be loitering around the hospital
- Student who leaves the hospital during training hours without informing their immediate supervisor office will be subject for disciplinary action
- In case of sickness, death in the immediate family or personal wedding, student should inform the servicing department and file for leave of absence. Student should present Medical Certificate to the supervising physician or nurse when sick.
- Student attendance will be documented and monitored. Summary of attendance will be included in the evaluation.
- Attendance sheet located in the department assigned location must be signed when reporting for duty and when leaving the hospital. Failure to sign in the attendance sheet will be equivalent to a day of absence unless a staff can testify the attendance.

Dress Code Guidelines

- Students must wear ID identifying them as Medical or Nursing Student.
- Students must practice proper hygiene at all times
- Attire:
 - Nursing : white clinical nursing uniform or uniform prescribed by the university
 - Medical Students: blue scrub suit or smart casual attire with white coat.
T-shirt and jeans, leggings, revealing clothes , plunging necklines are NOT allowed
- Shoes: flip- flop or open toed shoes is strictly not allowed

HOPE

- Accessories : Wrist watch or wedding ring (must be remove during patient care)
- Nails are to be kept neatly cut and short
- Hair and facial hair must be clean, controlled and trimmed so as not to interfere with patient contact
- Only *hijab* or veil worn by Muslim are allowed if required by religious belief
- Make-up: should be complimentary as to create a natural appearance.
- Tattoos and body art may not be visible

Personal Clinical Paraphernalia:

Student may bring personal clinical paraphernalia such as stethoscope , penlight or scissor and must take personal responsibility in ensuring it's safety. The hospital will not be responsible with the damage or lost of any personal equipment.

Misconduct warranting disciplinary action or dismissal

If a misconduct warranting disciplinary action has occurred, an incident report should be submitted to the Medical Chief Of Staff or Chief Nursing Officer. If the Committee determines that sufficient cause exists, the student will be investigated. Result of the Investigation together with evidences will be reported to the Hospital Director and a copy will be submitted to the respective school where the student is from.

Major Offense:

- The student receive an failure grade for the training and will be dismissed from SKMH
- Students dismissed for misconduct will be blacklisted and will be banned from entering SKMH

Behaviors that would result to major disciplinary action are listed but not limited to the following

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|---|---|
| 1. Negligence or malpractice resulting to permanent disability or death of patient. | 5. Racial Discrimination |
| 2. Any forms of criminal act | 6. Gross disrespect |
| 3. Performing procedure on patient or staff without the permission of supervisor resulting to permanent disability or death of patient. | 7. Break of patient confidentiality of any form (Written, social media etc.) |
| 4. Falsification of documents submitted for training | 8. Cheating, stealing or any form of deceit |
| | 9. Misrepresentation of the hospital |
| | 10. Substance abuse or use of illegal drugs |
| | 11. Sexual and immoral misconduct within the hospital premises |

Moderate Offense:

- Written warning will rendered
- Student will be subject for close monitoring to give chance to improve
- Should the student commit another offense of any gravity during the monitoring period, the student will be dismiss and will received an unsatisfactory grade
- 3 counts of minor offense (regardless of what kind) will be counted as Moderate offense

Behaviors that would result to moderate disciplinary action are listed but not limited to the following

1. Negligence or malpractice resulting to moderate injury that requires treatment or surgery regardless of severity
2. Performing procedure on patient or staff without the permission of supervisor resulting to injury
3. Lack of respect to staff or patient
4. Intimidating or threatening patient , co student or staff
5. Habitual (more than 3 times in a given month) tardiness or un excused absences
6. Deliberate disregard of this policy
7. Drinking or smoking within the hospital premises

Minor Offense:

- Student will be given a verbal warning

Behaviors that would result to moderate disciplinary action are listed but not limited to the following

1. Tardiness (less than or equal to 3 in a month)

2. Absence without excuse letter or informing the preceptor or supervisor
3. Exchanging of clinical rotation area without permission
4. Use of cellphone during patient care
5. Sleeping during duty
6. Noncompliance to dress code
7. Loitering around the hospital
8. Excessive break time or long lunch time
9. Use of cellphone not related to work (Facebook and other social media)

Grading System:

- Student must report to the preceptor or supervisor on weekly , bi-monthly or once a month for training feedback
- Performance will be evaluated based on staff feedback and supervised performance
- The student's final summative evaluation will be completed and will take into consideration knowledge of subject matter, professional behavior, and skills attainment.

All students must adhere to the policy as stated above. Policy takes in effect once approved and signed by the Hospital Director.

Reviewed by:

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