




WCCN

Orientation of Students Policy

Doc. Number	WCCN/2018/32
Date Issued	2018/02/06
Revision	

Author	Position	Signature	Date
Policy Task Team			WCCN/2018/31
			2018/02/06

Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/05/04

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/15	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



1. SCOPE

The Policy is applicable to all students at the Western Cape College of Nursing (WCCN). This policy is part of the Quality Assurance system of WCCN and a Legislative requirement of the Public Sector

2. THE PURPOSE OF THIS POLICY

The purpose of this policy is to introduce new students to the establishment, the public health sector and higher education. Orientation will familiarize students with their role, responsibilities and communication network to enhance effective teaching and learning environment.

3. OBJECTIVES

- 3.1 To introduce the students to the place of study and work integrated learning environment
- 3.2 To reduce anxiety and uncertainty
- 3.3 To introduce the students to the training staff and support staff
- 3.4 To create a positive attitude amongst students
- 3.5 To enhance the students coping skills
- 3.6 To optimise the student's development and performance
- 3.7 To clarify study directed uncertainties and guide/refer to the appropriate support services

4. DEFINITIONS

4.1 Orientation

It is a period at the beginning of the academic year at the institution during which a variety of structured events are held to welcome and introduce new students to the training programme to ensure successful outcome of studies (Booyens, 1993: 367).

5. GENERAL

This programme needs to be completed for the first five (5) days and is the responsibility of Head of Campus and Support staff members. Orientation of students to the training programme in Nursing is a South African Nursing Council (Statutory body) requirement to training of nursing students.

5.1 Topics and events to be covered are:

5.1.1 Welcome of students and parents

On the first day of attendance the families and students will be welcomed during an official ceremony where mutual expectations and can be communicated and information be obtained as per individual needs.

5.1.2 Introduction of personnel

All personnel will be introduced inclusive of academic, support and administrative members to ensure that parents and students alike will feel comfortable to maintain contact with the academic institution.

5.1.3 Documents processing/student matters

The expectation and requirements related to all documentation regarding registration, academic matters, financial and legal matter such as contracts will be discussed and clarified with the relevant parties to avoid any misconceptions and delay in students` programme.

5.1.4 Geographical tour/ orientation

A guided tour will be conducted to ensure that students are familiar with the layout of the campus to avoid any distress during the early adaptation to the unfamiliar environment.

5.1.5 Residence relocation/meals/residential rules

The students will be accompanied to the residences and introduced to the supervisors during which time all students will receive clear guidelines of the expected conduct during their stay.

Information regarding the use of alcohol, substances and nature of association will be discussed and agreed upon. Students need to sign residential rules prior to moving into residence.

5.1.6 Academia and overview of the year programme

Families and students will receive information regarding the general programme structures during the orientation as listed in 5.1.2.

The role of the South African Nursing Council and other relevant legal and ethical matters will be discussed and clarified.

Students will receive detailed information in the form of study guides and other relevant documents available on the electronic resource programs such as e.g., Blackboard.

All students will receive access to such a resource to ensure that all communication and information is accessible to all at all times.

5.1.7 Code of conduct (in class, public and at clinical facilities)

Students will all receive the Academic Rules and Regulations and any other applicable documentation. This booklet will be addressed in detail during a formal session to ensure that there will be no misunderstanding regarding the content.

The schedule of transgression will be clarified. Students will provide a written account of understanding and willingness to comply.

5.1.8 Lines of Communication

The lines of communication at the academic institution and the clinical environment will be clearly described to avoid any miscommunication. The role of the clinical supervisors and lecturer with regards to the communication with and between the academic facility and clinical services will be defined. The communication channels and support structures of the clinical services will be included in the discussion.

5.1.9 Safety & Security

Security matters are of the utmost importance and all students and family members such as parents etc. should be made aware of the security structures and requirements. The security arrangements of all areas will be discussed such as at the academic facility as well as the residences. Personal security and safety as well as that of property will be addressed.

Safety matters will be included to avoid unnecessary risks and untoward incidence such as injury, fire

or violence from occurring that can lead to damage of the property and individual's harm.

5.1.10 Health, safety and wellness (immunisation, counselling, stress management and family planning)

Students and families will be made aware of support structures to address the above as well as the financial arrangements regarding the same.

Specified immunisation requirements as that for Hepatitis B will be explained and the student responsibility will be clarified and explained in accordance with the institution's expectation.

5.1.11 Available Academic Resources and support structures:

Student will be orientated to the facilities as listed and the relevant personnel will conduct a full orientation of the facility and clearly spell out the nature of the support available from each of the listed resources:

Library

Computer lab

Simulation laboratory

Electronic communication and media

5.1.12 Available student support structures:

Student Representative Council

Student Health and Wellness

Student recreation facilities

Electronic communication and media

5.1.13 Life Skills (interpersonal skills, conflict management)

The above listed skills will be included during orientation and throughout the academic programme.

5.1.14 Work Integrated Learning (WIL)

Students will be orientated to work integrated learning and adaptation to the process.

5.1.15 Study methods

Introduction to study methods

5.1.16 Uniform policy and Dress Code

Orientate students with regard to dress code attending classes, Work Integrated Learning and Identification devices.

5.1.17 Disability Policy and disclosure of disabilities

5.1.18 Disciplinary and Appeals Processes

5.1.19 Policies (Pregnancy Policy, Sexual Abuse policy, etc.)

5.2 Resources

5.2.1 Orientation programme

5.2.2 Stationery pack

5.2.3 Course guideline

5.2.4 Student Access cards

5.2.5 Human Resource department

6. PRINCIPLES WHICH THIS POLICY STRIVES TO UPHOLD

- Accountability
- Credibility
- Fairness
- Non-discriminative
- Receptive to information/change
- Service applicability
- Transparency

7. REFERENCES AND RESOURCES

Booyens, S. W. (1993) *Dimensions of Nursing Management*. Juta: Kenwyn.