


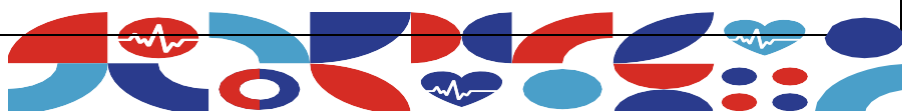


## WESTERN CAPE COLLEGE OF NURSING (WCCN) STANDARD OPERATIONAL PROCEDURE CLINICAL LEARNING

STANDARD OPERATIONAL PROCEDURE (SOP) CLINICAL LEARNING	
Compiled by: WCCN HOC's, HOD's	Date: 2022/11/11
	18 April 2024 re-branded 8 October clinical meetings 2 May 2024
Signature: 	1 April 2025
<b>Definitions</b>	<p><b>Clinical accompaniment:</b> means a structured or unstructured and planned or unplanned process by a lecturer, clinical facilitator or preceptor who accompanies the student to facilitate directed assistance and support at the clinical facility, to ensure the achievement of the programme outcomes (SANC,2020b).</p> <p><b>Clinical facilitator:</b> means a registered nurse with a nursing education qualification who assists the student to develop the knowledge, attitudes, and skills necessary for practice within the clinical environment (SANC,2020b).</p> <p><b>Clinical facility:</b> means a continuum of services to promote health and provide care to health care users, approved by the Council, as such, and used for education and training (SANC,2020b).</p> <p><b>Clinical placement:</b> means the period spent by a student in an approved clinical facility and other experiential learning sites to ensure that the outcomes of the programme are achieved (SANC,2020b).</p> <p><b>Experiential Learning:</b> It is a term to describe learning that has meaningful student involvement. It is learning through reflection (SANC,2020b).</p> <p><b>Learning for role taking</b> means work-based learning during which students form an integral part of the team that offers an official service or nursing in the workplace under direct or indirect supervision (SANC,2020b).</p> <p><b>Simulation learning:</b> Simulation learning means the imitation of a real-world process conducted in the simulation laboratory under the direct supervision</p>



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	<p>of a lecturer or clinical facilitator (SANC, 2020). Simulation may not exceed 20% of the total component for work integrated learning (SANC, 2020b).</p> <p><b>Work Integrated Learning (WIL):</b> Work integrated learning integrates academic learning with community based experiential learning that is structured, monitored, and assessed to meet the outcomes of the program. Develop/enhance strategies to reach the SANC requirement for supervision in:</p> <ul style="list-style-type: none"> <li>• Undergraduate clinical placement, 70% <ul style="list-style-type: none"> <li>o R174 (SANC, 2014a)</li> <li>o R171 (SANC, 2014b)</li> <li>o R169 (SANC, 2014c)</li> </ul> </li> <li>• Advanced Midwifery Diploma, 60% (SANC, 2020a)</li> <li>• Postgraduate students, 50% (SANC, 2020b)</li> </ul> <p>Simulation hours, 20% will be calculated as part of the total percentage of supervised accompaniment as indicated above (see Addendum 6).</p>
<b>Purpose:</b>	<p>To ensure that WIL is meaningful, constructive, planned, implemented, and evaluated.</p> <p>To ensure standardisation of WIL across campuses.</p>
<b>Information provided for students in the clinical learning guide\workbook</b>	<p>The following must be provided in the clinical learning guides\workbooks:</p> <ol style="list-style-type: none"> <li>1. Purpose of work integrated learning (WIL)</li> <li>2. Contact details of campus staff and details of placement facility</li> <li>3. <b>Work integrated learning</b> <ul style="list-style-type: none"> <li>• Attendance of work integrated learning (WIL) is mandatory.</li> <li>• Students are required to complete all WIL hours and all the activities and requirements as identified in the Work integrated learning (WIL) Portfolio.</li> <li>• NO qualification will be awarded unless all hours have been worked and submitted before the end of the programme.</li> <li>• Work integrated learning (WIL) is divided into the following areas: learning in a simulation laboratory, self-directed learning and learning which includes placement for learning and placement for role taking at a health care facility.</li> </ul> </li> <li>4. <b>Work integrated learning (WIL): Simulation laboratory</b> <ul style="list-style-type: none"> <li>• Learning in the simulation laboratory will be facilitated and supervised by the subject lecturers.</li> <li>• A schedule of the learning that will occur in the simulation laboratory will be made available to the student.</li> <li>• The simulation laboratory consists of a lecture theatre and an area which resembles a REAL-LIFE ward/clinical area with patients (manikins).</li> <li>• The student will observe the demonstration of each of the clinical skills before being given opportunities to practice these skills in the safety of the skills laboratory environment until competent.</li> <li>• The student must wear uniform when attending WIL sessions in the simulation laboratory.</li> </ul> </li> <li>5. <b>Work integrated learning (WIL): Self-directed study</b> <ul style="list-style-type: none"> <li>• It will be expected that the student will devote time to perform self-directed learning activities to develop and consolidate his/her knowledge and skills.</li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>These activities could include reading the prescribed books in preparation for a group activity, watching the recommended 'YouTube clips' before the appropriate class, gaining competence in the various skills in a safe environment (Simulation Laboratory), researching relevant journal articles, preparing for and writing assignments, individual study and/or assessments</li> </ul> <p><b>6. Work integrated learning (WIL): Placement at health care facilities for learning and role taking</b></p> <ul style="list-style-type: none"> <li>During clinical placement the student will be guided and supported by the registered/professional nurses responsible for the facilitation of patient care in the health care facilities.</li> <li>The student will also be encouraged, supported and guided by the lecturers who are responsible to assess the student's competence level during the performance of selected clinical skills.</li> <li>The student will be placed in a variety of healthcare facilities to facilitate clinical learning thereby ensuring appropriate alignment with the learning outcomes and associated assessment criteria of the subject.</li> <li>The student will be expected to actively participate in patient care and work, working under the supervision of a professional/registered nurse whilst practicing the learnt clinical skills within the prescribed scope of practice.</li> <li>The student should be able to understand his/her role as member of the multidisciplinary healthcare team as well as being able to work harmoniously with other team members to provide holistic patient care.</li> <li>Attendance at the designated facility for the specified period as set out in the Master Education Plan is a mandatory requirement. Progression to the next academic year cannot occur if the stipulated clinical hours for the current year are not met.</li> </ul> <p><b>7. Placement process</b></p> <ul style="list-style-type: none"> <li>The clinical level coordinator is responsible for the clinical placement of students according to the approved Master Education Plan and he / she is the only person who may arrange for placements at the clinical facilities. The administrative clerks are responsible to record information required for the South African Nursing Council (SANC).</li> <li>Clinical placements are communicated to the students via designated notice boards at the various campuses. It is the student's responsibility to ensure that he/she knows exactly when and where to report for the clinical placements.</li> <li>The subject coordinator can be consulted <u>before</u> the clinical placement commences if there is any doubt or queries with regard to the placement.</li> <li>Students are not allowed to make any changes to placements. Changes can be done only through the clinical level coordinators/ administrative clerks: SANC</li> </ul>
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	<p>administration. If work-integrated learning did not occur in the clinical area in line with the clinical placement programme of a student, the clinical hours will not be accepted as work-integrated hours. These hours will be regarded as deficit hours which must be completed before a student can be registered with the South African Nursing Council.</p> <ul style="list-style-type: none"> <li>Students are not allowed to leave a facility when a shift is not over even if the total hours for placement is reached. Students shall work the full shift.</li> </ul> <p><b>8. Attendance</b></p> <ul style="list-style-type: none"> <li>The student will receive an attendance record for the recording of the clinical hours worked by the student during placement at the healthcare facility.</li> <li>The manager/professional nurse of the ward/ department where the student is placed must sign the record daily to verify that the student has worked the recorded number of hours in the specific clinical area.</li> <li>The student must submit this document to the college / campus administrative clerk: SANC related matters after every week during the clinical placement period.</li> </ul> <p><b>9. Duty hours</b></p> <ul style="list-style-type: none"> <li>The student will be expected to work the duty hours that is scheduled unless otherwise stipulated by the clinical level coordinator/ lecturer or facility.</li> </ul> <p><b>10. Requirements: clinical hours</b></p> <ul style="list-style-type: none"> <li>Students are placed for the minimum number of clinical hours as required by the South African Nursing Council. To be awarded the qualification, attendance of work integrated learning (WIL) is compulsory as per requirement of the South African Nursing Council.</li> <li>Clinical learning hours are calculated per academic year to ensure that clinical learning is aligned with theory and that students receive mentoring at the clinical placement sites. Therefore, the student must submit evidence of completed clinical learning hours at the end of <u>every week</u> to the administrative clerk: SANC related matters.</li> <li>The student must complete 80% of clinical hours as calculated per year level to be allowed to perform the clinical assessment according to Assessment policy (Programme guide).</li> <li>Deficit hours may be arranged with the clinical level coordinator when submitting proof of absence e.g., medical certificate, police case number, or death certificate of relatives.</li> <li>Deficits in clinical hours will result in a student not being able to write examination or complete a year level or to complete the programme.</li> </ul>
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	<p><b>11. Attendance record of clinical hours (see Addendum 4)</b></p> <p><b>12. Responsibilities of the role players (see Addendum 1)</b></p> <p><b>13. Guidelines for professional conduct</b></p> <p><b>14. Transport (WCCN Transport Policy)</b></p> <p><b>15. Programme specifications (qualification template) (outcomes and associated assessment criteria)</b></p> <p><b>16. Assessment of clinical learning</b></p> <ul style="list-style-type: none"> <li>• The date, weight, type of assessment task, unit\’s covered as indicated in the qualification templates.</li> <li>• Place\facility where clinical assessment will take place.</li> </ul> <p><b>17. Clinical learning activities</b></p> <ul style="list-style-type: none"> <li>• Clinical learning outcomes</li> <li>• Role taking outcomes</li> <li>• Ethos and professional practice integrated clinical and role taking outcomes where needed.</li> <li>• Learning opportunities\activities to be completed</li> <li>• Assessment instruments\rubrics</li> </ul>
<b>PLACEMENT PROCESS</b>	
<b>Clinical Placement</b>	<ol style="list-style-type: none"> <li>1. Master educational plans must be completed by August the previous year and submitted to the Sub-Directorate Education and Training end August for the following year as well as the manager\placement officer of City of Cape Town clinics.</li> <li>2. Placement plans must be completed the previous year and submitted to the Sub-Directorate Education and Training end August for the following year as well as to the manager\placement officer of City of Cape Town clinics not later than 30 September the previous year. The template provided by the Sub-Directorate Education and Training must be utilised. Sub-Directorate Education and Training will then submit the placement plan to SANC before 31 January of the academic year.</li> <li>3. Placements of students at facilities must be done according to the accreditation letter of the specific programme as received from SANC.</li> <li>4. The accompaniment plans must be completed the previous year and submitted to the programme coordinator\HOD (see Addendum 5).</li> <li>5. The placement plan\roster and scheduled off duties of the student must be at the health facility at least four weeks prior to the students arriving at the facility. The latest for changes on the placement plan/roster is two weeks prior to the placement.</li> <li>6. Riatha van As (<a href="mailto:Martha.VanAs@westerncape.gov.za">Martha.VanAs@westerncape.gov.za</a>), must be copied in when placement plans\rosters are sent to the health facilities.</li> <li>7. Where possible and the programme\curriculum allows, during the student\’s first-time placement at a health facility the student need to be placed for a minimum of two weeks in the same workplace\unit before rotation is possible.</li> <li>8. The College must ensure that the students\’ shifts are in line with the working hours of the specific facility.</li> </ol>



	<p>o The College shall schedule the off duties and submit with the placement roster to the facilities unless the facility request to schedule the off duties.</p> <p>9. Orientation: All students must be orientated in their first placement to a facility this is a dual responsibility of the College and the facility.</p> <ul style="list-style-type: none"> <li>Night duty placements: the student must be placed for minimum of one (1) week of day-duty in the same workplace\unit prior to the commencement of night duty as this would allow for orientation before placed on night duty.</li> </ul> <p>10. Signatures, the College must ensure that a specimen of signatures of staff involved with student clinical training is received from the facility to assist with quality assurance of student submissions and assists with queries of fraudulent signatures.</p> <p>11. Each clinical facility where the student is placed must receive an information letter regarding clinical learning (Addendum 1) and clinical learning outcomes\guide\workbook of the subject.</p> <p>12. <b>Students:</b></p> <ul style="list-style-type: none"> <li>All students must have a copy of their master educational plan.</li> <li>Each student when on duty must have a copy of their year programme\master educational, clinical placement plan and workbook\clinical learning guide with them.</li> <li>Students are required to meet the clinical hours and clinical objectives in specific disciplines as per SANC requirements to successfully complete their training.</li> </ul>
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#### PRINCIPLES OF CLINICAL ACCOMPANIMENT

<b>Accompaniment principles</b>	<ol style="list-style-type: none"> <li>The core subject lecturers are responsible for co-ordinating the clinical accompaniment of the students.</li> <li>Subject lecturers responsible for the clinical education and training, accompaniment and assessment of students should have knowledge and understanding of the education and training guidelines for the relevant programme.</li> <li>Accompaniment plans must be set the previous academic year (see Addendum 5).</li> <li>The subject lecturers must provide a supportive and corrective environment for the students to practice their clinical nursing skills.</li> <li>The subject lecturers liaise with the nurse in charge of units where students are placed and ensure that the learning outcomes of students are clearly communicated.</li> <li>The nurse and the student's responsibilities regarding the learning outcomes must be clearly established.</li> <li>Clinical accompaniment of WIL hours per programme: <ul style="list-style-type: none"> <li>The R169, R171 and R174 programmes, the subject lecturer will be responsible for 70% supervision of the work integrated learning hours of which 20% supervised in the simulation laboratory and 50% in the clinical facility (clinical placement hours). The calculation for the 50% accompaniment of clinical placement must be spread over all the placement weeks of the specific core subject.</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>• The Advanced Diploma in Midwifery programme, the subject lecturer will be responsible for 60% supervision of the work integrated learning hours of which 20% is supervised in the simulation laboratory and 40% in the clinical facility (clinical placement hours). The calculation for the 40% accompaniment of clinical placement must be spread overall the placement weeks of the specific core subject.</li> <li>• The Postgraduate programmes, the subject lecturer will be responsible for 50% supervision of the work integrated learning hours of which 20% is supervised in the simulation laboratory and 30% in the clinical facility (clinical placement hours). The calculation for the 30% accompaniment of clinical placement must be spread over all the placement weeks of the specific core subject.</li> <li>• R425 Legacy 30 minutes accompaniment two weekly.</li> <li>• See Simulation Laboratory Policy regarding simulation laboratory supervision (WCCN Policy nr 47).</li> </ul> <p>8. Students must be prepared to take an active part during accompaniment.</p> <p>9. Clinical accompaniment of students should not disrupt the continuity in patient care.</p> <p>10. An accurate, detailed record must be kept by the subject lecturers of the nature and duration of the clinical accompaniment of each student. The lecturer and student must sign this record (see Addendum 2).</p> <p>11. Students must be provided with clear guidelines and realistic specific learning outcomes for clinical practice, to encourage the development of optimum knowledge, skills, and attitudes in the various clinical units/ departments where allocated.</p> <p>12. At each clinical accompaniment visit the following must be discussed and checked with the student (Addendum 2):</p> <ul style="list-style-type: none"> <li>• Clinical learning activities</li> <li>• Role taking activities</li> <li>• The student's attendance sheets for signatures and correspondence with the placement facility duty sheet.</li> <li>• The student's performance and the clinical workbook must be checked for completion of sections.</li> <li>• An Assessment of the environment must be done that it is conducive for learning in the clinical facility.</li> <li>• The clinical learning activities done with student during accompaniment must be listed.</li> <li>• Clinical skills must be demonstrated when needed.</li> <li>• The integration of theoretical knowledge and clinical practice must be facilitated.</li> <li>• Professional behavior and Legal aspects regarding record keeping.</li> <li>• The dress code of student that it is according to policy.</li> <li>• Formative and summative assessment dates must be discussed with the student.</li> <li>• Document details of clinical education and training provided to the students on page two (see Addendum 2).</li> <li>• Complete student at risk forms if needed.</li> </ul>
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	<ol style="list-style-type: none"> <li>13. A report must be provided to the programme coordinator\ HOD on the student's performance and professional conduct.</li> <li>14. Accompaniment records should be maintained for all the activities and submitted to the HOD\programme coordinator and must be kept in the student's folder.</li> <li>15. An example of a completed accompaniment report must be kept in the subject review folder.</li> </ol>
<b>DEFICIT HOURS</b>	
<b>Provision of deficit forms</b>	<ol style="list-style-type: none"> <li>1. The student may arrange deficit hours with the clinical level coordinator\HOD when submitting proof of absence e.g., medical certificate, police case number, or death certificate of relatives.</li> <li>2. The deficit hour forms must be completed by the clinical level coordinator\HOD (see Addendum 3).</li> <li>3. Students are not allowed in placement facilities without being placed by the College and must have a letter confirming placement for deficit hours (Addendum 3).</li> <li>4. Student must arrange hours to be worked before the time with the clinical level coordinator\HOD and are not allowed to demand placement.</li> <li>5. Students should not do more than 4 x 7/19 shifts per week.</li> <li>6. A deficit form is only valid for 30 calendar days after the date issued.</li> </ol>
<b>ATTENDANCE RECORDS</b>	
<b>Attendance record keeping</b>	<ol style="list-style-type: none"> <li>1. Each student must record all clinical hours during clinical placement on the Attendance record provided (See Addendum 4).</li> <li>2. The manager/professional nurse of the ward/ department where the student is placed must sign the record daily to verify that the student has worked the recorded number of hours in the specific clinical area.</li> <li>3. The student must submit this document to the college/campus administrative clerk weekly during the clinical placement period.</li> <li>4. The student must complete 80% of clinical hours as calculated per year level to be allowed to perform the clinical assessment according to Assessment policy (WCCN Assessment Policy nr 6).</li> </ol>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>• Master educational plans for the next academic year must be set by July in the current academic year.</li> <li>• Placement plans must be set and submitted to the Sub-Directorate Education and Training by end August in the current year, for the following /next academic year as well as the manager\placement officer of City of Cape Town clinics.</li> <li>• Accompaniment plans must be set the before the next academic year.</li> <li>• The clinical learning outcomes\guide\workbook of students must be communicated to placement facilities annually.</li> </ul>





<b>Meetings with all facilities (Hospitals, Old age homes, clinics, Community health centers)</b>	<ul style="list-style-type: none"> <li>• The WCCN academic HOC/HOD, accompanist/lecturer shall meet with the facility manager/CETU manager/ nurse manager <b>biannually</b> to have a discussion regarding student placement.HOC/HOD must submit the planned meeting dates annually to the facility.</li> <li>• The HOD is responsible for coordinating this meeting for the programmes for which he/she is responsible.</li> <li>• Agenda and signed minutes of the meeting must be submitted to the HOD Learning and Teaching and Registrar Academia and Research.</li> <li>• List of the student names (see Addendum 7) must be attached to the agenda and minutes.</li> </ul>
<b>Alignment with other processes</b>	<ul style="list-style-type: none"> <li>• Assessment Policy</li> <li>• Clinical Accompaniment Policy</li> <li>• Student Transport Policy</li> <li>• Subject review policy</li> </ul>
	<ul style="list-style-type: none"> <li>• WCCN Academic Rules and Regulations Policy</li> <li>• Work Integrated Learning Policy</li> </ul>

South African Nursing Council. 2014a. *Qualification Framework: Bachelor's degree in nursing and midwifery*.Pretoria: SANC.

South African Nursing Council. 2014b. *Qualification Framework: Diploma in Nursing: Staff Nurse*. Pretoria:SANC.

South African Nursing Council. 2014c. *Qualification Framework: Higher certificate: auxiliary nursing*. Pretoria:SANC.

South African Nursing Council. 2020a. *Advanced diploma in midwifery qualifications framework*. Pretoria:SANC.

South African Nursing Council. 2020b. *Education and training guidelines for postgraduate diploma programmes*. Pretoria: SANC.



**Addendum 1: Information Letter to Facility\Unit**

manager



**WESTERN CAPE COLLEGE OF NURSING**



**Directorate: Nursing Colleges  
Western Cape College of Nursing**

**TO: Facility\Unit Manager**

**RE: INFORMATION LETTER REGARDING CLINICAL LEARNING**

**Enquiries** ..... (Responsible lecturer\s)

**Telephone:** .....

**E-mail:** .....

**Programme:** .....

**Subject:**.....

**Student nurse\s names**

.....  
.....  
.....  
.....

**Total placement hours:**

Date:.....20... to  
Date:.....20...

**The student should work from .....to ..... with ½ hour lunch.**



### 1. Learning outcomes and activities.

The following matters require your attention. The student is expected to complete the following learning outcomes within the above period:

Learning outcomes	Demonstrations and activities supervised by Professional \ General nurse	Learning activities to be completed	Role taking activities

*\*NB Practising procedures must be performed under **the supervision** ..... nurse working in that department. The.....nurse can also sign the clinical learning guide/workbook.*

*A student nurse **is not allowed to practise on his/her own.***

*If the ..... nurse signs the clinical learning guide/workbook before the procedure/activity, this is illegal, fraudulent practise and will result in Disciplinary action for the student.*

*\*NB! Students must not give their clinical learning guides/workbooks or time sheet to friends or any staff member, as they are alone responsible to submit their own work.*

### 2. Outstanding Clinical Requirements

If the student is **unable** to do any of the learning activities indicated, then the facility ..... nurse must inform the Lecturers well in advance **before completion** of clinical learning period.

### 3. Attendance record and request for off time

- The student will receive an attendance record for the recording of the clinical hours exposed to WIL opportunities at healthcare facilities. The manager/professional nurse of the ward/ department where the student is placed must sign the record on a daily basis (**not weekly**) to verify the true hours that the student participated in learning opportunities in the specific clinical placement area.
- The student must submit this document to the college / campus administrative clerk: SANC related matters after every week during the clinical placement period.
- Should a student **request leave** for e.g., an appointment – Deficit hours may be arranged with the clinical level coordinator when submitting proof of absence e.g., medical certificate, police case number, or death certificate of relatives.
- Facility Manager is to notify College immediately when a student is absent

▪ Lecturers name..... at.....(Lecturers name)

If not available, the

▪ HOD.....

Or

▪ Programme Coordinator.....

#### 4. The Submission of Attendance Record and Clinical Learning guide

- The student must check that all activities in the clinical learning guide/workbook are signed **by the student** and the .....nurse.
- **Final attendance sheet – must be signed and handed in, on the last day of placement period. The student must make copies for his/herself** and submit this document to the college / campus administrative clerk: SANC related matters.
- To register with SANC the student must have proof of having worked the minimum hours and completed all relevant activities.

#### 5. Important dates

	DATE
Accompaniment	
Accompaniment	
Formative assessment	
Summative Assessment	
Completion of all clinical learning activities and submission of clinical learning guide\workbook	

#### 6. Please find the following document(s) attached

- Clinical learning guide
- Example of an attendance record
- Responsibilities of the

Thank you for your continuous support and encouragement given to our students, we do appreciate it.

Signature .....

Programme Coordinator/HOD

Date.....

Tel nr.

Email:



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## RESPONSIBILITIES

The following rules and responsibilities should be noted and upheld throughout the course, during both contact sessions and work integrated learning (WIL).

### 1. Responsibilities of the Subject Lecturer\midwife specialist

*(The subject lecturer\midwife specialist is responsible for the accompaniment of the student)*

The Subject Lecturer\midwife specialist:

- Ensure that students are aware of the rights and responsibilities applicable to themselves, college / campus teaching staff and staff at the healthcare facilities where work integrated learning (WIL) takes place
- Provide the facility manager and student with the work integrated learning (WIL) programme
- Provide the facility manager and the student with the assessment outcomes and requirements that must be achieved by the student
- Adhere to the WIL policy and guidelines to promote student access to work integrated learning (WIL)
- Ensure students receive orientation and induction at the healthcare facility
- Arrange for the implementation of the requirements of the learning and assessment plan
- Monitor student progress and refer underperformance to the subject head of department
- Monitor student attendance
- Maintain regular contact with students, simulation laboratory coordinator and ward/department supervisors
- Manage occupational diseases and injuries involving students according to the policy on Work Integrated Learning and Student placement (Programme guide)
- Guide students to resolve difficulties/challenges experienced in the healthcare facility
- Keep accurate records of student-related matters



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## 2. Responsibilities of the Student

The Student will:

- Take responsibility for learning
- Maximise the use of learning opportunities that are provided
- Meet the course and subject assessment requirements
- Inform the lecturer if there are special needs that require specific accommodation / requirements
- Inform the lecturer / designated manager if unable to attend scheduled work integrated learning
- Comply with the specific relevant requirements and policies of the workplace that includes dress code, punctuality, hours of attendance, occupational health and safety legislation
- Refrain from undertaking a work integrated learning (WIL) activity that is not prescribed / if incapable to perform it as a result of illness or lack of competence
- Keep accurate records as required
- Perform and submit all work assignments/reports/records at stipulated times
- Report any personal workplace conflict that may occur to the Clinical facilitator in order to resolve it as soon as possible



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### 3. Responsibilities of the registered \ professional nurse at the healthcare facility

The registered/ professional nurse will:

- Ensure that a safe working environment is maintained
- Support, supervise and guide the student throughout WIL placement
- Be aware of the expectations of the WIL activities
- Assist in the assessment of the student as required
- Provide regular feedback regarding student progress/performance to the student and Clinical facilitator
- Liaise with/report to Clinical facilitator on all matters/concerns related to students

### 4. GUIDELINES FOR PROFESSIONAL CONDUCT

The student must adhere to the following guidelines and other related policies:

- Maintain professionalism in terms of appropriate dress code, wearing of identification, punctuality, appropriate use of cellular telephones, communication skills, code of conduct and demonstration of professional attitude and behaviour.
- Act impartially and fairly in all circumstances
- Respect, uphold and protect the patients' rights according to the Patient's Rights Charter
- Respect and apply the Batho Pele Principles at the healthcare facilities
- Adhere to all applicable legislation related to the campus and the healthcare facilities
- Comply with any lawful and reasonable direction given by a person who has authority to give direction







## WESTERN CAPE COLLEGE OF NURSING ACCOMPANIMENT REPORT

<b>CAMPUS:</b> <b>METRO</b> <input type="checkbox"/> <b>BOLAND OVERBERG</b> <input type="checkbox"/> <b>SOUTHERN CAPE KAROO</b> <input type="checkbox"/>							
<b>CLINICAL ACCOMPANIST/LECTURER:</b>							
<b>NAME OF PLACEMENT FACILITY:</b>							
<b>DATE:</b>							
<b>SANC PRESCRIPTION LECTURER-STUDENT RATIO PER PROGRAMME/SUBJECT:</b>							
<b>TOTAL STUDENTS ACCOMPANIED PER DAY</b>							
	STUDENT NAME	STUDENT NUMBER	PROGRAMME	YEAR LEVEL	SUBJECT	CONTACT DETAILS	HOURS SPEND WITH STUDENT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>Instructions to clinical accompanist/mentor:</b> Write a narrative of each student including all discussions below, see next page. Take note all students and clinical accompanists/mentors must sign the narrative.							

**Discussions that must take place during clinical accompaniment of a student:**

1. Discuss and check if clinical learning outcomes and activities as per subject, clinical learning workbook and placement is reached.
2. Discuss and check if role taking activities as per subject, clinical learning workbook and placement is reached.
3. Check student's attendance:
  - Check student's attendance sheets for signatures and correspondence with placement facility duty sheet.
4. Discuss student performance:
  - Check and sign clinical workbook for completion of sections and possible irregularities and concerns.
5. Assess if the environment is conducive for learning in the clinical facility.
6. Discuss and record clinical learning activities done with student during accompaniment:
  - Demonstrate clinical skills when needed. Document on page two.
  - Facilitating the integration of theoretical knowledge and clinical practice.
7. Discuss Professional behaviour and Legal aspects regarding record keeping.
8. Check that the dress code of student is according to policy.
9. Discuss formative and summative assessment dates.
10. Document details of clinical education and training provided to the students on page two according to the clinical learning outcomes specific to level of training.
11. Complete student at risk forms if needed.
12. Refer to the specific programme and year level clinical learning outcomes, in the clinical learning guides. E.g. NUR200D Clinical learning guide. REVISED 03.03.2025

**WESTERN CAPE COLLEGE OF NURSING ACCOMPANIMENT REPORT**

Student Name: \_\_\_\_\_ Student number: \_\_\_\_\_ Programme & Year level: \_\_\_\_\_

Date	Time e.g., 10h00 to 12h30	Placeme nt Allocatio n Facility & Ward/Unit	Narrative (Clinical academic activities and learning opportunities explored with students)	Signature	
				Lecturer	Student


**SIGNATURE HOD/HOC:** ..... **DATE**.....

\*Print back-to-back

REVISED 03.03.2025

## Addendum 3



### WESTERN CAPE COLLEGE OF NURSING: DEFICIT FORM

Request for workplace integrated learning (WIL): Deficit hours (Course)\_\_\_

**This request is only valid for 30 calendar days after issue. Only one area of clinical learning to be accommodated per request**

**Clinical facility:**

**Subject:**

**Year level:**

Permission is requested for student: \_\_\_\_\_ Student number: \_\_\_\_\_  
\_\_\_\_\_ to make up:

- workplace integrated learning during: **Day time/Nighttime**
- in e.g., **Community Science** \_\_\_\_\_
- to master nursing care skills/competencies for the level of training as indicated in the learning need

#### STUDENTS ARE NOT PERMITTED TO MERGE CLASS AND WIL IN A 24 HOUR PERIOD

Requested by:

Designation:

Contact no:

Date:

Instructions: **Student**

- Make an appointment with the **allocation officer** at the clinical facility 2(two) weeks prior to intended utilisation of learning opportunity
- Ensure that arranged schedule is recorded on the clinical area's duty roster for the dates as arranged
- Report punctually, dressed according to official uniform code
- Keep record of the utilised learning opportunity

Instructions: **Allocation officer with whom arrangements needs to be done at the facility**

- Arrange clinical learning as requested, not to exceed the maximum of WIL hours of 44H/w (Sun – Sat.):
- Name of RPN.: \_\_\_\_\_ of (ward/clinic): \_\_\_\_\_ Ward/clinic Tel. no. \_\_\_\_\_
- Dates arranged: \_\_\_\_\_ to comply with \_\_\_\_\_ hours/shifts.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Contact no. \_\_\_\_\_

Instructions: Registered Professional Nurse who supervises the student on the day WIL takes place

- Only accept students with a signed form from the academic officer from WCCN that was pre-arranged with and signed by the allocation officer at the clinical facility
- Keep official record of student attendance on the official duty roster
- Sign the student attendance sheet with the actual time of reporting and leaving
- Report any absenteeism, poor behaviour and lack of expected skill according to level of training

**Date**

**S**

**M**

**T**

**W**

**T**

**F**

**S**



## WESTERN CAPE COLLEGE OF NURSING



## WORK INTEGRATED LEARNING(WIL) CLINICAL PLACEMENT TIME SHEET RECORD

STUDENT SURNAME AND NAME			STUDENT NUMBER		ACADEMIC YEAR			
CAMPUS	BOLAND OVERBERG	METRO WEST	SOUTHERN CAPE KAROO		1	2	3	4

SUBJECT		PROGRAM	
---------	--	---------	--

DATE	CLINICAL FACILITY	CLINICAL PLACEMENT e.g Medical	TIME ON DUTY	TIME OFF DUTY	HOURS ABSENT reason e.g. 8H sick	PERSON IN CHARGE SIGN	PERSON IN CHARGE PRINT	STUDENT SIGN	NUMBER OF HOURS WIL
WEEK 1									
D1									
D2									
D3									
D4									
D5									
WEEK 2									
D1									
D2									
D3									
D4									
D5									
WEEK 3									
D1									
D2									
D3									
D4									
D5									



<b>WEEK 4</b>											
<b>D1</b>											
<b>D2</b>											
<b>D3</b>											
<b>D4</b>											
<b>D5</b>											
				<b>TOTAL TIME</b>						<b>TOTAL TIME</b>	
HWL 8-3-2022 <b>DATE SUBMITTED TO CLERK:</b>										<b>SIGNATURE OF CLERK:</b>	





**Addendum 5 Example Accompaniment plan See Attached, separate document**

**Addendum 6: SANC Feedback 70% Accompaniment**

You don't often get email from [anso.truter@westerncape.gov.za](mailto:anso.truter@westerncape.gov.za). Learn why this is important

Dear Mrs Nxumalo

Trust you are well.

At Western Cape College of Nursing, we are currently applying clinical accompaniment according to the regulation, meaning the NEI is accountable for the 70% accompaniment to achieve the learning outcomes (20% Skills laboratory; 20% Role taking; 60% Clinical Practice for Learning (70% of these hours, CPL, are accompanied by the NEI)). We would appreciate clarification regarding the 20% skills laboratory hours, these hours are 100% accompanied. The student is always under supervision in the skills laboratory and has the support of the lecturer. Is it possible that we can calculate these 20% supervised skills laboratory hours as part of the 70% accompaniment?

Thank you very much.

Your support is always valued.

Sincerely,

Dr Anso Truter (PhD)  
HOD Learning and Teaching  
WCCN, Central Administration, Metro East Campus  
Stikland Hospital, De La Haye Road, Bellville

Websites: [www.westerncape.gov.za/health](http://www.westerncape.gov.za/health)

<https://healthsciencecolleges.co.za/>

Tel: +27 21 684 1247 (Metro West)  
Tel: +27 21 831 5832 (Metro East)

E-mail: [Anso.Truter@westerncape.gov.za](mailto:Anso.Truter@westerncape.gov.za)



Dear Dr Truter

Yes. The reason why we decided to have 20% simulation was just to alert NEIs that added a lot of clinical hours/credits and classified them as simulation.

Kind regards

Ms SJ Nxumalo

Acting Deputy Registrar: Professional Affairs

South African Nursing Council

Email: [jnxumalo@sanc.co.za](mailto:jnxumalo@sanc.co.za)

Tel: +27 12 420 -1022



**South African Nursing Council**

*Regulating nursing, advocating for the public*

**Celebrating 75 Years: 1944 - 2019**

From: Anso Truter <[Anso.Truter@westerncape.gov.za](mailto:Anso.Truter@westerncape.gov.za)>  
Sent: Tuesday, 15 March 2022 07:13

To: Jeanneth Nxumalo <[jnxumalo@sanc.co.za](mailto:jnxumalo@sanc.co.za)>

Cc: Tendani B Mabuda <[Tendani.Mabuda@westerncape.gov.za](mailto:Tendani.Mabuda@westerncape.gov.za)>; Theresa Bock <[Theresa.Bock@westerncape.gov.za](mailto:Theresa.Bock@westerncape.gov.za)>

Subject: FW: 70% Accompaniment of R171, R169 and R174

Addendum 7:SANC  
Learner registration

## ANNEXURE A

[illegible]