



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

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.....
.....

Total placement hours:

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

The student should work fromto..... 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
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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 theNURSE.
- **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:

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

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

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