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Clinical education – general conditions

Valid for the 2016 education programme

The Nursing Education
Programme in Aalborg,
Thisted and Hjørring



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1. Introduction

"Clinical education – general conditions" can be used by nursing students in work placement (clinical training) and by clinical counsellors currently teaching or going to teach students in their department.

The document includes a number of answers to frequently asked questions from nursing students in connection with clinical education during the course of the nursing education programme. The clinical counsellors, both new and experienced counsellors, can also find answers to many questions.

"Clinical education – general conditions" is divided into three sections. The first section focuses on the student's responsibility before, during and after clinical education. The second section focuses on the responsibility of clinical counsellors and the competencies required to perform the pedagogical task of being a clinical counsellor. The last section includes practical information on the student's competencies in dispensing and administration of medicine, attendance in clinical education and evaluation of a work placement (clinical training) etc.

2. The student's responsibilities

The student's responsibilities in the planning of the work placement (clinical training) are to:

- Describe clinical and theoretical prerequisites and expectations to the work placement (clinical training) in the preparation for the meeting discussing prerequisites and expectations
- Analyse and interpret the clinical learning outcome of the semester (in accordance with the semester descriptions)
- Thoroughly read the general study plan of the work placement site (clinical training site)
- Bring and include results of the student's learning style test if available
- Draft and actively apply the individual clinical study plan (located at Praktikportalen under the headline: semester flow)
- Prepare a midway written evaluation at semesters equivalent to 10 ECTS points or more
- Meet the obligation to evaluate the work placement site (clinical training site).

To show the will to and responsibility towards continued professional development by:

- Being prepared and actively take part in evaluations, planned individual counselling and/or group counselling sessions
- Describing the individual study plan and apply it together with the study activity model to continue progression of the professional development
- Being co-responsible for choosing the content and method in relation to prerequisites and learning outcome in clinical education
- Participating actively in reflections on planned and performed nursing actions together with the department nursing staff
- Reflecting critically on the norms and values characterising nursing at the work placement site (clinical training site)
- Planning, actively performing and evaluating nursing interventions in collaboration with patients/residents/citizens and relatives
- Documenting planned and performed nursing
- Showing responsibility towards and actively participating in planning study activities
- Drafting and up-dating literature in the individual study plan
- Using clinical counsellors, other members of staff at the work placement site (clinical training site), lecturers and fellow students as partners in professional discussions
- Working within the area of responsibility and competencies as a nursing student at a given semester
- Using Praktikportalen actively in the written communication when relevant for the work placement (clinical training).

2.1 Students' preparation for clinical education

Early in the work placement (clinical training), a meeting is held with the clinical counsellor discussing prerequisites and expectations.

2.1.1 Prerequisites

Theoretical and clinical prerequisites can be described on the basis of the following questions and with help from the individual study plan(s) from previous semesters:

- How can experiences from previous theoretical and clinical semesters be applied in the current semester?
- How can experiences be used concerning studying based on learning style tests?
- Which values are important in the meeting with other people?
- How do you work with your professional identity?

2.1.2 Prerequisites must be included in the planning of work placement (clinical training) to achieve the learning outcome for the work placement of the semester and must be described according to 'knowledge, skills and competencies'. Expectations

Describe expectations to the future collaboration with the work placement site (clinical training site):

- What characterises a good collaboration?
- Own contribution to the collaboration with staff, patients/citizens and relatives
- Expectations to collaborators

Describe expectations to counselling:

- When should the clinical counsellor be able to access the individual study plan at Praktikportalen?
- Mutual agreements on confidentiality related to counselling
- Possibilities for counselling before, during and after

See appendix 1.

2.1.3 The individual study plan

The student must draft an individual study plan for each weekly counselling session and upload it to Praktikportalen so the clinical counsellor can access it. The individual study plan must support reflection and learning during work placement (clinical training) and support the collaboration with the clinical counsellor and the other members of the nursing staff allowing the student to have a work placement period (clinical training period) with individual and differentiated possibilities for learning. The student

documents the literature to be read during the work placement (clinical training) in the individual study plan. This means 30 pages of new literature for each clinical ECTS point, equivalent to 45 pages per week.

An active document can be retrieved at Praktikportalen under the headline: semester flow.

3. The clinical counsellor's responsibilities

The clinical counsellor is responsible for:

- coordinating, organising and ensuring the possibilities for completion and progression of the clinical education for each individual student
- requesting and contributing to making the individual clinical study plan an active part of the work placement (clinical training)
- contributing to creating a learning environment at the work placement site (clinical training site) making it possible for the student to achieve the learning outcome
- Using Praktikportalen actively in the written communication with the student when it is relevant during the work placement (clinical training)
- Participating as the examiner at the internal clinical examination.

The clinical counsellor must guide, support and be a positive role model by:

- Supporting the student in developing a professional identity as a nurse
- Teaching the student during relevant learning situations
- Creating the possibility for reflection to support the student's formation of experiences
- Evaluating and assessing the student's professional level to further plan learning situations
- Supporting the student's processing of emotional experiences when encountering serious disease and death
- Ensuring completion of interprofessional and elective clinical pathways
- Structuring learning including the planning and completion of:
 - Introduction to the department and the speciality
 - A meeting discussion prerequisites and expectations
 - Planned counselling on the basis of a written presentation by the student/the individual study plan
 - A midway evaluation at semesters exceeding 10 ECTS points
 - Assessment of the clinical education
 - The internal clinical examination.

3.1 The administrative functions of the clinical counsellor

- To draft a general study plan describing the learning opportunities at each semester in the specific department
- To organise the student's work placement (clinical training) to ensure progression from being observing to independently performing nursing actions
- To organise a differentiated education offer, including support and counselling to the practice-oriented student, the profession-oriented student and the academically oriented student
- To include the student in relevant development tasks at the work placement site (clinical placement site)
- To register the attendance of the student for 30 hours/week during the work placement (clinical training)
- To delegate relevant teaching and counselling tasks to other nurses depending on their knowledge and experience
- To participate in planned study activities
- To help the student choose patient(s) and/or relevant problems before completion of the planned study activity
- To select patients/citizens for clinical examinations
- To approve the relevance and extent of the student's literature in the individual study plan.

3.2 The qualifications of the clinical counsellor

The following demands for qualifications of clinical counsellors in UCN have been agreed:

- As a minimum, the clinical counsellor must have completed the clinical counsellor education programme (1/6 full-time equivalent of a diploma education programme including pedagogics) or similar
- A minimum of two years of experience as a clinical nurse
- Ability to demonstrate and communicate values, current concepts, theories and methods of the nursing profession
- Familiarity with the theories, concepts and methods in the nursing education programme
- Participation in the development of the nursing education programme and the nursing profession.

4. Responsibility for work placement (clinical training)

The responsibility for ensuring that the work placement (clinical training) makes it possible for the student to achieve the learning outcome at each work placement site (clinical training site) is divided between the nursing responsible for clinical education, the clinical counsellor, the student, the management at the work placement site (clinical training site) and the lecturer at the educational institution.

The nurse responsible for clinical education is employed at the work placement sites (clinical training sites) and can hold different job positions. Please see the description of functions at each work placement site (clinical training site).

The nurse responsible for clinical education is responsible for:

- The overall and coordinated organisation of the clinical education.

5. Approval of work placement sites (clinical training sites)

Please see the curriculum. All work placement sites (clinical training sites) must make a general study plan. A template for a general study plan is available in appendix 1.

5.1 Interprofessional ECTS points

Each work placement site (clinical training site) plans a total of 13 interprofessional ECTS points (see distribution below). At the 6th semester there are 10 ECTS points equivalent to 180 hours of attending clinical education.

There is an increased focus on coherent patient pathways where quality and efficiency are improved. It is demanded from the future healthcare professionals that they are confident in working interprofessionally and able to involve patients and relatives.

Description of part of the general study plan of the work placement site (clinical training site).

Overview of distribution of interprofessional theoretical and clinical ECTS points

Semester	Theoretical ECTS	Clinical ECTS
1st semester	1	
2nd semester		1
3rd semester		1
4th semester	6	1
5th semester		
6th semester		10
7th semester		

5.2 ECTS points of elective elements

Each work placement site (clinical training site) plans the relevant elective ECTS points (see distribution below).

There is an increased focus on coherent patient pathways where quality and efficiency are improved. It is demanded from the future healthcare professionals that they have an increased understanding of coherent patient pathways and the elective ECTS points are thus planned and thematised to meet this demand.

Distribution of elective ECTS points

Semester	Theoretical ECTS	Clinical ECTS
1st semester		
2nd semester		4
3rd semester		3
4th semester		3
5th semester		
6th semester		
7th semester	5	5

6. Common issues for students and clinical counsellors

6.1 Guidelines for administration of medicine, infusion and transfusion therapy

With increasing responsibility and competencies during the course of education, the student must be educated to manage the functions of a nurse in relation to administration and dispensing of medicine and to use a frame for prescription of drugs.

The nursing professional responsibility related to delegation of the administration and dispensing of medicine for the student lies with the clinical counsellor/the nurses at the work placement site (clinical training site). This applies at all levels of the education programme. An independent nursing professional responsibility cannot be placed on the student.

The student has a criminal responsibility in accordance with the criminal law. If the student has acted

against the instructions of the doctor or nurse, it may influence the student's course of education.

It is the task and responsibility of the clinical counsellor to ensure that the student has insight in the guidelines at the work placement site (clinical training site) and practices related to administration of medicine.

In connection with the meeting discussing prerequisites and expectations, the clinical counsellor can elaborate on the student's knowledge, skills and competencies in relation to administering and dispensing medicine.

Descriptions of individual subjects can be found in the semester description, which can be found at Praktikportalen.

Handling of medicine	2nd semester	3rd semester	4th semester	6th semester
All types of administration – except injections, non-isotone infusions and infusion of drugs	÷	+	+	+
Subcutaneous and intramuscular injections	÷	+	+	+
Intravenous injection	÷	÷	÷	+
Epidural injection	÷	÷	÷	+
Infusion therapy	÷	÷	÷	+
PRN medicine	÷	+	+	+
Alternative medicine	÷	÷	÷	+
Administration of blood components	÷	÷	÷	+

7. Terms and conditions for students in clinical education

UCN ensures that work placement (clinical training) is planned in accordance with the ministerial orders. The student is obligated to complete the clinical education at the work placement sites (clinical training

sites) assigned by UCN. As all public-sector employees, students have to comply with rules of confidentiality also in relation to social media and e-mail correspondence. At the start of the education programme the student signs a confidentiality agreement, which can be retrieved at www.pointer.ucn.dk.

7.1 Geographical spread

The work placement sites (clinical training sites) are spread geographically all over the North Denmark Region. This means that students can expect to be assigned a work placement site (clinical training site), which entails extra time for transportation.

7.2 Students' attendance during clinical education

The time students spent at the work placement site (clinical training site) is organised to ensure the optimal conditions for the student to achieve the learning outcome.

In long work placements (clinical training), the student participates in fixed and targeted teaching and education sessions focused on the exemplary patient pathways and nursing situations to develop the described learning outcome for the semester.

With reference to the study activity model, a study week with 43 hours is planned divided into

compulsory attendance for an average of 30 hours per week and 13 hours of study activities of own choice. The time spent at the work placement site (clinical training site) is planned in a collaboration between the clinical counsellor and the student to achieve the best possible course of education.

The intention behind the average compulsory attendance for 30 hours a week is that the student has one weekly study day to be used for relevant educational activities in or outside the framework of the work placement (clinical training), including studying at home.

The clinical counsellor documents the attendance at Praktikportalen. The registration by the clinical counsellor is a prerequisite for attending the internal examination/final examination of the semester.

The planning attendance must ensure that the clinical counsellor and the student have time together at the work placement site (clinical training site). Considerations related to the student's learning options are important when planning the student's attendance.

The fixed study activities take place at a study day.

7.3 Local agreements

For nursing students at UCN the following applies:

-
- There is no scheduled clinical education for students from 24 December to 1 January (both dates included)
 - On 1 May and Constitution Day it is assessed if there is an educational argument for students to be present at the work placement site (clinical training site); if not, a study day is scheduled
 - There is no scheduled clinical education for students in weeks 27 to 33 (both weeks included)
 - Students are not going to be present at the work placement site (clinical training site) at holidays not falling on a Sunday or holidays in connection with these. The attendance of the students in weeks with holidays not falling on a Sunday is adjusted to ensure the student also in these weeks will have an assigned study day, which can be used for activities relevant to the education at or outside the work placement site (clinical training site), including the student's home

 - Students must be present at the work placement site (clinical training site) one weekend per month
 - Students can be present at the work placement site (clinical training site) during evening and maybe night shifts if there is an obvious educational argument for the student's attendance according to the learning outcome of the semester. It is a prerequisite that there is a nurse with a delegated responsibility present during the shift
 - Re-examination or alternative examination can be planned in connection with the next planned examination in week 5 or week 34
 - Individual agreements can be made between the student and the clinical counsellor concerning attendance at time points other than those outlined above when there is an educational argument for this.

8. Non-attendance in compulsory clinical education

8.1.1 General conditions

Non-attendance in compulsory clinical education is registered and assessed by the clinical counsellor at the work placement site (clinical training site). At the end of each work placement (clinical training), the clinical counsellor documents the attendance. If the student has been absent for more than 10% of the work placement (clinical training), the student and the clinical counsellor agree on and make a plan for catching up caused by the non-attendance. This plan is documented in the student's individual study plan. If it is not possible to make up for the non-attendance within the time required for the student to attend (30hrs/week), the clinical coordinator at UCN is contacted to plan an alternative or a new work placement period (clinical training period). See semester descriptions for the management of non-attendance.

8.1.2 Valid reasons for non-attendance

- Illness which can be documented by a note (issued by a doctor and paid by the student)
- Public duty or student political work which can be documented.

9. Termination and evaluation of clinical education

When a work placement period (clinical training period) is terminated, the student must evaluate the work placement (clinical training) by filling in an evaluation form forwarded by UCN to the student by e-mail.

The purpose of evaluating work placement (clinical training) is:

- To give the work placement sites (clinical training sites) and UCN the possibility to currently and systematically develop and ensure the quality of clinical education
- To give the student the possibility to have a say concerning the framework and conditions for learning at work placement sites (clinical training sites)
- To give the work placement sites (clinical training sites), UCN and the controlling bodies at UCN insight into how the students perceive the framework and conditions for learning in clinical practice
- To include evaluations as an element in the approval of work placement sites (clinical training sites)
- To contribute to meet the criteria for a professional bachelor degree programme

At termination of work placement (clinical training), the student fills in an electronic evaluation form. Before submitting the form to UCN, the evaluation form is printed and discussed with the clinical counsellor after the internal examination. The work placement site (clinical training site) is responsible for any changes in the general study plan based on the evaluation.

At UCN all evaluations are comprised in the subsequent module and the results can be found at www.pointer.ucn.dk

10. Complaints related to clinical education

10.1 Principles for the processing of complaints

The student council formulates principles for processing of complaints and are not involved in the specific management of complaints. The student council is briefed after the complaint process about the complaint and the conclusion. If a complaint is related to fundamental problems, the clinical coordinator presents these to the student council.

10.2 Prior to the complaint

When educational issues are perceived as problematic, the student has the possibility to complain. The complaint must be in writing and forwarded to the clinical coordinator. The aim is that the student(s), the

clinical counsellor(s), the nurse manager and the lecturer have attempted to solve any problems related to education before filing a complaint.

10.3 The complaint

The complaint must be substantiated on the basis of the study conditions at the work placement site (clinical training site) and the learning outcome of the work placement period (clinical training period). It is an advantage if the complaint includes specific examples and reproductions of specific situations with as many nuances as possible.

10.4 Deadline

It should be attempted to file the complaint before the termination of the work placement (clinical training) and no later than two weeks after termination of clinical education. If the deadline is not met, the complaint may be rejected.

10.5 Processing of the complaint

The clinical coordinator at UCN sends the complaint to the person responsible at the work placement site (clinical training site), the clinical education coordinator, the nurse manager and the deputy head of the work placement site (clinical training site). The work placement site (clinical training site) is requested to respond to the complaint in writing to be discussed at a meeting.

Without delay, the clinical coordinator at UCN calls for a meeting with:

- Representatives from the work placement site (clinical training site): clinical counsellor(s), study coordinator(s)/clinical education coordinator, nurse manager and maybe the deputy head/head of the department
- Representatives from the management and the clinical coordinator at UCN
- The student(s) who has/have filed the complaint
- A lay representative if the student(s) request(s) this.

The purpose of the meeting is:

- To give the parties the possibility to present their views
- To discuss possible solutions.

All representatives will get the relevant material related to the complaint. All representatives have to comply with rules of confidentiality. The meeting ends with a written conclusion. The clinical coordinator has the authority to decide the result of the complaint.

The student and the work placement site (clinical training site), the nurse manager, the clinical education coordinator/manager receive a response to the complaint and precautions have been taken by UCN. The deadline for processing of a complaint is six weeks.

10.6 Follow-up of complaint

When there is a decision concerning the complaint, the clinical coordinator and head of studies at UCN decide if they should:

- Pay an extra visit to the work placement site (clinical training site) to discuss the work placement (clinical training) and collect experiences to learn from
- Reject the complaint as unjustified
- Suggest changes to improve the study environment at the work placement site (clinical training site)
- If there are more complaints and problems and there have been repeated attempts to solve these, UCN can decide to terminate the collaboration with the work placement site (clinical training site).

11. Spending a semester or part of a semester abroad

Contact the international coordinator by e-mail for further information.

12. Guidelines for prevention of MRSA

Infection hygiene authorities in North Denmark Region have decided that students who have worked or been admitted to hospital outside Norway, Sweden, Greenland and The Netherlands must be tested to find out if they are carriers of MRSA. A swab test can be taken at the general practitioner.

Information for students on guidelines for MRSA testing can be retrieved at

<https://pri.rn.dk/Sider/8789.aspx>

13. Policy on violence

During clinical education, nursing students may meet patients/citizens/residents or relatives with an aggressive or threatening behaviour.

If the student is exposed to violence or threats in connection with clinical education, the policy on violence at the work placement site (clinical training site) applies. It is important that the student exposed to violence or threats of violence or another person present informs UCN about the episode. The student counsellor at UCN follows up based on an individual assessment.

14. Child protection certificate or certificate of criminal record

Guidelines for obtaining child protection certificates or certificates of criminal record for nursing students can be retrieved at (law no. 444 of 23/05/2012) www.retsinformation.dk

When introduced to clinical education at UCN, nursing students are informed that they may be asked to present a certificate of criminal record with violations of the law registered for the past five years or to give consent to collect a certificate of criminal record at the police and public authorities with violations of the law at least 10 years from the final decision or a child protection certificate. Further information at www.politi.dk

14.1 Psychiatry in North Denmark Region

Students in work placement (clinical training) in the child and adolescent psychiatry are notified digitally (E-boks) to consent to retrieval of a child protection certificate. North Denmark Region authorities store the certificate while the student is in work placement (clinical training).

14.2 Aalborg University Hospital

Students in work placement (clinical training) at paediatric departments are notified digitally (E-boks) to consent to retrieval of a child protection certificate. North Denmark Region authorities store the certificate while the student is in work placement (clinical training).

14.3 North Denmark Regional Hospital

Students in work placement (clinical training) at paediatric departments are notified digitally (E-boks) to consent to retrieval of a child protection certificate. North Denmark Region authorities store the certificate while the student is in work placement (clinical training).

15. Appendix 1 The meeting to discuss prerequisites and expectations

A written draft to be used at the meeting to discuss prerequisites and expectations, autumn 2016

Within the first week of your work placement (clinical training), a meeting is held between you and your clinical counsellor to discuss prerequisites and expectations. This meeting is the basis for planning your work placement (clinical training). It is expected that you deliver a written draft for the meeting no later than Tuesday in the first week of your work placement (clinical training). In this draft, you both describe your prerequisites and your expectations to the work placement (clinical training). If you have completed a learning style test, you bring the test and it will be included in the planning.

You can take the starting point in the following questions:

Prerequisites:

- What are your experiences concerning studying maybe based on a learning style test?
- Which values do you find meaningful in the meeting with other people?
- How do you work with your professional identity?

Prerequisites concerning learning outcome in work placement (clinical training):

Use the semester descriptions under the headline "Goals for learning outcome in clinical education" to describe which knowledge, skills and competencies you have.

If you make a written draft for the meeting discussing prerequisites and expectations for the first time, you may find the example below on learning outcome for the 1st semester helpful:

"Apply and argue for basic hygiene principles compliance with current guidelines"

- What is your knowledge of hygiene principles from the theoretical part of your education?
- Which current guidelines do you have knowledge of? – and which do you find relevant in relation to the work placement (clinical training) you are about to start?
- Which skills and competencies do you have in relation to applying hygiene principles – from the skills laboratory and from the first week in work placement (clinical training)?
- Which skills and competencies do you find relevant to develop in relation to you next work placement (clinical training)?

If you have previous experiences making a written draft for the meeting discussing prerequisites and expectations, you can use the principle of dividing the objectives for learning outcome to make your prerequisites clear.

Expectations to collaboration:

Describe your expectations to the future collaboration with the work placement site (clinical training site):

- In your opinion, what characterises a good collaboration?
- What is your contribution to the collaboration with others?
- What are your expectations to the people you collaborate with?

Expectations to counselling:

- In your opinion, what kind of counselling will provide the best learning for you?
- When should the individual study plan be accessible for the clinical counsellor at Praktikportalen?
- What are your expectations to counselling before, during and after?
- Mutual agreements on confidentiality related to counselling.

16. Appendix 2 Template for general study plan

Presentation of the work placement site (clinical training site)

Name, address, phone number and e-mail address

Clinical field: Tasks and functions

Patient categories/citizen categories

Overall education and training task

Organization and management at work placement site (clinical training site)

Description of work placement site (clinical training site) in the organization, including staffing, professions, level of experience and safety issues

Description of nursing

Interprofessional and cross-sector collaborators

Plan for elective ECTS points

Nursing at work placement site (clinical training site)

Key clinical nursing professional problems

Typical clinical nursing tasks

Typical patient pathways

Methods in clinical practice

Current nursing development and research areas as well as quality development initiatives

Description of educational issues

Organisation of education including possibilities for counselling and evaluation

Expectations to the student

Nursing and pedagogical qualifications of clinical counsellors

Demands related to clinical **syllabus**

Decisions concerning students' study activity and assessments

Description of how to achieve the learning outcome

Kommenterede [MGH1]: Måske bedre med "literature"?