



Sultan Qaboos University
College of Nursing

جامعة السلطان قابوس
كلية التمريض

Policy Title	Clinical Placement Policy		
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Functional Field	Governance and Management		
Related Policies			
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1. POLICY TITLE

Clinical Placement Policy

2. DEFINITIONS AND ABBREVIATIONS

In the context of this policy and for better consistency, the following terms have the meaning given against each one:

- 2.1. ADCA: Assistant Dean for Clinical Affairs
- 2.2. ADUGS: Assistant Dean of Undergraduate Studies
- 2.3. ADPSR: Assistant Dean of Postgraduate Studies and Research
- 2.4. HoD: Head of Department
- 2.5. CoN: College of Nursing
- 2.6. SQU: Sultan Qaboos University
- 2.7. PLOs: Program Learning Outcomes

3. POLICY STATEMENT

The College of Nursing (CoN) is committed to providing its students with the best possible clinical experiences that can foster their theoretical learning and enable them to achieve their learning outcomes and graduate attributes.

4. PURPOSE/REASONS FOR POLICY

The purpose of the policy is to:

- 4.1. Outline the processes for the clinical placement of undergraduate, postgraduate, and visiting students,
- 4.2. To ensure the safety of students and patients,
- 4.3. Identify the responsibilities of all parties involved in the clinical experience,
- 4.4. Support the coordination with other institutions to smooth placement and prevent conflict.

5. GENERAL PRINCIPLES

The following main principles constitute the basis of this policy:

- 5.1. The College is committed to providing a safe and supportive clinical learning experience for all students.
- 5.2. The College is responsible to ensure that faculty, preceptors, and students comply with all prerequisites and requirements of clinical placement.
- 5.3. Clinical placement is an integral part of nursing programs.
- 5.4. Clinical placement contributes significantly to the achievement of PLOs.
- 5.5. The College is committed to ensuring that the aims and outcomes of clinical placement learning are clearly defined and understood by all parties.

5.6. The College is committed to ensuring that the responsibilities of all parties are made clear and explicit.

6. SCOPE OF APPLICATION

All nursing faculty, preceptors, students, and ADCA office.

7. POLICY OWNER

The College of Nursing

8. APPROVAL BODY

College Board

9. PROCEDURES

Below are the main elements of clinical placement procedures.

9.1. Prerequisite of Clinical Placement

9.1.1. Immunizations

- a. In fall and spring semesters, the Chair of the Risk Committee will obtain a list of the undergraduate students who register the Fundamentals of Nursing course (regular students) and Health Assessment (Bridging students) from the ADUGS office.
- b. In fall and spring semesters, the Chair of the Risk Committee will obtain a list of the postgraduate students who have registered for Master's Program from ADPSR office.
- c. The chair of Risk committee will communicate with the students to inform them of the required immunizations with detailed instructions on how, when, and where to be immunized.
- d. The Chair of the Risk Committee will coordinate with Student Clinic & FAMCO to facilitate the immunization process.
- e. Students must submit the required documentation of immunization to the Chair of the Risk Committee before week 10 of the academic semester. The completed forms will be handed over to the ADCA office for further processing with the attached hospitals for the clinical placement of the students by week 14 of the academic semester.
- f. ADCA office will keep the immunization records of all students until they graduate.
- g. The Chair of the Risk Committee will monitor the submission of immunization records of the students and report to the ADCA office if any student fails to comply.
- h. Students who fail to comply with the immunization requirements will not be allowed in the clinical facilities in the proceeding semester.

- i. Immunization exemption requests submitted by students will be evaluated case by case in collaboration between ADCA, the Chair of Risk Committee, and ADUGS or ADPSR.
- j. ADCA will regularly update and communicate to the Chair of the Risk Committee the required immunizations in compliance with the healthcare authorities and clinical facilities (Appendix A).

9.1.2. **Infection Prevention and Control**

- a. ADCA shall create a non-academic Moodle course titled Clinical Placement Prerequisites that all faculty and students can enroll in.
- b. The Clinical Placement Prerequisites should include a module on Infection Prevention and Control including up-to-date information, a competency test, and a certificate of completion.
- c. In Fall and Spring semesters, the Chair of Risk Committee will communicate with undergraduate students who register the Fundamentals of Nursing course (regular students), Health Assessment (Bridging students) and postgraduate students who register Health Assessment course to enroll in the Clinical Placement Prerequisites course on Moodle.
- d. Students must complete the Infection Prevention and Control module and obtain the certificate of completion on or before week 10 of the semester.
- e. ADCA office will monitor the completion rate weekly and inform the Chair of Risk committee.
- f. Certificates of completion will be submitted to the Chair of Risk committee who will hand them over to the ADCA office.
- g. ADCA office will keep records of the certificates until students graduate.
- h. Students who fail to complete and pass the Infection Prevention and Control module will not be allowed in the clinical facilities in the proceeding semester.

9.1.3. **Hand Hygiene**

- a. In Fall and Spring semesters, the Chair of Risk Committee will communicate with undergraduate students who register the Fundamentals of Nursing course and Health Assessment (Bridging students) and postgraduate students who register Health Assessment course to enroll in the Clinical Placement Prerequisites course on Moodle.
- b. The Clinical Placement Prerequisites should include a non-academic Module course on the Hand Hygiene including up-to-date information, a competency test, and a certificate of completion.
- c. Students must complete the Hand Hygiene module and obtain the certificate of completion on or before week 10 of the semester.

- d. ADCA office will monitor the completion rate weekly and inform the Chair of Risk committee.
- e. Certificates of completion will be submitted to the Chair of Risk committee who will hand them over to the ADCA office.
- f. ADCA office will keep records of the certificates until students graduate.
- g. Students who fail to complete and pass the Hand Hygiene module will not be allowed in the clinical facilities in the proceeding semester.

9.1.4. Confidentiality of Patient's Health Information

- a. In Fall and Spring semesters, the ADCA office will communicate with undergraduate students who register the Fundamentals of Nursing course (regular students), Health Assessment (Bridging students) and postgraduate students who register Health Assessment course to enroll in the Clinical Placement Prerequisites course on Moodle.
- b. The ADCA office will communicate with the students to enroll in the Clinical Placement Prerequisites course on Moodle.
- c. The Clinical Placement Prerequisites should include a module on the confidentiality of patient health information including up-to-date information, a competency test, and a certificate of completion.
- d. Students must complete the Confidentiality module and obtain the certificate of completion on or before week 10 of the semester.
- e. ADCA office will monitor the completion rate weekly.
- f. Certificates of completion will be submitted to the ADCA coordinator.
- g. ADCA office will keep records of the certificates until students graduate.
- h. Students who fail to complete and pass the Confidentiality module will not be allowed in the clinical facilities in the proceeding semester.

9.1.5. Basic Life Support (BLS)

- a. In Fall and Spring semesters, the ADCA coordinator will obtain a list of the undergraduate students who register the Critical Care course from ADUGS office.
- b. The ADCA coordinator will communicate to the students that they must be BLS certified as a prerequisite to be in critical care units.
- c. Students must submit the BLS certificate to the course coordinator of Critical Care Clinical who will therefore, forward to ADCA office on or before week 4 of their critical care clinical course.
- d. ADCA office will monitor the submission of BLS cards by students and will note any student who fails to comply.
- e. ADCA office will keep records of the certificates until student graduate.

- f. Students who fail to comply will not be allowed in the critical care clinical units.

9.1.6. Advanced Cardiac Life Support (ACLS)

- a. In Fall and Spring semesters, the ADCA coordinator will obtain a list of the postgraduate students who register the Health Assessment course from ADPSR office.
- b. The ADCA office will communicate to the students that they must be ACLS certified as a prerequisite to be in clinical area.
- c. Students must submit the ACLS certificate to the course coordinator of Health Assessment who will therefore, forward to the ADCA office on or before week 4 of their Health Assessment course.
- d. ADCA office will monitor the submission of ACLS cards by students and will note any student who fails to comply.
- e. ADCA office will keep records of the certificates until student graduate.
- f. Students who fail to comply will not be allowed in the critical care clinical units.

9.1.7. Emergency Contact

- a. In Fall and Spring semesters, the ADCA office will obtain a list of the undergraduate students who register the Fundamentals of Nursing course (regular students) and, Health Assessment (Bridging students) from ADUGS office. Also, the ADCA will obtain the list of postgraduate students who register Health Assessment course from the ADPSR office.
- b. ADCA office will communicate with the students to complete the Emergency Contact Form electronically (Appendix B).
- c. ADCA office shall keep records of the emergency contacts of students until students graduate.

9.2. Clinical-Related Student Services

9.2.1. Clinical ID Card

- a. In Fall and Spring semesters, the ADCA office will obtain a list of the undergraduate students who register the Fundamentals of Nursing course (regular students) and, Health Assessment (Bridging students) from ADUGS office. Also, the ADCA will obtain the list of postgraduate students who register Health Assessment course from the ADPSR office.
- b. ADCA office will communicate with the students to complete the Clinical ID Form (Appendix C) along with the specified requirements of the form.
- c. Students must submit their completed forms and the required documents to the ADCA office no later than week 3 of the academic semester.

- d. ADCA office, in coordination with the College administration, will process the forms and obtain the ID cards.
- e. ADCA office will inform the students when their ID cards are ready to pick them up.
- f. ADCA office shall keep a record of receipts.
- g. Students who fail to comply will not be allowed in clinical units.

9.2.2. Clinical Uniform

- a. In Spring semester, the ADCA office, in coordination with College Administration will obtain a list of the undergraduate students who register the Fundamentals of Nursing course (regular students) and, Health Assessment (Bridging students) from ADUGS office. Also, the ADCA will obtain the list of postgraduate students who register Health Assessment course from the ADPSR office.
- b. ADCA office will communicate with the students to submit measurements of the Clinical Uniform no later than week 4 of the semester.
- c. ADCA office, in coordination with the College administration, will process the forms and obtain the uniforms.
- d. ADCA office will inform the students when their uniforms are ready to pick them up.
- e. ADCA office shall will keep a record of receipts.
- f. Students who fail to comply will not be allowed in clinical units.

9.2.3. Nutrition Coupon

- a. In Fall and Spring semesters, the ADCA office in collaboration with College administration will obtain a list of the undergraduate students who register in all clinical courses from ADUGS.
- b. In week 1, the College administration will communicate with the students to present in person to pick up their nutrition coupons.
- c. According to their registration, every student shall receive one coupon per clinical day.
- d. College administration shall keep a record of receipts.

9.2.4. Transportation

- a. In Fall and Spring semesters, the HoDs will submit to the office of ADCA by week 12 of the academic semester the transportation request form for their clinical courses for the proceeding semester.
- b. The transportation request form shall include course name, the number of expected students and faculty, clinical facilities and the specific dates per rotation (Appendix D).
- c. ADCA office will arrange with the Transportation Department of SQU to provide the needed transportation per course/cohort.

- d. ADCA office will communicate the confirmed transportation schedules along with the names and numbers of the drivers to the HoD by week 1 of the following academic semester.
- e. Students using university buses for transportation to the clinical training sites are required to adhere to the following rules:
 - i. Buses will depart from the front of the college building at 6:30 am at the latest, and in light of this the driver will not be obligated to wait for the student who is late for the bus.
 - ii. The driver is not obligated to wait for students who are later than the time of the allowance agreed upon with the teacher.
 - iii. Students who miss the university buses are responsible to arrange for another transportation to their clinical training sites, otherwise they will be marked as absent.
 - iv. The bus will depart on time if 50% / or more, of the students are available.
 - v. At least one clinical instructor should accompany the students in the bus to their clinical training sites.
 - vi. Smoking inside the bus is strictly prohibited by the students.
 - vii. It is strictly forbidden to behave in a violent or immoral manner or to speak in impolite manner to any one inside the bus.
 - viii. Students are responsible to keep the bus clean. Any misuse if the bus will expose the student to the university penalty.
 - ix. It is forbidden to use any type of technology to sing or speak loudly inside the bus.
 - x. Any note to the driver should be communicated through the clinical instructor only.
 - xi. It is prohibited to distribute any non-academic leaflets or collect any non-academic related signatures whether inside the bus, gathering areas or inside the clinical training sites.
 - xii. Any violations of the above-mentioned instructions, will put the student on the university disciplinary system.

9.3. Communication with Clinical Facilities

9.3.1. Clinical Placement Agreement

- a. In Spring semesters, ADCA and HoDs shall meet with the national placement coordinator to negotiate the clinical placement agreement for the preceding year.
- b. The final agreement will be communicated by ADCA to the HoDs to be used for clinical rotation planning.
- c. HoDs and course coordinators shall adhere to the agreement to prevent conflicts in clinical placements.

- d. When a need to amend part of the agreement, it will be communicated to the ADCA who will communicate and negotiate with the national placement coordinator and the Nursing Administration of the clinical facility to revise the agreement.
- e. Revised agreements will be communicated by ADCA to the HoDs to plan accordingly.

9.3.2. Clinical Rotation Plan

- a. In Fall and Spring semester, the HoDs will submit to the office of ADCA by week 12 of the academic semester the clinical rotation plans without students' names along with the Clinical Placement Request Form (Appendix E) for their clinical courses for the proceeding semester.
- b. ADCA office will scrutinize the plan to ensure no conflicts or overutilization exist.
- c. In case of conflict or overutilization, the clinical rotation plans will be sent back to the HoDs to reconcile them.
- d. ADCA will communicate the final rotation plans to the responsible party at every clinical facility.
- e. ADCA office will communicate with the HoDs the final approved clinical rotation plans for each clinical course.
- f. By the end of week 1 of the following academic semester, the HoDs will submit to the office of ADCA the clinical rotation plans with students' names.
- g. ADCA office will keep records of clinical rotations for 3 years.

9.3.3. Documents Required by clinical Facilities

- a. In Fall and Spring semester, ADCA office obtain all required documentations as explained in previous procedures.
- b. *ADCA office send the required documents using the appropriated means (mail, fax, email, etc.).*

9.4. Clinical Requirements

9.4.1. Required Clinical Hours

- a. For undergraduate clinical courses, the credit: clinical hours ratio is 1:45. Hence, for a 3-credit course, students must complete a total of 135 hours over the 15-week semester.
- b. For postgraduate clinical courses, the credit: clinical hours ratio is 1:120. Hence, for a 2-credit hours, students must complete a total of 240 hours over the 15-week semester.

Credit-to-Contact-Hour Ratios		
	BSN	MSN
	Credit-to-Contact-Hour Ratio/Equivalency	
Academic Setting		
Didactic	1:1	1:1
Laboratory	1:2	1: 8
Clinical	1:3 & 1:4 for transition to professional nursing	1: 8
Simulation and	Up to 20 % of the clinical hours	

9.4.2. Orientation Day

- a. Before commencement of clinical placement, a senior staff nurse, in coordination with the clinical instructor of each group of students shall provide an effective orientation to the students about the unit settings.
- b. The orientation shall include information about the workplace environment, health policies, procedures, rules and guidelines, crash trolley, the fire evacuation plan, the emergency codes and phone numbers.

9.4.3. Clinical Attendance

- a. To complete clinical courses, students must attend at least 85% of the clinical hours including the orientation and simulation days.
- b. "Absentee Warning Notice" will be issued if a student is absent for:
 - More than 10% of teaching hours that are less than 75 total contact hours.
 - 2. More than 5% of teaching hours that have 75 or more total contact hours.
- c. An "Absentee Withdrawal Notice" will be issued and the student will be deemed to have withdrawn from the course with an 'FW' grade (see C6) if a student is absent for:
 - More than 20% of teaching hours that are less than 75 total contact hours.
 - 2. More than 15% of teaching hours that have 75 to 150 total contact hours.
 - 3. More than 10% of teaching hours for courses with more than 150 total contact hours.
- d. Excuse of absence is granted in accordance with the academic regulations B-6-1.
- e. When absent with no acceptable excuse, the student will receive no credits for any evaluation due that day.
- f. When absent with an acceptable excuse, the student will receive a grade equivalent to his/her average in the daily clinical evaluation. Written evaluations will be rescheduled.
- g. Appendix F outlines the clinical attendance policy in more details.

9.5. During Clinical Placement

9.5.1. Role of the Course Coordinator

- a. Course coordinators are expected to adhere to the role of the course coordinator as outlined in Appendix G.

9.5.2. Role of the Clinical Instructor

- b. Clinical instructors are expected to adhere to the role of the clinical instructor as outlined in Appendix H.

9.5.3. Role of the Preceptors

- c. Preceptors are expected to adhere to the role of the preceptors as outlined in (Appendix I).

9.5.4. Incident Reporting

- a. Any incident that imposes threat to patients, students, faculty and clinical site shall be reported immediately to the clinical instructor.
- b. Then, the clinical instructor shall report the incident to a senior staff nurse in the relevant unit.
- c. The clinical instructor shall report the incident to the ADCA office from the course coordinator through HoD along with a copy of the hospital incident report (Appendix J).

9.5.5. Medication Administration

- a. Nursing students shall be permitted to administer medications to the patients under the following conditions:
 - i. *Knowing and applying medication rights with every medication administration*
 - ii. *Administer medications under direct supervision of the clinical instructor or the primary nurse*
 - iii. *For a medication that requires counter-checking like narcotics, nursing undergraduate students are not authorized to be “checkers” of medication*
 - iv. *Expected to participate in preparing and administering medication by different routes as deemed appropriate to their competency level, the course objectives and the hospital policy.*
 - v. *Documentation of a medication administered by nursing undergraduate student must be signed by the primary nurse and the clinical instructor*

9.5.6. Documentation

- a. Nursing students are required to maintain documentation of patient care up to date following the hospital rules and regulations they are working on.
- b. Student can only make the entries in patient records as authorized by the primary nurse.
- c. Each entry should be amended, if required by the primary nurse.

9.5.7. Female Students Leaving Health Care Setting During Clinical Practice

- a. It is expected that all female undergraduate nursing students during their clinical placement outside SQU campus adhere to the following rules:

- i. *They are not allowed to leave the clinical site without permission of the clinical instructor.*
- ii. *In case of family emergency or personal health issues, they are allowed to leave the clinical setting only with a first-degree family member.*
- iii. *The first-degree family member should submit a copy of their national ID card and a signed permission release letter stating his/her relationship to the student and the reason for releasing the student from the clinical site.*
- iv. *If the student falls sick during clinical hours, she can be directed to seek health care through emergency department in the relevant health care setting.*
- v. *If first-degree family members are not reachable, the student may be transferred to the SQU campus by the SQU transportation along with the clinical instructor.*
- vi. *The course coordinator should report the female student leaving the clinical site outside SQU campus to the ADCA office through their HOD.*

9.6. After Clinical Placement

9.6.1. Clinical Evaluation of the Students

- a. Clinical evaluation of the student may include formative and/or summative type of evaluation.
- b. All the evaluations shall be completed using specific evaluation criteria /tools/ rubrics and authenticated by all the key players.
- c. During the clinical practicum clinical instructors shall provide timely feedback about student clinical performance using a constructive and professional manner to avoid conflicts.
- d. Summative evaluations shall be used to assess students' performance at the end of each of the clinical course.
- e. It is common to find the summative evaluation being conducted by other key stakeholder for quality check and quality assurance.

9.6.2. Clinical Site Evaluation

- a) In Fall and Spring semesters, the ADCA office shall send a reminder to the HODs to the complete the clinical site evaluation.
- b) The HODs shall forward the reminder to all clinical courses coordinators who will therefore forward it to their students.
- c) The coordinators of clinical course shall ask the clinical instructors in the course to devote 10 minutes from the clinical training to allow the students fill the evaluation form.

- d) The clinical instructors shall emphasize to the students that their contribution toward filling the form is voluntary.
- e) Students shall complete the clinical site evaluation at the end of clinical training in the specific site per course.
- f) Response percentage of less than 30% based on the student number enrolled in each course shall be considered as invalid for analysis.
- g) The course coordinator shall compile results and submit the final report of the clinical site evaluation to the HoD no later than week 15 of the semester.
- h) HoDs shall submit the final reports to the ADCA office no later than week 15 of the semester.
- i) ADCA shall meet with HoDs on week 16 to discuss the proposed solutions.
- j) ADCA bring the reports and suggestions to the clinical training committee at week 16.

9.6.3. **Clinical Exams**

- a. Course coordinators of all clinical courses shall adhere to the preparation for clinical exam rules which include the following:
 - i. *All general instructions (e.g. schedule, duration, procedures, assessment tool) for clinical exam will be communicated to the students by the course coordinator.*
 - ii. *Students should be instructed by the course coordinator to not enter the exam unit at least three days before the exam.*
 - iii. *The exam panel for each group of students should be based on the complexity of the task, and the availability of the examiners.*
 - iv. *If the exam panel include two or more examiners, there should be a team leader identified by the course coordinator.*
 - v. *The exam panel in collaboration with the course team members will select the exam cases one day before the exam taking into considerations to select extra cases.*
 - vi. *The team leader of the exam panel will finalize the list of the selected cases based on the preset criteria prepared by the course coordinator of the course for case selection.*
 - vii. *The exam panel should take consent of the selected cases one day before the exam.*
- b. Course coordinators of all clinical courses shall adhere to the preparation for oral exam rules which include the following:
 - i. *The team leader of the exam panel will ask the permission of the head nurse in the exam unit to print copies of the medical notes/ or required forms of selected cases for the purpose of preparing for the oral exam.*
 - ii. *The team leader of the exam panel should save the printed copies of the medical notes in a sealed envelope and store in a locked cabinet in private office.*

- iii. *Early on the exam day, the exam panel will prepare list of questions that are pertaining to each case. The selected questions should be based on the rubric tool and the student level.*
 - iv. *The team leader of the exam panel should destroy the copies of the medical notes appropriately after the exam ends.*
- c. Course coordinators of all clinical courses shall adhere to during the clinical exam rules which include the following:
- i. *The course coordinator is expected to be available in proximity for the smooth running of the clinical exam.*
 - i. *Early on the exam day, the course team members will confirm the consent from the selected cases.*
 - ii. *Early on the exam day, the course team members will select and reserve nursing procedures for the clinical competency exam. The procedure selection will be based on the course objectives.*
 - iii. *It is the responsibility of the course team members to take student attendance and collect all of their phones and note books before the students start the exam.*
 - iv. *The student is allowed only to enter the exam with a plain A4 paper, a pen and ID card.*
 - v. *Early on the exam day, the course team members will assign the cases to the students using pickup at random strategy (e.g. lot method) by the student.*
 - vi. *Each student will have a specified timing for the history taking and data collection and then s/he will be stopped and moved to a private room.*
 - vii. *All of the students should begin at the same time and end at the same time.*
 - viii. *The student is not allowed to refer to any hard or soft copies during the exam.*
 - ix. *The course team members will submit the list of reserved procedures for the clinical competency exam to the team leader of the exam panel.*
 - x. *After the specified timing for the history taking, the students will be called by rotations for the clinical competency exam followed by the oral exam.*
 - xi. *If the student was found unsafe, s/he will be informed immediately and will be asked to sign the incident report.*
 - xii. *The exam panel and the course coordinator, need to come to consensus agreement about student safety before declaring it to the student.*
- d. Course coordinators of all clinical courses shall adhere to after the clinical exam rules which include the following:
- i. *Students who complete both the clinical and oral exam should be asked to leave the exam unit immediately after collecting their phones and note books.*

- ii. *The team leader of the exam should provide a very brief overall feedback to the student about his/her performance in the exam, taking into considerations to stress on areas of improvements.*
- iii. *The exam facilitators will compile all exam papers and safeguard in a locked cabinet.*
- iv. *The exam facilitators will compile all patient documents from the exam panels and discard appropriately.*
- v. *In the event of breaching the academic integrity, the academic regulations of the university should be followed and implemented.*
- vi. *In the event of absenteeism, the academic regulations of the university should be followed and implemented.*
- vii. *In the event of unsafe practice, the unsafe practice guidelines of the college should be followed and implemented.*

9.6.4. OSCE Exams

- a. Course coordinators of all clinical courses shall adhere to the preparation for OSCE exam rules which include the following:
 - i. *All general instructions (e.g. schedule, duration, stations, assessment tool) regarding OSCE exam of a particular course will be communicated to the students by the course coordinator.*
 - ii. *Students should be instructed by the course coordinator to not enter the skill lab for self-practice during the exam weeks.*
 - iii. *The course coordinator will develop the required OSCE scenarios independently taking into considerations the course objectives and the suggestions of the course team members.*
 - iv. *The course coordinator will maintain the confidentiality of the OSCE scenarios by saving the hard copies in a sealed envelope inside a locked cabinet or by protecting the soft copies with a password.*
 - v. *In case the students number exceeds thirty (30) per day, the course coordinator will prepare two sets of scenarios to maintain the confidentiality.*
 - vi. *The OSCE scenarios will be peer reviewed by at least two expert nursing faculty in the relevant specialty.*
 - vii. *The course coordinator will consult the lab superintendent about the feasibility of resources (e.g. standardized patients, lab rooms, equipment, supplies) before writing the scenario.*
 - viii. *The course coordinator will send the lab request form based on the scenario to the lab superintendent at least one week before the OSCE exam.*

- ix. *The lab technicians will maintain the confidentiality of the OSCE stations (e.g. restricting entrance of the students to the skill lab).*
- x. *Pretesting of the scenarios with the presence of all OSCE exam panel and SPs is required to avoid any inconsistency between the examiners.*
- xi. *Standardized patients are required to sign the confidentiality agreement.*
- b. Course coordinators of all clinical courses shall adhere to during the OSCE exam rules which include the following:
 - i. *General*
 - *The course coordinator is expected to be available in proximity for the smooth running of the OSCE exam.*
 - ii. *Students*
 - *All of the students will be kept in one room and they will be supervised by a faculty. Students will be called by groups to move to the skill lab to set for their OSCE exam.*
 - *It is the responsibility of the supervised faculty to take student's attendance and collect all of their phones and note books before they move to the skill lab.*
 - *The students are allowed to enter only the skill lab with a pen and the ID card.*
 - *Video recording of the OSCE exam can be done on their consent to allow the student appeal for the exam.*
 - iii. *Evaluation Process*
 - *The exam panel for each station should be based on the complexity of the task, the availability of the examiners and number of OSCE stations.*
 - *If the exam panel include two or more examiners, there should be a team leader identified by the course coordinator.*
 - *Early on the exam day, the course coordinator will orient the exam panel to the OSCE scenarios and the evaluation tool with answers.*
 - *The examiners should evaluate each student independently with no discussion is allowed.*
 - *Pre-determined cues are only allowed to those students who are unable to comprehend or progress further in the OSCE exam which will result in reduction of marks.*
 - *If the student was found unsafe in any station, s/he will be informed immediately by the team leader and will be asked to sign the incident report.*
 - *The exam panel and the course coordinator, need to come to consensus agreement about student safety before declaring it to the student.*

- c. Course coordinators of all clinical courses shall adhere to after the OSCE exam rules which include the following:
- i. *Students who complete all stations of the OSCE exam should be asked to leave the exam unit immediately after collecting their phones and note books.*
 - ii. *The team leader of the exam should provide a very brief overall feedback to the student about his/her performance in the exam, taking into considerations to stress on areas of improvements.*
 - iii. *The course coordinator will compile all exam papers and safeguard in a locked cabinet.*
 - iv. *In the event of breaching the academic integrity, the academic regulations of the university should be followed and implemented.*
 - v. *In the event of absenteeism, the academic regulations of the university should be followed and implemented.*
 - a. *In the event of unsafe practice, the unsafe practice guidelines of the college should be followed and implemented.*

9.7. Preceptorship

- 9.7.1. In August and December, ADCA shall request clinical facilitates to nominate preceptors who meet the College criteria (Appendix K) to be provided within 2-3 weeks.
- 9.7.2. The qualifications of the nominated preceptors will be evaluated by ADCA and final list will be produced.
- 9.7.3. ADCA, in collaboration with the course coordinator of the Advanced Nursing course, will arrange for new preceptors and part-time faculty to complete the College preceptorship course and get the preceptorship certificate.
- 9.7.4. ADCA, in collaboration with the course coordinator of the Advanced Nursing course will assign certified preceptors to students taking into consideration the need and desires of students as possible.
- 9.7.5. ADCA office shall keep records of preceptors for 3 years.

9.8. Clinical Attachment of International Students

- 9.8.1. The following information is intended to be of practical help to all staff with responsibility for international students or who engage with them, including student advisors, lecturers, and international students.
- a. Arrival, Orientation and Induction

- i. The students shall send the clinical placement request to the Assistant Dean of Training and Community Services including the clinical training objectives and required area for practice.*
 - ii. The Assistant Dean of Training and Community Services shall send the clinical placement request letter attached with the clinical rotation plan to the Assistant Dean of Clinical Affairs (ADCA), at least three months prior to the start period of the clinical placement of the international students.*
 - iii. The Assistant Dean of Clinical Affairs shall communicate the required areas of clinical practice to Nursing Directorate at Sultan Qaboos University Hospital.*
 - iv. The Nursing Directorate shall assign preceptors in the respective clinical area to facilitate the clinical learning of the students.*
 - v. Student Identification Card shall be provided to the students before commencement of their clinical practice.*
 - vi. Students are required to send a soft copy of the following documents to the coordinator of the ADCA two months' prior the start of their clinical placement: 1 photograph 4 × 4, copy of the passport*
 - vii. The students are expected to be in their clinical uniform (scrub) with white lab coat.*
 - viii. Each student will be assigned a faculty to supervise him/her during the clinical practice. The assigned faculty will be preferably chosen from the Advanced Clinical Nursing course team members.*
 - ix. The faculty will orient the students to the assigned clinical area and to their preceptors.*
 - x. Information on patient safety criteria will be provided to the students by the preceptors.*
 - xi. The preceptors will orient the students about the cultural practices, social life and life style practices of people in Oman.*
- b. Clinical Learning Objectives*
 - i. The students are responsible to orient their preceptors about their clinical learning objectives.*
- c. Direct Patient Care*
 - i. International students are allowed only to provide hands-off patient care.*
 - ii. The students will be provided with an opportunity to practice directly on the simulation laboratory.*
- d. Health Insurance*
 - i. All of the international students are required to have their own health insurance ready prior to the commencement of their clinical practice.*
- e. Incident Reporting*

- i. *The same incident reporting policy of the College of Nursing will be followed.*
- f. Immunization
 - i. *The standard immunization practice of the undergraduate nursing students in the College of Nursing should be followed (Appendix A). Students are required to send proof of immunization prior to arrival to the country.*
 - ii. *Original evidence of*
- g. Ongoing Clinical Performance Evaluation
 - i. *Ongoing Clinical Performance Evaluation of the international student will be provided by the assigned clinical instructor and the preceptor, as requested by the home institution of the international student.*
- h. Certification of Clinical Training
 - i. *Certificate of attendance will be provided to the students upon completion of their clinical training by the Dean's office, as requested by the student.*
- I. Attendance Policy
 - i. *Evidence of students' attendance shall be maintained by the assigned clinical instructors as requested by the students' sponsor.*

9.9. Part-Time Faculty

9.9.1. The following information is intended to be as a guide for coordinators of clinical courses and part-time faculty in relation to handling part-time faculty.

- a. Before starting the course
 - i. *The course coordinator shall communicate with the part-time faculty inviting her/him for a one to one course orientation meeting one week before the semester starts over.*
 - ii. *The course coordinator shall assign a mentor faculty for the part-time faculty from the course team members.*
 - iii. *The HoD in collaboration with the College administration shall provide the part-time faculty with an office and a computer in the College up on the request.*
 - iv. *The part-time faculty shall be available from 7:00 am to 3:00 pm in the College/ or the clinical during the course days starting one week before the semester starts and until the end of week 16 of the semester.*
 - v. *The part-time faculty is responsible to orient him/herself to the assigned clinical area and the common cases and skills.*
 - vi. *The part-time faculty shall complete the college preceptorship online module and submit the certificate to the course coordinator who shall forward it to the ADCA office.*

- b. During the course
 - i. *The part-time faculty shall adhere to the roles and responsibilities of the full-time clinical instructors (Appendix H).*
 - ii. *The part-time faculty shall be willing to work in any clinical area as required by the course coordinator.*
 - iii. *The part-time faculty shall attend all of the course meetings called by the course coordinator.*
 - iv. *The part-time faculty is responsible for students' assignment corrections as detailed in the course outline.*
 - v. *The part-time faculty shall have office hours available for the assigned students and the course related work.*
 - vi. *The part-time faculty shall maintain their attendance during the semester and submit the document to the course coordinator by the end of the semester.*
- c. After the end of the course
 - i. *The part-time faculty shall submit the course feedback report to the course coordinator who will forward it to the ADCA office (Appendix).*

10. RELATED POLICIES

10.1. Risk Policy

11. RESPONSIBILITY FOR IMPLEMENTATION

- 11.1. ADCA**
- 11.2. ADUGS**
- 11.3. ADPGR**
- 11.4. HoD**
- 11.5. Faculty**

12. REVIEW

This policy shall be reviewed every five years or earlier if necessary.

13. RISK

Main risks associated with this policy are:

- 13.1. Delay in clinical placement**
- 13.2. Student prohibited from entrance to clinical area**

14. APPENDICES

Appendix A

Immunization Proof Required Pre-Clinical Placement

Serology	1 st Time	Repeated
Hepatitis B titer	During enrollment in Foundations of Nursing Course	Annually
MMR titer		None
Varicella titer		None

Vaccines Required Pre-Clinical Placement

Vaccine	1 st Time	2 nd Time
Hepatitis B virus	<ul style="list-style-type: none">- If negative: Require 3 doses, (0, 1, 6 months), repeat Hepatitis B titer after 2 months from 3rd dose.- If 10 -100 IU/L: Require 1 booster dose.- If >100 IU/L: Immune, no need for vaccine.	Blood serology during enrollment in Maternity /or Child Health courses
MMR	-If any of (Measles, Mumps or Rubella titer) is negative: Give 2 doses (0 , 4 weeks)	None
Varicella	-If varicella titer is negative: Give 2 doses (0 , 6-8 weeks)	None
Influenza	-Annually	
Tdap	Before enrollment in Adult 2 Health course and Critical Care course	Annually

Appendix B

Sultan Qaboos University



College of Nursing

Student's Emergency Contact Information

Personal Information

Full Name: Student ID:

Email ID:

Home Address:

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Cell Phone: Home Phone:

Emergency Contact

1. Full Name:
Relationship:
Cell Phone: Home Phone:
Working Phone:..... Email:.....

2. Full Name:
Relationship:
Cell Phone: Home Phone:
Working Phone:..... Email:.....

Appendix D

Sultan Qaboos University



College of Nursing

Transportation Request Form

Course Title:

Department:

Request #	Hospital	Days	Start date	End date	# of Students & lecturers/ each day	Time when leaving College	Time when leaving hospital
					Student#: Lecturer #:		
					Student#: Lecturer #:		
					Student#: Lecturer #:		
					Student#: Lecturer #:		
					Student#: Lecturer #:		
					Student#: Lecturer #:		

Appendix E

Sultan Qaboos University



College of Nursing

Clinical Placement Rotation Plan Request Form

Required Information	Requested Information
Course name and code
Clinical placement dates
Duration of placement
Number of Expected students
Preferred clinical area
Clinical learning objectives
Final clinical exam dates
Final OSCE exam dates	

Appendix F

Sultan Qaboos University



College of Nursing

Students Clinical Attendance Policies

- It is mandatory that the students attend the specified clinical hours of the relevant clinical course.
- Students are expected to be present, punctual, and attentive for the clinical training.
- Students are expected to inform the clinical instructor of an absence one hour prior to the beginning of the clinical day and produce sick leave authorized by concerned authorities.
- If the student absent for any learning activities s/he responsible for completing the missed work.
- If the students fail to attend clinical placement without prior notice or reason will have its own consequences. Course coordinator should maintain the attendance record via the SQU portal.

Sultan Qaboos University



College of Nursing

Role of the Course Coordinator of a Clinical Course

- Prepare clinical course plan, clinical rotation, learning methods, log book and evaluation guidelines as per accepted format.
- Plans and conducts orientation to the clinical course and the assessment methods.
- Collaborate with clinical training committee for clinical placement of students to various clinical areas.
- Communicate, coordinate and supervise the clinical training of the students with clinical instructors, and clinical staff including preceptors.
- Monitor current trends and issues in student training and update college plan on training accordingly.
- Ensure integration of theory, evidence-based practice and research into clinical practice.
- Facilitate students critical thinking skills and clinical competence in various learning areas.
- Maintain all records pertaining to clinical training and activities that is relevant to the assigned clinical course.
- Plan and implement various methods of Lab learning to augment clinical learning.
- Planning and conducting simulation practice sessions which are relevant to the course.
- Evaluate the clinical environment and explore new clinical areas.
- Assess the achievement of the course objective by designing and participating in clinical exams.
- Review and analyze the course report.



College of Nursing
Role of the Clinical Instructor in the Clinical Training

Care Provider

- Identify clients for students based on their learning needs and facilitate opportunities to perform nursing competencies under his/her direct supervision
- Guide students to apply theoretical knowledge into practice
- Encourage students to provide evidence based care to clients
- Ensure student adherence to professional code of ethics
- Conduct competency exams and oversee remediation
- Plan and implement various methods of Lab. learning to augment clinical learning

Leader

- Maintain accurate records of students performance including anecdotes
- Demonstrate accountability for the quality of nursing care provided by the student
- Contribute towards continuous quality improvement of patient care and safety in the unit
- Maintain clinical record files
- Ensure student clinical logbooks are signed and maintained
- Collect, analyse, synthesise clinical training site evaluation findings

Communicator

- Lecturers determine student learning needs and collaborate with course coordinators
- Inform course coordinator of students who have special learning needs
- Attend course meetings and write minutes for the meeting
- Collaborate with Head nurses/staff nurses of the clinical area to meet student objectives
- Coordinate for the preceptorship orientation program.

Critical Thinker

- Participate in reviewing clinical learning objectives
- Encourage students to utilize critical thinking skills and provide care to clients and family
- Conduct clinical teaching utilizing innovative methods
- Evaluate students' performance using appropriate and approved clinical evaluation tools and provide clinical feedback in an ongoing manner
- Write clinical questions for clinical exam
- Participate in planning and conducting simulation practice sessions which are relevant to the course

Team Player

- Plan and conduct orientation of clinical are, physical setup and routines of the unit
- Ensure compliance with established protocols and procedures of the unit
- Role model professional behavior and communication within the health care circuit

Independent Learner

- Stay current and competent in the area of instruction

Sultan Qaboos University



College of Nursing

Role of the Preceptors in the Clinical Training

- Each student will be assigned to a preceptor in their rotation during the Transition to Nursing Practice course.
- The preceptor is responsible for signing the students' clinical attendance form at the end of each shift.
- The days when preceptor is not available, s/he may delegate her responsibility to another staff nurse who has taken the preceptor's course to supervise the students and give feedback about the student's performance.
- The preceptor should discuss with the clinical instructor about the student's progress and achievement of objectives on a regular basis.
- The preceptor facilitates the student's clinical learning by providing and identifying opportunities as per the needs of the students.
- The preceptor should assign one patient to the student to allow the student to give comprehensive care under supervision.
- The preceptor should help the students to identify their strengths and limitations in their performance and give timely feedback on a regular basis.
- The preceptor should discuss the plan of care for the assigned patients with the student.
- The preceptor should help the student to solve the problems that arise during the clinical training.
- The preceptor in collaboration with clinical instructor is responsible for the clinical evaluation of the assigned students.
- The preceptor should attend meetings and workshops that are arranged by the College of Nursing whenever s/he is requested.

Appendix J

Sultan Qaboos University



College of Nursing

Incident Report Form

Name of the Student/ Faculty:

Incident Description:

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Location:

Date:

Incident reported by:

Signature: **SQU ID# & Position:**

Reported to:

Signature: **SQU ID# & Position:**