



BWERA SCHOOL OF NURSING AND MIDWIFERY

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VISION

A Society where every Child, Woman and Man lives a Healthier, Productive and a Fulfilled Life

MISSION:

We exist to Shape and Influence the Nursing Profession

MOTTO:

Your Health is our Treasure

CORE VALUES

INTEGRITY

Health training institutions will provide services in transparent, accessible and equitable manner that will demonstrate sincerity and commitment to service based on professionalism.

PROFESSIONALISM

The institutions will emphasize strict adherence to professional ethical standards and practices.

The institutions will enforce these through available human resources and operational policies.

MUTUAL RESPECT

The contribution of every stakeholder will be recognized in the process of training health care service providers because each has the knowledge and skills to complement the other. This will therefore call

for mutual respect as training institutions strive to uphold and instill reasonable values within the student community.

1.0 THE RULES AND REGULATIONS

1.1 RELIGIOUS AFFAIRS

Health Training was founded on principles, core values, rites and practices that shall be respected by all students. Consequently;

- a. A student shall maintain his / her religion as declared on admission. Whoever wants to change must officially declare his/her decision in writing; a decision which shall be shared with the parent/guardian.
- b. Students are free to attend prayers organized outside the Institution during working hours, but no student shall leave duty or Institutional premises or attend such services unless authorized by administration. A student who does not observe this rule shall be charged with neglect of duty. He / She shall be cautioned.
- c. Students shall not organize, or take part in any religious movements that create any kind of disruption in the Institution, practicum site or hostel. Breach of this shall be considered as illegal assembly and shall lead to a suspension of two weeks from the institution.
- d. Special prayer times must always be communicated to the administration.

1.2 POLITICS

- a. Student leaders shall be democratically elected through the Guild Council electoral Commission. All students shall be free to elect any candidate of their choice without coercion.
- b. Students shall not organize, or take part in political movements that create disharmony in the Institution.
- c. A student found carrying out illegal political activities or electoral malpractice shall be warned in writing.

1.3 ACADEMIC AFFAIRS

3.1 Reporting to school

Newly admitted students shall report for training within two week of the set date of reporting. Continuing students shall be given a maximum of one week to report after the stipulated date of opening. Students that fail to report within the above period shall have lost a substantial amount of training time. They shall be advised to join the subsequent group to allow them time to sort out issues that led to the delay.

1.3.1 Verification

Students shall be required to present valid original documents for verification.

Failure to present valid original documents for verification after admission shall mean that the student does not qualify for the programme admitted to and shall therefore be discontinued. The onus to prove otherwise shall lie with the student

1.4 Registration

- a. All students shall register with the relevant offices every semester, within the given period of reporting. Registrations for exams shall be as per guidelines that shall be issued from time to time by the relevant Examinations Board. The students' names shall be consistent with those on his / her academic documents.

3.4 Institutional programs

- a) Students must participate in ALL institutional activities.

Academic programs shall run through a semester system.

Attending Lectures

- b) Students who fail to attend a minimum of 75% of a given course unit shall not be allowed to sit the final examinations for that course. Distance learning students (E-learners) shall be required to attend **all** face-to-face sessions programmed by the institution. Reasons for missing any learning activity shall report to the tutor of the course unit.
- c) A student who is out of school for more than two consecutive weeks for any reason shall automatically be placed in a group of the subsequent semester in order to catch up with the lost time.

3.5 Examinations / Assessment

3.5.1 For a student to qualify for end of semester examinations, he / she must have passed the continuous assessment exams as prescribed by the relevant Examinations Board. The Examination Board rules shall be upheld.

3.5.2 Parents, Guardians and sponsors are encouraged

3.6.6 Although the curricula stipulate a pass mark for each course unit to be 50%, it is necessary for candidates to get a higher mark in order to achieve a good grade at the end of the Training.

Any student who scores below 55% shall be given a warning letter.

3.6.7 No student shall engage in examination malpractice. Acts deemed to be Examination malpractice shall lead to automatic discontinuation from the programme of study.

4.0 FEES AND OTHER TRAINING COSTS

Students must pay dues as per regulations for individual institutions. Fees, once paid shall not be refunded irrespective of the period spent at school. Students with fees balance shall not be registered for examinations unless they have written permission from the principal.

5.0 TRANSFER TO OTHER TRAINING

Students shall not transfer from one Training Institution to another.

6.0 PROFESSIONAL CODE OF CONDUCT/CLINICAL PRACTICE

6.1 Students shall behave in a manner consistent with the Health profession; they shall observe the professional code of conduct

6.1.1 Clinical practice

Students shall ensure that no action, or omission on their part within their sphere of responsibility is detrimental to the interests, condition, or safety of the patient. They should only leave duty at the stipulated time. If a student has to leave before duty ends, he/she shall seek a written permission from the in-charge to give to the Institution administration. Students shall always perform procedures under supervision and shall demonstrate this by soliciting for a signature from the supervisor.

6.1.2 Students shall not use phones, iPad or cameras to the ward/clinics/departments.

Breach of this rule shall lead to confiscation of the phone, iPad or camera.

6.1.3 A student shall not seek for money or favour from any patient, patients' relative or friend while providing a service. He / She shall not handle patients' money or any valuables for any reason.

6.1.4 Students shall always attend to patients with due care, respect, empathy and compassion

6.1.5 Students on night shift for clinical practice shall not sleep on the wards, or duty station.

6.1.6 Students should make all efforts to communicate to patients in the language they (patients) understand.

6.1.7 Students shall observe the patients while carrying out any procedure on the patients

6.1.8 Students shall not expose any confidential information regarding the patient(s) person to either their relatives or an unauthorized person

6.1.9 Students shall not expose any confidential information regarding the hospital / health training institution to patients or any unauthorized person

6.1.10 Students shall be punctual at all times in class and for clinical practice periods in the hospital and other practicum sites.

6.1.11 Students shall report to ward in-charge when starting, ending or taking a break from ward duty

6.1.12 Students shall behave in a manner consistent with the health profession, this means they shall observe professional ethics, honesty, obedience and respect to colleagues / staff

6.1.13 Behaviour which contravenes the nursing / health profession shall lead to disciplinary action (see chapter 10 and 11)

Breach of this rule shall lead to dismissal from the practicum site.

6.6.0 Dress code

6.6.1 Uniform

A student shall wear complete tidy in class and during clinical practice. Uniform shall be worn with low heel brown or black shoes. Uniform shall not be worn with jewellery, long or painted nails and strong perfumes.

6.6.1.1 While not in uniform, students shall dress decently, depicting a professional appearance.

Breach of this rule will require the students to surrender the non-uniform and put on the appropriate uniform immediately.

7.0 COMMUNICATION

7.7 Language

Students shall communicate in a manner that is professional at all times, using properly laid out channels. Use of abusive language and or false testimony is punishable by suspension for two weeks because it is grossly unprofessional. This will enable the student to get enough time to ponder over his / her behaviour for possible improvement. It will also give time for the peace of the community to get restored after such an interference.

9.0 SICKNESS AND SICK LEAVE

Students who feel too ill to attend lectures, or clinical practice, shall report to the Guild Health Minister and tutor on duty for assistance. Severely ill students shall be hospitalized as prescribed, but, handed over to their parents / guardians / next of kin for better follow up.

Sick leave shall only be recognized when prescribed in writing medical/Medical Clinical Officer.

Students shall be allowed up to only 30 days sick leave during the entire training period.

Self-prescription of drugs/investigations and possession of medical, or other supplies and/or equipment that are not authorized is prohibited. Breach of the above shall be handled with the parent / guardian who shall be summoned to the Institution.

10.0 COMPASSIONATE LEAVE

Compassionate leave shall be granted in writing for serious illness or the death of a close relative (guardian, mother, father, son, daughter, brother, sister, husband or wife) or in extremely justifying circumstances. This shall be 2-3 days only; in any case compassionate leave shall not exceed one week, and shall not go beyond two weeks consecutively. This leave shall be granted after a request to principal by parent/guardian.

11.0 LEAVE

- a. Students (Nurse) shall receive one (1) day off per week while on day duty and two nights off per week for those on night duty.
- b. Students shall be allowed a written pass for going out of Institutional premises on their days off or weekends but shall report back by 6:00pm.

- c. Students who have been granted permission by the principal tutor to stay overnight(s) shall sign the IN-OUT book provided.

Breach of this rule shall lead to a student becoming a day scholar automatically.

VISITORS with sound reason to visit a student at any time than indicated shall report to the principal's office for permission. A student with a sick relative or friend admitted to the hospital must seek permission from the principal or tutor on-call. Students are not allowed to provide food for their visitors.

12.6 Entertainment/Functions

All social functions shall be authorized by the principal through the students' patron or tutor responsible. Students shall attend parties/dances within the institution or outside only when permission has been granted. Any other entertainment during the week such as soccer and other programs shall end by 9:00pm to allow students time to study and prepare for lectures.

During such parties, the students shall respect the hospital environment and the need for patients and other hospital / school colleagues to rest. Breach of this rule shall mean that the student becomes non-resident.

12.5 Meals

Students shall:

- a) Be served meals as shall be programmed by the relevant office. They shall dress decently while dining. Inappropriate dressing during the time of meals shall mean the student surrenders the inappropriately before getting served.
- b) Not be served special diets. Special meals when recommended for medical reasons shall be catered for by the parents/guardian through the principal.
- c) The school main meal is posho and beans
- d) Students shall eat the food provided by the school and they are not allowed to cook for themselves;
- e) Students shall have their meals in the dining room and they shall observe good table manners here in;
- f) Students shall be served their meals and tea according to the lecture / practice period roster and students shall be punctual at all meals.
- g) Special diet shall not be provided to students by the Institution
- h) Other special diet meals prescribed by the medical officer while admitted to the hospital shall be paid for by the student / guardian / parent and prepared by the student's attendant.
- i) Students shall not enter the kitchen without permission.

13.0 Practicum

Students shall observe the rules and regulations of the sites where they shall be taken to practice

Students shall handle skills laboratory / computer laboratory items/equipment with maximum care

Students shall not be allowed to possess, or administer, any medicines that they are not duly prescribed by authorized person. A breach of this rule shall result in a formal disciplinary measure;

Students shall not possess any medical, or other supplies, or equipment, that is not duly authorized by an authorized person. A breach of this rule shall result in a formal disciplinary measure;

Students shall protect all school and hospital property from damage or loss specifically property under their use;

Students shall not return any allocated school/hospital property after finishing the course, or on dismissal
NB: Lost or damage property shall be replaced by the student.

14.0 PREGNANCY

14.1 pregnancy

Although pregnancy is a normal process and a gift from God, it is also a stressful and taxing period, students are therefore encouraged to avoid getting pregnancy before completing their programmes of study.

Pregnancy during the course of training must be reported to management by the concerned students in order to provide counseling and allow for Antenatal care and safe delivery.

Students found pregnant without having the issue reported to the administration shall be requested to leave and report back after delivering.

The re-admittance shall also be conditional to whether the student had reported the pregnancy voluntarily, whether she has been well behaved before and whether her academic results have been satisfactory before the pregnancy and is properly married.

The same measures shall apply to male students found to be responsible for the pregnancy of a fellow student or any other female who is not his lawful wife.

No student shall attempt/encourage abortion. Abortion is a criminal act liable to prosecution. A student found guilty in this respect shall be reported to police authorities and shall be dismissed from the training.

15.0 ACTS SUBJECT TO SERIOUS DISCIPLINARY MEASURES

The following actions of students shall be considered serious offences that shall lead to instant disciplinary measures when established.

15.1 Sexual Deviation

The practice of homosexuality/lesbianism is strictly prohibited. Victims of this practice are encouraged to report all incidents to a senior staff.

15.2 Drug Abuse

The use of alcohol, tobacco, or any other form of drug abuse is prohibited.

Use of drugs is unprofessional & lead to discontinuation until the vice is abandoned with evidence of going through treatment.

15.3 Theft

Stealing of any property belonging to others is very unprofessional and therefore prohibited; culprits will be charged and dismissed so as to allow for the law to deal with them.

15.4 Fighting

Fighting is prohibited, conflicts should be listened to & judged by relevant authority.

Fighting is punishable by a suspension of two weeks.

17.0 COMPLAINTS AND GRIEVANCES

Authorities recognize that problems may arise within or outside the Institution or practicum site environment. Students are expected to report all complaints / grievances promptly to relevant authorities. Failure to channel complaints / grievances appropriately shall lead to inviting of the parent / guardian to the Institution to sort out pending issues.

Any student leader who violates Institutional rules and regulations shall be removed from the leadership position.

NOTE: Students shall declare in writing their marital status and number of children on admission.

Note: The School disciplinary committee shall have the right to interpret and prescribe punishments to offending students. Possible punishments shall include but shall not be limited to caution, written warning and recommendation for discontinuation.

CONSENT OF PARENT / GUARDIAN AND STUDENT TO THE RULES AND REGULATIONS

It is a prerequisite to admission that a copy of the rules and regulations is signed by the student and his / her parents / guardians to confirm the agreement and adherence to these Rules and Regulations

Consent

Icertify that I have read and understood the above rules and regulations. I hereby declare that I shall adhere to them throughout the entire period of my training.

Student's signature.....

Date:Tel.....

PARENT / GUARDIAN

I.....the parent / guardian of agree that I have read and understood the Rules & Regulations and declare that my son / daughter shall adhere to them during his/her entire period of training. I shall do my best to ensure that he / she abides by them.

Parent’s Signature:

Or

Guardian’s signature:

Date: Tel:

CONSENT FORM

Emergency surgical – medical investigation and / or treatment

In the event that my son / daughterexperiences a sudden illness, accident or emergency that demands immediate medical services. I Agree to ANY emergency investigation/treatment/operation under an anesthesia being performed on him / her if it is considered urgent and necessary by the Doctor or Surgeon for the best interest of my son’s / daughter’s health.

Parent or Guardian names:

Signature.....

Date.....Tel.....

Received by,

Name of Officer / Title.....

Signature.....

Date.....

Telephone numbers to be used for important matters concerning the student

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