

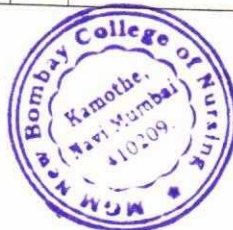


MGM NEW BOMBAY OF COLLEGE OF NURSING

5th Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

STANDARD OPERATING PROCEDURE (SOP) Clinical Experience of Students

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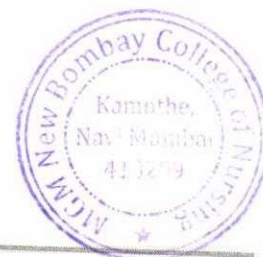
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STANDARD OPERATING PROCEDURE (SOP) Clinical Experience of Students

- 1. PURPOSE** : To describe the procedure of planning and supervision of Clinical experience
- 2. SCOPE** : Applies to all Nursing Programmes offered by Nursing College.
- 3. RESPONSIBILITY** : Programme Coordinators and Class Coordinators of B.Sc Nursing, Post Basic B.Sc Nursing, M.Sc Nursing, Nurse Practitioner Programme.

4. POLICY:

S. No	Policy
4.1	Clinical experience of all UG & PG students are planned by concerned Coordinators in consultation with Programme Coordinators in Parent hospitals at Navi Mumbai
4.2	Clinical experience of all UG & PG students for additional experience is planned by concerned Coordinators in consultation with Programme Coordinators in the affiliated hospitals like for Burns, Oncology and Psychiatric hospitals.
4.3	The clinical placement is scheduled in line with the regulations prescribed by The Indian Nursing Council
4.4	Clinical rotation of students are made as per the Master rotation plan of all Programmes
4.5	Programme Coordinator submits the final clinical experience plan to the Director for approval
4.6	Clinical placement schedule is sent to the Medical and Nursing Superintendents of Parent and affiliated hospitals.
4.7	Faculty assigned for supervision is responsible for the overall clinical experience including completion of assignments of each student.
4.8	Faculty assigned for supervision submits the report of every student at the end of each posting including list of assignments completed by the student.





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5. PROCEDURE

Sl. No	STANDARD OPERATION
5.1	PLANNING CLINICAL PLACEMENT (PARENT & AFFILIATED HOSPITALS)
5.1.1	The Programme co-coordinator sends the Clinical Rotation Plan to the Medical and Nursing Superintendents of Parent Hospital one month prior to posting and contacts the affiliated hospitals six months prior to the posting as per the approved Master Rotation plan.
5.1.2	The co ordinator gives the details of clinical posting with dates, areas of posting, and number of students as per the approved clinical rotation plan as a rough draft to the office clerk for typing permission letter two weeks prior to the posting for parent hospital and three months prior for affiliated hospitals.
5.1.3	The coordinator intimates the accounts section of the college for the payment of fee towards experience at affiliated hospital atleast 15 days prior to clinical Posting. The subject teacher / clinical supervisor assigned by the college go to the concerned affiliated hospital one week prior along with objectives of the posting and discusses with concerned head of nursing. She also submits the Demand Draft /Cheque towards the affiliation fee.
5.1.4	The coordinator follows up from office clerk and dispatches the letter to the Parent hospital after seeking signature from Programme coordinator and Director. A copy is filed in the clinical experience file.
5.2	TEACHER PREPARATION
5.2.1	The coordinator prepares the clinical posting file two weeks prior to the posting for approval. The file contains following items; <ol style="list-style-type: none">1. Objectives of the Posting- Area wise2. Clinical Rotation plan3. List of clinical assignments in each area4. Check list for students clinical learning area wise5. Teachers Clinical supervision plan6. Clinical Teaching plan- Topics for Bed side Demonstration & Bedside clinic7. Tally sheet of Nursing Care Procedures as per the log book8. Topics for Health Talk.9. Practical Examination scheduled Dates- Midterm and Pre Final
5.2.2	The coordinator visits the clinical areas one week prior to the posting along with list of students and discusses the objectives of the posting to ward in-charges.





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Sl. No	STANDARD OPERATION
5.3	STUDENT PREPARATION
5.3.1	The class coordinator discusses and gives a copy of objectives, list of clinical assignments for each area, clinical learning checklist area wise, proposed internal examination dates to the students etc.
5.3.2	The coordinator displays the rotation plan on the notice board at least one week prior to the posting
5.3.3	The coordinator instructs the students about the clinical posting one week prior. She explains hospital rules and regulations, student code of conduct and hospital discipline to the students.
5.4	CLINICAL SUPERVISION
5.4.1	The clinical supervisor assigned for students by the college reaches the respective area in time and plans the patient assignment of all students present in the area according to their competency level (UG,PG)
5.4.2	The clinical supervisor monitors comprehensive patient care is given by students to the assigned patient.
5.4.3	The clinical supervisor provides hands-on skill to the students by demonstrating procedures on the patient.
5.4.4	The clinical supervisor initiates, supports and assists the students in performing all nursing care procedures in the respective area of posting.
5.4.5	The supervisor takes active role in bed side teaching and incidental teaching daily as planned.
5.4.6	The supervisor ensures that Patient presentations, Drug Presentation by the students are done in the form of nursing rounds before leaving the area daily.
5.4.7	The clinical supervisor evaluates the activity plan, care plan, and documentation of all students and signs with date before leaving the clinical area daily.
5.4.8	The clinical supervisor maintains the record of procedures done by the students in the tally sheet and sign in the student's logbook copy.
5.4.9	The clinical supervisor leaves the clinical area only after confirming that all students have left the area.
5.4.10	The clinical supervisor submits the report of student's performance to the class coordinator.
5.4.11	The class coordinators/Programme Coordinator present the report in the concerned UG/PG meeting





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Sl. No	STANDARD OPERATION
5.5	CLINICAL ASSIGNMENT EVALUATION
5.5.1	The clinical supervisor evaluates the performance of students during the period of posting in the area as per the plan given by the class coordinator.
5.5.2	The clinical supervisor corrects the lesson plan for health talk with AV aids before clinical posting starts.
5.5.3	The clinical supervisor maintains the formats of health history, physical examination, care plan, care study, case presentation, and drug study as prescribed by university and corrects all the assignments promptly.
5.5.4	The clinical supervisor encourages the student to complete all the procedures related to the area and signs the procedures including viva voce before rotation to next area.
5.5.5	All written assignments are completed and submitted by the students before the rotation to the next area. The teacher returns the corrected assignments within two days to the students.
5.5.6	The clinical supervisor intimates the coordinator/ programme coordinator in writing with justification if any assignment submitted by the student is cancelled.
5.6	REPORTING
5.6.1	The clinical supervisor reports regarding prolonged absenteeism or any indisciplinary activity of students to coordinator/ programme coordinator
5.6.2	Detailed written/verbal report regarding the posting to be given by the supervisors to the Programme coordinator by second week end.

