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الضوابط العامة للتدريب
السري والتدريب
الصناعي

**GENERAL
GUIDELINES
FOR CLINICAL/
INDUSTRIAL
TRAINING**



Prof. Ahmed bin Khalfan Al Rawahi
Chancellor of the University

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GENERAL GUIDELINES FOR CLINICAL/INDUSTRIAL TRAINING

I. INTRODUCTION

The College of Health Sciences (CHS) Clinical/Industrial Training General Guidelines provide rules and guidance to assist students in meeting their responsibilities and managing safety/risks associated with performing clinical/industrial activities. The guidelines include information and advice on punctuality, attendance, ethics, and grooming during training and at all times.

CHS is committed to assure that our students are achieving quality training in a clinical practice setting. Prior to start the training/placement, the student must complete the entire course requirements.

The students are placed in hospitals, community health centers/pharmacies and polyclinics in different governorates/regions of the Sultanate of Oman for their clinical experience and internships. Students may go abroad for their internship based on University of Nizwa MoUs with international hospitals/universities.

A student can choose their approved training site based on availability and convenience. In case of conflict, the school shall decide on the placement of students based on their CGPA to the approved training sites. Student's performance in the training sites shall be assessed by the preceptors and the school (oral exam) based on the learning outcomes. The training process shall be monitored by the respective clinical instructor of the school.

II. OBJECTIVE

The clinical/industrial training general guidelines are intended to:

1. ensure that all students are adequately prepared prior to attending clinical placement, practicum or industrial training with regard to respecting patient rights and maintaining safe environment for clients, students and staff.
2. disseminate clear and consistent information about policies, procedures, standards, and documentation to students, bolstering their understanding and application in practice.
3. acquaint students with the existing policies, procedures, standards, and documentation to support practice.
4. cultivate an environment where students consistently exhibit honesty, punctuality, courtesy, a cooperative mindset, and proper grooming habits.
5. guide students in the observance of professional and ethical behavior during the host institution's working hours and at all times.

III. PURPOSE

To help students understand the objectives of the clinical/industrial training programs and their responsibilities during training sessions which motivate them to perform and become active in their work.

IV. SCOPE

The scope of training guidelines covers those professional attitudes, policies, and students' responsibilities required of students during their training and for which they are accountable.

V. UoN RELATED POLICY AND DOCUMENTS

1. Guidelines for Student Internship Course
[Document Reference No. UoN/AA-GUI-026/V1/2021]
2. Clinical Orientation Guidelines and Policies
[Document Reference No. UoN/CHS/SoN/FORM-CLIN-COGP/2017]
3. Practicum/Internship Training Guidelines
[Document Reference No. UoN/CHS/SoP/PRCM-001/PTG&P/V3/2020]
4. Student Attendance & Excused Absence Policy
[Document Reference No. UoN/AA-001/POL/V1/2013]

VI. PROCEDURE

Students shall attend the orientation on the clinical/industrial training guidelines at the beginning of each semester before the start of the activity. A Clinical/Industrial training contract (see Appendix) shall be signed by students upon completion of the orientation session. Students who failed to sign the training contract are not allowed to proceed with their training.

VII. GUIDELINES

VII.1. ETHICS/PROFESSIONALISM

1. Students shall maintain patient confidentiality at all times by not giving any personal health information of client/medicinal product-related information to others.
2. Students are not allowed to print/take a photo of the client's file/instruments or equipment in the industry. They are to copy necessary information for their learning purpose (case study/presentation) directly from the computer (HIMS®/AL-SHIFAA®)/from the training site only after obtaining permission from the authorized staff.
3. Students are not allowed to take any form of photo in the clinical/training areas without obtaining official permission from the authority of the concerned institution.

4. Effective use of time
 - a. Unnecessary gathering of the students in the assigned area is prohibited.
 - b. Assigned task/s should be completed on time.
5. Mobile phones are not allowed during training time except for emergency purposes.
6. Students should always maintain a professional relationship with patients and healthcare staff.
 - a. Students should not entertain personal requests/errands of the clients/caregiver.
 - b. Avoid sharing personal information to their clients or family members.
7. Students should respect clients, caregivers, healthcare personnel, and colleagues.
8. Students should report to their clinical instructor/preceptor any untoward incident/event arising during clinical hours.
9. Students should avoid boisterous laughter or loud discussions in front of the clients or members of the health care team.
10. Students are reminded to be courteous while communicating with others. Rude or abusive language to patients and/or staff personnel is prohibited.
11. Interns/students are held accountable for any real/potential threat to the patient. This includes skills previously learned. If the instructor prevents an error, the Intern is still at fault.
12. Students are not allowed to perform clinical procedures/activities without the supervision of a clinical instructor/preceptor.
13. Students must adhere to the Ministry of Health (MoH)/training site policies relevant to their practice.

VII.2. DRESS CODE

Students are expected to wear the prescribed uniform by the College:

For Female Students:

1. Cover the head adequately without hair extensions with a plain white scarf that is properly tucked for nursing students and a typical scarf for non-nursing students.
2. Light makeup is allowed.
3. Nails should be trimmed short without nail polish.
4. No jewelry/accessories shall be allowed except a wedding ring.
5. The length of the tunic/lab coat should be below knee level.
6. The pants should be loose and at ankle level.
7. The University ID should always be appropriately worn on a clip (no lanyard allowed).
8. Light perfume is allowed.

For Male Students:

1. Hair should be neatly combed and trimmed close to the nape.
2. The beard should be tidy and clean.
3. Nails should be cut short.
4. No accessories shall be allowed except for the wedding ring.
5. The shirt/lab coat should be below the waist (mid-thigh).
6. The pants should be loose and at ankle level.
7. The University ID should always be appropriately worn on a clip (no lanyard allowed).

VII.3. ATTENDANCE & PUNCTUALITY

1. Students should report to and leave the clinical area/training site on time. Students should be at their designated assembly point on time.
2. Male students are allowed to use their vehicles for transportation.
3. Female students are allowed to use their transportation provided they shall return to their residence after the training session.
4. Students who report late for more than 10 minutes shall be considered absent. Tardiness shall be reflected in punctuality in the clinical evaluation.
5. Submission of clinical requirements/assignments should be on time. University Assessment Policy shall be applied.
6. Students are allowed to have a 30-minute break.
7. Attendance is compulsory. The Student Attendance & Excused Absence Policy [Document Reference No. UoN/AA-001/POL/V1/2013] or its latest version shall be applied.
8. Any absences incurred during clinical placement must be compensated. Any "drop one grade" due to absences, as stated in the UON attendance policy, shall not be affected by the replacement of absences (makeup duty). Moreover, a student who incurs 25% of absences shall not qualify for a makeup duty/compensation and shall be considered failed in the course.
9. One (1) unexcused absence is equivalent to two (2) days of makeup duty/compensation with payment of the additional training fees (OMR 15/week) during the semester break.
10. While an excused absence is equivalent to one (1) day of makeup duty without payment during the semester break.
11. The Assistant Dean for Training and Society Services shall validate the medical certificate. Social reasons shall be validated by the Deanship of Students Affairs and Community Services.
12. A student who incurred absences and who is scheduled for a makeup/compensation duty shall be awarded an "IC" grade. UON policy on incomplete grades (IC) shall be applied.
13. A student who incurs an "IC" grade in a course that is a prerequisite to the next clinical course shall be prevented from registering for that clinical course.
14. Interns shall be scheduled to work five days per week with two days off or according to the specific monthly duty roster/schedule of the host training site for its employees.
15. Interns/students are authorized to take 30 minutes' break.
16. Interns/students are requested to complete their "attendance log book" daily and accurately.
17. During the Holy month of Ramadan, intern's/trainee students work as per the host institution's policy.

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APPENDIX

COLLEGE OF HEALTH SCIENCES (CHS) CLINICAL/INDUSTRIAL TRAINING CONTRACT

I have read and fully understood the CHS General Guidelines for Clinical/Industrial Training [Document Reference Number: UoN/AA-CHS-GUI-001/V1/2024]. I conform to the above guidelines and shall be responsible for any consequences if I fail to act accordingly.

Student Name: _____

ID: _____

Signature: _____

Date: _____

WITNESS:

Name: _____ Signature: _____

Official Stamp: