



## Clinical Training Guidelines

### **I Dress code**

#### **A- Female students:**

1. White Lab coat (clean, neat, ironed and closed).
2. The color of clothes under the lab coat should be dark navy blue
3. The identification badge (name tag), and University logo are part of the uniform and should be placed above the left upper pocket of the lab coat
4. The color of the head cover (head scarf) is plain white and free of accessories. Hair neatly styled short or tied up
5. White or black shoes; (heels and sport shoes or ballerinas are not allowed).
6. Jewelries are not allowed except for engagement and wedding rings
7. In case of wearing specific uniform (scrub) described by a hospital policy, the students are not allowed to wear it outside the unit itself
8. The uniform should be worn only during the clinical training areas and laboratory settings

#### **B. Male students:**

1. White Lab coat (clean, neat, ironed and closed).
2. The identification badge (name tag) and University logo are part of the uniform and should be placed above the left upper pocket of the lab coat
3. The trousers should be navy blue or black, and the color of the shirt should be plain light or dark blue
4. The hair should be cut and styled neatly without any additives, beards must be shaved or neat
5. Black shoes ( sport shoes are not allowed )
6. In case of wearing specific uniform (scrub) that described by a hospital policy, the students are not allowed to wear it outside the unit itself.



7. The uniform should be worn only in all clinical training areas and laboratory settings

**\*Note:** In case of non-compliance with the Dress Code, students are not allowed to go to the clinical areas and they will be counted as an absent for that day.

### **Second: Equipment for the Clinical Training:**

Students should come to the clinical area with:

- Procedure Manual (for specific clinical course)
- Stethoscope
- Notebook (Textbook are not allowed)
- Torch
- Pen, and pencil
- Watch with a second hand, and any needed items according to the requirement of the clinical course (Example; measuring tape, community bag... etc.

### **Third: Attendance and Punctuality**

- Students must attend all clinical days of the course. Absence of more than 15%, for 3 (more than 4 clinical days), and 10% with or without an official excuse (i.e. sick report), student will not be permitted to sit for the final exam and will be given the university (F grade) in this course
- If the student who had an absence of more than the expected percentage (according to the course credit hours) and submits an official sick report or excuse accepted by the Dean of he/she will be considered as withdrawn from the course
- The excuse or sick report should be approved by the university physician at the university health clinic or the university hospital. The excuse should be submitted within two weeks of absence date.
- The first two weeks of a clinical course (orientation program) are considered part of each clinical course and failing to attend will be counted as absence from clinical days.



- Students should be punctual during the clinical day (8-2 ) for 3 credit hours course and (8-12) for 2 credit hours courses
- Break times during the clinical day ranges from (20 -30 ) minutes only
- Students are not allowed to come late to clinical training. Any student coming late 30 minutes will not be allowed to attend the clinical training and he/she will be marked absent.
- In case the student's training is in an area outside the university hospital which requires transportation ; he /she should be in the bus at 7:30 am
- **If a student is absent from the final clinical or written exam without formal excuse, Conditions related to absence for the final exam is applied to him according to instructions of exams stipulated by the University of Jordan that is issued by the Council of Deans under paragraph (a) of Article (3) of the degree-granting honorary degrees and diplomas at the University of Jordan article system (16), which states:**
  - A) student who is absent for an exam he must submit an excuse to his instructor within three days from the date of his absence and in case of accepting this excuse the student is allowed to sit for a compensated exam**
  - B) Student who is absent from the final exam without an accepted formal excuse from the Dean of the school submitting that course the grade is considered (zero)**



#### **Forth: Transportation (Buses)**

**\*\* The university buses are considered as part of university properties, any vandalism (destruction) to the buses is damage to the university possessions. Therefore, students are expected to:**

- Go to the clinical area accompanied by the clinical instructor or faculty.
- Follow the regulations related to departing and arriving times of the buses
- Leave or get into the buses before arriving to the final destination
- Follow the regulations regarding health and safety standards and avoid misusing of the buses
- Not smoke, drink or eat inside the buses
- Not to sing or clap or behave inappropriately

**\*\* In the event that a student for any reason whatsoever to join the bus to go hands-on time may be enrolled practical-time and on his own responsibility that does not exceed the period of delay for half an hour and must inform the supervisor in charge of it.**

#### **Fifth: Professional behavior:**

During the clinical training, students are expected to:

- Exhibit to professional appearance and behavior as listed in the student clinical instructions
- Arrive and depart from the clinical setting promptly
- Introduce themselves to the head of the department (supervisor) before initiating their nursing care with patients/ clients
- Maintain client/ patient privacy and confidentiality



- Adhere to the regulations and policies regarding safety goals and infection control standards followed in clinical areas
  - Demonstrate ethical behavior (Adhere to Jordanian code of ethics)
  - Practice only with direct supervision either from clinical instructor/faculty or staff nurses in the clinical area
  - Students are not allowed to go to the clinical areas in any time outside their scheduled training time except by special consent from the nursing faculty and the hospital administrator
  - Adhere to the following instructions in the in the clinical area:
    - Chewing gum is not permitted
    - Nails must be cleaned and trimmed and free of nail polish
    - Jewelries are limited to engagement or wedding rings
    - Smoking is forbidden in clinical areas
    - Mobile phone is not permitted in the clinical areas
    - Not to stay in nursing stations at all times
    - Not to sit on patient' beds or room's tables
    - Talking in a low voice
    - Standing professionally while communicating with patients / clients and instructors
    - Avoiding to place hands in pockets at all times during clinical practice
- \*\* Clinical training site is just for clinical training that help and guide the students to achieve the intended learning outcomes related to clinical practice; working on other assignments or studying in the clinical area is forbidden

## **Instructions of the Official Uniform for Clinical Instructors/Faculty**



\* Clinical instructors/Faculty should follow the following instructions regarding their professional appearance:

- Clothes should not be tight, and avoid colorful head covers.
- Wearing jeans is prohibited
- Keeping the lab coat closed over the clothes.
- The name tag of the instructor, University and School logo should be placed above the lab coat's upper pocket
- Shoes should be closed black, brown, white, or dark blue (sport shoes is prohibited)
- Light make up
- Nails must be clean, trimmed and free of polish
- Jewelries are limited to engagement and/or wedding rings
- Beards must be shaved or neat
- Hair must be short and neat and without any hair styles or additives
- Smoking is forbidden inside the labs, clinical settings or clinical transportations

### **General Instructions:**

Every clinical instructor/Faculty should:

- Follow the rules, regulations and policies of each clinical area
- Adhere to the School's regulations regarding the clinical transportation
- Attend the course meetings with the coordinator
- Participate in the orientation weeks



## **Distribution of clinical Grades**

Coordinators of the clinical courses should follow the regulations and instructions approved by the University administrators in item **(16)** as follows:

- Clinical Evaluation and activities throughout the period of training according to requirements of each course which is elaborated for students in the syllabus = 50 %
- Grades out of 50% should be announced to the students before sitting for their final exam
- Written final exam = 30%
- Final clinical exam = 20% (The exam should be conducted through exam committee in the clinical setting)