



SAIFEE BURHANI COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES

(A Project of Saifee Hospital Trust)

Recognized by Pakistan Nursing Council and

Affiliated with Dow University of Health Sciences



STUDENT POLICY HANDBOOK- 2026



TABLE OF CONTENTS

1. Introduction.....	4
1.1. Vision, Mission, Values	4
2. Programs Offered by SBCON	5
3. SBCON Code of Conduct	5
3.1. Introduction... ..	5
3.2. The conduct of students	5
3.2.1. General Conduct.....	5
3.2.2. Academic Conduct... ..	6
4. Academic Standards.....	7
4.1. Dress code.....	7
4.2. Media and Mobile Phone Etiquettes.....	7
4.3. College hours.....	8
4.4. Registration and Fees.....	8
4.5. Attendance Policy	9
4.5.1. Theory classes.....	9
4.5.2. Clinical/skills lab.....	9
4.6. Absence/Sickness	10
4.7. Evaluation Method	10
4.8. Assignment Deferral Policy.....	11
4.9. Progression Policy	12
4.9.1. Prerequisites /Non Prerequisites.....	13
4.9.2. Re-sit Policy.....	13
4.10. Dismissal.....	13
4.11. Release of Grades.....	13
4.12. Student Advisor	13
5. Policies for Clinical Nursing Practice	14
5.1. Dress Code.....	14
5.2. Punctuality	14
5.3. Attendance	15
5.4. Tea break/ Lunch break.....	15
5.5. Communication.....	15
5.6. Absence/Sickness	15
5.7. Accidents or Errors	15
5.8. Clinical skills	15
5.9. Summer/ winter clinical... ..	15
5.10. Media and Mobile Phone Etiquette.....	17
6. Clinical Standard	17

6.1. Safe clinical Nursing Practice	17
7. Disciplinary Procedure (Rules)	20
7.1. Introduction	20
7.2. Disciplinary Offense... ..	20
7.3. Disciplinary Action	21
7.4. Disciplinary Procedure.....	21
8. Academic and Grievance Policies and Procedure.....	22
8.1. Academic Honesty	22
8.2. Grievance.....	23
8.3. Academic Appeal Procedure.....	23
8.4. Final Appeal	24
8.5. Documentation... ..	24
9. Student Affairs	24
9.1. Student Health Services	24
9.2. Food Service.....	27
9.3. Day Scholars.....	27
9.4. Transportation.....	27
10.Requirement for Graduation.....	27
11.PNC Registration.....	28
12.Learning Resources.....	28
13.Science Lab Policy	29
13.1 Guidelines for Science Lab.....	29
13.2 Safety rules for students in the Science Laboratory.....	30
13.3 Laboratory Incident Report Form.....	31
13.4 Equipment Issuance Request Form.....	32
14.Appendices	34
Appendix A: International Council of Nursing Code for Nurses.....	34
Appendix B: Pakistan Nursing Council Professional Code of Conduct	35
Appendix C: Clinical checklist.....	37
Appendix D: Anecdotal Record	40
Appendix E: Learning Plan	41
Appendix F: Documentation of Unsafe Practice/Unethical Behavior	42
Appendix G: Evaluation for Student Presentation.....	45
Appendix H: Student Observation Form.....	47
Appendix I: Parent/Guardian Teacher Meeting Form.....	48
Appendix J: Emergency Release Form	49
Appendix K: Assignment Deferral Form	50

INTRODUCTION:

Nursing is a profession within the Health Care Sector focused on the care of individuals, families and communities so they may attain maintain or recover optimal health and quality of life. Nurses care for individuals of all ages and all cultural backgrounds who are healthy and ill in a holistic manner based on the individuals physical, emotional, psychological, intellectual, social and spiritual needs. The profession combines physical sciences, social science and technology in caring for those individuals. In order to provide quality Nursing Care there is a need to train nurses effectively to work as a team member of health care delivery system. It is therefore their training should involve positive attitudes, knowledge, skills, professional expertise, latest trends in health care and health care needs of the community and the country as a whole.

The Saifee Burhani College of Nursing (SBCON) is dedicated to excellence in nursing teaching, scholarship, practice, and professional service. Nursing education is a unique practice discipline with its own national accrediting standards and legislated licensure requirements.

1.1. VISION:

The Saifee Burhani College of Nursing will be recognized as a center of excellence in nursing education, practice and research that prepares nursing professionals to shape a dynamic healthcare environment and serve a diverse community.

1.2. MISSION:

The mission of the Saifee Burhani College of Nursing is to educate nursing and clinical professionals through excellence in teaching, scholarship, services and community engagement. Emphasis is placed on educating individuals to improve health outcomes and quality of life in diverse populations.

1.3. VALUES:

- a) Teaching and Learning
- b) Quality and Safety
- c) Integrity
- d) Diversity
- e) Competence
- f) Community Service
- g) Collaboration
- h) Caring

2. PROGRAMS OFFERED BY SBCON

The College of Nursing has started its operations from May 2017 as the first academic unit of Saifee and Burhani Hospital. Currently, it is offering the following formal programs in nursing.

Four year Bachelors of Science in Nursing Degree program

This program is recognized by Pakistan Nursing Council and affiliated with Dow University of Health Sciences.

The 4 year Bachelors of Science in Nursing Program, leading to the eligibility for licensure as a Registered Nurse and simultaneously awarding of a Bachelor's Degree. It enables its graduates to practice as qualified Registered Nurses (RN) in Pakistan.

3. SBCON STUDENT CODE OF CONDUCT

3.1. INTRODUCTION

- a. The Saifee Burhani College of Nursing (previously school of Nursing) was established with the objective of developing human resources appropriately equipped to deal with the problems, which are of particular relevance to its environment. The SBCON considers its students to be mature and responsible individuals and makes all efforts for developing matching professional attributes.
- b. The SBCON expects that behavior of the students within and outside the precincts of the college will be in conformity with the highest standards of honesty, morality and discipline. The student will respect the rights and privileges of the members of the college community at all time. They will refrain from conduct that might damage the reputation of the college or any of its programs.
- c. The students will refrain from any conduct that may lead to the disruption of an academic program of the college and from cheating and plagiarism in any setting of the College.
- d. All students will conduct themselves in a manner that respects the rights of others while being on campus/residing in the hostel and will avoid any behavior that disturbs other students/residence and staff of the college. In addition, without in any way limiting the above, students will comply with all the college/hostel policies.

3.2. THE CONDUCT OF STUDENTS

3.2.1. General Conduct

All students will present themselves with dignity befitting their status as mature, professional and responsible citizens.

- a. Students in all settings on campus are expected to dress in a simple and

decent manner.

- b. Students will maintain professional relationship and will refrain physical/verbal abuse or threat to fellow students, faculty and staff of SB CON and Saif ee Hospital.
- c. Students individually or as a group, will obtain written approval from SB CON Principal before organizing or assisting in organizing demonstrations and gatherings on campus.
- d. Students individually or as a group will refrain from disseminating or causing to disseminate materials or engage in any activity which hinders or prevents the full participation of another person or group in the life of the College.
- e. All political, ethnic, religious and social activities held on campus must have prior written approval from Principal SB CON.
- f. Students will ensure that their actions do not endanger or threaten the health, safety or wellbeing of other persons.
- g. Students will not possess or use any substance which is banned by law or is otherwise deemed to be harmful. This clause covers both drugs and alcohol. Tobacco consumption is prohibited in school and hospital premises and is subject of general campus restrictions.
- h. Students will refrain from any behavior, which can be interpreted by others as a sexual harassment including but not limited to physical, verbal and sexual harassment.
- i. Students will obtain written authorization before making public statements, communication, or correspondence with the press or other media for mass communication on behalf of the College.
- j. Unless otherwise authorized in writing, the students will refrain from inviting Government and or foreign dignitaries, Ministers, representatives of foreign government/agencies or other public personalities in their official capacity on campus.
- k. Students will refrain from any malicious act, theft, willful damage or misuse of SB CON property.
- l. Students will refrain from any activity which is subversive and which may constitute misconduct.

3.2.2. Academic Conduct

All students will diligently apply themselves to their registered courses of study. They will respect the confidentiality of information and will use it in no other circumstances than for professional and authorized academic purposes.

- a. Students will attend lectures, tutorials, seminars, practical's, clinics and ward assignments, field visits, examinations and other scheduled courses and activities as per the format prescribed by SB CON except for reasons acceptable to the college.
- b. Students will ensure that any original academic writing, including essays, thesis, research projects or assignments in a course or program of study either represents their own words, ideas, images or data or is appropriately referenced.
- c. Students will ensure that they themselves complete scheduled examinations, assignment, clinical, practical and attend other academic activities.
- d. Students will obtain authorization, before procuring, possessing, distributing or receiving any confidential material pertaining to academic

- tests examinations, research or laboratory results from any source.
- e. Students will respect the confidentiality of information provided by the college for academic purpose pertaining to patients, including their records or files.

4. ACADEMIC STANDARDS

To succeed students must show competence in both theory and clinical areas in all nursing and non-nursing courses. Honesty is expected at all times.

4.1. Dress Code:

All students are required to wear the designated uniform of Saifee Burhani College of Nursing during college hours with the following requirements to be fulfilled:

- a. All student nurses are required to wear SBCON ID card throughout their academic hours.
- b. All nursing students are expected to maintain professional appearance in the school hours by wearing properly washed and ironed uniform.
- c. Students should wear noiseless shoes.
- d. Nails should be clean, short and well-trimmed.
- e. Students are not allowed to wear any jewelry (except silver or gold studs or a wedding ring).
- f. Students should maintain good personal hygiene.
- g. Use of pan, beetle nuts (chalia), chewing tobacco (gutka), tobacco and alcohol is strictly prohibited. Any student found using these items will be referred to disciplinary committee.
- h. Mobile phones are not allowed during college hours especially during classes and on clinical. Students are advised to keep their mobile phones in lockers during college hours. In case of emergency, students can make a call from SBCON reception after obtaining year coordinator permission and can be contacted by SBCON reception.
- i. Application of "mehndi" is allowed on the palm on special occasions only. Prior written permission is required.
- j. Slippers are not allowed and hairs must be short and well-trimmed for males
- k. Males have to shave regularly. Beards must be trimmed, clean and well groomed.

4.2. Media and Mobile Phone Etiquettes:

• Mobile Phone Use

Mobile phones are strictly prohibited during college hours. Phones must remain silent and stored away.

• Photography and Recording

Taking photographs, videos, or audio recordings in college areas is strictly forbidden.

• Social Media Use

Posting, sharing, or uploading any college -related content, images, or information on any social media platform is prohibited.

4.3. College Hours:

- a. The college is in session from Monday to Saturday, between 08:30 am and 03:00 pm and Friday from 08:30 am to 12:30 pm.
- b. Students should report to college before 08:30 am and should perform hand scan on biometric attendance machine. It is mandatory for all students to attend assembly regularly. Students arriving after 08:40 am will be marked late whereas, those arriving after 09:00 am will be marked absent. Three times late will be equal to one absent.
- c. Student should leave college premises not earlier than 03:00 pm Mon-Saturday and 12:30 pm on Friday. It is mandatory for students to perform hand scan on biometric attendance machine while leaving college. Students departing earlier than 03:00 pm/12:30 pm will be marked as early going and will be considered as half day leave.
- d. If any student wants to leave college premises during college hours than he/she shall submit a written request to year coordinator at least 2 days prior to intended date.
- e. In case of emergency student will be released from the college with the guardian only. The student and guardian will be required to sign emergency release form duly signed by year coordinator.
- f. In case of failure to comply with school hours will lead to following action.

Offence	Action
1 st and 2 nd late coming/early going in a respective semester.	Verbal warning will be given by Year Coordinator.
3 rd late coming/early going in a respective semester.	Verbal warning will be given by Year Coordinator and observation form will be filled.
4 th late coming/early going in a respective semester	Student will be called to meet Principal SBCON and written warning will be given.
5 th late coming/early going in a respective semester	Parents shall be called by Students Affairs Officer to meet Year Coordinator.
6 th and onwards late coming/early going in a respective semester	Showcause notice will be issued as the final disciplinary call. If not complied, strict disciplinary action will be taken as decided by the management of SBCON

4.4. Registration and Fees:

Students must register and pay the prescribed fees within the given deadline for their names to appear on the official class list. Any student whose name does not appear on the official list will not be allowed to attend classes.

The fee voucher will be issued to students at the commencement of the respective semester. Students are required to make payment within the stipulated time. In case of semester-based fees, the fee voucher will be issued at the beginning of the semester with a clearly mentioned due date. Failure to make payment within the due date will result in late payment charges.

Any student who fails to clear outstanding dues for three (3) consecutive months will be issued a warning letter and will be required to clear all dues immediately.

Students must clear all outstanding fees on time. Any student who fails to clear dues will not be allowed to attend classes or appear in examinations.

4.5 . Attendance Policy:

4.5.1.Theory Classes

Students should be in class at the scheduled time. Students arriving within 10 minutes of scheduled time will be marked late whereas, those arriving after 10 minutes will be marked absent. Three times late will be equal to one absent. For each hour of class, there is a ten-minute break.

According to SBCON policy, students are expected to maintain 85% attendance in all theory classes.

In each academic year, students are allowed:

- a. An annual leave of one calendar month as per schedule.
- b. Sick leave up to 7 days/year (leave exceeding 7 days will need to be made up from the annual leave after consultation with the Year Coordinator).
- c. Special leave may be granted for below mentioned reasons upon a written request to the principal through your year coordinator. It is the responsibility of the student to catch up with the missed contents of the classes.
- d. A maximum of five days leave/year for own marriage.
- e. Three day compassionate leaves in case of death of immediate blood relative only.
- f. Two day special leaves for marriage of siblings.

4.5.2.Clinical/Skills Lab

Students are expected to maintain 100% attendance on clinical.

- g. A student, who is unable to attend a clinical day, must notify the faculty prior to the clinical (Refer to absence/sickness policy).
- h. In case of any absenteeism, students will be required to do one day of clinical make up in case of one absent which was prior informed and approved by the year coordinator and management. While 3 clinical make ups in replacement of one absent if it was not informed and approved prior.
- i. A student who has missed clinical time for own marriage or death of blood relative(s) needs to notify the respective year coordinator.
- j. A student who has missed the course and clinical time will be required to meet the respective course faculty to arrange for the missed practice time and clinical objective.
- k. Rescheduling will be determined by the faculty. This may require using time from annual leave or repeating six months of the program.
- l. Clinical conferences are part of clinical experience and should be attended regularly.

m. Students are expected to perform all shift duties as per the clinical schedule.

4.6. Absence/Sickness:

Students who cannot report for a class or clinical, during the semester, due to illness or an emergency, should notify at SBCON reception no later than 08:30am. Any student who fails to inform on time will be marked as absent.

A student, who is sick, must be seen by an ER physician. It is the student's responsibility to submit the sick leave certificate to the year coordinator within 24 hours of resumption. This certificate must be from Saifee hospital student health physician, if obtain outside Saifee hospital, should be verified from the student health physician. In case of emergency, the student is expected to inform and submit a formal note to the year coordinator upon his or her return.

Absent without information is not acceptable. Any student who is absent without information will be asked to provide written explanation to the year coordinator and clinical coordinator (in case of missed clinical)

If any student remains absent for three consecutive days without information than a letter will be issued and delivered to student mailing address asking reason for absenteeism. If student/parent/guardian fails to submit written response or visit school within specified time period than the student will be dismissed from the college and admission in respective program shall be forfeited.

4.7. Evaluation Method:

- a. The primary purpose of student evaluation is to assess learning. Students are encouraged to assess themselves throughout the program.
- b. Assessment occurs throughout the semester through a variety of methods stated in each course syllabus.
- c. Students failing to appear for the scheduled examinations will receive a zero (0) on the examination. Students will not be allowed to re-sit for the missed examination.
- d. The passing mark for all nursing and non-nursing courses is 50 %(C)
- e. All clinical courses must be passed at a satisfactory level according to the components stated in the clinical evaluation form.
- f. An overall evaluation is given at the end of each clinical course; however, feedback is provided on an ongoing basis throughout the semester.
- g. Students are expected to come prepared for all classes and clinical.
- h. Letter grades are given at the end of all the courses. The School grading scale is as follows:

Letter Grades	Marks (%)	Grade Points	Description
A+	80-100	4.0	Excellent
A	75-79	4.0	
A-	70-74	3.7	
B+	67-69	3.3	Good
B	63-66	3.0	
B-	60-62	2.7	
C+	56-59	2.3	Average
C	50-55	2.0	
F	00-49	0.0	Failure
Abs	-	0.0	Absent
I	-	Incomplete	-
W	-	Withdrawal	-

- i. The college uses the grade point average (GPA) system for reporting/recording the final grades of each student. The GPA is computed on the basis of total grade points earned and the number of credits accumulated. For example:

Course No. & Name	Credits hours	Grade	Grade Points	GPA
SC 224 Pathophysiology II	3	A+	4	4 (A) x 3= 12
EN 264 English IV	2	B	3	3 (B) x 2= 6
				18/5= 3.6

4.8. Assignment Deferral Policy:

- All assignments should be submitted on time. In case of delay in submission of assignment, the students must submit a Deferral Form to the concerned course faculty, prior to the due date.
- In case of exceptional circumstances, deferral of assignment from due dates is acceptable without penalty. Students are responsible to submit the assignment on the negotiated date/time or it will not be accepted and will be marked zero.
- If the extension is required under non-exceptional circumstances, the deferral form may be accepted and the student can submit assignment on negotiated date and time. However, 2% per working day will be deducted from the obtained marks in the assignment. Submission of assignment after the date agreed upon will not be accepted and will be marked zero.
- Only under unavoidable circumstances, the faculty may accept the deferral form after the due date. The student who does not submit a deferral form on time will be marked zero.

The unavoidable circumstances could be following:

- Dire medical problems (Accepted only on the provision of medical certificate attested by ER Physician)
- Unplanned wedding of immediate family member
- Unplanned engagement/ wedding of self

- Death of immediate family member
 - Serious illness/ hospitalization of own child/ spouse/ parents.
(Accepted only on the provision of medical certificate)
- e. The students could be asked to provide relevant evidence. The concerned program faculty reserves the right to accept or deny the request for the deferral of the assignment.
Refer to APPENDIX O for assignment deferral form.

4.9. Progression Policy:

Extracted from: Policy for promotion in Undergraduate programs
(DUHS/RO/SOP/15)

The maximum number of attempts allowed to continue the education are 4 attempts:

1st Attempt: Regular Exam

2nd Attempt: Retake Exam

3rd Attempt: Year Back and Repeating the course when it is offered

4th Attempt: Last chance of clearing the course

If any candidate fails to clear a course in 4 attempts each course, he/she will not be allowed to continue education and his/her name will be communicated to respective authority of the country that a candidate has availed maximum number of attempts and he/she should not be allowed to continue the education.

General Promotion & CGPA Requirements:

- A minimum CGPA of 2.0 is required to qualify for the award of an undergraduate degree.
- A student must maintain at least CGPA 1.7 in a semester to be considered eligible for promotion to the next semester.
- Students with CGPA below 2.0 are placed on Academic Probation.

Conditional Promotion:

- Students with GPA 1.7 or above, but who have failed one or more subjects, may be conditionally promoted to the next semester.
- Conditional promotion means:
 - The student must re-take and pass the failed subject(s) in the next available examination.
 - The student must attend all required classes of the failed subject in the next semester.
- The maximum number of attempts allowed to clear a failed subject is four (4), including:
 - Availed attempts
 - Un-availed attempts

All students are required to go through the following link for a detailed version:

[DUHS-Promotion-Policy-in-Undergraduate-Programs 100325.pdf](#)

4.9.1. Prerequisites/Non-Prerequisites (as specified in the course outline):

A pre-requisite is a specific course or subject that a student must complete before they can take another course at the next grade or advanced level. To be accepted into some courses, the student will have to pass with satisfactory performance a similar course in the same or a related subject at a lower grade level.

4.9.2. Re-sit Policy:

- **For Internal Courses**

Students will be permitted to take re-sit examination if the student has secured 49% or less than 49% in overall course in Internal Examinations and Evaluations.

Re-sit exam will carry 100% weightage toward final grading however, maximum score that a student can achieve in re-sit exam will be 50% regardless of marks obtained in respective exam. 01 attempt will be allowed for re-sit examinations.

- **For External Courses**

Refer DUHS promotion policy.

4.10. Dismissal:

Every student has to meet ethical and professional standards defined by the SBCON Code of Conduct, the PNC Code of Ethics and Safe Clinical Nursing Practice. Documented infringements of these codes can result in dismissal from the college.

Students will be asked to withdraw from the program if they are unsuccessful in a course which is repeated.

4.11. Release of Grades:

All students must clear the following, before the semester grades are released.

- Fee
- Dues

Progress of sponsored students will be sent to the sponsoring agencies /individual upon request.

4.12. Student Advisor:

All students are assigned a faculty member who will:

- Provide guidance related to the courses.
- Monitor student progress.
- Counsel students with academic and personal problems when appropriate.
- Students may be advised to do a self-referral, or be referred to the student counselor as needed.
- Document interactions with students.

All students are expected to:

- Initiate appointments to meet their advisor at least 3 times in a semester.

- Attend additional meetings initiated by the advisor.

5. POLICIES FOR CLINICAL NURSING PRACTICE:

5.1. Dress Code:

- a. All student nurses are required to wear SBCON ID card throughout their clinical hours.
- b. All nursing students are expected to maintain professional appearance in the clinical area by wearing an appropriate assigned complete uniform that should be properly washed and ironed.
- c. Dignity of the uniform should be maintained at all time.
- d. Female students are required to wear:
 - White shalwar, kameez, koti and dupatta.
 - White socks and noiseless black joggers.
 - Simple black clip or hair band to tie the hair above the collar.
 - Students are not allowed to wear any jewelry (except one pair of silver or gold studs, a wedding ring and nose pin), nail polish or dark make-up on the clinical.
 - Application of “mehndi” is allowed on the palm on special occasions only. Prior written permission is required.
- e. Male students are required to:
 - Wear white shirt, white pants and shoulder flaps.
 - White socks and noiseless black joggers.
 - Simple buckle black belt.
 - Shave regularly. Beards must be trimmed, clean and well groomed.
 - Hair must be short and well-trimmed.
- a. Students can only wear grey colored(preferred) sweaters, otherwise with professionally light-colored sweaters.
- f. Nails should be clean, short and well-trimmed.
- g. Students are required to wear black belt wrist watch with second hand.
- h. Student should maintain good personal hygiene.
- i. Use of pan, beetle nuts, tobacco and alcohol is strictly prohibited. Any student found using these items will be referred to disciplinary committee.
- j. Mobile phones are not allowed during clinical hours. Student are advised to keep their mobile phones in lockers and make important calls during break time only. In case of emergency, the student can be contacted by calling at SBCON reception.
- k. During science lab practical:
 - Students are required to the above mentioned guidelines for uniform code except that they are required to wear white lab coat during science lab practical.
- l. During community clinical:
 - Students are required to follow the above mentioned guidelines for uniform code except that they are required to wear white lab coat during community clinical.

5.2. Punctuality:

Students are required to be present in complete uniform at the designated time for their clinical experience. Tardiness (10 minutes after the designated time) will be marked late.

5.3. Attendance:

100% attendance is mandatory for all the students

5.4. Tea Break/ Lunch Break:

- a. All breaks should be taken as negotiated with the clinical faculty.
- b. Students are expected to report off and on duty when taking breaks.
 - Tea break is 10-15 minutes

5.5. Communication:

Any student visiting a clinical area other than the assigned clinical time for study/assignment purposes should report to the year coordinator and nurse manager/supervisor and explain his/ her reasons for being on the unit.

When any student assigned to patient care leaves the unit, he/she must inform the appropriate staff nurse/ faculty.

5.6. Absence/Sickness

Refer to clause 4.6

5.7. Accidents or Errors:

- a. Each student needs to complete an incident report when he/she:
 - Injures him/herself.
 - Causes injury to a patient.
 - Damages equipment.
 - Fails to follow institutional policy.
- b. Steps to follow:
 - Report all details of the accident or error to the clinical faculty immediately.
 - Do everything possible to protect the patient/self.
 - The clinical faculty will document and report the incident immediately to the Manager Nursing, Year Coordinator and Principal College of Nursing.
 - A copy of the incident report is to be kept for records with the clinical faculty and the advisor.

5.8. Clinical Skills:

Students are expected to gain mastery on all clinical skills prior to performing on the patients.

5.9. Summer/Winter Clinical:

Students are also provided with the opportunity for practical hands on clinical experience (during summer and winter break) under the supervision of SB CON faculty and ward staff. During summer/winter clinical, students will obtain experience at Saifee Burhani Hospital.

General Guidelines for Clinical Experience:

- Students will follow the following shifts:
 - Year 1 morning shifts only.
 - Year 2 morning and evening shifts.
 - Year 3 and Year 4 all three shifts.
- For morning and evening shift, students will report to SB CON and perform hand scan for biometrics attendance. For night shift, students will report to the nurse in-charge at the scheduled time and will perform time in manual attendance sheet provided at shift Incharge office. Shift supervisor will maintain student attendance sheet.
- Students who are unable to report for the scheduled clinical day for morning and evening shift should inform at SB CON reception at least one hour before the shift. For night shift should inform to shift supervisor at least one hour before the shift followed by informing year coordinator next day.
- Year coordinator will make duty roasters for the students and will share roaster with manager nursing. Requests for special days off are to be submitted to the year coordinator one week before the scheduled duty.
- Students will have days off according to the hospital policy. If a scheduled day off falls on a public holiday this will not be replaced. If a student has worked on public holiday, he/she will be given a day off at a later date.

Documentation:

- Registration Number (GN#/PRN#) must be written on the attendance sheet.
- The attendance sheet is to be signed every day. Failure to meet this requirement will result in the student being marked absent.
- No student is allowed to sign in place of another and if caught doing so, would undergo disciplinary action and may be asked to withdraw from the program.
- Over-writing and use of Blanco is strictly forbidden.

Duty Exchange Procedure:

- Duty exchange will be handled by the Year Coordinator.
- Identify a colleague assigned in your ward who is willing to exchange your duty.
- Exchanges can only be made within the same program year.
- Student should complete the Duty Exchange Request Form (available in the Unit) two days in advance of the scheduled shift and submit the request in person, to the Year Coordinator. Duty exchanges for weekends and holidays require one-week notice.
- Only two shift exchanges are allowed per rotation.

Reporting Sick:

- If a student gets sick during summer or winter clinical practice, he/she must inform the SB CON reception/Shift supervisor at least one hour before the shift start.
- He/she will be required to submit a medical certificate issued/ verified by ER physician to the Manager Nursing/Shift Supervisor within 24 hours of resumption of duty. Photocopy of the sick note should be submitted to the program coordinator. Failure to meet this requirement will result in the student being marked absent.

Make up Policy:

- 100% attendance is required during the clinical experience throughout each semester. In case of any absenteeism, students will be required to do one day of clinical make up in case of one absent which was prior informed and approved by the year coordinator and management. While 3 clinical make ups in replacement of one absent if it was not informed and approved prior.
- Students will not be allowed to carry forward their clinical make up to the next academic year. They will not be promoted to next academic year. Final year students will not be allowed to sit for Final Exams unless they complete all their clinical hours.

5.10. Media and Mobile Phone Etiquettes:**• Mobile Phone Use**

Mobile phones are strictly prohibited during clinical hours and in all patient care areas. Phones must remain silent and stored away.

• Photography and Recording

Taking photographs, videos, or audio recordings in clinical areas is strictly forbidden.

• Social Media Use

Posting, sharing, or uploading any clinical-related content, images, or information on any social media platform is prohibited.

6. CLINICAL STANDARDS:**6.1. Safe Clinical Nursing Practice**

Students are expected to demonstrate safe nursing practice consistently, as elaborated in the following points:

Definition of Safe Practice/Ethical Behavior:

- a. The student consistently demonstrates patterns of practice which indicate that he/she is performing safe nursing care which meets patients' needs and promotes the actual or potential well-being of the patient.
- b. The student who is a slow learner and needs some additional help and guidance in order to fulfill the objectives, are facilitated to prepare a learning plan. The student is given the appropriate time, which is around two weeks to fulfill the objectives of the learning plan.

Definition of Unsafe Practice/Unethical Behavior:

- a. Any practice which willingly or unwillingly endangers (actually or potentially) the safety of the patient or others in the clinical area is deemed as an unsafe clinical practice.
- b. Any behavior which willingly or unwillingly violates the ICN Code of Ethics is deemed as an unethical behavior and can result in disciplinary action.
- c. Any student whose pattern of practice or behavior is found to be unsafe/unethical over a period of the semester will be dealt with according to the Unsafe Practice/Unethical process.

Examples of unsafe Practice/Unethical Behavior include, but are not limited to the following:

- Refusing an assignment based on client's race, culture or religious preference.
- Failure to follow through on patient care assignments that may result in any harm to the patient or others.
- Acts of omission or commission in the care of patients, including physical abuse, placing in hazardous conditions or circumstances, and medication errors.
- Interpersonal relationships with staff, peers, faculty, patients and/or families resulting in miscommunication, disruption of patient care and/or unit functioning.
- Failure to accurately report or record patient behaviors or conditions.
- Failure to report questionable nursing practices due to students' own errors or those of others.
- Attempting activities without adequate orientation, practice, theoretical preparation or appropriate assistance or supervision.

Clinical Evaluation Guidelines and Tool:

- a. The student's behavior confirms to established patterns of ethical conduct for the nursing profession. In judging the student's performance in the clinical area, this above mentioned tool will be used.
- b. This tool assesses the student's performance in the clinical setting based on areas described and reflects safe clinical practice.

Post Remedial Clinical Evaluation Form

This form is for evaluating those students who are marked incomplete in clinical objective sat the end of semester / final term. This form is filled after post remedial work.

Unsafe Practice/Unethical Behavior Process:

A student whose pattern of practice/behavior in a clinical setting is/may be harmful to patient or others (including family, staff, peers or faculty) will follow the unsafe practice/unethical behavior process. The unsafe practice/unethical behavior process is series of actions carried out to assess, correct and evaluate the unsafe practice/unethical behavior in the clinical setting. The steps of the process are as follows:

I. Discussion with Student and Development of a Learning Contract:

- a. The student will first have a discussion with the primary clinical faculty and will be guided to improve the unsafe practice/unethical behavior within a specified time period (within 2 clinical weeks). The primary faculty will specify the problem area, clarify and interpret the clinical objectives, provide guidance and identify resources for the student to overcome the specific learning needs or behaviors. The student will negotiate the learning contract with the faculty to identify the objectives; expected actions to demonstrate evidence of accomplishment within the

specified time period.

b. The role of the primary faculty:

- Documentation of evidence of unsafe practice/unethical behavior by the student in the clinical faculty's anecdotal note and/or clinical evaluation tool.
- Completion of Unsafe Practice/Unethical Behavior Process-Step I.
- Assisting the student in the formulation of the learning contract.
- The primary faculty can even suspend (or temporarily withdraw) the student from the clinical setting if the issue of safety is of significant magnitude affecting one or more parameters of safe clinical practice and/or jeopardizes the well-being of patients, staff or peers until a decision has been made by the Principal College of Nursing.

II. Review of Learning Contract:

- a. If the student's practice or pattern of behavior continues to be unsafe or unethical beyond the designated two-week period, and the student fails to provide evidence of improvement or success, the primary faculty will assign the student to another clinical instructor for a second review.
- b. The secondary clinical faculty should be an experienced teacher with at least two years of clinical experience, preferably in the same field.
- c. The role of the secondary clinical faculty includes:
 - i. Reviewing of the learning contract and re-assessment of the student's progress in attainment of the clinical objectives.
 - ii. Completion of Step II of the Unsafe Practice/Unethical Behavior Process.
 - iii. Reporting to the primary clinical faculty with written assessment of the student's practice/behavior.
 - iv. Providing specific facts on problem areas in relation to the course objectives.
 - v. Evaluation of student's outcome/success in meeting the expected outcome. (If successful, the student will continue with the clinical course. If unsuccessful, the primary clinical faculty will be informed who, with the consultation of the specific program coordinator, will then request for a formal hearing).

III. Formal Session:

- a. If the student's pattern of unsafe practice/unethical behavior continues to be repeated with the secondary clinical faculty, the primary faculty will be requested a formal session from the Admission & Progression Committee (ADPR). The primary faculty will send the student's reports regarding his/her performance to the Chair of ADPR through the Year Coordinator and/or the Program Coordinator.
- b. The request for formal session must be accompanied/ substantiated by documentation from any of the involved parties.
- c. All formal sessions must be held within 2 working days of the request.
- d. Upon a decision by the committee that the student's conduct is unsafe, the student will be terminated from the course and will receive a grade of "F".
- e. If a student is put on unsafe practice/unethical behavior protocol during the last week of clinical rotation, he/she will be given a rating of

"Incomplete" and he/she will be given a two-week period to complete those clinical objectives in the new clinical rotation. If a student is placed on an unsafe practice/unethical behavior protocol in the last week of a course or semester, he or she must complete the clinical objectives before the beginning of the next semester.

Note: At the faculty's discretion, the student may be immediately suspended from the clinical area for unsafe practice pending a session. Such a student is temporarily withdrawn from the clinical area until a hearing is convened to determine if the student should be allowed to continue with in the course or be immediately terminated.

7. DISCIPLINARY PROCEDURE (RULES)

7.1. Introduction

- a. Students of Saifee Burhani College of Nursing is required to exhibit good demeanor and discipline. Guidelines have been delineated in the SBCON's Code of Conduct ("Code of Conduct") framed by the College to provide students with a reference to the standards for discipline. It is expected that all students will strictly uphold and adhere to the Code of Conduct, but in cases where there are grounds to suspect a breach or any infringement of the Code of Conduct or disregard or contempt of the Code of Conduct, disciplinary action may be initiated for such behavior committed either within or outside the precincts of the college or any establishment, project or setting thereof anywhere located.
- b. The disciplinary procedure to be followed upon breach and/or infringement of the Code of Conduct is defined herein, along with the actions, which constitute disciplinary offenses and the decision-making authority.

7.2. Disciplinary Offence

Without prejudice to the generality of the provisions of the Code of Conduct and the provisions of Rule 1.a and 1.b, the following conduct will constitute disciplinary offence.

- a. Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or forcing other students to act likewise.
- b. Assault on students, members of staff, faculty or patients.
- c. Any form of unauthorized picketing, rallies, demonstrations or organized obstructions of any student/College/Hospital function in any manner whatsoever.
- d. Any attempt to conceive, design or affect any plans of whatever nature whose object or consequence is to disrupt academic program of the College or its operations.
- e. Malicious acts, theft, willful damage or misuse of SBCON property.
- f. Disorderly conduct and/or molestation of other members of the College Community within and outside the College precincts.
- g. Smoking, eating, drinking where prohibited in settings of the College and Hospital.
- h. Unauthorized housing of persons in the hostel or other buildings in the College.
- i. Cheating, plagiarism and/or use of unfair means in examinations or any other academic setting.

- j. Possession or use of drugs, alcohol or other contraband items on campus or at College -related events.
- k. Attendance on campus or at College related events in an intoxicated state or under the influence of banned substances.
- l. Possession or use of firearms and other weapons on campus or at college related events.

7.3. Disciplinary Actions:

The college will have the powers to impose any one or more of the following actions. However, nothing will preclude the College from requiring any student or parent or both execute any bond, assurance or undertaking to support expected conduct throughout his/her stay at the college.

Disciplinary offence will be liable to one or more of the following steps.

- a. Counseling of the students.
- b. Probation: A student can be put on probation for a specified period of time with mandatory periodic counseling.
- c. A letter of warning or reprimand to the student with information to the parents.
- d. Show cause Notice as a final warning call
- e. Suspension from the college for a specified period.
- f. Expulsion from the college if so required.
- g. Any other penalty which the College may deem fit to impose.

7.4. Disciplinary Procedure:

The following steps constitute the disciplinary procedure.

- a. Any disciplinary offence not of serious nature may be brought to the attention of the offender by an affected student through the concerned faculty/staff member of the college. The purpose of this in the first instance is to resolve the matter through constructive criticism counseling and/or admonition. The expression "Offence not of serious nature" appearing herein above shall be such offence as is considered as an offence of not a serious nature by the faculty/staff member of the college his/her sole discretion.
- b. If the matter is not resolved or the student repeats an offence or if the offence is a serious one, the faculty will inform Principal SBCON, who shall formulate the Disciplinary Committee for investigation. The outcome of the investigation shall be discussed with Principal SBCON. He/she may act upon the recommendation of the Disciplinary Committee or in accordance with his/her judgment. The decision shall then be communicated to the offender. The matter shall be resolved normally within fourteen working days of the day the faculty is informed of the offence.
- c. A student may appeal in writing against a decision to the Board of Trustees within ten working days of the decision having been communicated in writing to the student. The student shall within the said period of time submit his/her appeal to the Board of Trustees through Principal SBCON. The CEO/BOTs shall formulate the Appeal Committee and refer the matter to it for consideration of the appeal.
- d. The Appeal Committee shall take up and review the case and communicate its decision in writing to the CEO/BOTs through Principal SBCON normally within ten working days. The CEO/BOTs may act upon the recommendations of the Appeal Committee or in accordance with his/her own judgment.
- e. If the decision is not acceptable to the student, he/she may request a final review

by the Chairman of the Trust, whose decision thereafter shall be final and binding.

I. Structure of the Disciplinary and Appeal Committee

- a. The structure of the Disciplinary and Appeal Committee of the college is in terms of then-laws existing. The Principal shall serve as committee's chair.
- b. A principal shall appoint as and when required committee which shall consist of two faculty members who have not been associated with counseling or with investigation of the student's current or any previous offence.

II. Definitions

Student: The said expression shall mean and include any person enrolled with the college for a course of studies leading to an under-graduate or postgraduate degree or diploma or certificate within the college or the Hospital or any person registered with any other college or Institution who has been accepted for an approved program of study or training at SBCON or Hospital.

Suspension: Suspension requires a student to withdraw completely from all the activities of the college for a specified period of time. Upon expiry of the period of suspension the student will be readmitted, contingent upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the college or any of its staff/faculty members or officers.

Expulsion: Expulsion means termination of enrollment in the college.

Fine: This is an order to student for payment of a sum of money to the college as penalty for any offence committed by the student in terms of property damage. The student may or may not be permitted to continue with the course of studies until the fine has been paid.

8. ACADEMIC AND GRIEVANCE POLICIES AND PROCEDURES:

- a. Students are required to abide by the rules and regulations of The Saifee Burhani College of Nursing Code of Conduct.
- b. Academic dishonesty, social misconduct, infraction of civil or criminal laws, stealing, willful destruction of equipment or other offences will result in a disciplinary action.

8.1. Academic Honesty:

Students are expected to practice academic integrity at all times. Students violating Academic standards will be referred to the Disciplinary Committee. Academic dishonesty includes, but is not limited to, plagiarism, fabrication and cheating.

- a. **Plagiarism** is the use of others' writing as if it were one's own original work. If students plagiarism, they are actually stealing another person's language, ideas or thoughts, and presenting them as their own. Sometimes it is done intentionally; at other times it occurs due to poor work habits.
To avoid plagiarism, students are required to follow American Psychological

Association (APA) guidelines given in the latest Publications Manual. Once plagiarism is confirmed the student will be given a mark zero. Plagiarism can result in serious consequences up to dismissal from the College. There may also be legal consequences.

- b. **Fabrication** includes the conscious falsification of documents, statements or other written or verbal records or reports. Covering up one's actions or mistakes (such as medication errors) by denying them or placing blame elsewhere is also fabrication. Fabrication may be the cause for dismissal from the College.
- c. **Cheating** is defined as fraud. Any conscious attempt to be dishonest or deceitful is considered cheating and may be grounds for dismissal from the College.
 - i. Students caught cheating on any examination, test, assignment, or school activity will be automatically given a mark of zero (0).
 - ii. Test papers may be confiscated at the time of the incident without allowing the student to continue further.
 - iii. Records of any act of academic dishonesty will be placed in the student's file.
 - iv. Any penalty imposed shall be in proportion to the severity of the offence.

8.2. Grievance:

It is the intent of Saiffee Burhani College of Nursing to treat its students in a fair and equitable manner. Appropriate, consistent and considerate handling of student-related problems can and should be resolved without undertaking a

formal grievance procedure. However, when desired by the student, she/he may formally appeal academic decisions and disciplinary actions.

8.3. Academic Appeal Procedure: Scrutiny

- a. Student can apply only for retotaling of marks rather than rechecking. Scrutiny is permitted to verify totaling of marks, transfer errors, unmarked answers, and compliance with examination rules. Re-evaluation is not permitted.
- b. Student identifies grievance within three working days of receipt of mark/evaluation, or academic decision. The student appeals to the concerned faculty/year coordinator. The faculty has up to three working days to make a decision and inform the student.
- c. If the student is still dissatisfied, he or she may appeal to the Principal, SBCON in writing within three working days of the faculty's response.
- d. The Principal, SBCON will then form an ad hoc grievance committee of five members, and appoint a chair and two members from each program. This committee will review all written documents and interview the concerned individuals if required. All interviews will be taped. A final report of the findings and recommendations of the committee will be forwarded by the chair to the Principal SBCON.
- e. The Principal SBCON will prepare and forward a written response to the

concerned student within seven working days of receipt of the written complaint.

- f. Copies of the response will be forwarded to the concerned Year Coordinator.
- g. If the student is still dissatisfied, he or she may make a final written appeal through Principal SBCON within seven working days to the Board of Directors who will investigate as necessary and respond to the student, with a copy to the Principal, SBCON.

8.4. Final Appeal:

- a. A student may submit a written appeal to the SBCON Board of Directors within ten working days of receiving the decision.
- b. The Principal shall refer the appeal to an Appeal Committee constituted by the Board of Directors.
- c. The Appeal Committee shall review the case and submit its decision in writing to the Chairman within ten working days, after which the Board may act on the recommendation or at its discretion.
- d. If the student is dissatisfied, a final review may be requested from the Chairman, whose decision shall be final and binding.

8.5. Documentation:

Copies of all letters and official documents will be kept in the student's file.

9. STUDENT AFFAIRS:

9.1. Student Health Services:

The Student Health Service at Saifee Burhani College of Nursing (SBCON) ensures that students, during their educational period at the institution, have access to adequate routine medical care and prompt medical aid in emergencies. For this purpose, facilities are available at the Out Patient Department (OPD) and the Emergency. Student Health Physicians provide clinical care and coordinate routine student health activities.

Facilities available to students under the Student Health Plan include:

- Care of day to day problems
- Prompt attention in emergencies
- Laboratory & Diagnostics Services
- Consultant Clinics

The Student Health Service is supported by a mandatory subscription from the students. There is a separate charge for the physical examination and immunization.

A Student Health Advisory Committee oversees the activities of the Student Health Services and recommends appropriate policies and guidelines. The Committee includes members from the representatives from the Student Affairs' office, medical and nursing student representatives.

Please note that the following aspects of care are not included in the Student Health Plan:

- Pre-existing medical condition that may be identified during physical examination and later during the academic program. However, if any emergency arises necessitating urgent care of a pre-existing condition, it will be taken care of by the College.
- Medication
- Eye glasses, and routine eye examination and refraction for fitting eye glasses
- Dental care
- Chronic renal hemodialysis
- Immunization
- Pregnancy and related emergencies
- Oncology related treatment

Mechanism of obtaining Student Health Services:

Routine Care

- Students requiring any routine medical services will inform their respective year coordinator.
- Year coordinator will inform SBCON Reception to send student to ER along with Students health record form.
- Student Health Physician will provide consultation to student suggest treatment and fill Student Health record form.
- Students are required to submit the filled original Student Health Record form at the reception. Photocopy of form will be provided to student for record purpose.

Lab & Diagnostics

In case of referral to Lab & Diagnostics by Student Health Physician following mechanism will be followed.

- If lab or diagnostic procedure is suggested by Student Health Physician, students are required to get approval from student's affairs office in order to avail the service.
- Student will take Lab request slip from lab and submit it to Student Affairs Office for approval, after taking approval student can go to lab & Diagnostics for services.
- Lab & Diagnostics Department will only facilitate the request having the stamp of Students Affairs Office on the request slip duly filled by Student Health Physician.
- Original copy of report will be submitted to Students Affairs office and photocopy will be issued to student on demand.
- Any lab or diagnostic that other than Student Health Physician has recommended to student needs to be verified by Student health Physician.

Consultant Clinics

In case of referral to consultant by Student Health Physician following mechanism will be followed.

- If consultation is suggested by Student health Physician, students are required to get approval from Students Affairs Office in order to avail the service.
- Student will take slip from Student Health Physician and submit it to Student Affairs Office for approval, after taking approval student can avail approved services of Consultant clinics.
- OPD will only facilitate the request having the stamp of Students Affairs Office on health record form duly filled and sign by Student health Physician.

Emergency

In case of Emergency during school hours following mechanism will be followed.

- In case of any emergency students can directly visit ER with student I.D Card.
- Required treatment will be given to student.
- Student will inform their respective year coordinator after getting the immediate treatment.
- Year coordinator will inform SBCON Reception to send the Students Health Record Form to ER.
- Student Health Physician will fill that form and suggest the treatment required.

Emergency after school hours

In case of Emergency after school hours following mechanism will be followed.

- In case of emergency after school hours or public holidays students can visit ER with student I.D card.
- Student Health Physician will fill Student Health Record from available at supervisor office, and will provide treatment to student.
- Student will inform their respective year coordinator on 1st working day and student will submit the filled original form at the reception. Photocopy of form will be provided to student.

Physical Examination

It is mandatory for all students to have a complete physical examination, including laboratory tests, at Saifee Hospital before the commencement of their studies at SBCON. The charges for the initial physical examination carried out at Saifee are revised annually. This cost is to be borne by the student.

Required Laboratory Investigations:

- Hb, HCT
- Chest X-ray
- Urinalysis
- Urine DR
- Hep profile

Immunization:

In the interest of their own safety and health, all students are required to have the following immunizations done before entry to SBCON:

- Hepatitis B vaccination
Please note that all immunizations are given at Saifee Hospital only and at the student's own cost.

How to seek medical help at the Out Patient Department:

Medical services are available at the Outpatient Department (OPD), where OPD doctors and the Student Health Physician provide consultations from 08:30 to 16:30, Monday to Saturday. Emergency services are available overnight and on Sundays.

To reduce waiting time at the OPD, students must follow these guidelines:

- Inform the Year Coordinator during office hours to obtain a requisition form.
- Register at the OPD by presenting the Medical Card and Student ID.
- Consult the Student Health Physician/ER as directed.
- Collect prescriptions, medical leave certificates, and investigation slips before leaving.
- Follow the physician's referral and instructions regarding hostel stay or going home, and submit the sick leave certificate to the Housemother and Year Coordinator.

9.2. Food Service:

Students pay for their own meals and tea. They can have their meals at the Food Services Cafeteria which is open twenty four hours a day seven days a week. Refreshments are available when meals are not served.

9.3. Day Scholars:

According to the PNC and SBCON rules and regulations, students are not required to stay in the hostel and can be a day scholars.

9.4. Transportation:

Students have to arrange for their transportation to and from College of Nursing on their own for pick and drop and have to report College by 08:30 hours.

The only transportation provided to students will be for visit purposes only.

10. REQUIREMENT FOR GRADUATION:

- a. All courses must be passed to sit for the PNC Licensure Examination for Nursing.

- b. All courses must be passed with a minimum cumulative GPA of 2.0 as per DUHS and HEC policy.
- c. All outstanding charges, such as for lost or missing supplies, equipment or textbooks must be cleared.

11. PNC REGISTRATION: Pre enrollment

- a. It is obligatory for all categories of nurses to register with the Pakistan Nursing Council (PNC).
- b. All categories of PNC registration are valid for 5 years and must be renewed prior to the expiry date.

12. LEARNING RESOURCES:

SBCON has one auditorium, a nursing skills laboratory, a science laboratory, a Computer Lab, several classrooms, Library as well as a student lounge.

Library:

- a. The library is open from 08:30 am to 03:00 pm from Monday till Saturday and from 08:30 am to 12:30 pm on Friday
- b. A wide selection of books, audio-visuals, charts and other reference materials are available.
- c. Students must observe the rules of the library. They may also recommend books for library purchase.

Photocopying:

- a. The photocopying machine is available at reception with receptionist.
- b. The user is required to sign his/her name and number of pages photocopied on the sheet placed on the counter.
- c. Students will be charged Rs. 10.00 per page.

Computer Lab:

- a. The Computer Lab is equipped with 40 personal computers, it provides learning opportunities to students, staff and faculty from 08:30 am to 03:00 pm from Monday till Saturday and from 08:30 am to 12:30 pm on Friday
- b. Here students spend their time either attending computer related courses or in search of information through easy access of the internet.
- c. Individuals can also view various educational videos from the AV's video library.
- d. Latest software packages are installed on computers which include MS Office, Epi info, SPSS etc.
- e. Computer lab Incharge is always available to assist users with any computer-related query.
- f. High class Laser printer is also available for any kind of printing needs on charge basis Rs. 10.00 per page. The user is required to sign his/her name and number of pages printed on the sheet placed on the counter.

Nursing Skills Lab:

- a. This is a practical learning resource in SBCON which allows students to master nursing skills using audio-visual aids and models in simulated patient care

- situations.
- b. It also has a number of audio-visual aids, tapes, charts and posters to enhance individual and group learning.
 - c. The skills lab is open from 08:30 am to 03:00 pm from Monday till Saturday and from 08:30 am to 12:30 pm on Friday. Faculty and staff are available for students' assistance.
 - d. Students are requested to fill out a skills lab request form before obtaining any equipment, chart, A/V aid etc. from the skills lab.
 - e. If the equipment is needed for off campus use, it needs to be requested by filling a form between 02:00 pm to 03:00 pm. All equipment must be washed, cleaned and returned to the skills lab by 03:00 pm the following day.
 - f. No equipment should be taken out of the skills lab without permission from the concerned faculty or staff.
 - g. Any equipment coming in contact with infectious diseases is not to be returned directly to the Skills Lab. It must be double-bagged and returned to Central Sterile Supply Department (CSSD), for sterilization. Bags may be obtained from the Skills Lab Technician who should then be notified that the equipment has been sent to the CSSD.
 - h. Students are responsible for leaving the Skills Lab neat and clean.
 - i. In case of damage/loss of skills lab property (equipment, A/V aids), an incident report must be initiated. If negligence is established, replacement cost must be paid or same item will be replaced by the person responsible for the damage.

Science Laboratory:

- a. The Science Laboratory is a practical resource for students, which allows them to learn and understand scientific concepts and principles which the students study in their theory classes. They perform experiments and get a chance to have a hands-on experience for further developing their cognitive skills.
- b. The lab has the latest equipment's which includes, audio visual aids, models and posters etc. for the students of all the program in the School of Nursing.
- c. The lab can accommodate 25 students at a time for the practical work.
- d. The lab is open from 08:30 am to 03:00 pm (Monday to Saturday) and from 8:30 am-12:30 pm for Friday
- e. This is an order to student for payment of a sum of money to the college as penalty for any offence committed by the student in terms of property damage.

13-SCIENCE LAB POLICY:

13.1 Guidelines for Science Lab:

- a. No students are allowed to enter the science lab without lab coat and proper dress code as mentioned in academic standard policy.
- b. All sorts of mess shall be cleaned immediately after usage of the laboratory by every individual.
- c. Use of gloves is compulsory while handling equipment and chemicals.
- d. Under no circumstances students shall be allowed to be in the laboratory without the teacher/supervisor.
- e. Students shall perform experiments under strict supervision of the teacher.

- f.** Touching and/or tasting chemicals is strictly prohibited.
- g.** Broken articles should not be touched by any student.
- h.** Never pipette out any poisonous chemicals by mouth, use pipette aids.

13.2 Safety rules for students in the Science Laboratory:

- a.** Wash hands properly.
- b.** Act responsibly in the science lab.
- c.** Do wear appropriate safety attire when in the lab-safety goggles, lab coat, etc.
- d.** Wear shoes that adequately cover the whole foot.
- e.** Bring your own notebook and pencils.
- f.** Keep your work area clean and tidy.
- g.** Cell phones are **not** allowed
- h.** Do not touch equipment or chemicals in the lab until your teacher gives instructions.
- i.** Do not eat, drink or chew gum in the science lab.
- j.** Do not drink from lab containers.
- l.** Dispose of all waste properly and according to your teacher's instructions.
- m.** Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink.

13.3. LABORATORY INCIDENT REPORT FORM



SAIFEE BUREAU OF NURSING COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES
(A Project of Saif Hospital Trust)
Recognized by Pakistan Nursing Council and
Affiliated with Dow University of Health Sciences



LABORATORY INCIDENT REPORT

Please check the appropriate box:

- ☐ Accident
- ☐ Lost and Found Property
- ☐ Injury / Sickness
- ☐ Damaged Property
- ☐ Fire/ Safety/ Health hazards
- ☐ Vandalism
- ☐ Rules and Policy Violator
- ☐ Others: Please specify _____

Year and Semester _____

Date of Incident _____

Time of Incident _____

Location of Incident _____

Detailed Description of Incident (Please include names of person/s involved):

Action Taken / Recommendations

Science Lab Coordinator

Course Faculty

13.4 EQUIPMENT ISSUANCE REQUEST FORM

This form is completed by the Science Lab Coordinator for staff and faculty when equipment issuance is requested by staff or faculty to conduct experiments with students. In the event of any damage caused by a student while handling the equipment, the condition of the equipment and any applicable charges must be recorded accordingly on the form.

SAIFEE BURHANI SCHOOL OF NURSING Equipment Issuance Request Form							
To be filled by Students, Staff and Faculty members							
Name:						ID#	
Designation: <input type="checkbox"/> Students <input type="checkbox"/> Staff <input type="checkbox"/> Faculty							
Date of Request:		Equipments to be issued on:		Returning Date:			
Purpose: <input type="checkbox"/> Self-Study <input type="checkbox"/> Clinical <input type="checkbox"/> Skills/Demonstration <input type="checkbox"/> Others (Please mention)							
Signature:				Year Coordinator/Supervisor Signature:			
List of Equipments/Items Required							
Sl#	Name of Equipments	Quantity	Condition of Equipment				
			Issue		Return		
			Intact	Damage	Intact	Damage	Lost
01			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Official Use Only							
Issue							
Issued To:						ID#	
Issuing Date:				Lab Coordinator Signature:			
Return							
Returned By:						ID#	
Returning Date:				Lab Coordinator Signature:			
Remarks:							

Clinical Facilities:

In addition to Saifee and Burhani Hospital, a variety of other clinical areas throughout the city are used for learning experience. These include large metropolitan hospitals, maternity homes clinics, community primary health care centers, and other health facilities.

Telephone:

Students may use the telephone at the booth near the SBCON reception. Telephones in the reception area are not available for student use.

APPENDIX A
SAIFEE BURHANI SCHOOL OF NURSING
INTERNATIONAL COUNCIL OF NURSING CODE FOR NURSES

The fundamental responsibility of the nurse is fourfold: to promote health, to prevent illness, to restore health, and to alleviate suffering.

The need for nursing is universal. Inherent in nursing is respect for life, dignity, and rights of man. It is unrestricted by considerations of nationality, race, creed, color, age, sex politics or social status.

Nurses render health services to the individual, the family and the community and coordinate their services with those of related groups.

Nurses and People

The nurse's primary responsibility is to those people who require nursing care. The nurse, in providing care, promotes an environment in which the values, customs and spiritual beliefs of the individual are respected.

The nurse holds in confidence personal information and uses judgment in sharing this information.

Nurse and Practice.

The nurse carries personal responsibility for nursing practice and for maintaining competence by continual learning. The nurse maintains the highest standards of nursing care possible within the reality of a specific situation.

The nurse uses judgment in relation to individual competence when accepting and delegating responsibilities. The nurses when acting in a professional capacity should at all times maintain standards of personal conduct which reflect credit upon the profession.

Nurses and Society

The nurse shares with other citizens the responsibility for initiating and supporting action to meet the health and social needs of the public.

Nurses and Co-workers

The nurse sustains a cooperative relationship with co-workers in nursing and other fields. The nurse takes appropriate action to safeguard the individual when a co-worker or any other persons endanger his care.

Nurses and the Profession

The nurse plays the major role in determining and implementing desirable standards of nursing practice and nursing education. The nurse is active in developing a core of professional knowledge.

The nurse, acting through the professional organization, participates in establishing and maintaining equitable social and economic working conditions in nursing.

APPENDIX B
SAIFEE BURHANI COLLEGE OF NURSING
PAKISTAN NURSING COUNCIL PROFESSIONAL CODE OF CONDUCT

Each registered nurse, midwife, lady health visitor and nursing auxiliary shall act, at all times, in such a manner as to:

- Protect and promote the interests of the individual client;
- Serve the interests of society;
- Justify public trust and confidence; and,
- Uphold and enhance the good standing and reputation of her/his profession.

1. In the exercise of professional accountability in reference to the client/patient, she/he:

- 1.1. Assists the client to attain her/his maximum level of health in circumstances of normal health, illness, injury, or in the process of dying.
- 1.2. Avoids any abuse of the privileged relationship which exists with the client, and of the special access allowed to her/his person, property, residence or workplace.
- 1.3. Ensures that no action or omission on her/her part, or within her/his area of responsibility, is damaging to the interests, condition or safety of the client.
- 1.4. Holds in confidence personal information about the client's consent (or that of a person entitled to act on the client's behalf), or by judicial rule where this information is required by law or by the order of a court, or as necessary in the public interest.
- 1.5. Maintains the highest standards of care possible within the reality of a specific situation.
- 1.6. Makes known to an appropriate person or authority any circumstance which could militate against safe standards of practice.
- 1.7. Recognizes and respects the cultural and religious beliefs of the client.
- 1.8. Recognizes and respects the uniqueness and dignity of each client and responds in fairness to her/his need for care, irrespective of her/his ethnic origin, religious beliefs, personal attributes, the nature of her/his health problems or any other factor.
- 1.9. Refuses any gift, favor hospitality that could be interpreted as taking advantage of the client.
- 1.10. Works in an open and co-operative manner with the client and her/his family, fosters her/his independence, and recognizes and respects the client's involvement in the planning and delivery of care.
- 1.11. Protects the client from actions by co-workers/members of the health team which may endanger their health or wellbeing.
- 1.12. Shares with the community the responsibility for ensuring the health and social welfare of the public.

2. In the exercise of professional accountability in reference to her/his colleagues, she/he:

- 2.1. Acknowledges the pressure and workload of professional colleagues and supervisors and takes appropriate action if these are seen to constitute abuse of the individual practitioner and/or to jeopardize safe standards of practice.

- 2.2. Works in an open and co-operative manner with health care professionals and others involved in providing care, and recognizes and respects their particular contributions within the care team.
- 2.3. Uses individual knowledge, experience and share of authority to assist colleagues to increase their professional competence and growth.
- 2.4. Works in a collaborative and co-operative manner with other health professionals; gives recognition and respect to their particular contribution within the health care team.

3. In the exercise of professionals accountability in reference to herself/himself, she/he:

- 3.1. Maintains and improves her/his professional knowledge and ability.
- 3.2. Acknowledges ability and refuses any duties or responsibilities unless she/he is able to perform them in a safe and skilled manner.
- 3.3. Uses judgment in relation to individual competence when accepting and/or delegating responsibilities.
- 3.4. Maintains a life-long interest in the professional organization and works through this organization to establish and maintain standards of nursing practice and education, an equitable social and economic working conditions nursing.
- 3.5. Shares in the development of a care of professional knowledge.
- 3.6. Avoids the use of professional qualifications in the promotion of commercial products in order to maintain the independence of professional judgment on which clients rely.

4. Students

- 4.1. Student nurses, student midwives, student lady health visitors and student nursing auxiliaries shall know and comply with the provisions of the Professional Code of Ethics.

The Professional Code of Ethics for the Registered Nurse, Midwife, Lady Health Visitor and Nursing Auxiliary ethical matters and serves for self-evaluation and reflection regarding ethical nursing practice. The Code also informs other health care professionals and the public in general about the moral commitments expected of the nurse, midwife, lady health visitor and nursing auxiliary.

APPENDIX C
CLINICAL CHECKLIST

1. Professional Development		Pass	Fail	N/A	Student Signature	Faculty Signature
1.1	Demonstrates professional attitude					
1.1.1	Attendance					
1.1.2	Informs instructor / preceptor if late or absent					
1.1.3	Punctuality (clinical / practicum / conferences)					
1.1.4	Dress code					
1.2	Provides culturally sensitive and appropriate nursing care for patient / family					
1.3	Demonstrates organizational skills in assignments / patient care activities <ul style="list-style-type: none"> Has objectives/learning plan for clinical every day Manages time effectively. 					
1.4	Comes prepared theoretically for clinical <ul style="list-style-type: none"> Prepare patient care assignments i.e. NCP, FHP, teaching plan. 					
1.5	Accepts constructive criticism and acts on feedback.					
1.6	Demonstrates concern and interest for wellbeing of patients/ families					
1.7	Identifies ethical/legal concerns and inform Instructor / preceptor for appropriate measures.					
1.8	Collaborates with health care team for the care of patients in assigned work setting with guidance.					
1.9	Displays caring attitude towards: <ul style="list-style-type: none"> a. Patients/ families b. Peers / staff members /doctors. 					
1.10	Functions with minimal guidance/ independently and knows when to seek assistance.					
1.11	Demonstrates leadership skills <ul style="list-style-type: none"> Takes Initiative to bring change in patient care or unit Works beyond the set expectations Solves problem effectively Takes leadership roles in clinical setting (e.g. team leader). 					
1.12	Demonstrates responsibility and accountability for his/her own actions.					

1.13	Has self-analysis ability: - Can identify own strengths & weakness - Identifies own learning needs.					
1.14	Completes assignment and submits on time.					
1.15	Collaborates with health care team when problem solving and making decision for care of patients					

2. Communication		Pass	Fail	N/A	Student Signature	Faculty Signature
2.1	Uses effective verbal and non-verbal communication techniques.					
2.1.1	Uses alternate means to communicate with patient / family with language barrier					
2.2	Demonstrates empathy, respect, warmth and genuineness when interacting with patients, families and health care team					
2.3	Records accurately and concisely factual data in nursing notes, flow sheets and care plans.					
2.4	Reports all-important data/changes in the patient's condition to the concerned health care team & the instructor.					
2.5	Participates in clinical conferences: • Shares knowledge and experience • Seeks additional information on patients under care					
3. Nursing Process						
3.1	Collects and interprets data from appropriate sources e.g. patients, families, patient's file and lab investigation to plan nursing interventions.					
3.2	Identifies actual / high risk nursing diagnosis based on priorities using current NANDA list.					
3.3	Establishes long term and short term patient care goals according to RUMBA (Reasonable, Unambiguous, Measurable, Bounded by Time, Achievable)					
3.4	Implements nursing interventions according to patient care priority.					

3.5	Evaluates the intended goals.					
3.6	Revises the nursing care plan on a continuing basis.					
3.7	Prepares appropriate written / working Nursing Care Plans & provide references.					
3.8	Administers medications based upon standards of care. Demonstrate knowledge of patient's medication including category, action, side effects and nursing responsibilities.					

4. Application of Scientific Principles						
4.1	Integrates theoretical knowledge in patient care.					
4.2	Takes decision based on sound rationales.					
4.3	Develops nursing care plan that reflects broad / application of knowledge base.					
4.4	Integrates pharmacological knowledge in providing care to patients.					

*** Checklist of the skills pertinent to the term and placement must be timely completed**
Over all Comments

Student self-evaluation:

Student's Name & Signature: _____

Faculty evaluation:

Faculty's Name & Signature: _____

APPENDIX D
SAIFEE BURHANI COLLEGE OF NURSING
ANECDOTAL RECORD

Name of the student: _____

Clinical Rotation: _____

Date: _____

Setting: _____

1. Situation

2. Student's action in situation

3. Instructor's Comment

APPENDIX E
SAIFEE BURHANI COLLEGE OF NURSING
LEARNING PLAN

A learning plan is a document drawn up by a student and his/her faculty, which outlines a learning need(s), the action to enhance learning, the specified time interval to accomplish the criteria for evaluation.

STUDENT: _____ **FACULTY/ADVISOR:** _____

STUDENT LEARNING NEED(S):

DATE:

B. SPECIFIC LEARNING PLAN:

Learning Objective	Learning Resources & Strategies	Documentation	Evaluation

Learning Agreement Approval:

Student: _____

Faculty/Advisor: _____

Date: _____

APPENDIX F
SAIFEE BURHANI COLLEGE OF NURSING
DOCUMENTATION REPORT
UNSAFE PRACTICE/UNETHICAL BEHAVIOUR

Student's Name: _____ **Unit:** _____

Primary Clinical Faculty: _____

I. IDENTIFICATION OF PRACTICE & DISCUSSION:

The following have been identified as unsafe practice/unethical behavior demonstrated by Ms.....On _____
Date

DESCRIPTION OF BEHAVIOUR:

A discussion(s) was held with the student on _____
Date

The student has been placed on an unsafe unethical protocol.

ACTION: DEVELOPMENT OF A LEARNING CONTRACT:

In order to help correct the unsafe practice and/or unethical behavior, various learning strategies have been identified, and a learning contract is negotiated or drawn up mutually by the instructor and the student to be completed by the student within a specified time period(within two clinical weeks) An evaluation will be conducted at the completion of the contract to determine the student's accomplishments of those mutually negotiated learning strategies,(skills or experiences) (See attached Learning Contract form).

Learning Contract Approval:

Student's Signature: Date: _____ Faculty's Signature: Date: _____

Re-Evaluation Date: _____

Student's Signature: _____ Faculty's Signature: _____

II. REVIEW OUTCOME:

Nursing Practice/Unethical Behavior re-evaluated on _____
Date

Student found to be:

Safe () (does not require second review) **Unsafe** () (requires second review)

Faculty's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

III. SECOND REVIEW :(Parents are informed in writing)

A review has been done by a secondary clinical faculty. Student's practice/behavior has been evaluated and found to be:

Safe () (does not require formal hearing)

Unsafe () (requires formal hearing)

Secondary Faculty _____ Date: _____

Reviewer Signature:

Student's Signature: _____ Date: _____

IV. Formal hearing requested by Primary Clinical Faculty:

Date of request: _____

Signature of Primary Faculty: _____

Signature of Principal: _____

Description of Unsafe Practice/Unethical Behavior:

Date of formal hearing: Student notified on: _____

Student's Signature: Faculty's Signature: _____

Student withdrawn from clinical area pending a hearing Date: _____

V. LEARNING CONTRACT:

A learning contract is a document drawn up by a student and his/her faculty, which outlines a learning problem(s), the action to overcome the problem(s), the specified time interval to accomplish the criteria for evaluation.

STUDENT: _____ FACULTY/ADVISOR: _____

A. STUDENT'S PROBLEM(S):

DATE: _____

B. SPECIFIC LEARNING CONTRACT:

Learning Objective	Learning Resources & Strategies	Documentation	Evaluation

Learning Agreement Approval:

Student: _____

Faculty: _____

Date: _____

APPENDIX G
SAIFEE BURHANI COLLEGE OF NURSING
EVALUATION FOR STUDENT PRESENTATION

Students' Name _____ Student #: _____

PRESENTATION TITLE: _____

INSTRUCTIONS: Please use the sliding scale provided to rank the items.

4 = Excellent

3 = Good

2 = Fair

1 = Poor

I.	PRESENCE / ENVIRONMENT				
1.	Sets up and controls the physical surroundings (room) to enhance the presentation	4	3	2	1
2.	Uses equipment appropriately	4	3	2	1
3.	Uses mannerisms (posture; hand gestures, bodily movements) Effectively	4	3	2	1
4.	Handles notes appropriately	4	3	2	1
5.	Manages visual Aids: clear, concise & readable	4	3	2	1
6.	Maintains eye contact with audience	4	3	2	1
	TOTAL = 24				

II.	CONTENT				
♦	<u>INTRODUCTION</u>				
1.	Topic is clearly introduced	4	3	2	1
2.	Objectives / purpose clearly stated	4	3	2	1
♦	<u>BODY</u>				
3.	Content is relevant to the topic	4	3	2	1
4.	Topic is covered in depth	4	3	2	1
5.	Integration of learned theory and concepts	4	3	2	1
6.	Logical progression of ideas	4	3	2	1
7.	Facts, examples, and illustrations provided to support main Issues	4	3	2	1
8.	Content reflects critical analysis of topic	4	3	2	1
9.	References integrated within context	4	3	2	1
10.	References relevant to topic	4	3	2	1
♦	<u>CONCLUSION</u>				
11.	Key points summarized	4	3	2	1
12.	End of speech is clear	4	3	2	1
	TOTAL = 48				

III.	TEACHING LEARNING STRATEGIES				
1.	Creative and stimulating presentation	4	3	2	1
2.	Strategies to the relevant topic	4	3	2	1
3.	Participation of audience encouraged	4	3	2	1
	TOTAL = 12				

IV.	PRESENTATION STYLE				
------------	---------------------------	--	--	--	--

1.	Accuracy of language	4	3	2	1
2.	Clear and audible presentation	4	3	2	1
3.	Presentation appropriately paced	4	3	2	1
4.	Compliance with time	4	3	2	1
TOTAL = 16					

- Comments about the strength and effectiveness of the presentation.
- Areas for improvement.

RATER: _____

DATE: _____

APPENDIX H
SAIFEE BURHANI COLLEGE OF NURSING
STUDENTS OBSERVATION FORM

Student Name: _____ Year: _____ Program: _____

Semester: _____ Date of Reporting: _____

Date of Occurrence: _____

TYPE OF PROBLEM:

- ☐ Policy Breach ☐ Damage or Theft ☐ Behavioral Issue
- ☐ Harassment ☐ Other: _____
- EFFECTED: ☐ Self ☐ Student ☐ Staff ☐ Other: _____ (Select all applicable)

DETAILS OF OCCURRENCE:

ACTION TAKEN:

- ☐ Verbal Warning Written ☐ Warning ☐ Suspension
- ☐ Refer to Disciplinary Committee ☐ Other: _____

REMARKS:

Program Coordinator Signature: _____ Date: _____

Principal Signature: _____ Date: _____

APPENDIX I
SAIFEE BURHANI COLLEGE OF NURSING
PARENT/GUARDIAN/TEACHER MEETING

Date: _____

Student Name: _____ GR. # _____ Program: _____

Year: _____ Semester: _____ Program Coordinator: _____

Parent/ Guardian Name: _____ Relation with Student: _____

Reason:

Parent Guardian Remarks:

Parents/Guardian Sign

Program Coordinator Signature

Principal's Signature

APPENDIX J
SAIFEE BURHANI COLLEGE OF NURSING
EMERGENCY RELEASE FORM

Date: _____ Day: _____ Time: _____

Student Name: _____ Reg. # _____ Program: _____

Particular of person with whom student is released.

Name: _____
(Last) (First) (Middle)

CNIC #: _____ Relationship with Student: _____

Contact # (Cell) _____ Contact # (Res) _____

Address: _____

Reason: _____

☐ Approved

☐ Not Approved

Remarks:

Student's Signature

Accompanying Person's Signature

Program Coordinator Signature

Principal's Signature

Date: _____ Program: _____

Year: _____ Semester: _____ Course: _____

Student's Name: _____ GN No: _____

Assignment Name: _____ Faculty: _____

50