

## RELATED LEARNING EXPERIENCES POLICIES

The Related Learning Experiences are the application of nursing theories in the skills laboratory, hospital, and community settings. It consists of 2,346 hours per CMO#14. Clinical rotations and clinical focus are utilized to ensure effective and efficient teaching and learning in the area. All nursing students are under the supervision of qualified Clinical Instructors.

Students must observe policies, rules and regulations agreed upon between the school and the base hospital, affiliating institutions and agencies.

### ORIENTATION

1. A student is required to attend the RLE general orientation every start of the school year or as scheduled.
2. A student who will not be able to join the orientation in the clinical area or Community on the first day of the rotation will not be allowed to go on duty in the specific area of assignment.
3. If the student will incur 50% absences, the duty for that specific rotation is forfeited. He will have to repeat the said rotation.

### GROOMING AND UNIFORM

#### A. Grooming:

1. Hair should be neatly fixed in bun. **Colored** hairs are not allowed.
2. Nails should be neatly trimmed/properly groomed. In no cases shall colored nail polish be allowed.
3. **No jewellery** is allowed except a watch with a second hand. Wedding ring may be allowed for married students except in the special areas.
4. Using perfume and aftershave cologne is prohibited while on duty.

#### B. Uniform:

##### 1. Hospital

- **Female:** white uniform with nameplate, white shoes , white stockings , white chemise; aprons shall be **worn only** when the student is at the clinical area of assignment.
- **Male:** white uniform with nameplate, white leather shoes and socks, plain white V-shaped T shirt worn as undershirt (tucked-in)
- **A complete set of Paraphernalia:**
  - a. pair of bandage scissor
  - b. prescribed color of pen
  - c. pocket notebook
  - d. 6 inch ruler
  - e. Watch with a second hand

- Others- penlight, drug handbook, BP apparatus, Thermometer, tape measure, student handbook

## 2. Community

- Uniform: white top with nameplate and blue slacks with black shoes and black socks
- A complete set of Public Health Nurse (PHN) bag.
- In addition to the paraphernalia, the student shall be required per group but each student shall bring the following:
  - a. Extra clothes
  - b. Slippers
  - c. Umbrella
  - d. OTC drugs

## 3. Special Areas (OR, DR and Nursery)

- a. White lab gowns, blue scrub suits, bonnets /caps (with embroidered names), and masks shall be worn inside the special areas.

## USE OF TELEPHONES AND OTHER MODES OF COMMUNICATION

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1. Cellular/mobile phones, pocket radio and similar electronic devices are not allowed.
2. Telephones and intercoms should only be used for official purposes and should not be used for fun.

## OTHER AREAS OF CONCERN

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1. Students are **prohibited to:**
  - Receive or entertain visitor.
  - Entering vacant or unoccupied rooms unless reason is justifiable.
  - Loafing from one unit to another.
  - Go to wards after duty hours.
2. Ask permission when leaving the area of assignment.
  - Snack – 15 minutes
  - Meal -30 minutes
3. Students are not allowed to SMOKE during snack and meal break
4. All relationships in the course of duty must be maintained at a professional level
5. Students should minimize unnecessary noise in the clinical/community areas
6. Students are not allowed to eat in the area/station.
7. If clinical instructors will not be around within 15 minutes from the start of duty, students should inform the clinical coordinator/level head/dean's office.
8. Transportation. In going to the community students are not allowed to use their private vehicle. They are expected to be in the meeting place (Lorma Quad) at exactly 7:45AM, otherwise they will be considered absent.

## **RLE GUIDELINES FOR THE ADMINISTRATION OF STUDENT DISCIPLINE**

The guidelines are specifically for RLE areas. Other guidelines may be found in the Lorma Colleges Student's Handbook. Therefore the guidelines for the administration of student discipline are not limited to what is included in the Lorma Colleges- College of Nursing (LC-CON) Student Handbook .

### **DISCIPLINARY ACTION FOR STUDENT'S MISCONDUCT**

<b>OFFENSE</b>	<b>DISCIPLINARY ACTION</b>			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>1. Dishonesty</b> a) Telling a Lie b) Cheating	Oral reprimand Letter of Explanation Promissory Note	Written reprimand Letter of explanation Promissory note Extension of duty (2 weeks)	Non-admission	
<b>2. Discourtesy</b> a) Not greeting school officials, faculty, staff and fellow students b) Shouting/Insulting/Making faces (2 <sup>nd</sup> offense) c) Calling names d) Lack of respect and refusal to obey valid orders given by teachers or superiors e) Disrespectfully answering back superiors f) Non- adherence to duty schedules g) Disrespectfully answering back superiors h) Non- adherence to duty schedules	Oral Reprimand Letter of Explanation Research Promissory Note	Written Reprimand Letter of Explanation Research Promissory Note Extension of Duty (1week)	Letter of Explanation Research Promissory Note Extension of Duty (2 weeks)	Non-admission
<b>3. Loitering</b> a) Receive or entertain visitor Entering vacant or unoccupied rooms b) Loafing from one unit to another c) Go to wards after duty hours without long pass	Oral Reprimand Letter of Explanation Research Promissory Note	Written Reprimand Letter of Explanation Research Promissory Note Extension of Duty (2weeks)	Extension of Duty (2 weeks) Letter of Explanation Research Promissory Note Extension of Duty (2 weeks)	Non-admission

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<b>4. Defamation against fellow students, faculty and other team members</b>	Oral Reprimand Letter of Explanation Research Promissory Note Extension of Duty(2 weeks)	Written reprimand Letter of Explanation Research Promissory Note Extension of Duty (2weeks)	Non- admission	
<b>5. Reporting for duty under the influence of prohibited/ dangerous drugs and alcohol while on duty</b>	Oral Reprimand Written Reprimand Letter of Explanation Research Promissory Note Extension of Duty (2 weeks)	Non- admission		
<b>6. Smoking during break time</b>	Oral Reprimand Letter of explanation Research Promissory Note	Written Reprimand Letter of Explanation Research Promissory Note Extension of Duty (2 weeks)	Letter of Explanation Research Promissory Note Extension of Duty (2 weeks)	Non-admission
<b>7. Possessing deadly weapons</b>	Oral Reprimand Written Reprimand Letter of Explanation Research Promissory Note Extension of Duty (2 weeks)	Non- admission		
<b>8. Stealing</b>	Non- admission			
<b>9. Vandalism</b> a) writing on table tops, arm chairs, walls and doors b) willful destroying school properties	Non- admission			
<b>10. Forging of Signature</b>	Non- admission			
<b>11. Falsification of School Documents</b>	Non- admission			

## PROCEDURES IN THE INVESTIGATION OF OFFENSE

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1. The witness of the violation shall submit a letter to the dean charging the accused within 8 hours after the incident.
2. The dean will require the accused student to write a letter stating his/her position of the alleged offense.
3. Partial investigation will be conducted by the Nursing Academic Council (NAC) regarding the case filed.
4. If the student is found guilty, he/she will be given with the appropriate sanctions based on the severity of the offense. The decision shall come from the agreement from the NAC and the Dean of the College.
5. If the accused student is proven innocent, the case is closed and all records pertinent to his/her case are destroyed and he/she shall be allowed to resume classes and duty and will make up for absences incurred during his/her suspension.

## PROCEDURE FOR REPORTING COMPLAINTS

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The complaint reported will be handled on case to case basis, such that:

1. **Student to Clinical Instructor** . The student is required to submit a complaint letter addressed to the Level Head.
2. **Student to Student**. The student is required to submit a complaint letter addressed to the Adviser.
3. **Clinical Instructor to Student**. The student is required to submit a complaint letter addressed to the Level Head.

**Note: If the complaint reported has not been resolved, the case will be lifted to the Disciplinary Committee of the College of Nursing**

## STUDENT'S ABSENCES

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1. Absences
  - 1.1 The student is required to submit his class card to the Clinical Instructor every first day of the shifting. No class card means the student is not enrolled.
  - 1.2 A clinical duty is forfeited if he did not attend the general or unit orientation.
  - 1.3 The student is discouraged from incurring absences. If a student incurred 50% absence of the whole rotation, the student must repeat exposure in the assigned area.
    - 1.3.1. Unexcused absence = 1:7
      - 1.3.1.1. Family Reunion
      - 1.3.1.2. Running for an Errand
      - 1.3.1.3. Unavailable rides/traffic or any other reasons w/c do not constitute excused absence
    - 1.3.2. Excused absence will be rationed from 1:1 to 1:3 or on a case to case basis
      - 1.3.2.1. Sickness/Illness supported by a Medical certificate
      - 1.3.2.2. Death of immediate Family members
      - 1.3.2.4. Represented the College in competition or any similar event.

## 2. Tardiness

2.1. Three (3) consecutive and cumulative tardiness is equivalent to one unexcused absence with an equivalent seven (7) make-up duties. A student is considered late if he reports:

- a. 6:01 – 6:15 for 6am to 2pm shift
- b. 2:01 - 2:15 for 2pm to 10pm shift
- c. 10:01 – 10:15 for 10pm to 6am shift

2.2. A student is considered absent if he reports 16 minutes onwards of the shifting time, which is equivalent to one unexcused absence with an equivalent seven (7) make up duties.

2.3. A student shall complete the admission slip.

## 3. Make-up Duty

1.4 Shall be conducted at the Lorma Medical Center with a specific make-up duty fee.

1.5 Medical Mission shall not take the place of a make-up duty.

1.6 A student shall complete the makeup duty form in triplicate copies (a copy for the office, the clinical coordinator and the student).

## 4. Completion of Cases

A student shall fill up the request for completion of cases in triplicate copies.

1. Completion of cases may be done during holidays or weekends with specific fee.
2. All cases shall be completed before graduation.
3. All slips (OR, DR, Nursery) shall be accomplished and submitted on the last day of duty in the area of rotation for monitoring purposes.

## **PROFESSIONAL DECORUM**

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Students of Lorma Colleges' College of nursing are expected to behave properly at all times especially in the school premises. The guidelines are as follows:

1. Courteously knock on every door before entering any room, wait for acknowledgement then introduce yourself.
2. Maintain a moderate tone voice anywhere especially along the corridors, classrooms, and patients' room.
3. Greet patients, relatives, teachers, employees, and peers as you meet them.
4. Friendliness is encouraged but always maintains professionalism since too much familiarity may compromise the respect for each other.
5. Confidentiality on patients' information should be observed.
6. Practice and maintain good posture at all times.
7. Students are not allowed to go out of the hospital compound for their snacks/meals.
8. Bringing in prepared foods should only be eaten at the designated places.
9. Allowed time for snacks is 15 minutes and 30 minutes for mealtime in any given shift.
10. Students must observe humility, tactfulness, and respect when dealing with others. Always observe the code of ethics for Nurses and practice the golden Rule in everyday life.

11. Students must wear the prescribed uniform at all times with dignity and respect and should be worn only in the school and hospital premises.
12. Students are not allowed to entertain visitors while on duty. Should an emergency occur where an immediate member of the family is involved, permission from the clinical instructor must be sought first.
13. Gambling, smoking, and drinking of alcoholic beverages and drug use are strictly prohibited.
14. In cases of emergency, the unit's telephone may be used with permission from the staff and the Clinical Instructor. Otherwise, use of the unit's telephone is not allowed.
15. Promptness at all times, in all occasions and in any setting must be observed.
16. Students must strictly adhere to the hospital/community school policies, rules, and regulations.
17. Students should not loiter around while in school premises. These preceding guidelines for professional decorum are not limited to as written. Other guidelines for social norms and general behavior are written in the Lorma Colleges' Student Handbook. And must strictly observe.

### **CLASSROOM**

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1. The students are required to wear the prescribed college uniform in the given day.

Monday/Thursday - institutional uniform with blue slacks

Tuesday/Friday - clinical uniform (without apron for females) with black shoes  
Wednesday/Saturday- clinical uniform (without apron for females) with black shoes

2. The students should strictly comply with the policies stated above, in terms of punctuality, attendance, compliance to the requirements, etc.
3. Every semester, there are three major Examinations, namely: Prelims, Midterms, and Final Examinations.
4. Any forms of misconduct like cheating, behaviors, etc, will be subjected to disciplinary action.

### **LEAVE OF ABSENCE**

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A student who wishes to file a leave of absence is required to write the Dean a letter stating the reason for leave. A student who has been granted a leave of absence shall only be given a grace period of not more than one year. A student who goes beyond the given grace period will no longer be readmitted.

### **MARRIED STUDENTS AND PREGNANCY**

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The school considers pregnancy in a student's life a serious matter because it could impair her ability to do well in the school. However in cases of pregnancy, the student shall file a letter of request to the Dean for a leave of absence until she gives birth.

## PREGNANCY OUT-OF-WEDLOCK

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In case a student gets pregnant out-of-wedlock, pregnancy test shall be repeated and attention of the parents shall be called. She will be advised to enrol minor subjects only. Waiver be accomplished stating that the school shall not be held liable in case untoward incident will have related to pregnancy.