

Revised  
March 2008

## SCHOOL OF NURSING

### Faculty of Medicine and Health Sciences

#### **Guidelines for pre-registration student involvement in the ordering, storage, administration and recording of medicines**

1. **Local policy takes precedence over these School guidelines.** If local policy affects these guidelines students are encouraged to discuss alternative learning opportunities with their mentor and/or relevant member of the Practice Learning Team.
2. Students must observe and participate in the ordering, storage, administration and recording of medicines **only under** the direct supervision of a registered nurse/midwife.
3. Students may only participate in the administration of medicines following theoretical preparation:
 

Diploma / BSc students:	year 1, semester 2
MNursSci students:	year 2, semester 3
Midwifery students:	year 1, semester 1
4. The registered nurse/midwife concerned is accountable for medication procedures and as such signs any documentation relating to these procedures. This accountability cannot be delegated to students. As part of the learning experience students may also sign documentation but must not be the only signatory.
5. In exceptional circumstances a registered nurse/midwife may feel unable to take responsibility for the supervision of a student. In that instance the student should not be involved in medication procedures, and, where appropriate, this should be discussed with the Practice Learning Team representative and the student's personal tutor.
6. It is recognised that in certain placement areas staff other than registered nurses/midwives administer medicines, following in-house courses of training and local protocols. However these individuals cannot supervise students undertaking medication procedures. Students may observe in these instances but can only participate if under the supervision of a registered nurse/midwife.
7. Students who participate in medicine administration must do so with awareness of the requirements of the Nursing and Midwifery Council (NMC), which can be accessed on the NMC website.

**PLEASE NOTE:** Registered nurses/midwives have to undertake approved preparation for expanded roles in relation to some medicine administration procedures e.g. intravenous medication.

**ALWAYS ADHERE TO LOCAL POLICY REGARDING THIS.**

NMC Website Address: [www.nmc-uk.org.uk](http://www.nmc-uk.org.uk)

## School Of Nursing Uniform/Dress Code Policy

### Introduction

The School of Nursing policy requires that uniforms should only be worn when undertaking clinical experience in the hospital environment, in the community setting or whilst on escort duty. In some areas the wearing of non-uniform clothing is recognised as being of therapeutic value, particularly in some mental health and learning disability settings. However, it is important to recognise the need to promote a safe and professional image at all times whilst working with staff and service users.

Students who have specific cultural dress requirements should discuss their needs with the Common Foundation Programme Leader at their centre.

### General Information

#### Jewellery

- a) Rings: no jewellery other than a plain band should be worn.
- b) Watches: no wrist watches to be worn with uniform. A fob watch may be acceptable in some placement areas, but consideration must be given to the client group involved, such as children or the elderly.
- c) Earrings: one pair of plain ear studs only.
- d) Visible body piercing jewellery should not be worn.

No other jewellery should be worn.

#### Hair

- a) Hair that falls to the collar or below should be tied up.
- b) Minimal hair ornamentation may be used.

#### Perfume/Aftershave

- a) If worn, this should be discreet.

#### Nails

- a) Varnish is not permitted.
- b) Clean and short.

#### Name Badges

It is necessary and important to recognise that, as part of a quality service, name badges/ID cards should be worn at **all** times whilst on duty and kept securely.

#### Travelling

If uniforms are worn for travelling between home/accommodation and in the practice setting, a full length coat must cover the uniform. This should be of a subtle appearance.

## **Uniforms**

These should be clean at all times, in line with infection control procedures.

### **Female**

- a) Black or beige tights, according to local policy.
- b) Flat, black leather type shoes (non-suede) with non-slip heels and soles. No open-toes.
- c) Pale blue issue dresses should be knee-length or below.
- d) Plain, navy-blue cardigans, jackets or fleeces for outdoor duties only (optional).
- e) Pale blue issue tunics.
- f) Navy-blue issue trousers.
- g) Pale blue issue polo shirts (child branch only).
- h) Dark coloured socks to be worn with navy blue issue trousers.

### **Male**

- a) Dark coloured socks.
- b) Flat black leather type shoes (non-suede) with non-slip heels and soles. No open-toes.
- c) Pale blue issue tunics.
- d) Navy issue trousers.
- e) Plain, navy-blue cardigans, jackets or fleeces for outdoor duties only (optional).
- f) Pale-blue issue polo shirts (child branch only).

### **Dress Code**

- a) Some areas/departments have their own dress codes. These should be adhered to with regard to the University's Uniform/Dress Code Policy.
- b) Clothing should be smart, clean and comfortable to wear, bearing in mind the duties to be undertaken.
- c) Clothing should conform to the Health and Safety at Work Act legislation and the guidelines concerning Moving and Handling within the School of Nursing.
- d) It is essential to present a professional image in areas where uniform is not required to be worn.

### **Summary**

Students are expected to maintain a satisfactory standard of dress in the clinical environment. Students should not wear their University of Nottingham student uniform when they are working as bank/agency nurses. Compliance with the University of Nottingham, School of Nursing Uniform/Dress Code Policy is essential to maintain a safe and professional image. Failure to comply with the Policy may result in disciplinary action being taken.

## School of Nursing Code of Conduct

Version 1 March 2008

### **Guidance for Students: expected attitudes and behaviour**

As a student you are studying for both a university award and a professional qualification. Consequently you are expected to comply with both University and Nursing & Midwifery Council guidelines regarding conduct. This is particularly important for self regulation of the profession in protecting the public and society. Nursing, as a self –regulating profession, requires individuals seeking registration to meet certain requirements in relation to good health and good character, demonstrating through their conduct a 'moral strength' which enables them to distinguish between what is right and wrong (DH 2006). Therefore the School must ensure you are fit to practice at point of registration.

The School of Nursing selects students whom it believes will demonstrate appropriate attitudes and behaviour from the start. The School's curricula also have specific objectives for professional attitudes and behaviour, together with opportunities to facilitate their achievement. Students who fail to meet these standards will be offered advice and guidance. Students who persistently display inappropriate professional attitudes and behaviour will not be allowed to continue on their course. You should read the requirements laid down for Nursing Practitioners in the NMC Code of Conduct and the Good Character and Good Health Guidance (see [www.nmc-uk.org](http://www.nmc-uk.org)). Conduct that is seen to contravene the Code or the Guidance may give rise to concerns regarding your fitness to practice and ultimately have implications for your NMC registration.

**Where the Code refers to Patients this is inclusive of patients, service users, carers, family members, significant others and members of the Public whom students come into contact with as part of their course of education.**

### **Student Responsibilities**

#### **a. General attitude and behaviour**

##### **You are expected to:**

1. Ensure your views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age or social status do not prejudice your interaction with patients, staff or colleagues.
2. Inform the School if you have any disability or condition that might affect your studies or pose a risk to patients or colleagues and participate in risk assessments considered necessary to ensure appropriate support is available and reduce risks to yourself and others.
3. Maintain appropriate standards of dress, appearance, personal hygiene and conduct so as not to cause offence to patients, staff or colleagues, impair your performance or jeopardise safety and comply with dress codes as appropriate. General appearance, facial expression and other non-verbal signals are important components of good communication in the wider UK community. Any form of dress which interferes with this (such as covering the face or wearing excessive jewellery) should be avoided.

4. Demonstrate probity i.e. integrity, honesty and trustworthiness in personal, academic and practice settings. This includes both verbal interaction (such as interpersonal relationships) and written activities (including practice documentation and academic assignments).

#### **b. Attitudes and behaviour towards patients**

##### **You are expected to:**

1. Demonstrate respect for patients, carers, family and significant others that encompasses, without prejudice, diversity of background and opportunity, language, culture and way of life. This includes treating patients professionally, politely and considerately, respecting patients' privacy and dignity and respecting their right to refuse to take part in teaching.
2. To develop appropriate professional relationships with patients, maintaining clear boundaries at all times.
3. Always make clear to patients that you are a student and not a qualified nurse, and not give nursing advice or recommend treatment unless under supervision.
4. Make sure the patient has agreed to your presence and involvement.
5. Discontinue interaction if the patient indicates a wish to stop.
6. Treat information about patients as confidential and not divulge it to anyone not involved in the patient's care. This principle of confidentiality includes not discussing patients with other students or professionals outside the clinical or educational setting.
7. Not abuse a patient's trust.
8. Seek and follow advice from your named mentor/ personal tutor about modifying clinical contact with patients if you have any condition that can be passed on to patients, or if your judgement or performance could be significantly affected by your condition or illness or its treatment.
9. Act quickly to protect patients from risk if you have good reason to believe that you or a colleague may not be fit to practice, by reporting any concerns to a senior member of staff.
10. Recognise the limits of your professional competence and role boundaries.

#### **c. Attitudes and behaviour towards staff**

##### **You are expected to:**

1. Demonstrate respect for academic, clinical and support staff, and treat them with consideration whether in a taught class, administrative offices, the Library, Skills Lab, IT facilities, clinical or social settings.
2. Attend all classes and clinical skills sessions promptly and in appropriate dress; not leave early (except by arrangement with the staff concerned); observe safety rules and not behave disruptively.

3. Notify the relevant teacher, in advance if possible, of teaching sessions you are unable, for good reason, to attend.
4. Report absence from the course to the School of Nursing student services department and clinical settings where appropriate with an explanation.
5. Follow rules and instructions about examinations, in particular by arriving promptly, bringing only permitted materials, and being silent on entering the exam room.
6. Submit coursework, assignments, practice assessment records and other documentation as required.
7. Maintain communication with staff by:
  - 7.1. attending scheduled appointments with personal tutors and initiating additional contact where necessary;
  - 7.2. responding promptly to requests for information and completing all appropriate forms, including those used to record extenuating circumstances which may affect performance or cause absence from examinations;
  - 7.3. regularly reading your university e-mail and checking teaching notice boards;
  - 7.4. participating responsibly in student feedback processes.
8. Actively engage in remedial work after poor academic or clinical performance.

#### **d. Attitudes and behaviour towards students**

##### **You are expected to:**

1. Demonstrate respect for other students that encompasses, without prejudice, diversity of background and opportunity, language, culture and way of life.
2. Take responsibility for supporting other students in academic, practical and clinical work.
3. Be prepared to inform an appropriate member of staff if you observe behaviour in colleagues which is at variance with the standards outlined in this document.

#### **General Student Responsibilities**

In addition to the responsibilities specific to your role as a student, the University has guidelines about student responsibilities which you are also expected to observe.

##### **You are expected to:**

1. Take significant responsibility for your own learning, personal development and well-being, including:
  - 1.1. making yourself familiar with all dates relevant to the course and being available when required for, teaching and assessment
  - 1.2. attending practice as required, complying with NHS Trust and School policies and guidance in relation to working hours and shift patterns

- 1.3. raising any problems affecting your studies with your personal tutor, programme leader, course director or other appropriate member of staff (see extenuating circumstances procedure)
    - 1.4. completing achievement of practice documentation and coursework on time
    - 1.5. avoid all forms of cheating and plagiarism, academic honesty is considered an aspect of fitness to practice
2. Read and comply with the University's Regulations and Codes of Practice relating to students including safety guidelines and instructions
3. Take advantage of the support services provided for you if you need them
4. Satisfy all financial obligations to the University in a timely fashion
5. Keep the School of Nursing informed via the Student Portal of any changes to your contact details
6. Assist in the continued development of the University by letting us know where improvements can be made and by participating in our decision making processes as appropriate
7. Acknowledge that you have responsibilities to members of the student and non-student communities in which you are resident
8. Respect the rights and property of all staff, fellow students, visitors and those living in the area whose day to day lives do not necessarily coincide with that of student life
9. Recognise that your conduct and behaviour on or off campus reflects on you and the University and undertake to act with consideration and respect for the welfare and interests of your fellow students and members of the wider community
10. Recognise that your conduct and behaviour on or off campus can have an effect on your professional standing and therefore your fitness to practice and ultimately registration with the NMC (see Fitness to practice policy [www.nottingham.ac.uk/quality-manual/study-regulations/fitness-to-practise.htm](http://www.nottingham.ac.uk/quality-manual/study-regulations/fitness-to-practise.htm)). Areas and examples of misconduct are given in appendix 1
11. Comply with the Nursing and Midwifery Councils statutory requirements to achieve competence in practice. Part of this is the NMC [NMC Circular 33/2007] maintenance of an ongoing record of achievement; The School of Nursing has formulated this as the Continuity of Practice Assessment Record that will be viewed by placement mentors and academic staff. The record may contain 'personal data' and 'sensitive personal data' [Sections 1 & 2 Data Protection Act 1988. In relation to this the NMC has taken legal advice and it is confirmed that the NMC 'is perfectly competent to require the student nurse to consent to the process of confidential data about him or her in the process of assessing his/her fitness to be a nurse'. You are therefore required to consent to this sharing of confidential data, should you not consent then this would be

incompatible with ensuring fitness to practice and therefore you would be unable to meet programme requirements.

### **References**

Department of Health (2006) **The Regulation of the Non-medical Healthcare Professions: a Review by the Department of Health**. London, Stationery Office

It is essential that you read the following, available on your course web-site:

Course Handbook

Plagiarism: School of Nursing Guidelines

Code of Conduct for students in the classroom/lecture theatre

Guidelines for Extenuating Circumstances



### Appendix 1: Areas and examples of misconduct which may be considered Fitness to Practice issues

Areas of misconduct	Examples of misconduct
Criminal conviction / caution	<ul style="list-style-type: none"> <li>a) Theft</li> <li>b) Financial fraud</li> <li>c) Possession of illegal substances</li> <li>d) Violent behaviour</li> <li>e) Child / vulnerable adult abuse</li> </ul>
Substance misuse	<ul style="list-style-type: none"> <li>a) Drunk driving</li> <li>b) Substance use (drugs or alcohol) which impacts on behaviour in the School and / or practice setting</li> <li>c) Drug possession, use and / or dealing</li> </ul>
Violent behaviour	<ul style="list-style-type: none"> <li>a) Bullying</li> <li>b) Harassment</li> <li>c) Verbal abuse</li> <li>d) Physical violence</li> </ul>
Persistent inappropriate attitude / behaviour	<ul style="list-style-type: none"> <li>a) Lack of commitment</li> <li>b) Non attendance</li> <li>c) Poor/lack of appropriate communication</li> <li>d) Rudeness to patients, colleagues, fellow students and others</li> </ul>
Cheating / plagiarism	<ul style="list-style-type: none"> <li>a) Cheating in examinations</li> <li>b) Passing off other's work as your own</li> </ul>
Dishonesty / fraud	<ul style="list-style-type: none"> <li>a) Falsifying practice documentation</li> <li>b) Financial fraud</li> </ul>
Unprofessional behaviours / attitudes	<ul style="list-style-type: none"> <li>a) Breach of confidentiality</li> <li>b) Misleading patients about their care</li> <li>c) Harassment</li> <li>d) Failure to maintain appropriate professional boundaries e.g. forming inappropriate relationships with patients</li> <li>e) Discrimination</li> </ul>

(Adapted from the General Medical Council's CHMS/GMC Guidance on Student Fitness to Practice ESC07-21d)