

**STUDENT HANDBOOK**

**2022**

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# **1. INTRODUCTION**

## **▪ MESSAGE FROM CHAIRMAN EXECUTIVE COMMITTEE & MANAGING TRUSTEE – CHINIOT ANJUMAN ISLAMIA**

It gives me immense pleasure to see Chiniot Institute of Nursing and Midwifery become a reality. Chiniot Anjuman Islamia has invested heavily in the Institute's physical infrastructure and we look forward to see our talented youth graduating from this new Center of Excellence at CGH.

May Allah grant us the ability to take the noble profession of nursing to higher levels of service for ailing humanity.

**S.M. SALEEM**

Chairman & Managing Trustee.

## ▪ **MESSAGE FROM THE MANAGING COMMITTEE**

CINM represents an essential link between accumulated knowledge of the nursing profession and its transfer through student nurses to the practical field of patient care.

CINM is a platform for collaborative effort. Chiniot Anjuman Islamia – through Chiniot General Hospital - has put together quality infrastructure; the CINM Faculty will do its very best to impart knowledge. It is now for the student body to make the best use of resources and expertise placed at their disposal, and emerge as professionals destined to serve patients in need of nursing care.

## ▪ MESSAGE FROM THE PRINCIPAL

### **Welcome to the Chiniot Institute of Nursing and Midwifery – Class of 2022!**

Congratulations on admission as the first batch of Bachelors of Science in Nursing (BSN) Degree Program at CINM.

Nursing is one of the most professional and spiritually rewarding careers as it makes a lasting difference in the lives of patients in need of medical care. Throughout my nursing career, I have had the opportunity to work in different clinical fields including Critical Care Nursing, Long-Term Care, Urgent Care, as well as Education Management and Administration. I did my Masters of Science in Nursing (MScN) in 2010, Post RN BScN in 2005 and Diploma in Nursing in 1999 from Aga Khan University.

I have vast experience of working at AKU, Ziauddin University and private colleges as Principal, Assistant Professor, Administrator, Faculty Member and Staff Nurse. Areas of expertise include Education, Administration, Critical Care Nursing, Emergency and Urgent Care, Pediatrics, and Cardiology. Serving as external thesis examiner at Dow University of Health Sciences. Presently serving Chiniot Institute of Nursing and Midwifery (CINM) as Principal and member managing committee to promote the Nursing Profession and lay the foundation of BScN Degree Program.

As Principal at CINM, I wish to see students build a sound foundation for learning, be able adopt new technologies, and ultimately apply their accumulated knowledge in their nursing practice, while maintaining focus on the human elements in health care. At CINM, we will strive to nurture and assist you in development as professional nurses capable of delivering holistic service to the community.

Your time at the Institute will be packed with new learning and development opportunities and challenges, and we hope you will enjoy your studies as well.

I welcome you all with the promise to assist students to feel at ease in the new surroundings.

All the very best!

**Ms. Saima Mehboob Ali Merchant**  
**MScN, BScN, RN(AKU), RM**  
**Member Managing Committee**  
Founding Principal and Assistant Professor  
Chiniot Institute of Nursing and Midwifery  
Korangi, Karachi

■ **MANAGING COMMITTEE – MEMBERS’ PROFILE (with pictures)**

Mr. Farrukh Naseem - Chairman	MBA from Institute of Business Administration, Karachi. Management Consultant with Price Waterhouse/PriceWaterhouseCoopers from 1979 to 2007. Specialist in Institutional Strengthening, Organization Design, Talent Management, and Financial Management
Mr. Abdul Rauf Farouk - Member	Decades of experience in Trade and Industry starting with carpet yarn manufacturing facility followed by wool scouring unit, export of raw wool and carpet yarn. Setup Leather Garment Export unit in 1985 followed by are rolling Mills and Sugar mills in 1994. Managing Aesthetic life as a distributor company specializing in of Medical Aesthetics since 2005
Mr. Arif Elahi - Member	MBA from Institute of Business Administration, Karachi Retired Federal Secretary ®. Served in the Public Sector for 33 years and Private Sector for 10 Years. Major assignments include Secretary Industries, Secretary Labor, Secretary Tourism, Secretary Investments, Chairman PNSC, DC Karachi, DC Quetta and Head of Taxation-Baluchistan. Taught at National Institute of Management, IBA, and Civil Services Academy. Actively involved in social sector and recognized charities.
Brig Dr M. Munir ® TI(M) - Member/ Medical Director- CGH	MBBS (Dow) and MSc (Medical Administration) from Quaid-e-Azam University. Over 35 years experience in medical administration at Civil and Military Hospitals all over Pakistan. Served as Director Training at Armed Forces Post Graduate Medical Institute, General Manager Health at Fauji Foundation Head Office, and Chief of Medical Support Unit at United Nations Headquarters in New York, USA from 2012 to 2015. Awarded Tamgha e Imtiaz for meritorious services in Pakistan Army.
Prof. M. Javed - Member	MBBS; DCH; MCPS; MD; MRCGP degrees Member BOG Chiniot General Hospital Head Department of Paediatrics, Chiniot General Hospital Director Research, Chiniot General Hospital Chairman Coordination Committee, Chiniot Anjuman Islamia Ex member PMDC (Inspection Team) Ex Member BOG Hamdard University EX Dean of Health and Medical Sciences, Hamdard University Ex Head and Professor of Pediatrics, Hamdard University
Dr. Rafia Ansari - Member	MBBS(LUMS), MCPS and FCPS from College of Physicians and Surgeons, Pakistan. A renowned gynecologist, performing the roles of Consultant and Head of Gynecology/Obstetrics for decades. Supervisor of CPSP for Post Graduate Training with 25 years of medical experience including 13 years of teaching experience. Performed senior roles in leading health institutions. Associated with Chiniot General Hospital since 2002



## ■ **OVERVIEW OF - CHINIOT INSTITUTE OF NURSING AND MIDWIFERY**

~ The Chiniot Institute of Nursing and Midwifery (CINM) was established in 2020 to educate and train nurses for Bachelors of Science in Nursing (BSN) degree program and diploma courses.

### ~ **VISION**

To be a leading Nursing & Midwifery Institute for providing high quality healthcare education, training and research opportunities.

### ~ **MISSION**

CINM is committed to produce highly capable, dedicated and qualified nurses through knowledge, skills, and research to meet the healthcare demand, domestically and internationally.

### ~ **CORE VALUES**

- Accountability
- Ethical standards
- Integrity
- Innovation
- Respect for dignity and well-being of others
- Caring
- Excellence
- Diversity
- Social justice

### ~ **ACCREDITATIONS**

- Recognized by Pakistan Nursing Council, Islamabad.
- Approved by Health Department, Government of Sindh
- Affiliated with Jinnah Sindh Medical University
- Clinical associations
  - ~ Chiniot General Hospital, Korangi
  - ~ BakhtBhari Chiniot Hospital, Azam Town
  - ~ Chiniot Mother and Child Hospital, Nazimabad

## ▪ **ACADEMIC PROGRAMS - BACCALAUREATE PROGRAM IN NURSING**

### **Program Purpose and Objectives**

The purpose of the baccalaureate in nursing program is to prepare qualified nurses to be health care providers, designers, leaders, managers, and coordinators of care, as well as accountable members of the nursing profession who:

- Utilize critical thinking to synthesize knowledge derived from nursing, natural and behavioral sciences, humanities and arts in the practice of professional nursing.
- Practice professional nursing competently in diverse settings, utilizing caring, critical thinking and therapeutic nursing interventions with individuals, families, aggregates and communities, at any developmental stage, and with varied lived health experiences.
- Utilize the requisite knowledge and skill to practice independently and collaboratively with other health professions as an advanced beginner professional nurse.
- Integrate research findings and nursing theory in decision making in professional nursing practice.
- Apply concepts of leadership, autonomy & management to the practice of professional nursing.
- Integrate professional caring into practice decisions that encompass values, ethical, moral and legal aspects of nursing.
- Communicate effectively with clients, peers and other health care providers.
- Respect the dignity, worth and uniqueness of self and others.
- Participate in the advancement of the profession to improve health care
- Accept responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a learner, clinician and leader.

## ■ **LEARNING OUTCOMES, LEVELS AND TERMINAL OBJECTIVES**

On successful completion of the BSN program, nursing graduates will have the knowledge, skills and competence to:

- Describe the basic terminology, key ideas, acknowledging sources, on accuracy, on rational argument, and development of questioning attitude.
- Describe the specific facts, terms, and basic principles with ability to understand, interpret and express coherently.
- Identify, describe and utilize the literature and language of the discipline appropriately.
- Incorporate historical, social, legal and ethical aspects of health care in professional nursing
- Explain the basic concepts of nature and social sciences relevant to nursing.
- Demonstrate skills appropriate to the subject including laboratory skills and ability also to articulate clearly
- Demonstrate critical thinking in the assessment, planning and evaluation of client care through synthesis and application of validated knowledge and theories from nursing, humanities, and psychological, and social health sciences
- Demonstrate the ability to establish, maintain and terminate therapeutic relationships with clients.
- Implement nursing processes to promote, maintain and restore the health of individuals, families, groups and communities.
- Formulate clinical judgment that is based on critical inquiry and analytical reasoning.
- Demonstrate the ability to handle cognitive complexity, and apply knowledge and skills in new situations.
- Apply creative solutions and approaches in the clinical area.
- Apply research-based knowledge and experience to reflect upon practice
- Assess, plan, implement and evaluate programs of care with clients and inter-professional health care teams.
- Demonstrate leadership and beginning competencies in managing health care team, managing resources and coordinating health care.
- Demonstrate effective health care teaching skills to promote behavioral and attitudinal changes in patients and other health care team members.
- Take and defend positions to formulate creative solutions to problems
- Assume responsibility for own learning, both independent and collaborative.
- Use critical thinking as a basis for identifying health-related needs of individuals, families, and communities.
- Integrate ethical, legal, and economic accountability into professional nursing practice.
- Engage in activities to promote the development of the profession of nursing
- Take responsibility for own future learning needs in new situations
- Learn from experiences gained in different contexts and assimilate new knowledge and skills into practice, audit own skills, perform analyses, and monitor personal development

- Integrate best practices in nursing education to promote student success.
- Coach graduates to provide safe, evidence-based, patient-centered care that reflects ethical clinical judgment and inter-professional collaboration.
- Participate in the delivery of care within a variety of environments with the goal of reducing health disparities.
- Offer innovative programs of study that are responsive to the changes in the health care environment.
- Contribute to the profession of nursing by engaging in leadership, scholarship, and practice activities.
- Demonstrate the art and science of professional caring incorporating the professional values of the discipline of nursing.
- Demonstrate utilization, integration and application of knowledge generated through research as evidence in practice.
- Perform a comprehensive assessment of individuals, families and aggregates utilizing current technologies when needed.
- Practice safe evidence-based nursing care.
- Promote health through education, risk reduction, and disease prevention.
- Appreciate human diversity and the implications of a global health care environment.
- Acknowledge and assess the spirituality of self and others.
- Use information and communication technologies to care for patients and to enhance one's own professional knowledge.
- Evaluate therapeutic nursing care for individuals, families and aggregate groups in a dynamic, multi-faceted health care system according to accepted standards of practice.

(PNC curriculum 2011)

## ▪ **Eligibility Criteria for Admission to BSN Degree Program**

### **Qualification (20% weightage)**

Matric Science (Physics, Chemistry & Biology as compulsory subjects) and FSc (Pre-Medical) with minimum 50% marks (Physics, Chemistry & Biology as compulsory subjects)

### **Gender**

Both males and females can apply as per PNC Admission Criteria including:

- ~ Entry Test with minimum of 60% marks.
- ~ Interview (20% marks) with nursing faculty and leaders from the local nursing community
- ~ Background check. Students who do not pass the criminal background check will not be admitted.
- ~ Ability in basic computing and related technologies. This includes functional level of knowledge and skills related specifically to Microsoft Office Word, Excel, and PowerPoint. Additionally, students must be able to navigate the Web, and the Institute's communication system.
- ~ Meeting above requirements does not guarantee acceptance. Applicants will be notified whether or not they have been selected for interview or admission through WhatsApp and e-mail. Applicants can also check the selection list of candidates at the Institute Admin office.

**ADMISSION SCHEDULE FOR BS-Nursing (GENERIC) DEGREE  
PROGRAM - SESSION 2022-23**

<b>S. NO</b>	<b>CONTENT</b>	<b>DATE</b>
01	Advertisement in Newspapers	Feb 25, 2022
02	Issuance of Application Forms	Feb 25, 2022
03	Last date for submission of Complete Application Forms	March 5, 2022
04	Admission Test	March 8, 2022
05	Interviews	March 12, 2022
06	Last date for Payment of Dues	March 15, 2022
07	Submission of Documents and Physical Fitness Form	March 15, 2022
08	Induction/Orientation	March 20, 2022
09	Commencement of Classes	March 24, 2022

## ■ **HEALTH REQUIREMENTS**

- Standards for student health are intended to protect the health of students as well as patients with whom they will be interacting. A copy of the Pre-Entry Health Assessment Form appears in the Forms section. All prescribed medical test reports must be submitted by the due date. Health requirements for all nursing students are as follows:
  - A physical exam for students prior to joining the course. Appointments for physicals can be made at Chiniot General Hospital by calling 35063443-Ext 328 from 8:15 am to 1:30 pm, Mondays through Fridays.
  - A completed Tetanus-Diphtheria series with booster every 10 years. At least one booster should be the TD&P (Tetanus, Diphtheria, and Pertussis) unless contraindicated.
  - Negative PCR results for COVID-19
  - Hepatitis B vaccine series or documentation of completed series. If documentation is not available, proof of immunity through titer level is acceptable.
  - Additional Laboratory Tests may be required based on specific health care facility requests.
- Please refer to the checklist to ensure you have completed all requirements prior to the first day of class. Please notify the CINM Admin Office of any subsequent changes.
  - Completion of Health Assessment Form (located in the Forms section of the Student Handbook)
  - Completion of Immunization Form (located in the Forms section of the Student Handbook)
  - Chest x-ray
  - Statement of acknowledgement of policies and procedures as set forth in the CINMs student Handbook (see Forms section)
  - Confidentiality agreement (see Forms section)
  - Consent for photographs or video (see Forms section)
- Failure to submit, or falsification of any the above documentation are grounds for dismissal from the Institute. Student documents must be current and complete in order to participate in any clinical practice learning experience that involves interaction with patients or clients. Students who do not have clearance may not be able to complete the Program.

## ■ **PROGRESSION**

- **Students must meet the following criteria in order to progress and graduate from the nursing Program:**
  - Mandatory attendance of at least 85% in theory classes and 100% in clinicals
  - Successful completion and clearance of all internal evaluations in each semester (20% weightage)
  - Grade of “satisfactory” (S) in all clinical/lab components of all nursing courses
  - Successful completion and clearance of affiliated University Exam (80% weightage)

- Students who do not meet all of the above criteria must petition to the CINM Admission, Progression, and Graduation (APG) Committee to request consideration to remain in the nursing program. The petition must be received by the APG Committee or turned in to the Principal Office no later than three business days following official faculty submission of grades

## ▪ **GUIDELINES FOR STUDENTS**

- Failure (a grade lower than “C” in two (2) nursing courses leads to automatic cancellation of enrollment from the nursing Program.
- A student may not repeat more than one nursing course.
- Students who are not enrolled for two or more consecutive terms must re-apply to the Program, but are not guaranteed readmission.

### Course Failure

- “Course Failure” is defined as earning a grade less than a “C” in any course required to complete the BSN degree, inclusive of elective course work as required in the Program curriculum.
- Should a student earn a failing grade in a single class, s/he may repeat that class in the next available semester.
- In the event a student earns a failing grade in two or more courses at any point in the Program, s/he will be dropped from the Program.

## ▪ **DECELERATION FROM COHORT PLAN OF STUDY**

The traditional BSN Program is offered as a full-time program of studies. Students must keep pace with progression of the Program offered.

## ▪ **DROPPING OUT**

- Students who wish to withdraw from the Nursing program **MUST** confer with, and notify the Principal in writing. Students who drop out without notifying CINM will not be considered for readmission.
- All students are evaluated on an individual basis by the APG Committee. During each deliberation, the Committee will consult with faculty members to discuss academic performance, professional demeanor, and personal conduct during the student’s participation in the Program, as appropriate.
- Behaviors indicative of possible substance abuse will lead to dismissal from the nursing Program.



## ▪ **APPEAL OF GRADES**

- Students who wish to appeal a grade or an action taken in a course should follow procedures outlined in the Student Handbook.

## ▪ **GRADUATION**

- After completion of four years of BSN Degree Program; all students will serve as Internee for one year at Chiniot General Hospital with a fixed stipend. The Internship is a mandatory requirement for graduation. Degrees will not be awarded without satisfactory completion of the mandatory Internship.

## ▪ OVERVIEW

- Students are responsible for reading and understanding the degree requirements and written policies. Students should meet with an advisor during every semester to discuss his/her progress and courses completed within the program of study. Making prior appointments to meet with advisors is highly recommended. Advisor's office hours are displayed on their office doors.

## ▪ Grading Policy

<b>Marks Obtained (Percentage)</b>	<b>GPA</b>	<b>Grade</b>
80-100	4.0	A+
75-79	4.0	A
70-74	3.7	A-
67-67	3.3	B+
63-62	3.0	B
60-62	2.7	B-
56-59	2.3	C+
50-55	2.0	C
00-49	0.0	F

## ▪ SEMESTER EXAMINATIONS

- The following grading structure will be applied at CINM:
  - ~ Nursing students will take examinations at the end of each semester during the Program.
  - ~ In a course, weightage of the internal examinations grade will be 20%
  - ~ Course faculty may require a practice exam to be completed in advance of the final University exam.
  - ~ Faculty will use, at their discretion various assessment tools and examinations at schedules as they deem necessary during the course

## ▪ GUIDELINES FOR EXAMINATIONS

- Students must be present for scheduled examinations. Absences are not permitted for examinations except for verified emergencies. If a student must be absent on the day of the scheduled examination, he/she must contact the course coordinator before the exam is given. Make-up exams are at the discretion of faculty/course coordinator. If a make-up exam is offered, a different format may be used such as short- answer or essay questions. Faculty may require documentation from the student related to reason(s) for a missed exam.
- All students must be in their seats at least 15 minutes before the scheduled start time for the examination. Any students not in their seats by this time will not be allowed to enter the room to take the examination after the exam starts. Students who miss an examination will need to arrange an alternate time with the instructor after the examination is over. The rearranged examination may be in an alternate format at the faculty's discretion.
- Any student leaving the room during the exam (i.e., restroom break) will not have any time added to the exam. Timed exams will start at the scheduled or announced time and must be completed by the scheduled finish time.
- Use of personal digital devices, smart watches, cell phones or other instructional aides is not allowed during examinations unless permitted by the faculty. Exams should be assumed closed book and should be completed without assistance unless otherwise specified. Examination questions should not be shared with anyone before, during or following testing. No copies, including screen shots, of any part of an exam or exam review may be taken or shared.
- All watches, Apple watches, cell phones (turned off), and other electronic devices must be kept away from the testing area (back of room or front of room) in book bags or purses, or on the floor.
- Caps/hats must be removed and placed in the back or front of the room.
- Drinks must be in clear containers.
- Students must read course syllabi carefully and be aware of the weightage of exams and additional assignments.

## ■ TECHNOLOGY REQUIREMENTS

- The Chiniot Institute of Nursing and Midwifery requires students to use their own computing devices. It is suggested that the device be a laptop version, since the needed features do not always work on Tablets or Smartphones. Student's reports, presentations, and other communications must be submitted to instructors using a Microsoft Office version. Other file types (Google Docs, Apple iWork, OpenOffice, etc.) are NOT supported.
- The Institute offers free access to Microsoft Office and online library to students which can be installed simultaneously on laptops and for PCs, The Admin Office or IT Help Desk can be approached in case of any issues or questions.

## ■ FORMAT FOR WRITTEN ASSIGNMENTS

- For all Nursing courses, the current edition of the APA Publication Style Manual is required for all written work and formal presentations. APA style includes grammar, punctuation, organization, scholarly thought, proper citation, and reference formatting with recent research and evidence base practice. Submissions not meeting these requirements will be graded accordingly. All papers, projects, care plans, tests and other assignments become the property of CINM. Original work will be submitted for grading and students are encouraged to keep copies of all written work.

## ■ PROFESSIONAL EQUIPMENT

- Students are expected to use their own basic equipment for learning patient care during lab and clinical experiences. Necessary equipment includes a professional stethoscope with a bell and diaphragm, thermometer, bandage scissors, a watch with a second hand, pen light, and a pen with black ink. A calculator is recommended but not required.

## ■ TRANSPORTATION

- Students are responsible for arranging their own transportation to and from clinical sites. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable.

## ■ EMPLOYMENT DURING PROGRAM

- BSN is a full-time 4 Years Degree program. Students are not permitted to take any full or part time employment during the semester.

## ▪ **ATTENDANCE**

- Students must be on time and must attend all nursing classes and clinical experiences. If a class is missed, the faculty may require make-up work. It is the responsibility of the student to obtain information and assignments from other students if a class is missed and to inquire about make-up work. Failure to attend an activity required for the course may result in a lower course grade or failure.

## ▪ **TARDINESS POLICY**

- Students must be in their seats and ready for class at least 15 minutes prior to the start time of the class. For example, if a class starts at 9 am, you should be in your seat no later than 8:45 am.

## ▪ **LEARNING ENVIRONMENT**

- Course faculty, staff, and students share responsibility for ensuring an open and safe learning environment as well as appreciation for diversity and inclusion in all situations. Faculty, staff, and students must treat one another with dignity, respect and civility.

## ▪ **EXPECTED BEHAVIORS FOR CLASSROOM EXPERIENCES**

Students are expected to demonstrate behaviors consistent with those of a professional nurse at all times. Classroom behaviors which are expected include, but are not limited to:

- Attending each class, being punctual, and remain present in class throughout the lecture.
- Submitting paperwork and assignments on time.
- Being prepared for each class experience.
- Being attentive and engaging in classroom activities.
- Considering others when asking questions or making comments.
- Turning off cell phones or placing them on vibrate while in class or during course activity
- Using technology devices for class room purposes only.
- Being respectful and civil to others.
- Accepting accountability for actions.
- Obtaining permission from faculty before audio or video recording or taking pictures of any portion of the class content.
- Dressing appropriately to portray a professional image of nursing and personal dignity at all times.
- Maintaining standards of academic integrity for all courses, quizzes, exams, and assignments.

## ▪ **ONLINE EDUCATION GUIDELINES**

- A course delivered via distance education technology is different from that delivered in a classroom environment. The following guidelines will assist the learner in navigating Program courses. Learner responsibilities are part of course policy and must be followed.
- Learning in the distance education environment cannot be passive. If students do not enter into the online classroom or do not post a contribution to the discussion, the faculty has no way of knowing that they have been there. Students are not only responsible for logging on, but they must contribute to the learning process by posting their thoughts and ideas to the online discussion.

## ▪ **CLINICAL ACCOUNTABILITY**

- Chiniot Institute of Nursing and Midwifery is morally and legally obligated to protect the safety, privacy, and security of the faculty, students and interfacing patients. Students must therefore demonstrate evidence of mastery of certain skills and competencies to provide care in clinical setting and meet course objectives. It is expected that students will follow prescribed clinical policies and procedures and maintain confidentiality of patients.
- CINM students are expected to demonstrate professional behavior as a member of the nursing profession. They must assume personal responsibility for being in a physical and mental condition to give safe nursing care, and for application of appropriate knowledge and skills. Students who are pregnant or become pregnant during the Program must notify the clinical faculty and Admin Office in writing. Students who develop any other medical or psychological condition that may affect their own safety or their ability to provide care to patients must report that condition in writing from a qualified and appropriate medical provide to the clinical faculty, and Course Coordinator. A written medical clearance may be required from a physician or health care provider to continue in the Programs.
- Students who are deemed unsafe or unable to perform patient care at clinical will be removed from the clinical area and must confer with the course faculty. This may result in clinical failure and/or exit from the program. In some cases, a medical withdrawal may be indicated.

## ▪ **EXPECTED BEHAVIORS FOR CLINICAL EXPERIENCES**

- Students are expected to demonstrate consistent behaviors for safe practice with direct instruction and supervision of the faculty and/or preceptor. Students must perform satisfactorily in each clinical course during and by the end of the semester. Students who are deemed inconsistent will be removed from the Program.
- Students should arrive for clinicals on time and should stay for the full scheduled shift. Students must notify their faculty if they will be absent or late. Failure to do so will result in an “unsatisfactory” rating for the clinical day and may result in an “unsatisfactory” grade in the clinical component of the course. Chronic tardiness or unexcused absences will result in grading as “clinical failure”.
- Attention to and involvement in clinicals experience is required. Examples of unacceptable inattentive behaviors include, but are not limited to: sleeping, reading the newspaper, checking email, exploring the internet, and other distracting behaviors not appropriate during the clinical experience.
- Students should be cognizant that faculty time must be shared with all students during each clinical experience. A personal appointment with the faculty member outside of clinical time may be arranged if a student so desires.
- Students demonstrating unacceptable behavior in the clinical setting must meet with clinical faculty and complete a Reportable Occurrence Form (see Forms Section). The form will be placed in the student’s file following a meeting with the course faculty. Remediation may be required for any skills which are unacceptable. Disciplinary action – including clinical failure and possible exit from the Program – may also result for students with continuing unacceptable behavior.

- Examples of unacceptable clinical behaviors include, but are not limited to the following:
  - Performing nursing care in an unsafe or harmful manner.
  - Providing direct patient care without supervision of a registered nurse.
  - Willfully or intentionally doing physical and/or mental harm to a patient.
  - Exhibiting careless or negligent behavior in connection with care of a patient.
  - Breaching confidentiality of the patient or institution
  - Using information that can be used to identify a patient on written assignments
  - Discussing confidential information in inappropriate areas including social media
  - Discussing confidential information about the patient to third parties who do not have a clear need to know
  - Removing any record or report (or copy) from the area where it is kept, except in performance of student nurse assignment
  - Falsifying patient records or fabricating patient experiences
  - Falsifying required documentation related to clinical experience including clinical logs, journals, and other paperwork related to the Institute of nursing or hospital experiences
  - Failing to report omission of, or error in, assessments, treatments or medications
  - Illegally using, possessing, selling, or distributing illicit drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student
  - Failing to report body substance exposure or needle stick to clinical faculty
  - Failing to disclose an illness or medical condition that may affect the student's safety or ability to provide safe patient care
  - Disrespectful and/or rude behavior towards patients, family members, faculty, staff members or fellow students will not be tolerated and will result in disciplinary action. The student will be required to leave the clinical experience and receive an unsatisfactory grade for the day. This may result in a course failure or dismissal from the program.

## ▪ CLINICAL HOUR RATIO

- Students must take note of the following assessment criteria:
  - 1 credit = 3 contact hours in the clinical area
  - 1 credit = 3 contact hours in the laboratory setting
  - 1 contact hour in simulation = 3 clinical hours

## ▪ DRESS CODE

- Students must maintain professional appearance consistent with the nursing profession at all times. When in CINM uniform, you are representing the Institute and the nursing profession. As such all relevant guidelines issued must be followed. The required dress for all clinical experiences includes, but is not limited to the following:
  - Appropriate clean and wrinkle-free CINM uniform comprising white pants, white top, and black or blue sweater or jacket (if desired). The top and jacket must have approved embroidered CINM logo
  - No other outer garments are allowed in clinical settings (jackets or sweatshirts)
  - Uniform should allow for proper movement without being offensive (i.e., no display of



- cleavage, midriff, or buttocks)
- For infection control, pants must not touch or drag the floor
- Solid white undershirt or camisole must be worn under the white top – no colors and no visible undergarments
- Black or white leather shoes (closed toe/heel) with no writing or insignias; no mesh or cloth shoes, no clogs, slide on shoes, or Crocs
- A single pair of stud earrings in the lower earlobe is the only body piercing jewelry allowed
- A plain band ring may be worn if desired
- Short, clean fingernail. No nail polish of any type or acrylic nails tips are allowed
- Trimmed beards or clean shaved look
- False eyelashes and lash extensions are prohibited
- Hair must be above shoulders or restrained. Bangs should be secured if fall over face with head looking down
- Hair must be of a natural color No shades of blue, green, pink, purple, yellow, orange, reds, etc. allowed
- Hair jewelry is prohibited No ribbons, sea shells, glitter, colored strands, beads, or hair wraps
- Due to sensitivities, body fragrances are not allowed

## ▪ ALTERNATE UNIFORM

- At times students may be required to wear an alternate uniform during community clinical, and lab coats during lab hours as required.
- Failure to comply with the above professional dress code may result in dismissal from the clinical/lab experience, and a make-up experience will be required.

## ▪ MANAGEMENT OF EXPOSURE OR INJURY

- Every effort should be made to avoid potentially dangerous situations in the clinical setting, as there are risks during nursing procedures. All students are required to implement Universal Precautions and safety measures in every clinical setting to minimize risks. Any student who has been exposed to blood and/or body fluids (i.e. needle sticks), communicable disease, or sustained an injury must:
  - Immediately report the incident to the clinical faculty, course faculty or preceptor
  - The clinical/course faculty will:
    - ~ Report the incident per clinical agency protocol
    - ~ Notify Course Coordinator and Principal Chair
    - ~ Submit a written report to the Principal and course faculty within 24 hours
    - ~ The student will follow the instructions issued under clinical agency protocols
- Immediate treatment may include:
  - ~ Puncture wound: Bleed wound and wash with soap and water
  - ~ Exposure to eyes or mucous membranes: Immediately flush with copious amounts

of water

- ~ Exposure to other body surfaces: Wash with soap and water
- ~ The student will complete a Student Incident Report Form (see Forms section) within four (4) hours of incident and has to be filled in student record.

- The course faculty or Department Chair will:
  - ~ Notify the Infection Control Nurse at the facility for further instructions on follow up
  - ~ Student may be asked to be treated in the Emergency Department necessary
  - ~ Students are responsible for all expenses incurred
  - ~ Treatment will vary depending on the magnitude of exposure and the risk status of the source

## ■ **CLINICAL PRACTICE POLICY**

- CINM students are expected to demonstrate professionalism and safe practice at all times, in the clinical setting, particularly and while in the Nursing Skill Laboratory. Any evidence of inappropriate behavior may result in the student being asked to leave the clinical area and receive an “Unsatisfactory” for the day and/or course. Any behaviors inconsistent with this expectation will be documented and will remain part of the student’s clinical performance record throughout the nursing Program. Unacceptable behaviors may be classified as unsatisfactory/unsafe or critical unsatisfactory/unsafe. Every unsatisfactory/unsafe behavior must be documented through an Incident Report (See Forms Section)

## ■ **SAFE PRACTICE GUIDELINES**

- Students who are participating in any capacity other than observation in a clinical setting must be supervised by a clinical faculty member.
- Students will not perform any invasive procedure on a patient without being directly supervised by a clinical faculty member or a preceptor.
- Students are NOT permitted to use any supplies from the clinical setting, skills labs, or their skills bags to practice performing invasive procedures or skills on themselves or any other person. The supplies provided by CINM labs are strictly for simulated learning experiences and not for human use. Students not in compliance will the Principal for decision on their continuation in the Program.
- Students must maintain patient confidentiality consistently by avoiding posting any patient information on any social media site. Students will also avoid posting information on social media that could be used to identify the location of any clinical site, personnel or patient.
- Failure to follow the above safe practice guidelines may result in failure of the clinical portion of a course or exit from the nursing Program.

## ▪ **UNSATISFACTORY / UNSAFE PRACTICES**

- An Incident Report will be completed for the following:
  - ~ Any unprofessional/inappropriate behaviors as judged by the clinical faculty, course faculty, or Coordinator.
  - ~ Any unsafe/negligent behavior that could have resulted in physical/emotional harm to the patient/client without faculty/staff intervention.
  - ~ An accumulation of 3 Incident Reports will result in a full review of the student's clinical performance record by a Clinical Review panel.

## ▪ **CRITICAL UNSATISFACTORY / UNSAFE PRACTICES**

- The following behaviors are considered critical unsatisfactory/unsafe and potentially place the student or others in immediate danger. An incident involving any of these behaviors will result in immediate dismissal from the clinical setting, immediate full panel review, and may result in exit from Institute.
  - ~ Behavior that results in real or potential physical or emotional harm.
  - ~ Behavior that is in violation of the course initiative, Institute, or Hospital policy.
  - ~ Violation of the Drug-Free Campus initiative.

## ▪ **INCIDENT REPORTS AND CLINICAL REVIEW PANEL PROCESS**

- Once an Incident Report is triggered:
  - ~ Clinical faculty will remove the student from the site as appropriate
  - ~ Clinical faculty will notify the Course Coordinator and the Principal at the time the incident is identified as indicated
  - ~ Clinical faculty will complete an Incident Report and send to the Principal by the end of the clinical day
  - ~ Clinical Faculty or Clinical Course Faculty and the Principal will meet the student to provide an opportunity for the student for his statement on the incident
- The Clinical Review Panel consists of the Principal and two faculty member
- Panel members may reclude themselves if there is a perception of conflict of interest. In this situation it may become necessary to supplement the membership of the panel.
- The student will not be able to participate in further clinical activities until the panel has made a recommendation and course faculty has made a final decision.
- The Panel will recommend any/consultation of the following the course faculty:
  - ~ Student and faculty develop a plan of remediation
  - ~ Assign course failure(s)
  - ~ Submit recommendation to the principal for disenrollment of the student
- The panel will communicate its recommendations in writing to the course faculty. Course faculty will consider the recommendation, make the final decision, and communicate decision to the student.

- All unsatisfactory/unsafe incidents will be recorded and kept on file. Records must be maintained throughout the clinical experiences for each student.
- Incidents are not confined to one course but are considered cumulative in evaluating the student's overall clinical performance.
- Accrued incident reports will remain in effect for all students.

## ▪ **NURSING RESOURCE CENTER**

- The CINM Resource Center (RC) is comprised of four main areas viz; Skills Lab, Computer Lab, Science Lab, and Anatomy Lab. Skills Lab is equipped with materials necessary for teaching technical and assessment skills while providing a clinical-like setting. The lab has hospital beds with manikins. The lab also has numerous models and task trainers that allow students to become proficient in-patient care and related skills. In addition to learning how to perform a head-to-toe assessment on a patient, students learn skills such as medication administration, sterile wound care and dressing change, insertion and care of indwelling urinary catheters, central line care and dressing change, tracheostomy care and suctioning, insertion and care of nasogastric tubes, and initiating and maintaining IV therapy.
- The purpose of the Resource Center is to provide a caring and learning environment where nursing students can enhance and challenge their ability to provide holistic care through the development of assessment, communication, critical thinking, organizational, and psychomotor skills.
- The Center will meet this purpose by providing:
  - ~ A creative, clean, organized learning environment that mimics the clinical setting.
  - ~ Hours of operation convenient to students for independent practice during class and open labs.
  - ~ Clinical faculty available for instruction, questions, and critique.
  - ~ Additional learning activities/modules at student's request.
  - ~ Various task trainers, manikins and supplies for skill and assessment practice.
  - ~ Simulation scenarios progressing in difficulty to match student's skill level.
  - ~ Validation activities to ensure students' competence and confidence before performing skills within the clinical setting.

## ▪ **SKILLS LAB GUIDELINES**

- Active lab participation is expected from all students with focus on learning and safety. Rules for the Nursing Skills/Assessment Lab include:
  - ~ Treat the lab as a clinical setting – be professional, respectful, and considerate of others.
  - ~ Treat manikins as real patients – keep them as covered as possible and move with care.
  - ~ Wear the lab coat or prescribed uniforms while working and practicing in the Lab.
  - ~ Work safely utilizing proper body mechanics while practicing assessment and skills.
  - ~ No food or drinks are allowed in the Lab.
  - ~ Practicing procedures on other students such as blood pressure checks should be observed by a faculty.
  - ~ Do NOT take supplies or equipment out of the cabinets or from the Lab area. If you

- ~ need additional supplies, please ask the instructor.
  - ~ If you would like to check out equipment, videos, or books it must be approved by Lab staff and logged in the check-out folder.
  - ~ Notify Lab staff of problems such as broken equipment, spills, empty soap dispensers, etc.
  - ~ Leave the lab as you found it – make sure to lower beds, put up side rails, tuck in bed linens, and throw away trash.
  - ~ Dispose of materials in the proper containers, NEVER put sharps in the trash cans, and NEVER put trash in the sharps containers.
  - ~ Unless directed by the Instructor for calculations or drug apps, cell phones are NOT allowed during lab time. They should be turned to silent and kept in your bag.
  - ~ When in doubt – ASK!
- Students should not bring valuables in the Lab as CINM will not be responsible for lost or stolen items.
  - During Lab time, students are required to perform procedures on manikins and on each other. Every effort will be made to protect the privacy of students. Procedures performed on each other include, but are not limited to oral hygiene, physical exam techniques, transfer and positioning, blood pressure, and range of motion.
  - CINM does not provide latex free supplies, but makes every effort to use non-latex items if available. Students with latex allergies are expected to provide his/her own supplies if needed. If latex allergies, please notify your Lab Instructor.

## ■ **COMPUTER LAB GUIDELINES**

- The CINM Computer Lab is for use by current nursing students only. Student should be considerate of other users while working in the Computer Lab. The Computer Lab has 15 computers. Each computer has loaded hardware and software to assist students and faculty with learning needs and research activities.
- Normal hours of operation are from 8:00 – 4:00pm Monday – Friday, but the computer lab is subject to closure for class testing.
- Rules of the Computer Lab include:
  - ~ NO eating or drinking in the Computer Lab at any time’s Student caught eating or drinking, will be asked to leave the Lab.
  - ~ NO loud talking.
  - ~ Use earphones when playing videos.
  - ~ Turn cell phones to OFF or SILENT
  - ~ Do not waste paper – only print what is really needed.
  - ~ Print six slides per page for PowerPoint lectures.
  - ~ Clean up your work area and place trash in the trash can.
  - ~ Do not download any programs or software to the Lab computers.
  - ~ Each time you insert a disk or CD – first scan it for viruses before completing any other actions.
  - ~ Save all documents to a disk or flash drive – not the hard drive. The hard drive is rebooted daily and will automatically erase documents saved.
  - ~ Be considerate of other students in the Lab.
  - ~ Log off after each use.

## ▪ **LIBRARY**

- The Library shall be open to following:
  - ~ Faculty and Staff
  - ~ Research Fellows and Scholars
  - ~ Students of CINM
- Borrowing facility is not available to CINM Alumni and students referred from other institutions; However other library services are available. Some materials, such as reference, books, press clippings, CD-ROMs, current periodicals, or any other publication marked, as “reference/ reserved” will not be circulated.
- Borrowed books shall be issued for two weeks, and renewed for a further period of two weeks, if these have not been reserved for another user. Overdue books shall not be renewed.
- Books and other material of the following description shall not be issued to borrowers but may be consulted in the Library during working hours.
  - ~ Reference books e.g. encyclopedia, dictionaries, reports, handbooks and other reference materials
  - ~ Reserved books
  - ~ Rare books and protected documents
  - ~ Standard manuals, CD-ROMs
  - ~ Periodicals
  - ~ Any other material at the discretion of the Librarian
- Mutilation of Library material is an offence attracting penalties under Library Rules. However, books accidentally damaged should be reported promptly so that suitable assessment may be made and damages recovered.
- In case a book is urgently required, the Librarian may recall it at a short notice any time and such a book shall be returned immediately by the borrower.
- New arrivals of books, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian to the Principal and Faculty periodically.

## ▪ **LIBRARY ETIQUETTES**

- Users are not allowed to bring their personal belongings in the Library. All members shall be required to leave their personal belongings (books, files, briefcases, handbags, registers, etc) at the entrance of the Library at designated place.
- Users are not allowed to write, underline or mark any library books. All library books will be carefully examined on return and the borrower will be held responsible for defacing or damaging or causing loss of library material in his possession.
- Users shall leave Library material on the table after consultation, and be shelved ONLY by Library staff.
- Complete silence must be observed inside the Library except for brief and subdued talk with Library staff at the Circulation Desk, or in any other Section of the Library.

- Drinking, eating and sleeping are not be allowed inside the library.
- Use of mobile phone and smoking are strictly prohibited inside the Library.
- Loud talking/un-necessary discussion/disturbance / snoozing etc. are not allowed inside the Library.
- Violation of Library rules may result in fines as under:
  - ~ A fine of Rs.20 per book per day shall be charged for late returns.
  - ~ In case of loss of book(s) the lost books shall have to be replaced. For out-of-print titles, an amount equal to three times the original purchase price of the book(s) shall be charged.
  - ~ Replacement cost of the damaged or lost material which can be replaced shall be charged, including shipment charges.
  - ~ Those borrowers who have lost books shall not be allowed to borrow any Library material until the lost material is replaced.
- Reserve material is issued for only three hours in one day. A fine of Rs. 20/- per each extra hour/day will be charged.
- If the Library user fails to deposit replacement cost of lost or damaged material, the amount will be deducted from “Security Deposit” of the user. In case the stipulated amount exceeds the Security Deposit of the user, the Principal reserve the right to withhold issuance of degree to the student concerned till he/she either replaces the lost book/material or pays the computed amount. CINM will recover the cost of books damaged by employees through deductions from the next payroll

## ▪ MISCELLANEOUS

- Any willful damage or theft of Library materials will result in automatic referral to the Institutes’ Principal and may lead to suspension from the Institute.
- Users are required to pay fines and fees at the Accounts department. Library will not handle any cash.
- House doctor is available for onsite consultation or recommending emergency treatment.
- Cafeteria, Superstore, and ATM are also available at CINM.

## ▪ HOSTEL FACILITIES

### • General Rules

- ~ Hostel rooms will be provided, as available, to female students with priority for students from outside Karachi.
- ~ Hostel room space will be booked for one year and can be renewed based on availability
- ~ Hostel boarders are required to follow all Hostel rules and regulations. Violation of any rule will make the resident liable to disciplinary action, including expulsion from the Hostel and also from CINM
- ~ Students during their stay in the Hostel will be governed by the Hostel management rules.
- ~ Boarders shall follow all instructions of the Warden. Moreover, they are bound to take and carry out any responsibilities and duties assigned to them from time to time by the Warden.

- ~ Boarders shall occupy a reserved bed only during the semester. No student may occupy a room during vacations. Only bona fide residents may be permitted by the Warden to stay on request if she is doing any course or project work.
- ~ Room rentals will be determined by the management and will remain fixed for the semester.
- ~ Room rentals will be payable in advance for the full year. Six months' rent will be retained as Security Deposit.
- ~ Room charges include use of ACs. ACs will be turned off every day during class hours, and will be sealed from November 1 till February 28.
- ~ For any complaint, boarders shall directly approach Hostel monitors or Warden.
- ~ Boarders must clear all their outstanding dues (including fines if any) at the end of each semester.
- ~ Failure to pay Hostel dues on time will lead to written notice to guardian to clear the outstanding dues.
- ~ If any resident falls sick the Hostel monitor and Warden on duty must be informed immediately. The Warden will make arrangements to shift/ evacuate the student to the Hospital for treatment and care.
- ~ Electric bulbs, tubes, fans etc. will be supplied only at the time of fresh admission to the Hostel. Replacement of fused bulbs and appliances shall be responsibility of the boarders.
- ~ Any problems related to electrical wiring, damage of electrical items due to electrical shock, fading of wall paints shall be reported to the Warden through the Monitors.
- ~ Ragging is strictly prohibited in any form and will attract penal action, including cancellation of Hostel space.
- ~ Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the Hostel is strictly forbidden. If any individual or group is identified to have caused any damage, double the cost of the damaged property will be recovered from them. Repeated acts of causing damage to Hostel property will result in expulsion from the Hostel.
- ~ The Residents themselves are personally responsible to safeguard their belongings. Hostel authorities will not be responsible for any loss of personal belongings, and such complaints shall not be entertained.
- ~ Students should not possess or consume any narcotics/tobacco/alcohol/drugs inside the Hostel. Anyone found indulging in use of such harmful items will be asked to vacate the Hostel, and will also be rusticated from the Institute.
- ~ Cooking or use of cooking appliances in Hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc. will invite heavy penalty and repeated offence will lead to expulsion from the Hostel. Hostel kitchen including utensils are available for use on cooperative basis. Kitchen supplies and food items will be procured by the boarders themselves.
- ~ No student should keep any fire-arms, lethal weapons, poisonous items or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the Hostel Warden. Shouting, fighting, gambling, stealing, violet knocking, maltreating or abusing are strictly prohibited. In such cases, offenders will be handed over to Police immediately.
- ~ Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw any rubbish in such places or any premises in the Hostel except in the dustbin or places specifically provided for this purpose.
- ~ Residents shall not bring and/or keep any pets in the premises including fish, cats, or dogs etc. They should desist from pampering stray dogs by offering food or patting them etc.
- ~ Students are prohibited from writing slogans or any scripts or obscene drawings on the Hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such activities.
- ~ Any act which interferes with student's studies must be avoided at all times. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- ~ Playing of audio and visual systems and other musical instruments on systems inside the room or in the Hostel premises causing disturbance to other boarders and neighbors is strictly prohibited.



However, students are allowed to use their own laptop, computer, or music system provided other boarders do not object.

- ~ Students shall treat the catering and housekeeping staff of the Hostel with due courtesy at all times. Services of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind may be given to the staff of the Hostel.
- ~ Boarders shall always switch off ACs, lights and fans of their respective rooms while leaving. There will be a penalty of Rs per 500 per instance of room lights or fans in vacant rooms, and Rs 2000 for AC left on in a vacant room.
- ~ Boarders shall not leave water flowing from taps.
- ~ No boarder is allowed to change her allotted room or exchange furniture from any other room.
- ~ Boarders are strictly advised not to loiter around any water bodies in and around the Hostel. The authorities shall not be held accountable for any incident if this rule is not followed.
- ~ Students should be present within the Hostel premises between 5:00 PM to 7:00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action.
- ~ Students must update the "In/Out Register" each time they leave or return to the Hostel.
- ~ Modesty in dress is expected from students when they are out of their room.
- ~ All boarders are governed by rules, orders, and instructions etc. framed/issued by the Hostel authorities from time to time.
- ~ There may be change in Hostel rules from time to time for smooth running of the Hostels. Any change in Hostel rules will be notified by the Hostel Warden beforehand.

## ▪ **HOSTEL LEAVES RULES**

- Boarders must obtain prior permission from the competent authority before proceeding on leave. Students are required to obtain the signature of the local guardian/parents on Leave Form and submit the same to the Warden upon return.
- Leave from the Hostel shall be granted by the Warden. However, for leave of more than two days prior written information shall be obtained from the students' parents.
- Absence from the Hostel without prior permission from the Warden is considered an act of gross negligence and misconduct liable to strict disciplinary action.

## ▪ **GUESTS**

- Guests are not permitted to stay overnight under any circumstances.
- All visitors (including parents) will be received at the Visitor's Room of the Hostel. No boarder is allowed to take their visitors to their rooms without prior approval from the Warden.
- No male visitor is allowed to enter the Girls' Hostel under any circumstances.
- Visitors must record their details in the Visitor's Record Book at the Hostel office.
- Visiting Hours are: 8:00 a.m. to 7:00 p.m. (holidays) 4:30 p.m. to 7:00 p.m. (weekdays)
- All boarders must remain in the Hostel according to Hostel timings.
- Attendance will be taken every day at 6:00 P.M. by Warden.
- Boarders who have special permission to work late may be exempted from Hostel roll call. However, they must sign the In-Out register of the Hostel, if they leave the hostel premises.

## ▪ **STUDENT AFFAIRS**

### • **MISCONDUCT AND PENALTIES**

Misconduct by any student will be immediately notified to the principal, local guardian and parents.

### • **CORE PERFORMANCE STANDARDS**

Core Performance Standards for Admission and Progression for students for Clinical Course Work in the Institute of Nursing as specified by PNC are applicable.

Students admitted to CINM must meet Core Performance Standards for Admission and Progression when enrolled in clinical courses.

Nursing is a physically and mentally demanding profession. All students must be able to continually meet core performance standards and functional abilities established to ensure that the objectives of the Program are met and safe, competent patient care is provided.

## ▪ **STUDENTS RIGHTS AND RESPONSIBILITIES**

### • **Academic Honesty**

- Honesty and integrity are highly valued attributes in the nursing profession. Dishonesty has serious legal and ethical implications. It is a crucial determinant of public trust. Academic dishonesty in any form will not be tolerated.
- Faculty may use [www.turnitin.com](http://www.turnitin.com) or other similar sites to review papers and projects for plagiarism. The website allows faculty to quickly and easily compare student reports to billions of web sites and databases of student papers. After referral of the paper, faculty receives a report that states if and how another author's work was used.
- Academic Action will be taken in case of the following findings:
  - ~ Cheating – whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized in examinations, course assignments, or projects. The unauthorized possession or use of examination or course-related material will also constitute cheating.
  - ~ Plagiarism – whereby another's work is deliberately used or appropriated without any indication of the source. Thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
  - ~ Plagiarism will be treated as gross misconduct leading to expulsion
  - ~ Falsification of clinical paperwork, including clinical logs, journals, or other related paperwork.
  - ~ A student who has assisted another person in any of the aforementioned breach of standards shall be considered equally culpable.

- **Professional Conduct**

- Students are expected to conduct themselves in a professional manner at all times as representatives of Chiniot Institute of Nursing and Midwifery. It is expected that students will treat faculty, staff, clinical staff, facility staff, patients, families and peers in a respectful manner and strive to promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Furthermore, students should strive to maintain optimal personal health and well-being.

- **Student Grievances**

- Students should follow the appropriate chain of command when a grievance arises. The administrative hierarchy for discussing student concerns is: Faculty, Course Coordinator, and Principal.

- **Community Partnerships and Linkages**

- Service to the Institute, profession, and community is encouraged both as part of the formal curriculum and through activities of the students and faculty. Students and faculty have both leadership and participant roles in the governance of the institution. Active participation in professional organizations is encouraged at the local, state, regional, national and international levels. Collaborative work with the community is evident both in the linkages established by the institute through professional and civic work of students and faculty.

- **Advisement**

- The faculty recognizes that successful student outcomes, retention, and satisfaction with the educational process can be influenced by advisement, mentorship, and cooperation between faculty and students. Student advisement is based on a professional relationship that is accessible, and provides specific and accurate information. Each nursing student will be assigned a Faculty Advisor upon admission. The purpose of the Faculty Advisor is to offer insight, guidance and support for students throughout their stay at CINM.
- Advisors offer an objective perspective to assist students with successful progression through the Program.
- It is the student's responsibility to request and schedule an appointment with their assigned advisor at the beginning of the semester to complete an agreement/contract. Students should then meet with their assigned Faculty Advisor prior to midterm, prior to final exam, and as needed. Topics of discussion and strategies during advising sessions may include but are not limited to reading and comprehending nursing content, test taking strategies, plan for success, stress reduction, time management, and use of available resources.

- **Faculty Interfaces**

- Each faculty member will post scheduled office hours at notice board for each semester. Students are encouraged to make appointments with faculty/advisors during their scheduled office hours. CINM email communication is encouraged to schedule appointments or for problems not requiring an appointment.
- Faculty/advisors will make every attempt to schedule an appointment to meet student needs. The Department Chairs and the Principal of the Chiniot Institute of Nursing are available to meet with students as needed; appointments are encouraged to ensure adequate time is available to address student issues, concerns, and suggestions.

## ▪ MISCELLANEOUS INFORMATION

### • Financial Assistance

- Nursing students may be eligible for financial aid. Nursing students may obtain information, apply for and receive various types of financial aid administered through the Admin office as and when funding support is available.

### • Children In CINM

- Children are not permitted in class rooms, Labs, or in Hostel.

### • Inclement Weather or Civil Commotion

- If the Institute announces closure due to any reason, there will be no classes, labs or clinicals. CINM will send alerts through email or WhatsApp's group to inform students as early as possible.
- Students scheduled for a clinical experience at a time when there is inclement weather or civil commotion in your area, they must communicate with faculty and Course Coordinator and report inability to participate in the scheduled activity.

### • Student Life

- Nursing students are encouraged to participate in student activities at the Institute and affiliated University levels.

### • Student Representation

- Students will have representation on the CINM Students Council. Self-nominations will be accepted every two years for those interested in participating. Attendance can be in-person or virtual. Representatives are expected to model academic and professional integrity. Representatives are expected to attend committee meetings as a liaison between students and faculty for the entire class level they represent. Representatives are obliged to communicate with the level of students they represent following the committee meetings.

# Annexure

<b>CORE PERFORMANCE STANDARDS</b>		
<b>Issue</b>	<b>Standard</b>	<b>Examples of Nursing Activities</b>
Critical Thinking	Ability to critically think for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.	Competent assessment of patients in a timely manner. Correct interpretation of assessment data, identification of necessary nursing interventions, development of appropriate nursing care plans, evaluation of the effectiveness of interventions, and revision of planned interventions.
Cognitive	Ongoing capacity to learn new information and skills to provide safe and effective nursing care. This includes the ability to comprehend, measure, calculate, analyze, and evaluate diverse Forms of information.	Gain knowledge of new skills and rationales for nursing care in a timely manner. Discover and adopt new methods of providing nursing care to reflect the constantly changing health care environment.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport and relate effectively with patients, their families, and colleagues. Work effectively with these individuals during times of physical and emotional stress. Provide care with consideration for social and cultural Needs of patients and their families.
Communication	Communication abilities sufficient for interaction with others in verbal and written form to include professional interactions.	Follow verbal and written instructions. Clearly communicate with other health care providers through appropriate documentation of nursing interventions provided and patient Responses. Provide effective patient teaching. Professional consultation with other health care providers.
Mobility	Physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined Spaces. The ability to meet the physical demands of providing nursing care.	Lifting, moving, carrying, pushing, pulling, and supporting patients, equipment and other objects independently. Standing, bending, walking, and sitting while working Directly with patients and colleagues, and documenting care.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform vital signs, BLS, and physical assessment. Use equipment, IVs and tube feedings, draw up and give Medications to include injections. Document legibly in writing or accurate type.

Tactile	Tactile dexterity sufficient for physical assessment.	Perform palpation, functions of physical examination and/or Those related to therapeutic intervention, i.e. insertion of a catheter, giving injections.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading charts, flow sheets, monitors, thermometers. Assessment of patient skin color, pupil size and movement, wound healing. Accurately prepare and administer Medications.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of blood pressure, breath sounds, bowel sounds. Hearing alarms, call bells, cries for help by patients, families, and co-workers. Understanding Mechanically reproduced voices.
Personal Behaviors	Personal behaviors consistent with the American Nurses' Association Code for Nurses.	Demonstrate personal responsibility, accountability, integrity and honesty. Demonstrates respect for self and others through verbal and nonverbal behaviors. Avoids behavior inconsistent with professional standards

**CHINIOT INSTITUTE OF NURSING AND MIDWIFERY**  
**(A Project of Chiniot of Anjuman Islamia)**

**HEALTH ASSESSMENT FORM**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_\_  
Allergies \_\_\_\_\_ Temp \_\_\_\_\_ Resp \_\_\_\_\_ BP / \_\_\_\_\_

Significant Medical History: \_\_

Medications: \_\_

Skin: \_\_

Eyes: \_\_

Vision: \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ Corrected: \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ Ears:

Hearing: \_\_\_\_\_

Nose: \_\_

Throat: \_\_\_\_\_

Lungs: \_\_\_\_\_

Heart: \_\_

Abdomen: \_\_\_\_\_

Muscular-Skeletal: \_\_\_\_\_

Neurological: \_\_

NOTE: Students must possess the functional ability to perform the skills and demonstrate the behaviors required of a professional nurse. These abilities include but are not limited to (a) adequate vision, such as that required to observe changes in physical conditions, to read small print on labels and reports, and to discern subtle changes in color; (b) adequate hearing, such as that required to distinguish muted sounds through a stethoscope; (c) fine motor skills and manual dexterity, such as required to handle small, delicate equipment; (d) strength to turn and assist with lifting adults, and to lift and carry children; (e) the mobility to perform skills and respond quickly in emergency situations; (f) the ability to communicate and interact effectively with others, verbally and in writing; and (g) the ability to detect odors.

\*\*\*Are there any conditions, concerns, or treatments that may affect the ability of this student to meet these program requirements? ( ) YES ( ) NO

Health Care Provider's Name (Print): \_\_\_\_\_ Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of exam \_\_\_\_\_

Health Care Provider's Signature \_\_\_\_\_

# Immunization Form

To ensure the health and safety of our campus, immunizations against communicable diseases is extremely important. Vaccination against Measles, Mumps, Rubella (MMR), Tetanus, Diphtheria and Pertussis (Tdap), and proof of negative Tuberculosis is required of all students entering Auburn Montgomery. This form must be completed and is the preferred document for proof of immunizations and TB testing.

Complete and return to:

**CINM ADMIN OFFICE**

**Attn: Immunizations**

Name \_\_\_\_\_

Student Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Phone Number

\_\_\_\_\_/\_\_\_\_\_  
E-mail Address

\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Enrollment

**REQUIRED IMMUNIZATIONS**

Tuberculosis Screening (within 6 months prior to semester student is to begin at AUM.)

Date Given\_\_ (Date of reading, within 48 to 72 hours of date given) TB skin test (PPD)\_\_\_/

\_\_\_\_\_/\_\_\_\_\_

Results: Positive      mm    Negative mm

If positive, you must attach a radiology report from chest X-ray and documentation of treatment. Tetanus, Diphtheria, Pertussis (Tdap) Vaccine. Students without previous documentation of a Tdap vaccine should have one dose within the last 10 years. Other students should be current to maintain their status throughout their entire academic career.

Date of Tdap vaccine: /\_\_\_\_\_/\_\_\_\_\_

Measles, Mumps, Rubella (MMR)

Please attach documentation to the back of the form.

Date of First Dose \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Date of Second Dose \_\_\_\_/\_\_\_\_/\_\_\_\_\_

I certify that the above dates and vaccinations are true.

\_\_\_\_\_/\_\_\_\_\_

Signature of Health Care Professional

Date

Office Stamp



**CHINIOT INSTITUTE OF NURSING AND MIDWIFERY**  
**(A Project of Chiniot of Anjuman Islamia)**  
**Mantoux (PPD) Tuberculin Skin Test Report**

First year nursing students: use the two-step (test-retest method explained below.) Second year students and EARN students use the one-step method.
--

**Procedure for two-step tuberculin skin test**

**Method:**

- Apply first test
- Read results in 48-72 hours
- If result is negative (0-9mm induration), apply second test 1-3 weeks later
- If result is positive, send for x-ray and treatment per state protocol
- Read results in 48-72 hours
- Use result of second test as baseline

**First Step**

Name: \_\_\_\_\_ Date of Birth: / /

Date Tested: / / Manufacturer \_\_\_\_\_ Lot # \_\_\_\_\_

Signature of Licensed Personnel Giving Test \_\_\_\_\_

Date Read / / Measurement \_\_\_\_\_ MM

Signature of Licensed Personnel Reading Test \_\_\_\_\_

**Second Step**

Name: \_\_\_\_\_ Date of Birth: / /

Date Tested: / / Manufacturer \_\_\_\_\_ Lot # \_\_\_\_\_

Signature of Licensed Personnel Giving Test \_\_\_\_\_

Date Read / / Measurement \_\_\_\_\_ MM

Signature of Licensed Personnel Reading Test \_\_\_\_\_

Office Stamp

\_\_\_\_\_

**CHINIOT INSTITUTE OF NURSING AND MIDWIFERY**  
**(A Project of Chiniot of Anjuman Islamia)**  
**UNDERGRADUATE CLINICAL EVALUATION TOOL**  
**(First Semester through Fourth)**

Student :	Clinical Adjunct:		
Course:	Semester:	Year:	Clinical Site:

**Introduction:** This clinical evaluation tool consists of essential competencies with specific performance criteria. The competencies were identified to be consistent with the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 20). The performance criteria for each competency include cognitive, affective, and psychomotor domains of learning and provide a complete evaluation of an individual student’s clinical performance. The use of this clinical evaluation tool makes it possible to see the student’s development over time as he/she progresses through the specific course, as well as through the nursing curriculum. It also provides standard measures for student, course, and program evaluation.

This clinical evaluation tool is to be used in each clinical course. A formal evaluation is completed and shared with the student at the conclusion of the rotation. In some courses, faculty will also use this tool for mid-rotation evaluation. The tool can also be used at other times during the rotation and can serve as the basis for a learning contract.

<b>Dependent (0)</b>			
<b>Almost Always Requires (&gt;90% of the time)</b>		<b>Almost Never Exhibits (&lt;10% of the time)</b>	
direction	monitoring	a focus on the client	or system
guidance	support	accuracy, safety, and skillfulness	assertiveness and efficiency and organization
		initiative	an eagerness to learn
<b>Novice (1)</b>			
<b>Very Often Requires (75% of the time)</b>		<b>Occasionally Exhibits (25% of the time)</b>	
direction	monitoring	a focus on the client	or system
guidance	support	accuracy, safety, and skillfulness	assertiveness and efficiency and organization
		initiative	an eagerness to learn
<b>Assisted (2)</b>			
<b>Often Requires (50% of the time)</b>		<b>Often Exhibits (50% of the time)</b>	
direction	monitoring	a focus on the client	or system
guidance	support	accuracy, safety, and skillfulness	assertiveness and efficiency and organization
		initiative	an eagerness to learn
<b>Supervised (3)</b>			
<b>Occasionally Requires (25% of the time)</b>		<b>Very Often Exhibits (75% of the time)</b>	
direction	monitoring	a focus on the client	or system
guidance	support	accuracy, safety, and skillfulness	assertiveness and efficiency and organization
		initiative	an eagerness to learn

## Rating Scale

### Expected Levels of Performance:

For the **Final Evaluation** students must achieve the **minimal expected level of performance for each competency within the designated level** in order to pass the course and progress in the program.

Level	Minimum Expected Performance	Minimum Score	Upon Completion of:
I	Novice -Assisted	1.5	
II	Assisted	2.0	First semester of clinical practice
III	Assisted-Supervised	2.5	All Semesters EXCEPT first
IV	Supervised-Self-Directed	3	All semesters EXCEPT first

**Instructions:** Faculty will rate students on each of seven competencies using the designated rating scale, considering the **quality of the performance** (Almost Never Exhibits to Almost Always Exhibits) and the **amount of guidance** required (Almost Always Requires to Almost Never Requires). Referring to the scale below, as students improve in accuracy, safety, and efficiency, it is expected that they will require less guidance. To determine the rating for each competency, faculty will consider student performance on the specific performance criteria and will arrive at a rating for each competency using the 0-4 scale. Faculty may also include comments related to each competency. At the end of this clinical evaluation tool, faculty should write summary comments and document recommendations for further development/improvement. The faculty who wrote the evaluation will review it with the student and document the date of the meeting. The student should be provided with a copy of the evaluation. Students may be asked to complete a self-evaluation at midterm and final. Clinical faculty should discuss the tool with students at the beginning of each clinical rotation and describe how and when it will be used.

**NOTE: In these competencies, client is defined as the recipient of professional nursing services and may be an individual, family, or group.**

CLINICAL EVALUATION	Midterm Evaluation	Needs Improvement	Final Evaluation
<b>1. Demonstrates professional behaviors</b>			
<ul style="list-style-type: none"> <li>a. Follows Institute, University, and agency policies</li> <li>b. *Practices within the legal and ethical frameworks of nursing and according to standards of nursing care</li> <li>c. *Demonstrates accountability and assumes responsibility for own actions and practices</li> <li>d. Treats all individuals with dignity/respect</li> <li>e. Demonstrates cultural sensitivity</li> <li>f. * Recognizes and Protects client rights (privacy, autonomy, confidentiality)</li> <li>g. Demonstrates initiative in seeking learning opportunities and resources</li> <li>h. Analyzes personal strengths and limitations in providing care</li> <li>i. Incorporates constructive feedback for performance improvement</li> <li>j. *Maintains professional appearance, attitude, behavior, and arrives on time for clinical</li> <li>k. *Arrives on time for clinical and is prepared. In the event of tardiness or absence, faculty is notified immediately.</li> <li>l. Identifies situations in which assistance is needed OR appropriately seeks assistance</li> </ul>			
<b>2. Collects and analyzes comprehensive client data</b>			
<ul style="list-style-type: none"> <li>a. *Determines relevant information needed to provide comprehensive patient care</li> <li>b. Identifies appropriate sources for data collection</li> <li>c. Uses correct techniques for assessment</li> <li>d. Interprets laboratory/diagnostic test results</li> </ul>			

<p>e. Incorporates data from medical records, client, family/support persons and health care team members in plan of care</p>			
<p><b>3. Communicates effectively</b></p>			
<p>a. *Documentation is relevant, factual, complete, timely, legally accurate, organized and thorough</p> <p>b. *Communicates therapeutically with clients utilizing verbal and nonverbal skills and cognizant of confidentiality</p> <p>c. Listens attentively and respectfully to others</p> <p>d. Is actively involved in team building, fostering collegiality, and encouraging cooperation</p> <p>e. Contributes insight and helpful information to the health care team/group conferences</p> <p>f. *Initiates discussion with faculty/staff as needed to enhance delivery of care</p>			
<p><b>4. Exhibits caring to facilitate physical, mental, and spiritual health</b></p>			
<p>a. *Demonstrates sensitivity to cultural, moral, spiritual, and ethical beliefs of clients, families, peers, healthcare team members, and others</p> <p>b. Recognizes barriers to care such as socioeconomic factors, environmental factors, and support systems</p> <p>c. *Protects the client's safety and privacy, and preserves human dignity while providing care</p> <p>d. Encourages family and/or significant others' participation in care as appropriate</p>			

e. Assists clients with coping and adaptation strategies.			
<b>5. Applies knowledge in planning appropriate client care and engages in systematic and ongoing evaluation of the plan of care.</b>			
a. Demonstrates initiative to obtain needed knowledge b. Analyzes and evaluates sources of data for appropriateness, usefulness, and accuracy c. Integrates theory from nursing, natural and social sciences to enhance client care d. *Relates pathophysiology and epidemiology of disease(s) to clients' assessment findings, medications, laboratory and diagnostic test results, medical and nursing intervention. e. Integrates concepts of health promotion and disease prevention into client care f. Evaluates nursing practices based on current research evidence g. Develops plan of care based on analysis of assessment data h. * Accurately determines priorities for care and communicates priorities and rationale for decisions to instructor i. Considers needs/preferences of the client in planning care j. Establishes realistic goals/expected outcomes k. Evaluates nursing interventions based on goals/expected outcomes l. Reviews plan of care based on evaluation and consultation			
<b>6. Provides safe client-centered care</b>			
Safe Behavior Criteria: The student is required to practice professional nursing safely in specific client-centered situations with clinical supervision. Safe behavior is defined as behavior which does not place the client or self and other professional staff at risk of physical and/or psychosocial harm. The student is subject to receiving a Failure in the course and to being dismissed from the program if safe behavior is not consistently demonstrated.			
a. Plans and implements evidence-based interventions that are congruent with assessment data b. Considers client needs and preferences in providing care c. * Identifies client using two forms of identification prior to interventions d. Performs nursing skills and therapeutic procedures safely and competently e. *Follows principles of infection control *Complies with standard precautions and infection control standards f. *Follows procedures for medication administration (7 Rights) * Performs drug dosage calculation accurately * Administers medications safely g. Recognizes own limitations related to nursing skills or technologies and takes appropriate steps for improvement h. Takes appropriate steps to improve nursing skills and use of technologies i. *Creates a safe environment for client care *Protects client from physical injury by implementing appropriate safety measures, including precautionary measures (i.e. fall prevention, skin integrity, aspiration precautions, seizure			

precautions, appropriate ambulation and transfer techniques) j. Demonstrates flexibility in adapting to changing client care situations k. Reports abnormal data and changes in client condition in a timely manner to instructor or appropriate health team member.			
<b>7. Uses teaching-learning process when providing individualized client/family/group education</b>			
Assesses readiness and barriers to teaching/learning of clients, families, and groups b. *Considers appropriate client characteristics in teaching (e.g., culture, age, developmental level, and educational level) c. *Develops an appropriate teaching plan for learner needs with reasonable and appropriate outcome measures d. Utilizes appropriate principles of teaching/learning when implementing a teaching plan e. Evaluates learner outcomes, provides feedback, and revises teaching plan as needed			
<b>RATING TOTAL</b>			

<b>MIDTERM</b>
<b>RATING_</b>
<b>Clinical Adjunct Comments:</b>
<b>Clinical Adjunct recommendations for further development/improvement:</b>
<b>Student Comments:</b>
<b>Course Faculty Comments:</b>

**FINAL EVALUATION**

**RATING \_**

**Clinical Adjunct Comments:**

**Clinical Adjunct recommendations for further development/improvement:**

**Student Comments:**

**Course Faculty Comments:**

**Satisfactory\_\_\_\_\_ Unsatisfactory\_\_\_\_\_ Final Rating\_\_\_\_\_**

By signing their names below, the student, Clinical Associate, and Course Faculty acknowledge that a meeting was held on (indicate date and time) to discuss this evaluation and that a copy of this evaluation was provided to the student.

**Student Signature:\_\_\_\_\_ Date/Time: \_\_\_\_\_**

**Clinical Adjunct Signature\_\_\_\_\_ Date/Time: \_\_\_\_\_**

**Course Faculty Signature:\_\_\_\_\_ Date/Time: \_\_\_\_\_**



**UNDERGRADUATE CLINICAL EVALUATION TOOL (Final Semester-Preceptorship)**

<b>Student:</b>		<b>Preceptor (s):</b>	
<b>Course:</b>	<b>Semester:</b>	<b>Year:</b>	<b>Clinical Site:</b>

**Introduction:** This clinical evaluation tool consists of essential competencies with specific performance criteria. The competencies were identified to be consistent with the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2018). The performance criteria for each competency include cognitive, affective, and psychomotor domains of learning and provide a complete evaluation of an individual student’s clinical performance. The use of this clinical evaluation tool makes it possible to see the student’s development over time as he/she progresses through the specific course, as well as through the nursing curriculum. It also provides standard measures for student, course, and program evaluation.

This clinical evaluation tool is to be used in each clinical course. A formal evaluation is completed and shared with the student at the conclusion of the rotation. In some courses, faculty will also use this tool for mid-rotation evaluation. The tool can also be used at other times during the rotation and can serve as the basis for a learning contract.

**Instructions:** Faculty will rate students on each of seven competencies using the designated rating scale, considering the **quality of the performance** (Almost Never Exhibits to Almost Always Exhibits) and the **amount of guidance** required (Almost Always Requires to Almost Never Requires). Referring to the scale below, as students improve in accuracy, safety, and efficiency, it is expected that they will require less guidance. To determine the rating for each competency, faculty will consider student performance on the specific performance criteria and will arrive at a rating for each competency using the 0-4 scale. Faculty may also include comments related to each competency. At the end of this clinical evaluation tool, faculty should write summary comments and document recommendations for further development/improvement. The faculty who wrote the evaluation will review it with the student and document the date of the meeting. The student should be provided with a copy of the evaluation. Students may be asked to complete a self-evaluation at midterm and final. Clinical faculty should discuss the tool with students at the beginning of each clinical rotation and describe how and when it will be used.

**NOTE: In these competencies, client is defined as the recipient of professional nursing services and may be an individual, family, or group.**

## Rating Scale

<b>Dependent (0)</b>			
<b>Almost Always Requires (&gt;90% of the time)</b>		<b>Almost Never Exhibits (&lt;10% of the time)</b>	
direction	monitoring	a focus on the client	efficiency and organization
guidance	support	or system	an eagerness to learn
		accuracy, safety, and	
		skillfulness	
		assertiveness and	
		initiative	
<b>Novice (1)</b>			
<b>Very Often Requires (75% of the time)</b>		<b>Occasionally Exhibits (25% of the time)</b>	
direction	monitoring	a focus on the client	efficiency and organization
guidance	support	or system	an eagerness to learn
		accuracy, safety, and	
		skillfulness	
		assertiveness and	
		initiative	
<b>Assisted (2)</b>			
<b>Often Requires (50% of the time)</b>		<b>Often Exhibits (50% of the time)</b>	
direction	monitoring	a focus on the client	efficiency and organization
guidance	support	or system	an eagerness to learn
		accuracy, safety, and	
		skillfulness	
		assertiveness and	
		initiative	
<b>Supervised (3)</b>			
<b>Occasionally Requires (25% of the time)</b>		<b>Very Often Exhibits (75% of the time)</b>	
direction	monitoring	a focus on the client	efficiency and organization
guidance	support	or system	an eagerness to learn
		accuracy, safety, and	
		skillfulness	
		assertiveness and	
		initiative	
<b>Self-Directed (4)</b>			
<b>Almost Never Requires (&lt;10% of the time)</b>		<b>Almost Always Exhibits (&gt;90% of the time)</b>	
direction	monitoring	a focus on the client	efficiency and organization
guidance	support	or system	an eagerness to learn
		accuracy, safety, and	
		skillfulness	
		assertiveness and	
		initiative	

**Expected Levels of Performance:**

For the **Final Evaluation** students must achieve the **minimal expected level of performance for each competency within the designated level**

In order to pass the course and progress in the program.

Level	Minimum Expected Performance	Minimum Score	Upon Completion of:
I	Novice -Assisted	1.5	
II	Assisted	2.0	First semester of clinical practice
III	Assisted-Supervised	2.5	All Semesters EXCEPT first
IV	Supervised-Self-Directed	3	All semesters EXCEPT first
V	Self-Directed	4	Final Semester

**Grading Equivalency:**

**Supervised-Self-Directed** - The **minimum score** is obtained by multiplying the Level of the student (e.g., Assisted-Supervised minimum score of 2.5 by the number of competency sections evaluated seven (7) to equal a score of 17.5). The **maximum score** is obtained by multiplying the Level of student (e.g., Self-Directed minimum score of 4 by the number of competency sections evaluated, seven (7) to equal a score of 28).

All of the competency section components must be met to receive a Satisfactory. If any component of the competency section being evaluated is missed, this equals a score of zero (0) for that section and the missed item letter (s) is placed in the Needs Improvement Column. The Final Evaluation must be Satisfactory with the Total Rating of a minimum score of 17.5 to pass the course.

**Final Semester**

**Satisfactory** is equal to a minimum score of 17.5 or a maximum score of 28.

**Unsatisfactory** is equal to a score **BELOW** 17.5 and/or missing a Critical Behavior

**Critical Behaviors** are identified by an **asterisk** symbol (\*) and **bold text**. These behaviors must be met at all times. If at any time a Critical Behavior is not met, a Clinical Occurrence Report and/or Summary will be completed by the Clinical Associate and reviewed with the student at the time of Occurrence. The Department Chair for Undergraduate Affairs and Course Faculty will be notified immediately. The student may be dismissed from clinical for the day and return to clinical is based on follow-up.

**Specialty Clinical Evaluation Tool**  
**Obstetrics/ Pediatrics/Community/Public Health/Mental Health**

STUDENT: \_\_\_\_\_ SEMESTER/YEAR: \_\_\_\_\_

Clinical Rotation - Agency/Unit: \_\_\_\_\_ Dates \_\_\_\_\_

Clinical Faculty: \_\_\_\_\_

Students **must receive a grade of “Satisfactory” in each domain at the Final Evaluation to pass the course.**

Evaluation Domains	Day 1	Day 2
<b>1. COMMUNICATION</b> Communicates effectively with patients, families, faculty, healthcare team members, and peers <b>Comments:</b>		
<b>2. PROFESSIONAL DEVELOPMENT</b> <b>PROFESSIONALISM</b> Demonstrates behaviors which characterize a professional nursing student <b>RESPONSIBILITY</b> Demonstrates responsibility for own behavior as a professional nursing student <b>ROLE DEVELOPMENT</b> nonstrate development in the professional roles of the nurse, with emphasis on the roles of caregiver and educator <b>REFLECTIVE PRACTICE</b> Recognizes learning needs, demonstrates critical thinking, engages in self- evaluation <b>Comments:</b>		
<b>NURSING PROCESS UTILIZED IN THE CARE OF Childbearing and Childrearing Families</b> <b>ASSESSMENT</b> Systematically establishes a complete database about a patient <b>DATA ANALYSIS</b> Identifies appropriate nursing diagnoses for the patient <b>PLANNING</b> Selects goals and designs a plan to achieve the established goals <b>IMPLEMENTATION</b> Initiates and completes nursing actions necessary to accomplish the defined goals <b>EVALUATION</b> Evaluates and modifies the nursing plan <b>Comments:</b>		

<p><b>SAFETY</b>  motes safety for patients and providers through individual performance and system effectiveness  Prioritizes the delivery of nursing care  Utilizes Standards of Care to deliver safe and effective care</p>		
<p><b>Comments:</b></p>		

Day 1/ Faculty Clinical Evaluation Comments:

Day 1/ Student Clinical Evaluation Comments:

Day 2/ - Faculty Final Evaluation Comments:

Day 2/ - Student Final Evaluation Comments:

Clinical Absences: \_\_\_\_\_

I have read and have had the opportunity to discuss my evaluation.

\_\_\_\_\_

Student Signature/Date

\_\_\_\_\_

Faculty Signature/Date

**Unsafe/Unsatisfactory Practice**

**Clinical Incident Report**

<b>Student Name</b> _____ _____ <b>Course Number</b> _____ _____ <b>Course Faculty</b> _____ _____ <b>Clinical Adjunct</b> _____ _____	<b>Report Date</b> _____ <b>Occurrence Date</b> _____ <b>Occurrence Time</b> _____ <b>Point (s) assigned</b> _____
---	---

**OCCURRENCE TYPE: Unsafe/Unsatisfactory (Check all that apply - 1 point value each)**

<b>Paperwork</b> <input type="checkbox"/> Failure to complete clinical preparation for assignments, such as drug cards, plan of care, case studies, anecdotal notes.	<b>Absence/Tardy</b> <input type="checkbox"/> Failure to call faculty and/or the unit prior to assigned time of arrival for illness or tardiness. <input type="checkbox"/> Tardiness > 5 minutes <input type="checkbox"/> Unexcused absence (no call, no show or leaving assigned area without proper communication with instructor/staff).	<b>Patient Care Issues</b> <input type="checkbox"/> Inadequate knowledge of treatments, medications, or plan of care. <input type="checkbox"/> Medication error. <input type="checkbox"/> Treatment error. <input type="checkbox"/> Error prevented from occurring by faculty/staff intervening. <input type="checkbox"/> Failure to follow clinical agency/ SON clinical policy regarding infection prevention (i.e. wearing false eyelashes, wearing nail polish, false fingernails or gels, improper handwashing)	<b>Unprofessional Behavior</b> <input type="checkbox"/> Inappropriate cell phone use within clinical area. <input type="checkbox"/> Disrespectful/Unprofessional communication with staff, clinical adjunct, faculty, fellow students, or clients. <input type="checkbox"/> Failure to wear appropriate uniform as designated in SON clinical policy <input type="checkbox"/> Leaves clinical area without reporting off to staff and faculty. <input type="checkbox"/> Any behavior deemed unsatisfactory by the clinical faculty or course faculty.
---	--	---	--

<b>OCCURRENCE TYPE: Critical Unsafe/Unsatisfactory (Check all that apply).</b>
<b>This will result in immediate review of the incident. *Contact Course Faculty ASAP.</b>
<input type="checkbox"/> Any life-threatening error or action by the student to client, staff, faculty, or others.
Implementing any action that is in direct violation of the course, Institute, and hospital Policies.
Violation of the Drug Free Campus
<b>DISMISSAL from clinical experience for day. Additional (1) point assigned.</b>
Notification: Student _____ Date: _____ Course Faculty: _____

<b>Student comments related to occurrence:</b>
<b>Student Signature :</b> _____ <b>Date;</b> _____
<b>Clinical Adjunct comments related to occurrence:</b>
<b>Clinical Adjunct Signature:</b> _____ <b>Date:</b> _____
(Use additional Counseling Form for additional documentation)

<b>Course Faculty comments related to occurrence:</b>
<b>Course Faculty Signature:</b> _____ <b>Date:</b> _____
Assigned a Satisfactory or Unsatisfactory rating for learning activity. <b>Rating</b> _

Date of follow up meeting with Student and Course Faculty to discuss the following: \_\_\_\_\_

<b>Student Goal:</b>	<b>Student Plan:</b>	<b>Student/Faculty Evaluation</b>
<b>Student Signature/Date</b> _____		<b>Course Faculty</b>
<b>Signature/Date</b> _____		

Clinical Site Evaluation by Student

Clinical Site: \_\_\_\_\_ Unit: \_\_\_\_\_ Semester: \_\_\_\_\_  
 \_\_\_\_\_ Year: \_\_\_\_\_  
 \_\_\_\_\_ Student Status: \_\_\_\_\_

**Please evaluate the clinical site listed above in order to make improvements for future student experiences. Specific information or examples can offer insight into how improvements can be made.**

**Use the following scale to evaluate each section. Please make comments that are constructive and professional in the space provided at the bottom of the evaluation.**

5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree

Focus:	5	4	3	2	1
1. The clinical site provided experiences to manage patients with diverse health care needs. Student assignments were appropriate for level and course objectives. Patient census permitted achievement of learning goals. Access to vulnerable populations (children, older adults, homeless) was available.					
2. The clinical site personnel were professional role models for nursing students. Personnel had an attitude that facilitated student learning. Personnel provided a quality of care congruent with School of Nursing learning goals. Personnel were open to questions and assisting with learning tasks.					
3. The clinical site had adequate space/resources to promote a learning environment. Adequate space was provided for conferences and student needs. Adequate charting stations was available or areas to access patient data. Orientation to facility was organized and thorough.					
4. The clinical site provided an overall learning experience that enhanced my understanding of nursing care. There were adequate opportunities to apply evidence based practice. There were opportunities available to improve critical thinking and clinical judgment. There were opportunities available to complete nursing skills.					

**Comments:**



## Confidentiality Agreement

During my studies or through clinical experiences as a student of Chiniot Institute of Nursing and Midwifery (CINM), I understand that I will come into contact with various types of sensitive and personal information. This information may include, but is not limited to, information about patients, families, students, faculty, staff, donors, research, and financial and business operations. Some information is deemed confidential by law (i.e., protected health information) or by the Institute or University. Confidential information may be in any form (i.e., written, oral, electronic, overheard or observed). All confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to engage in program or leadership requirements.

I understand that I must protect all confidential information, including PHI, while a student at CINM. I will not share PHI with those outside the CINM unless they are part of my studies or educational program and have a need to know. I will not remove nor electronically send any confidential information from the facilities where I am assigned as a student except as permitted.

If I knowingly violate this agreement, I will be subject to failure in the related clinical/theory course and possible disenrollment from the Institute of Nursing. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have read and understand the above and agree to be bound by the contents. I understand that signing this agreement and complying with its terms is a requirement for my inclusion in the CINM educational program and participation in clinical experiences.

_____	_____	_____
Print Full Legal Name	Student Number	Date
_____	_____	
Signature	Program	

**PHOTO/VIDEO/OTHER MEDIA CONSENT FORM for Students**

For and in consideration of benefits to be derived from the furtherance of the educational programs of CINM, I, the undersigned Participant, hereby authorize CINM, and any agents, officers, employees, servants or students of CINM its assignees for purposes that include, but are not limited to, the creation of training and/or other informational materials, scientific research, quality assurance, recruiting, advertising and marketing, as well as education and teaching, at CINM

I understand and agree that these audio, video, film and/or print or digital images may be used, edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees to me or to anyone else on my behalf, forever and I hereby relinquish all right, title and interest therein to CINM

I release CINM and, officers, employees, servants or students of CINM and Board of Trustees and their respective agents, officers, employees and servants from any and all liability relating to the taking, reproduction, and/or use of such photographs, video images, and/or sound recordings.

I hereby certify that I am at least 18 years of age and that I am legally competent to sign this form.

\_\_\_\_\_  
Name of Participant                      Date

\_\_\_\_\_  
Signature of Participant

**ACKNOWLEDGEMENT OF RECEIPT AND READING OF CINM STUDENT HANDBOOK**

After obtaining access through the CINM website and reading the CINM Student Handbook, please complete this form and return to the Principal Administrative Assistant, to be placed in your file.

All students are subject to the provisions in the Student Handbook and are responsible to know the policies, procedures and guidelines included in the contents.

Please sign below to indicate that you have read a copy of the CINM Student Handbook (hard copy or electronic copy) and will abide by the policies included in it.

\_\_\_\_\_  
Name                      Date                      Signature

Note: Failure to sign this form does not exempt a student from the provisions in the CINM Student Handbook.

Thank you.

**BSN Curriculum**  
**CURRICULUM**

Curriculum approved by the Pakistan Nursing Council for all programs is adopted as well as activities will be followed according affiliated University.

**YEAR & SEMESTER**

<b>FIRST YEAR FIRST SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>SKILLS/LAB</b>	<b>TOTAL CREDIT</b>
Fundamental of Nursing-I	2.00		2.00	4.00
Microbiology	2.50		0.5	3.00
Anatomy and Physiology-I	3.00			3.00
Biochemistry for Nurses	2.00		1.00	3.00
English-I	2.00			2.00
Computer Skills			1.00	1.00
<b>Total</b>				<b>16.00</b>
<b>FIRST YEAR SECOND SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>SKILLS/LAB</b>	<b>TOTAL CREDIT</b>
Fundamental of Nursing-II	2.00	1.00	1.00	4.00
Anatomy and Physiology-II	3.00			3.00
Community Health Nursing-I	2.00	1.00		3.00
Applied Nutrition	1.00			1.00
English-II	2.00			2.00
Islamiat*	2.00			2.00
Pakistan Studies*	2.00			2.00
<b>Total</b>				<b>17.00</b>
<b>SECOND YEAR THIRD SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>SKILLS/LAB</b>	<b>TOTAL CREDIT</b>
Adult Health Nursing-I	4.00	3.00	1.00	4.00
Pathophysiology-I	1.75		0.25	3.00
Health Assessment-I	1.00		1.00	2.00
Pharmacology-I	2.00			2.00
Mathematics	1.00			1.00
English-III	2.00			2.00
<b>Total</b>				<b>17.00</b>
<b>SECOND YEAR FORTH SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>SKILLS/LAB</b>	<b>TOTAL CREDIT</b>
Adult Health Nursing-II	2.00	1.00	1.00	4.00
Pathophysiology-II	3.00			3.00
Health Assessment -II	2.00	1.00		3.00
Developmental Psychology	1.00			1.00
Pharmacology-II	2.00			2.00

English-IV	2.00			2.00
Nursing Ethics	2.00			2.00
<b>Total</b>				<b>17.00</b>
<b>THIRD YEAR FIFTH SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>SKILLS/LAB</b>	<b>TOTAL CREDIT</b>
Pediatrics Health Nursing	3.00	3.00	1.00	7.00
Community Health Nursing-II	2.50	2.50	1.00	6.00
Teaching/Learning Principles & Practices	3.00			3.00
English-V				
<b>Total</b>				<b>18.00</b>
<b>THIRD YEAR SIXTH SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>SKILLS/LAB</b>	<b>TOTAL CREDIT</b>
Mental Health Nursing	3.00	3.00		4.00
Introduction to Biostatistics	2.50		0.50	3.00
Behavioral Psychology	3.00			3.00
Epidemiology	2.00			2.00
English-VI	2.00			2.00
Culture, Health and Society	2.00			2.00
<b>Total</b>				<b>18.00</b>
<b>FOURTH YEAR SEVENTH SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>SKILLS/LAB</b>	<b>TOTAL CREDIT</b>
Critical Care Nursing	2.50	4.00	0.50	7.00
Introduction to Nursing Theories	2.00			2.00
Leadership and Management in Nursing	2.00	1.00		3.00
Nursing Research	3.00			3.00
English VII	2.00			2.00
<b>Total</b>				<b>17.00</b>
<b>FOURTH YEAR EIGHT SEMESTER</b>				
<b>COURSE TITLE</b>	<b>THEORY</b>	<b>CLINICAL</b>	<b>TUTORIAL</b>	<b>TOTAL CREDIT</b>
Community Health Nursing-III	2.00	3.00		5.00
Nursing Seminar / Role transition	2.00			2.00
Clinical Practicum		4.00	1.00	5.00
<b>Total</b>				<b>12.00</b>