

Practical Training Mechanism in the Nursing Program

Practical training for undergraduate students begins in the second semester of the first year and continues until the end of the fourth year. The practical training is implemented gradually and in alignment with the academic curriculum. Students are divided into training groups, with each group consisting of 4-6 students, depending on the specific course registered for that semester.

The selection of training sites is based on the following criteria:

- Available practical training locations approved by the Palestinian Ministry of Health, close to the students' residences.
- Compatibility of the site with learning outcomes.
- Availability of a sufficient number of patients for student training.
- A safe environment for students during clinical training.

Practical Training Program for All Levels: The program includes both the Bachelor of Nursing and the Bachelor of Midwifery students, who are given the opportunity to receive distinguished clinical training by distributing students across a wide range of facilities, centers, and hospitals. Training sites are carefully chosen to ensure they align with educational outcomes and meet the goals of both the undergraduate and master's programs, allowing students to gain the necessary practical skills to practice nursing effectively.

Training Locations Include:

- Hospitals and health clinics affiliated with the Palestinian Ministry of Health
- UNRWA (United Nations Relief and Works Agency for Palestine Refugees) hospitals and health clinics
- Private healthcare institutions
- Schools under the Palestinian Ministry of Education and Higher Education and UNRWA schools.

Key Hospitals for Clinical Training:

- An-Najah National University Hospital
- Al-Maqasid Charity Hospital
- Palestine Medical Complex
- H-Clinic Hospital
- Arab Care Hospital
- Arab Specialist Hospital
- Rafidia Government Hospital
- Nablus Government Hospital
- Nablus Specialist Hospital
- Arab Specialist Hospital
- Thabit Thabit Government Hospital in Tulkarem
- Al-Isra Hospital (formerly Zakah Hospital) in Tulkarem
- Martyr Khalil Suleiman Hospital – Jenin Governmental Hospital

- Darwish Nazzal Qalqilya Government Hospital
- Alia Hospital – Hebron
- Halhul Hospital – Hebron
- Hebron Arab Hospital
- UNRWA Hospital – Qalqilya
- Mental Health Hospital – Bethlehem
- Arab Women’s Union Hospital / Nablus
- Evangelical Hospital / Nablus
- An-Najah Institute for Childhood
- Al-Amal Rehabilitation Center - Nablus
- UNRWA Center – Nablus
- Arab Women’s Union for Elderly Care – Ramallah
- Elderly Club – Beit Sahour
- Antonian Charity Association – Bethlehem
- Nicholas Association – Bethlehem

Health Clinics Participating in Training: These include all health clinics affiliated with the Palestinian Ministry of Health in various regions, such as Nablus, Tulkarem, Jenin, Qalqilya, Salfit, and Tubas, as well as clinics affiliated with UNRWA.

Accreditation of Training Sites: All healthcare institutions where training occurs are nationally accredited as educational sites by:

- The Palestinian Ministry of Health
- The Palestinian Nurses and Midwives Association
- Palestinian Higher Education

Details of Practical Training According to Academic Stage:

- **First Semester, First Year:** Training in the college’s laboratories, providing a simulated environment for basic nursing practices.
- **Second Semester, First Year:** Practical training in hospitals in general surgery and internal medicine departments.
- **Second Year:** Training in general departments, including internal medicine, surgical departments, outpatient clinics, and daycare clinics.
- **Third Year:** Training in specialized environments, such as pediatric and neonatal (preterm) units, obstetrics and gynecology, and mental health and psychiatric departments.
- **Fourth Year:** Final preparation in specialized departments, including:
 - Emergency Department
 - Intensive Care Units
 - Coronary Care Units
 - Dialysis Units
 - Burn Unit
 - Community Health Clinics and Primary Health Care for Chronic Diseases

- School, factory, and community health centers as part of the health promotion program.

Final Fourth Year: Intensive training responsibility in the internship (fellowship) program across all general and specialized departments and clinics.

Academic Support and Clinical Supervision: Faculty members supervise students in their clinical courses, in addition to supervising clinical instructors who are carefully selected according to the standards set by the Palestinian Ministry of Health, and agreed-upon criteria by a committee responsible for selecting instructors in collaboration with the College of Nursing and An-Najah National University Hospital. This process is coordinated by the practical training coordinator in the college to ensure the highest quality of supervision and training.

Role of the Clinical Instructor: The clinical instructor is a qualified nurse with sufficient experience and knowledge to guide students during their clinical practice. They provide direction and support to enhance student learning and facilitate their gradual transition into their professional nursing roles with confidence and competence.

This approach aims to enhance the integration between theoretical education and practical application, ensuring that graduates are well-prepared to deliver excellent healthcare in line with the highest professional standards.

Clinical Evaluation

Clinical assessments focus on evaluating students' skills, competence, and attitudes during practical interactions with patients.

a. Clinical Skills Competency Checklists

- **Skill Proficiency:** Evaluating students on specific clinical procedures, such as taking vital signs, administering injections, wound care, or inserting catheters.
- **Competency-Based Assessment:** Using a checklist to track the demonstration of clinical skills, assessing their accuracy, efficiency, and adherence to safety protocols.

b. Clinical Placement Evaluation

- **Supervisor Assessments:** Clinical instructors or preceptors provide feedback on students' performance in real patient care settings. This includes communication skills, professionalism, and decision-making ability.

d. Case Presentations

- **Patient Case Analysis:** Students present a case study involving a patient they cared for during their clinical placement. They must provide a detailed history, assessment

findings, nursing interventions, and outcomes.

- Problem-Based Learning: Students work together to discuss and resolve clinical problems based on real patient scenarios.

3. Self-Assessment and Reflection

- Self-Reflection Logs: Students regularly assess their own performance, identifying strengths and areas for improvement. Reflection can help students internalize lessons learned and set personal goals for professional development.

4. Professionalism and Attitude Evaluation

- Behavioral Assessments: Observe how students engage with patients, families, and healthcare teams. This includes punctuality, professionalism, empathy, and communication.
- Ethical and Legal Conduct: Evaluate students' understanding of patient rights, confidentiality, and ethical issues in nursing practice.

5. Continuous Evaluation

- Portfolios: Students create a comprehensive portfolio documenting their learning, achievements, and reflections on clinical practice. This can include evidence of skill competencies, clinical hours, and personal development.
- Formative Feedback: Provide ongoing feedback during practical assignments, helping students improve throughout the course.

The Faculty of Nursing Clinical Training Guidelines

Dress Code

A-Female Students:

1. A white lab coat must be worn at all times—buttoned, clean, neat, and well-ironed.
2. Light navy-blue clothing should be worn underneath the white lab coat.
3. The identification badge (name tag) and university logo are integral parts of the uniform and must be prominently displayed above the left upper pocket of the lab coat.
4. A plain white head cover (head scarf) without accessories is required.

5. Hair must be neatly styled—either short or securely tied up.
6. Shoes must be white or black; heels, sports shoes, and ballerinas are strictly prohibited.
7. Jewelry is restricted to engagement and wedding rings only.
8. Students are not permitted to wear scrub uniforms outside the hospital unit or setting, in accordance with hospital policy.
9. The uniform, including the lab coat, is to be worn exclusively during clinical and laboratory settings.

B- Male Students:

1. A white lab coat must be worn at all times—buttoned, spotless, neat, and well-ironed.
2. The identification badge (name tag) and university logo are mandatory components of the uniform and must be prominently displayed above the left upper pocket of the lab coat.
3. Light navy-blue uniform is required underneath the white lab coat.
4. Hair must be neatly cut and styled, with no additives, and beards must be cleanly shaved.
5. Black shoes are required; sports shoes are strictly prohibited.
6. If a specific uniform (scrub) is mandated by hospital policy, students are prohibited from wearing it outside the unit.
7. The uniform is to be worn exclusively in all clinical training areas and laboratory settings.

Note: Failure to comply with the Dress Code will result in denied entry to practice settings, and the absence will be recorded as unexcused for that day.

Equipment for Clinical Training

Students are required to bring the following equipment for clinical training:

- **Procedure Manual:** Essential for referencing protocols and procedures during clinical practice.
- **Stethoscope:** Required for auscultation and patient assessment.
- **Scissors:** Necessary for cutting bandages, dressings, and other materials.
- **Notebook:** For taking notes and recording observations (Textbooks are not allowed in the

clinical area).

- **Torch:** Useful for pupil assessments and other focused examinations.
- **Pen and Pencil:** For documentation and note-taking.
- **Watch with a Second Hand:** Critical for timing procedures and monitoring vital signs.
- **Additional Required Items:** Any specific tools or instruments needed according to the clinical course requirements (e.g., measuring tape, etc.).

Students must ensure they have all the necessary equipment to fully participate in and benefit from the clinical training sessions.

Attendance and Punctuality

- **Mandatory Attendance:** Students are required to attend all clinical days of the course. Absence exceeding (more than two clinical days), with or without an official excuse (such as a sick report), will result in the student being barred from the final exam and receiving an "F" grade for the course.
- **Excused Absences:** Students with excused absences, approved by the Dean based on official credit hour regulations (e.g., sick report).
- **Excuse Submission:** Any excuse or sick report must be approved and stamped by the University physician at the University health clinic or the University hospital. The excuse must be submitted within two days of the absence.
- **Punctuality Requirement:** Punctuality in clinical practice is non-negotiable. The schedule is 7:00 AM to 2:00 PM or from 2:00 PM to 08:00 PM
- **Break Time:** Breaks during clinical training are limited to 20-30 minutes and must be coordinated with the clinical instructor.
- **No Late Arrivals:** Students arriving more than 30 minutes late to clinical settings will not be allowed to participate and will be marked as absent for the day.
- **Final Exam Attendance:** Unexcused absences from clinical or written final exams are handled according to the University's regulations
- Students who miss an exam must submit an excuse to the instructor within three days of the absence. If the excuse is accepted, the student may sit for a make-up exam.
- Students who miss the final exam without an accepted formal excuse from the Dean of the school offering the course will receive a grade of "zero."

The policy regarding make-up for student absences

1. **Notification Requirement:** Students must notify the instructor or department as soon as possible about their absence, preferably before the class or exam. This notification should include the reason for the absence.
2. **Valid Reasons for Absence:** Acceptable reasons for absence may include illness, family emergencies, or other extenuating circumstances. Documentation (e.g., a doctor's note) may be required for certain types of absences.
3. **Make-Up Work:** Students are generally allowed to make up missed assignments, tests, or practical. The process for doing so, including deadlines and format, should be clearly outlined by the instructor.
4. **Time Frame for Make-Up:** specify how long students have to complete make-up work after their return. This is often within a week or a specific period determined by the instructor.
5. **Appeals Process:** If a student believes their absence was justified but was denied a make-up opportunity, the policy should outline the process for appealing that decision.

Professional Behavior

During clinical training, students are expected to adhere strictly to the highest standards of professional conduct. The following guidelines must be observed at all times:

- **Exemplify Professionalism:** Students must demonstrate professional attitudes and behaviors as outlined in the Student Clinical Training Instructions. This includes maintaining a demeanor that reflects the seriousness and responsibility of the nursing profession.
- **Punctuality:** Arriving and departing from the clinical setting on time is mandatory. Timeliness is a critical aspect of professional behavior and reflects respect for the clinical environment and patient care.
- **Introduction and Communication:** Upon arrival, students must introduce themselves to the head of the department (supervisor) before beginning any nursing care. Effective communication with the supervisory staff is essential for ensuring a coordinated and safe care environment.

communication with instructors should be conducted during official working hours only. Contacting faculty outside of these hours is discouraged unless it is an emergency.
- **Privacy and Confidentiality:** Maintaining patient privacy and confidentiality is non-

negotiable. Students must adhere strictly to all regulations regarding patient information and must respect the dignity and rights of all individuals under their care.

- **Safety and Infection Control:** Students are required to comply fully with all safety regulations and infection control standards in the clinical area. No student is permitted to practice in a clinical setting without a valid immunization certificate confirming receipt of three doses of the Hepatitis B vaccine.
- **Ethical Conduct:** Adherence to the Code of Ethics is mandatory. Students must demonstrate unwavering commitment to ethical behavior in all aspects of their clinical practice.
- **Supervised Practice:** Students are only permitted to practice under the direct supervision of a clinical instructor, faculty member, or staff nurse. Independent practice is strictly prohibited to ensure patient safety and proper learning.
- **Training Schedule Compliance:** Students must adhere to the scheduled training hours. Training outside regular hours is not permitted unless explicitly authorized by the course coordinator.
- **Clinical Area Conduct:** The following behaviors are strictly enforced in the clinical area:
 - No chewing gum.
 - Nails must be clean, trimmed, and free of nail polish.
 - Jewelry is restricted to engagement or wedding rings only.
 - Smoking is strictly forbidden.
 - Mobile phones are not to be used during training hours.
 - Do not remain in the nursing station unless required for patient care.
 - Avoid sitting on patients' beds or room tables.
 - Always speak in a calm and respectful manner.
 - Maintain a professional appearance and demeanor in all interactions with patients, colleagues, and others.
 - Avoid placing hands in pockets, as it may appear unprofessional.

Note: The clinical training site is designated to help students achieve the course's intended learning outcomes. It is strictly prohibited to work on class or homework assignments during clinical training hours. This time is exclusively for professional development and patient care.