



## STANDARD OPERATING PROCEDURE

### TITLE: ENHANCEMENT OF SKILLS AND CLINICAL POSTING

#### AIM:s

-To enhance Clinical skills of students, hence develop confidence to work independently at bedside for providing quality care.

#### OBJECTIVES:

- To provide equal opportunity for student.
- To develop standard guidelines to work in clinical posting.
- To conduct clinical posting smoothly.

#### PROCESS/PROCEDURE:

##### -Planning by the University (INC/MNC)

1. All the practical/demonstration related subjects have got clinical postings from the university.
2. University decides the allotted hours of clinical for all practical subjects.
3. Each practical subject needs to be revised each year for any types of additional learning.

##### -Planning by the College Committee

1. At the beginning of the year, all the class-coordinators along with their HOD's need to plan Academic Calendar.
2. Master rotation plan has to be prepared accordingly by all batch coordinators.
3. Clinical rotation plan has to be prepared by all class coordinators in collaboration with all batches.
4. Prior permission has to be taken by in -warding letter in the given Institution (Hospital).
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6. Follow up of the Inward letter has to be done.



7. Dean permission and HOD's permission of each department where students will be placed has to be done.
8. Prior Payment of clinical experience has to be done at the Hospital side for each student.
9. All posting letters has to be forwarded to Matron and In-Charges of particular wards where students are posted.
10. Prior intimation regarding students posted in wards should be done to the Matron as well as In-Charges.

#### **-Before Placing Student in the Clinicals**

1. Teach student all the procedure at college level. Provide adequate study material from exam point of view.
2. Show any related videos/Specimens required for the procedures.
3. All teachers should have common way of instructions and common steps should be followed for procedure demonstration at skill lab, perform independently, assist and observe the procedures in skill lab and perform in clinical area.
4. Teacher needs to show all procedures to the students on the Dummy with Scientific Principles, Articles required, Patient preparation, Environment preparation, Documentations etc.
5. Student will re-demonstrate the procedure on dummy independently and confidently (any repetition required has to be done by the student and teacher).
6. Demonstration/Re-Demonstration signatures should be given after student has performed the procedure on dummy and given Viva on the same.
7. All articles required from college (Assignment sheets, articles, Objectives of the posting, Face shield, Mask) should be provided a day prior posting.
8. Any Vaccines required prior posting of students should be provided for the students before posting students in the ward.



9. Related instructions should be also provided for the students a day prior to posting (Lunch box, Travel related, any consent required etc.)
10. Division of Students according to ward and Mentors/Supervisor.
11. Daily diary, Common procedure books a common format should be provided and taught to the students how to write/complete.
12. Strategic plan should be followed on Student, teacher, ward and assignment distribution.
13. Proper permissions have to be taken prior to posting along with the payment of clinical posting.
14. Arrangement of changing room should be done prior to posting.

### **Implementation process and enhancement of skills**

1. Teaching is done in classroom followed by demonstration in a laboratory. Where students are trained for the above procedures in skill lab then each student will perform the procedure interpedently then assist /observe procedure to develop skill and confidence
  2. Then they are allowed to do this procedure under supervision of teacher in clinical area on patient once a student confidence is developed students is allowed to practice skill independently.
  3. Hands on updated training in given through Add on courses as well as best practices of what's new lecture by clinical field experts and Medical Representatives of various companies.
  4. For organization of clinical skill Demonstration, we have Medical Surgical & Fundamental of Nursing lab.
  5. College has CPR dummy of adult and pediatric, IV hand, Venipunctures, colostomy model, ET intubation, suctioning and delivery model.
    - College has MOU sign with private organization Health Care Academy through us
- First Aid course arrange through St. John Ambulance of India through letter of intent.
- a. Students are given training by these people and issued certificate by authorized body.



- b. Re-demonstration were planned and supervised by class coordinator and
- c. OSPE/OSCE sessions were plan for evaluation
- d. Sometimes sessions were planned even in Parent hospital ICU.
- e. Each student is evaluated by teacher by doing procedure on patient, checklist for re demonstration and peer review.
- f. It is mandatory for each student to complete 80% of redemonstration of procedure in clinical area to appear for exam

### **On the day of Posting**

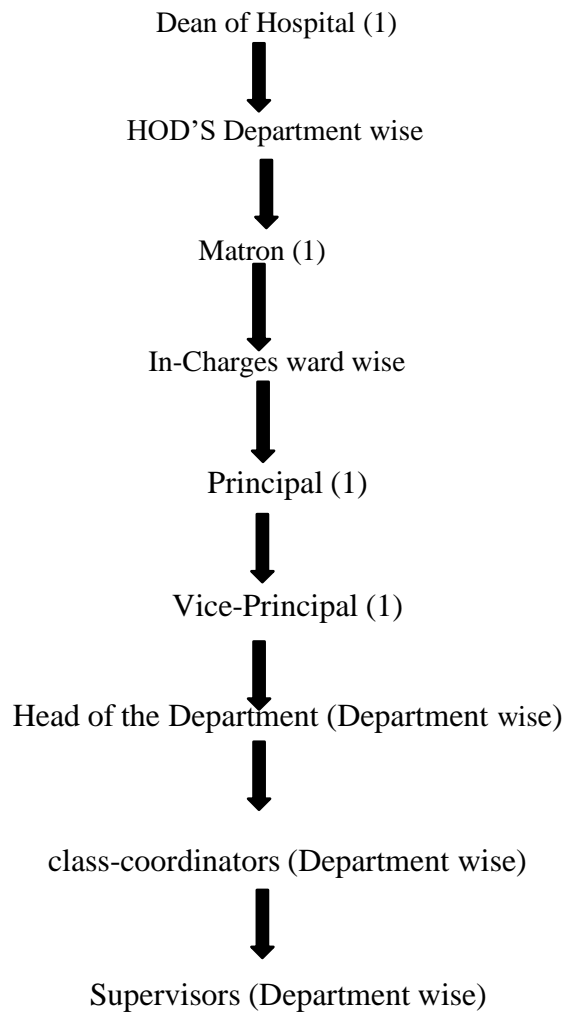
1. All students and new teachers should be oriented to all wards and hospital set-up.
2. Orientation to individual wards along with the introduction with the matron and ward in charges should be done.
3. Each ward should have supervisors over students to supervise their procedures.
4. All teachers and students should carry posting related documents.

### **All throughout the Posting**

1. Posting related assignments/objectives should be priorly discussed with the students.
2. Students should be familiar with the posting Objectives.
3. Common nursing process formats and nurse's notes should be discussed with students.
4. Any mishaps/incidents in the ward should be taken care by the supervisors on duty.
5. Plan prepared should be followed by all teachers and students relevant to evaluation and assignments.
6. All students should be given individualized attention throughout the posting by the supervisors.
7. Counter checking will be done by the HODs and Senior Faculty.



### **AUTHORITY AND RESPONSIBILITY**



**SEVA MANDAL EDUCATION SOCIETY'S**  
**SMT. SUNANDA PRAVIN GAMBHIRCHAND INSTITUTE OF NURSING & PARAMEDICAL SCIENCES**  
**SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING & ANM SCHOOL OF NURSING**  
**Transplant Coordinator Certificate Course**

**SKILL COURSES: ECG Technician, CSSD Technician, Radiology Technician, Lab Assistant, Dialysis Assistant, Cath Lab Assistant**



**Affiliated to: Maharashtra University of Health Sciences, Nashik.**  
**Maharashtra State Board of Nursing and Paramedical Education**  
**Recognised by: Indian Nursing Council, Maharashtra Nursing Council**  
**MUHS IMPACT ASSESSMENT A+ GRADE (2018-2019) NAAC B+ Grade (2022)**

**COMMITTEE FOR ENHANCEMENT OF SKILLS**

SR.NO	NAME OF MEMBERS	DESIGNATION
	Mrs. Shilpa Shettigar	Principal
	Mrs. Delphina Gurav	Vice-Principal
	Mrs. Namrata Kubal	Head of the Department (Department Wise)
	Mrs. Diana Fernandes	
	Mrs. Nikhita Logade	
	Mrs. Prashant Tambe	
	Mr. Neswari Fernando	Class-coordinators (B.Sc.)
	Ms. Greeshma Minesh	
	Ms. Sukanya Jangade	
	Ms. Priyanka Prasad	
	Mrs. Swati Patil	Class-coordinators (ANM)
	Ms. Pratima Torne	
	Supervisors (each year separately)	Associate Professors/Assistant Professor/Clinical Instructors

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**DOCUMENTATION:**

1. Evaluation Scheme Practical's (Each practical subject separately).
2. Clinical Evaluation format.
3. Overall clinical performance of the students.
4. Academic Result (Percentage wise and Graphical)

During the clinical posting the subject teacher sign against the procedure demonstrated by the students, which is then certified by the principal at the end of year.

  
Principal  
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