



**STANDARD RULES AND REGULATIONS  
FOR STUDENTS OF  
PRIVATE NOT FOR PROFIT  
HEALTH TRAINING INSTITUTIONS**

**Note to this Final Version:**

The aim of this Standard Document is to assist the affiliated HTI to improve their rules and regulations and harmonise these with best practices and existing legislation. We also hope to reach a higher level of standardization in our network of schools to facilitate external recognition and accountability.

It was developed in answer to the request of the HTI, during the technical workshop of October 2007. It is based on the review of existing PNFP, MOES, and UNMC Rules and Regulations documents, as well as international best practice examples. It has been revised with the assistance of the members of the UCMB and UPMB HTI&T Standing Committees, experts and representatives of the PNFP HTI.

We can now confirm that this Standard Rules and Regulation document is ready to be adapted by each PNFP HTI:

- The content of this document was discussed and refined during the TWS (April 28-30, 2008). This version contains the corrections and additions proposed by the participants;
- The revised version has been screened and approved by a lawyer: the present document is fully in harmony with existing legislation in Uganda;

Next steps each HTI is to undertake:

1. Each Hospital / HTI adapts the document to its specific identity and requirements to arrive at its own "Rules and Regulations".  
This process has to some extent been facilitated by indicating where the school name / particulars need to be inserted and where specific choices need to be made:
  - Blank spaces: kindly insert the name of your school, or the text that applies for you school;
  - Sentences in brackets and italics: kindly select / fill in what applies to your institution.
  - Other suggestions to adjust the document to the specific needs to the individual HTI are presented in footnotes.

In addition, any other clause can be amended as required.

But kindly note that if the gist of one or more clauses is altered, a new a final verification by your own lawyer will be needed to ensure that your version answers to the prevailing legislation.

2. A copy of version that is approved and endorsed by the Hospital / HTI Board of Governors is sent to the Medical Bureau.

**RULES AND REGULATIONS  
FOR THE STUDENTS OF  
XX  
PRIVATE NOT FOR PROFIT  
HEALTH TRAINING INSTITUTIONS**

**PREAMBLE**

.....X<sup>1</sup>.....Health Training Institution is affiliated to (*UMMB, UPMB, and UCMB*). Our school, belonging to the network of Private Not for Profit Health Training Institutions, stands for the Mission of the PNFP HTI which is:

***To train an optimal range of health care staff of high moral and professional standard for the PNFP and national health care Institutions***

... X..... HTI aims at training.....(*fill the professional cadres trained at the school*) of high professional standard and competence.

To be able to answer to this Mission and to that of our parent Hospital....., we have adopted the following Mission of our Health Training Institution:

.....  
.....

The Board of Governors of X..... Hospital / HTI has adopted the following Rules and Regulations for its Training Institution. They based on the rules and regulations agreed with all the HTI in the PNFP HTI. These in turn are based on the moral and ethical standards of the religious bodies to which the hospitals / HTI belong, the standards of the Uganda Ministry of Education and Sports and the Professional Councils, as well as national and international best practices.

The objectives of these rules and regulations are:

- ❖ To ensure a high standard of training and discipline in view of achieving excellent professional competence.
- ❖ To foster harmonious relationships between the students and all persons involved in their training.
- ❖ To guarantee a conducive atmosphere in school, hospital, and all sites where student receive practical training.
- ❖ To be enable the HTI to account to parents and all our internal and external partners.

The principles underlying these Rules and Regulations are:

- ◇ Respect for each and every person in the hospital and HTI;
- ◇ Respect for the core values of the denomination of the hospital / health training institution;
- ◇ Clarity of mutual expectations;

---

<sup>1</sup> We advice to use the name of the hospital / HTI under which has been registered / is known to all authorities.

- ◇ Fairness and transparency in all decisions concerning the well being of school and hospital community;

Each student and each Hospital / HTI member of management and staff is obliged to abide by the rules and regulations stipulated in this document.

This document sets out the **RULES AND REGULATIONS** of X.....Health Training Institution under the following chapters:

1. Mission Statement
  2. Professional conduct
  3. School and Training
  4. School and Hospital
  5. Leave and Absences
  6. Hostel and Recreation Areas
  7. Communication
  8. Security and Safety
  9. Student Complaints and Grievances
  10. Acts Subject to Serious Disciplinary Measures
  11. Disciplinary Procedures and Measures
  12. Amendment of these Rules and Regulations
- Appendix:
- i. Code of Conduct for Health workers

The agreement on these rules and regulations of the parent / guardian and the student with the school will be concluded in the form entitled: Consent of parents / guardians and student.

To enable the Hospital and HTI to assure emergency care to each student the parent / guardian will also be required to sign a form entitled: Consent for emergency surgical / medical investigation and treatment.

**Approved by the Board of Governors of XXX Hospital / Health Training Institution**

Date: \_\_\_\_\_

Name of Chairperson the Board of Governors: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of the Chief Executive Officer of the Hospital / Health Training Institution:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name of Principal Tutor: \_\_\_\_\_

Signature: \_\_\_\_\_

**Valid until** \_\_\_\_\_ *(proposed 3 years)*

**RULES AND REGULATIONS**  
**For Students of**  
.....X ..... (fill name of the HTI)

**1. THE MISSION STATEMENT AND ETHICAL CODES OF THE INSTITUTION**

- All students shall observe the Mission Statement of the Institution<sup>2</sup>;
- All students shall respect the principles, core values, rites and practices of the .....((fill in the denomination of the school / parent church)
- All students shall abide by the ethical code of the ..... (fill in the denomination of the school / parent church)

**2. PROFESSIONAL CONDUCT**

**Conduct towards Patients**

- Students shall always attend to patients with due care, respect, empathy and compassion;
- Students shall ensure that no action, or omission, on their part, or within their sphere of responsibility, is detrimental to the interests, condition, or safety of the patients, not to that of fellow students and hospital staff members;
- Students shall never neglect the duties assigned to them;
- Students shall not seek, or accept, any under table payment, or bribe, from any patient while providing services;
- Students on night shift for clinical practice shall not sleep on the wards, or duty station;
- Breaches against any of these rules shall warrant disciplinary measure.

**Confidentiality and Privacy**

- Students shall observe the patient's privacy while carrying out any procedure or act on the patients;
- Students shall not expose any confidential information regarding the Patient(s) to either their relatives or an unauthorised person. A breach of patient confidentiality will result in a disciplinary measure;
- Students shall not expose any confidential information regarding the hospital / health training institution to relatives or unauthorised persons. A breach of hospital / HTI confidentiality will result in a disciplinary measure.

**Punctuality**

- Students shall be punctual at all times in class and for clinical practice periods in the hospital and other practicum sites;
- Students shall report when starting and ending the day to the officer on duty at school, or to the In-Charge of the ward / department during practice periods;

**Students Conduct**

- Students shall behave in a manner consistent with the health profession: this means they shall observe professional ethics, honesty, obedience, respect to colleagues / staff;
- Behaviour which contradicts the health profession shall lead to disciplinary action (see chapter 10 and 11).

---

<sup>2</sup> If the Mission Statement of the Hospital/HTI is long it is proposed to summarize it.

### 3. SCHOOL AND TRAINING

#### **School Fees and Other Training Costs<sup>3</sup>**

- The successful interviewees shall be required to pay a deposit to confirm their interest in the training, this deposit shall not be refunded if the student does not report to the school;
- If the required deposit is not received, before the final date indicated in the admission letter, the school shall have the authority to give the place to the next aspirant on the waiting list;
- Each Student shall pay all the fees and other training costs before, or on, the date that these are due according to written directions from the school authorities;
- A student, who has not paid all school fees and other training costs, as well as the examination fee, prior to sitting state final examination, will not be presented to the Uganda ...XX..... Examination Board for the exams;
- A Student referred or having to re-sit school / state examinations shall meet the additional school and examination fees and any other extra costs.
- The balance of the school fee, paid for the year, by a student, or his/her sponsor, who is obliged to leave the school before the end of the school year for personal reasons, shall be refunded up to 75%. (*school might wish to indicate a different percentage for the remaining period*);
- In the event the student has to be discontinued, or is obliged to leave the school for disciplinary reasons, the balance of the school fees will not be refunded.

#### **Attending Lectures**

- Students shall attend all lectures at stated hours; (*HTI could specify time*)
- Students shall use the compulsory study periods for serious study work and shall not cause distraction to other students during these periods;
- Absenteeism from lectures without a sound reason and permission from the administration / Principal Tutor (*fill in title of the person to give permission*) shall lead to disciplinary action;
- In all cases, absence from class shall not exceed one week consecutively, or three weeks in the whole training period.

#### **Attending Clinical Practices**

- Students shall attend clinical practice at stated hours; (*HTI could consider specifying the times*)
- During training Students shall be allocated to all departments / wards / health centres, and / or community practice sites for both day and night shifts (*specify the clinical practices areas according to the training programme*);
- Absenteeism from clinical practice stations without a sound reason and permission from the Principal Tutor (*fill in title of the person to give permission if different from the one mentioned*) shall lead to disciplinary actions;
- In all cases, absence during the clinical practice periods shall not exceed one week consecutively, or three weeks in the whole training;

---

<sup>3</sup> To shorten this document, the School could also opt to simply refer here to the school fee information sheet presented to students and parents together with the admission letter, or when reporting to school. The referral sentence could read: *Each Student shall pay all the fees and other training costs due according to the written directions issued by the school authorities.*

### **Progressive Assessment and Examinations**

- A written student performance report shall be given to each Student by the Principal Tutor / Administration (*fill in title of the person to give the report*) every six months (*specify the frequency if different in your school*) ;
- Each Student shall be informed ahead of time for each progressive examination;
- A Student who fails more than 60% of the papers during a progressive examination shall have to repeat these tests; (*if the number of papers and / or the following implications of failures differ in your school specify these here*);
- If these papers are failed again the student shall be dismissed;
- A Student who fails one to two papers during a progressive examination for the second time shall be referred for six months, or one year depending on the training programme, or s/he shall be dismissed if this failure follows a preceding referral;
- Students with continuous poor progressive examination results shall eventually be discontinued;
- (*HTI can specify other actions towards failures of different papers/years*);
- Student's performance during clinical practice shall be appraised monthly (*if different specify the frequency*) by the responsible officers and a written report shall be submitted to the Principal Tutor at the end of the Student's practice period in that ward / department;
- A student who fails a specific clinical practice period (*or practical examination<sup>4</sup>*) once shall be allowed to repeat this period;
- A student failing two clinical practice periods (*or two practical examinations*) shall be discontinued from the training;
- The student shall have passed the hospital final examination before doing the state final examination;
- The Parent / Guardian and / or Sponsor of each Student shall be informed twice a year, in writing, of the Student's academic and clinical practice progress as well as examination results;
- Parents / Guardians are encouraged to inquire about the progress of their student at least once a year.

### **Co-Curriculum Activities**

Each Student shall actively participate in all school's co-curricula activities. In the event that a Student has a justifiable reason to be exempted from specific activities, s/he can request the Principal Tutor / administrator (*specify the title of the person to give the exemption*) for an exemption letter.

### **Religious Affairs**

Preamble:

- ◇ Our school belongs to the religious denomination X .....(*fill in the denomination of our institution*) .whose principles, core values, rites and practices need to be held in respect by all students.
- ◇ Religious practice of the students' own denomination is encouraged when compatible with other activities / values in the school/hospital. It is nonetheless never made a matter of coercion or discrimination.

---

<sup>4</sup> During the discussions regarding these rules and regulations it became apparent that the assessment of the clinical practice period of a student is not part of the regular assessment, but the practical examinations in the demonstration room are. This means that a student who consistently performs inadequately during practice on the ward could still be presented for final state examinations. This does seem contradictory to the need to have professional who are competent in theory AND practice. HTI should consider including the results of the clinical practice period in the regular progressive assessment total scores.

Thus:

- Students shall be encouraged to attend church / prayer services organised by the hospital and the HTI during school / working hours, on condition that their ward duties allow for it;
- Students of other denominations shall be encouraged to attend church / prayer services of their denomination outside school or practice working hours and / or on days Off.
- Students shall not organise, or take part in, any religious or political movements that create any kind of disturbance in the school, hospital, or hostel.

#### **Transfer / Referral to Other Schools**

- A Student admitted to this Training School shall not be referred / transferred to another School except on medical, security, or family grounds;
- If the School refers a student s/he shall be given a letter of explanation / recommendation to present to the next school. When the other school requests information regarding the student this letter will be presented;
- A Student who is referred / transferred to our School shall present a letter of recommendation from the previous HTI;
- If a transferred Student is found to have concealed a dismissal from his/her previous school this shall lead to instant dismissal from our HTI.

#### **4. SCHOOL AND HOSPITAL**

##### **Medical Examination and Treatment**

- On admission, all Students shall be subjected to a medical examination which shall be repeated during training whenever considered necessary by the Principal Tutor / Hospital Management (*specify the title of the person to decide on this*)
- Students shall pay a maximum of XXXX percent of the costs for their medical / surgical treatment for each episode, during the training period, when treatment can be provided in the parent hospital (*specify here what the rule is in your school*)
- If treatment can only be provided in another health facility the contribution to the costs from the side of the HTI will be determined by the HTI administration;
- (*an alternative to the above two clauses could be to state that the school / HTI will cover up to XXX amount of the treatment costs per episode. If the costs exceed this amount the student shall meet the difference*)
- A student who has received treatment shall return his/her medical card to the School administration as soon as the treatment has been terminated.

##### **Wearing of Uniform**

- A student shall wear his/her complete, clean, and tidy uniform, including flat-heel closed black, or brown, shoes, during practice periods in the hospital and any other practicum sites;
- A student shall also wear his/her correct uniform, when so instructed, during the classroom sessions and hospital / state examinations as well as on special occasions;
- Student shall not wear jewellery, treated / braided hair, painted nails, and strong perfumes while in uniform and during practice periods.

##### **School and Hospital Property**

- Students shall observe the rules and regulations of the HTI Library, laboratory / computer, and practical rooms as displayed on site;

- Students shall not be allowed to possess, or administer, any medicines that are not duly prescribed by an authorized medical officer. A breach of this rule shall result in a formal disciplinary measure;
- Students shall not possess any medical, or other supplies, or equipment, that is not duly authorized by an authorised person. A breach of this rule shall result in a formal disciplinary measure;
- Students shall protect all school and hospital property from damage or loss specifically property under their use;
- Students shall never borrow school or hospital property without authorisation from the administration;
- Students shall return any allocated school / hospital property after finishing the course, or on dismissal;

### **Places Out of Bounds**

The following locations shall be out of bounds to all Students:

- Hospital compound – except when Students are on clinical practices.
- Staff quarters unless with official reasons or with permission.

## **5. LEAVES AND ABSENCES**

### **Holidays and Semester Breaks**

- Students shall be given a holiday of XX days once a year, according to the curriculum, and after the final state examination (UNMEB / MLTEB). *(if the HTI decides when holidays are to be taken this must be specified here)*
- If the progressive examination and clinical practice assessment results indicate the need a Student shall be retained during the his/her holiday period for clinical practice for a specified period *(HTI can specify the period)*

### **Compassionate Leave**

- Compassionate leave shall be granted for serious illness, or the death, of a close relative, or in extremely justifying circumstances;
- Compassionate leave shall not exceed one week at a time, and not more than two weeks in a year;
- This leave shall be granted after a written request to administration *(specify title of the person to authorise)* by either the student, or his/her Parent / Guardian.
- In the event of a family, or social, problem, a student can request for one year off, e.g. to suspend his/her training period for one year.

### **Sickness and Sick Leave**

- Students who feel too ill to attend lectures, or clinical practice, shall report to the Health prefect and Tutor on duty for assistance *(specify the title of the staff member to whom the student will report);*
- Sick leave shall only be recognised when the designated medical officer, or the hostel warden *(specify the title(s) of the staff member(s) to prescribe rest / sick leave)* have prescribed this in writing;
- Students shall be allowed fourteen (14) days sick leave per year and thirty five (35) days during the entire training period *(if the number of days is different in your school specify these);*
- Severely ill Students shall be hospitalised as prescribed by the Medical Officer In Charge;
- A student who is ill for a period up to two *(specify period)* consecutive months in one year shall be referred by six months, or one year depending on the training programme;
- A student who is ill for longer than two months shall have to suspend his/her training for one year, or terminate the training *(specify what applies in your HTI);*



### Roll-Calls

- Roll calls shall be held once every XXX (*specify frequency*) and at any other moment the Principal Tutor deems necessary;
- A Student found absent during a roll-call, without permission, or sound reason, shall receive a written disciplinary warning. Three such warnings shall mean dismissal from school.

## 6. HOSTEL AND RECREATION AREAS

### General

- All Students shall be residential, unless a written specific permission to be a day student has been granted;
- Students shall keep their bed rooms clean and tidy and shall be responsible for the furniture and their personal belongings;
- Each Student shall actively participate in keeping common rooms, bathrooms, toilets, and the wash rooms of the hostel clean and tidy according to the instructions of the hostel warden (*specify the title of the person responsible or if the school has cleaners this clause can be rephrased*);
- Each Student shall abide by the sanitation rules displayed in the washing and toilet areas;
- <sup>5</sup>Students shall tightly turn off water taps after use;
- Students shall switch off lights in hostels, common rooms, classrooms, etc when not in use (*specify time according to school*);
- Washing shall be done in the provided Laundry but wet clothes shall be hung out in provided drying places;
- Ironing shall be done in the provided room and not in bedrooms;
- Students shall not cook in the hostel rooms nor possess a stove of any kind;
- Students shall observe silence after.....(*specify time according to school*);
- During day time students shall observe silence to allow students on night shift to sleep.

### Dining Room and Meals<sup>6</sup>

- Students shall have their meals in the dining room and they shall observe good table manners here;
- Students shall be served their meals and teas according to the lecture / practice period roster and students have to be punctual at all meals;
- Students shall eat the food provided by the school and they are not allowed to cook for themselves (*if the school only provides certain foods like Posho and Beans this should be specified here*);
- Special diet meals shall only be provided for chronic illnesses, when prescribed by a medical doctor, and if the student pays for the costs;
- Students are not allowed to take food, glasses, dishes, or furniture from the dining room;
- The Kitchen staff shall always provide drinking water as prescribed by the food prefects;
- The Warden / Kitchen Staff shall supply boiled water for evening tea provided flasks are left in the kitchen;

---

<sup>5</sup> Proposal: The following five clauses could also be covered by a referral to the rules displayed in the laundry and rooms. Such referrals here would increase the HTI flexibility to adjust these specific rules according to the latest development without having to change this document. In addition, this document would be considerable shortened.

<sup>6</sup> Proposal: the paragraph on dining and meals could also be simplified by referring to the rules and regulations displayed there.

- Students shall not enter the kitchen without permission from the warden;
- Students shall address any concerns, or complaints regarding their food to food prefect or administration (*specify the title of the person to receive these complaints*).

#### **Personal property**

- Students shall only bring personal necessities to school and they shall be responsible for their personal property;
- Students shall not keep their valuables, jewellery, and big sums of money with them / in the hostel. In the event any valuables have to be temporarily kept at the hostel the student shall ask the matron to lock them away for safe keeping.

### **7. COMMUNICATION**

#### **Phones and letters**

- A student shall only make, or receive, telephone calls outside class / practice hours;
- Students shall not take mobile phones in to the hospital or class rooms;
- Any urgent message for the student from parent / guardian shall be addressed to school administration/ Office (*specify the title of the person to whom these should be addressed*)
- Letters shall be distributed to Students after school / clinical practice hours.

#### **Visitors**

- Students are free to receive visitors on their days OFF in the weekend and on public holidays, they shall inform their visitors regarding when they can be visited;
- Visitors shall be received in the visitors' room of the hostel, or in the school compound;
- Visitors shall not be allowed in students bed rooms;
- Visitors shall leave the school compound by the 18:00 hour (6:00PM).
- Visitors with a sound reason to visit a Student, at any other time than indicated, shall report to Principal Tutor's Office for permission;
- Each Student, who has a sick relative, or friend, admitted in the hospital, shall seek permission to visit him/her during hospital visiting hours.

#### **Official Language**

- Students shall use the English language in all communications and examinations in school and in the hospital, during class hours and practice periods;
- Only while caring for patient(s) shall the student be allowed to use local languages;
- During recreation and time Off students are free to use the language of their choice.

#### **Provisions for weekly days Off and Outings**

- Students shall receive XX day(s) Off per week. These will depend on the planning of the theory lectures and the clinical practice periods during the week. (*specify here the arrangements for days off in your HTI*);
- Students shall be allowed out of the School premises on their days Off but shall report at school before 7.00 pm (*specify title of the person to report to*).
- Students are not allowed to leave the school / hospital premises when they have a night shift for clinical practice;

- Students who intend to sleep out during day-off shall seek permission from the relevant authority and sign the IN-OUT book provided (*indicate the title of the staff of member responsible*);
- Students, who have been out, shall report back in the Hostel at XXX hours and inform the person in charge (*specify time and way of reporting applicable in your school*) as prescribed by HTI.

#### **Dances or Parties**

- Students shall organize parties / dances within the HTI / Hospitals only when permission has been granted by the person authorised to do so (*specify the arrangements in your HTI and the title of the person responsible*);
- The students shall then respect the specifications set in the permission regarding attendance of persons from out side, sound levels, time the dance / party should end, etc. (*specify if other matters are arranged in the permission*);
- During such parties the students shall respect the hospital environment and the need to rest of patients and other hospital / HTI colleagues.

#### **8. SECURITY AND SAFETY**

The constant safety and security of all students, patients, and hospital staff members is of utmost importance to the Authorities of our health training Institution. Therefore a student found guilty of breaching any one of the following rules shall be subject to immediate disciplinary action.

- All students shall attend all safety and fire prevention training and practice drills organised by the HTI and hospital administration;
- All students shall immediately assemble at the designated emergency location when the alarm is sounded. The student found missing, during the roll call at the emergency location, without a valid reason, shall be subject to a disciplinary measure;
- Each training / dormitory group shall elect a representative assigned to verify adherence to the safety rules and report non-adherence to the hostel warden / school administration (*specify the title of the person to whom this should be reported*);
- The training / dormitory group representative shall also verify functioning of safety lights and the validity of the fire extinguisher and other safety appliances, at least once per month, and report any problems, or doubts, to the hostel warden, or school administration (*specify the title of the person to whom this should be reported*);
- Electric appliances such as heaters, cookers / hotplates / stoves and irons, are strictly prohibited in the dormitories / bedrooms;
- The use of electric appliances in kitchen, laundry, ironing room, practice classroom, and computer room shall only be allowed under strict observance of the rules and regulations displayed in these locations and during the times stipulated by the hospital warden and HTI administration;
- Candles and paraffin lamps are strictly prohibited in all dormitories / bedrooms;
- It is strictly forbidden the play or tamper with the fire extinguishers and any other safety appliance;
- It is strictly prohibited the give access to the HTI and / or hostel to unauthorised person(s).

## 9. STUDENT COMPLAINTS AND GRIEVANCES

The School recognises that problems may arise within the school and hospital work environment. In our Hospital / Health Training Institution serious complaints and grievances of staff and students are handled by the XX .... Committee (*insert the name of the Committee in your institution*)

Students are encouraged to bring forward serious complaints, or grievances, pertaining to the Training School, Hostel, and / or the Hospital Management, or concerning an individual staff member forward following the procedure prescribed here below. (*HTI to adapt this procedure according to the procedures determined in your institution*).

- First discuss the complaint / grievance with the class elder to establish whether an amicable solution can be reached;
- If this is not the case, or if the attempt fails, the student shall discuss the complaint / grievance with his/her Tutor / Mentor, or a Guild member (*specify the title of the staff member the student should contact first*) with the aim to solve the matter;
- If Tutor / Mentor / Guild member cannot assist, or his/her attempt does not lead to a resolution, the student shall file a complaint / grievance in writing to the Principal Tutor clearly outlining the complaint / grievance;
- The Principal Tutor shall invite the student to discuss the complaint / grievance within 7 days;
- If the complaint / grievance was solved during the discussion a note signed by the student shall be entered in the student's file;
- If the matter cannot be resolved through discussion, the student may submit his original complaint / grievance report to the XXXX (*insert name*) Committee, mentioning the result of the discussion with the Principal Tutor;
- The Committee will investigate the complaint / grievance and hear all parties involved, within one month of receipt of the file. When it has formed its opinion it will propose the appropriate resolution to the student and the other party;
- If the Committee fails to solve the matter, the complaint / grievance file will be referred to the Chief Executive Officer (*specify the title of the manager responsible*). This officer shall meet the student and any other party involved within 14 days. Within a week of these meetings this Officer will advise the student in writing of the outcome / final solution.

*(NB in stead of the above procedure description the school can refer to the other hospital document(s) where this procedure is described. The aim is to ensure that students will know what they need to do to ensure that their complaint / grievance is heard and resolved correctly)*

## 10. ACTS SUBJECT TO SERIOUS DISCIPLINARY MEASURES

The following actions of students are considered serious offences that will lead to disciplinary measures when established.

### **Pregnancy and Abortion**

- An unmarried student, who is found pregnant, shall be suspended from the Training course;
- A Student, who has been discontinued due to a pregnancy, shall be re-admitted to the training course once, upon receipt of a written request, and only after having nursed the baby for more than six months;

- The re-admittance shall also be conditional to whether the student had reported the pregnancy voluntarily, whether she has been well behaved before, and whether her academic results have been positive before the pregnancy;
- The same measures shall apply to male Students found to have been responsible for the pregnancy of a fellow student or any other female who is not his lawful wife;
- No Student shall attempt / encourage abortion. Abortion is a criminal act liable to prosecution. A student found guilty in this respect shall be reported to the police authorities;
- It is strictly forbidden to practice homo-sexual behaviour in the HTI / hospital and / or hostel;
- Vandalism of school and / or hospital property warrants disciplinary action.

### **Alcohol / Smoking / Drug Abuse**

The use of alcohol, smoking, or any other drug abuse, is strictly prohibited in the Hospital and the School. Students found using alcohol/drugs/tobacco shall be dismissed instantly.

### **Theft**

Stealing of any property of the Hospital or School, or of property belonging to individuals shall constitute to an offence leading to severe disciplinary action.

### **Fighting**

Fighting shall not be accepted within, or outside, the Training School and Hospital premises. In case of conflicts, Students shall take the matter up with the appropriate authority Principal Tutor / Administration (*specific the title of the person responsible*).

Any conflicts between fellow trainees shall be brought to the attention of the school administration (*specify the title of the person to who it should be reported*).

## **11. DISCIPLINARY PROCEDURES AND MEASURES**

In all cases mentioned in chapter 9, other cases of evident misconduct, and disobedience towards the stated rules and regulations, the student shall be reported to the Hospital / Health Training Institution's Disciplinary Committee. Cases of persistent poor progress in academics and clinical practice will be reported to the HTI Training Committee (*specify the name of the committee if different in your HTI*).

The HTI Team and / or Disciplinary Committee shall investigate the matter and hear the reporting authority as well as the student to form an objective and independent opinion of the offence. When the Committee finds the student at fault it shall determine the disciplinary measure to be taken.

Depending on the offence, the official disciplinary measures that can be imposed on the student are:

By the HTI Team:

1. A Verbal warning, to a maximum of three times;
2. A written warning, to a maximum of three times;
3. Temporary suspension until the Disciplinary Committee arrives at a final decision.

By the Disciplinary Committee:

4. Referral for a period of time;
5. Suspension from school for stated period;
6. Dismissal from the Training School;
7. Report to the police authorities.

The Disciplinary Committee may decide to impose other measures as shall be decided by the disciplinary committee or school/ Hospital authority

## **12. AMENDMENT OF THESE RULES AND REGULATIONS**

These Rules and Regulations shall be amended by the Board of Governors when deemed necessary and after having received proposals from the Management Team of Hospital / Health Training Institution and / or the Disciplinary Committee (*specify if other parties may propose amendments like for example the student's committee*). Once the amended Rules and Regulations have been endorsed the Principal Tutor will formally inform the students, parents or guardians.

## **13. CONSENT OF PARENT / GUARDIAN AND STUDENT TO THE RULES AND REGULATIONS**

It is a prerequisite to admission to the School that a copy of the above rules and regulations is signed by the student and his/her parents / guardians to confirm their agreement with these rules and regulations.

A copy of the Rules and Regulations will be sent to the Student together with the admission letter to enable him/her and the parents / guardians to study these.

When the student reports to the Health Training Institution to start the course s/he shall and his / her Parents or Guardian shall be requested to sign a copy of this document to indicate that they commit themselves to adhere to these Rules and Regulations.

**SIGNATURES FOR CONSENT**

**STUDENT:**

I \_\_\_\_\_ (*student name*) have read and understood the Rules & Regulations here attached of X (*name of the School*) and hereby declare that I will adhere by these throughout the period of my training

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT / GUARDIAN:**

I \_\_\_\_\_ the parent/guardian of the above student have read the Rules & Regulations here attached of X (*name of the School*) and declare that I agree that my daughter / son shall adhere to these during his/her entire training period. Therefore I shall do what is in my power to ensure that s/he does abide by these Rules and Regulations.

Parent Signature \_\_\_\_\_

Or

Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Witnessed by:**

Name of Principal Tutor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSENT FORM**

**EMERGENCY SURGICAL - MEDICAL INVESTIGATION AND TREATMENT**

In the event of my son / daughter by name of \_\_\_\_\_ experiences a sudden illness, or accident, or another emergency, that demands immediate medical services

I \_\_\_\_\_ agree to ANY emergency investigation / treatment / operation under anaesthesia being performed on my daughter/son if it is considered urgent and necessary by the Doctor or Surgeon in the best interest of her/his health.

Parent or Guardian names: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Witnessed by:**

Name of Principal Tutor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix**

**CODE OF CONDUCT FOR HEALTH WORKERS**

*The Health Training Institution is to insert here the Code of Conduct endorsed by the Owner of the Hospital and / or the National Code of Conduct*