

SoP's for Nursing Internship Students

1. Purpose

- ❖ These policies are designed to ensure a safe, professional, ethical, and educational clinical learning environment for nursing students during their internship/training period.

2. Eligibility

- ❖ Students must be officially enrolled in a recognized nursing program (LHV, BSN, Post-RN, Diploma).
- ❖ Internship placement must be approved by the parent institute and the RMC hospital.
- ❖ Students must submit required documents before starting internship.

3. Required Documentation

- ❖ Internship/Training request letter from the institute
- ❖ Copy of Student ID card
- ❖ Copy of CNIC/B-Form
- ❖ Recent Passport size photographs
- ❖ Undertaking/affidavit signed by student (Afghan Students Only)

4. Duration and Duty Hours

- ❖ Internship duration will be according to the RMC Hospital Internship policy.
- ❖ Duty hours shall be strictly followed as per hospital policy.
- ❖ Students must report on time and complete assigned shifts.
- ❖ Certificate shall not be issue less than three months internship duration.
- ❖ Absenteeism without permission is not allowed.

5. Attendance Policy

- ❖ Minimum attendance of 90% is mandatory.
- ❖ Attendance will be recorded ON daily Basis.
- ❖ Leave must be approved by the nursing supervisor/incharge.
- ❖ Unauthorized absence may lead to termination of internship.

6. Code of Conduct

- ❖ Students must maintain professional behavior at all times.
- ❖ Respect patients, attendants, staff, and others.
- ❖ Mobile phone use during duty hours is strictly prohibited.
- ❖ Smoking, drugs, or any unethical activity is strictly forbidden.

7. Dress Code

- ❖ Proper nursing uniform with name badge is mandatory.
- ❖ Cleanliness and personal hygiene must be maintained.
- ❖ No excessive makeup, jewelry, or improper attire is allowed.

8. Scope of Practice

- ❖ Students are allowed to perform duties only under supervision.
- ❖ No independent clinical decision-making is permitted.
- ❖ Students must follow instructions of nursing supervisors and doctors.

9. Patient Safety and Ethics

- ❖ Patient confidentiality must be strictly maintained.
- ❖ No photography or sharing of patient information is allowed.
- ❖ Informed consent must be respected.
- ❖ Ethical nursing practices must be followed at all times.

10. Training FEE

- ❖ All students are directed to submit the fee (Rs3000) before starting of internship
- ❖ Fee once Paid will not be returned.

11. Evaluation and Assessment

- ❖ Students will be evaluated based on attendance, skills, behavior, and learning attitude.
- ❖ Logbooks and skill checklists must be completed and signed.
- ❖ Unsatisfactory performance may result in termination.

12. Disciplinary Action

- ❖ Violation of policies may lead to warning, suspension, or termination.
- ❖ Serious misconduct will be reported to the parent institute.

Undertaking

I read all the above statement and I am agree with the subject policies of the hospital