



**HKU
Med**

**LKS Faculty of Medicine
School of Nursing
香港大學護理學院**

THE UNIVERSITY OF HONG KONG

LKS FACULTY OF MEDICINE

SCHOOL OF NURSING

Bachelor of Nursing (Full-time) Programme

Year I (Class 2027)

NURS1603

CLINICAL SKILLS IN PRACTICE

COURSE MANUAL

September 2022

Bachelor of Nursing (Full-time) Programme
Learning Outcomes

The graduates of the Bachelor of Nursing (Full-time) Programme will be able to:

1. Function competently and independently in the role of the nurse;
2. Promote health to clients and assist with the restoration and maintenance of optimal health;
3. Demonstrate an understanding of the cultural competence and leadership characteristic within nursing profession;
4. Perform evidence-based nursing practice;
5. Use ethical principles and legal parameters in nursing practice; and
6. Assume responsibility for self-evaluation, professional and academic development.

1. TEACHING TEAM

Course coordinator & course teacher:	Ms Caroline Wai Lam YANG Lecturer Telephone: 3917 9810 Office: Room 502, 5/F, Academic Building Email: cwlyang@hku.hk
Course teacher:	Dr John Tai Chun FUNG Lecturer Telephone: 3917 6678 Office: Room 504, 5/F, Academic Building Email: bigjohn@hku.hk
Senior Lab Manager:	Ms Michelle Tsz Ha Pang Telephone: 3917 6313 Office: Room 415, 4/F, Academic Building Email: pangthm@hku.hk
Lab Coordinator:	Ms Celina LEUNG Telephone: 3917 6310 Office: Room 422, 4/F, Academic Building Email: cwfleung@hku.hk
Skill Lab Assistant:	Mr Martin Kai Shing WAN Telephone: 3917 7580 Office: Room 423, 4/F, Academic Building Email: martinwn@hku.hk

2. COURSE DESCRIPTION

The focus of this course is on the development and application of beginning nursing skills using the nursing process to promote health and provide continuing care. It introduces students to the nurse's unique role which demands a combination of sensitivity, caring, commitment, and skill based on knowledge and its application to practice. Building upon the skills and knowledge acquired during Health Assessment, this course provides the foundation to enable the student to integrate fundamental knowledge with the skills and attitudes essential for nurses in clinical practice. (6 credits)

3. STUDENT LEARNING OUTCOMES

On completion of the course, students will be able to:

	<u>This learning outcome meets with Programme outcome</u>
1) Apply nursing assessment skills to identify and prioritize patient and their carers' health care needs;	1, 2, 3
2) Use the nursing process to assess, plan, intervene and evaluate basic and relevant nursing care;	1, 2
3) Demonstrate therapeutic communication skills adequately and effectively with patients and their relatives to promote and restore health;	2, 3, 5
4) Identify steps and principles in clinical decision-making process by evidence-based practice; and	2, 4, 5
5) Evaluate own practice (knowledge, skill and attitude) in relation to profession nursing practice standards.	1, 4, 5, 6

4. TIME TABLE

*****Please refer to the lab grouping list, Lab teachers & Venues, uploaded to Moodle.
Attendance is required for lecture, skill practice lab, and supervised lab.***

Wk	Date	Time	Activity	Mode / Venue	Topic	Teacher
2	8 Sep 2022 (Thu)	08:30 – 09:15	Lecture	3SR-LT1	Lecture 1: • Overview of the course & assessment	Ms Caroline Yang
		09:20 – 10:20			• Understanding of vital signs assessment	Ms Caroline Yang
	9 Sep 2022 (Fri)	15:30 – 17:20	Lecture	3SR-SR 2 - 4	Lecture 2: • Hygiene care (bed making, personal hygiene)	Ms Caroline Yang
3	15 Sep 2022 (Fri)	08:30 – 10:20	Lecture	3SR- LT1	Lecture 3: • Urine and bowel elimination • Body mechanics • In-class quiz	Ms Caroline Yang
	16 Sep 2022 (Fri)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 1a (Identical session): • Making an unoccupied bed • Making an occupied bed	Lab teachers
	16 Sep 2022 (Fri)	15:30 -17:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 1b (Identical session): • Making an unoccupied bed • Making an occupied bed	Lab teachers
4	22 Sep 2022 (Thu)	08:30 – 10:20	Lecture	3SR-LT1	Lecture 4: • Infection control • Medical asepsis • In-class quiz	Ms Caroline Yang
	23 Sep 2022 (Fri)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 2a (identical session): • Turning, lifting, transferring and position	Lab teachers
	23 Sep 2022 (Fri)	15:30 – 17:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 2b (identical session): • Turning, lifting, transferring and position	Lab teachers
5	26 Sep 2022 (Mon)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 3b (identical session): • Eye care • Perineal care • Oral care • Use of elimination devices	Lab teachers
	29 Sep 2022 (Thu)	08:30 – 10:20	Lecture	3SR-LT1	Lecture 5: • Wound care I • In-class quiz	Dr John Fung
	30 Sep 2022 (Fri)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 3a (identical session): • Eye care • Perineal care • Oral care • Use of elimination devices	Lab teachers
	30 Sep 2022 (Fri)	15:30 – 17:20	Lecture	3SR-LT1	Lecture 6: • Wound care II • Surgical asepsis	Dr John Fung

					<ul style="list-style-type: none"> In-class quiz 	
6	3 Oct 2022 (Mon)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 4b (identical session): <ul style="list-style-type: none"> Standard precaution 	Lab teachers
	6 Oct 2022 (Thu)	08:30 - 10:20	Lecture	3SR-LT1	Lecture 7: <ul style="list-style-type: none"> Principles of oral drug administration ❖ In-class quiz	Ms Caroline Yang
	7 Oct 2022 (Fri)	08:30 - 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 4a (identical session): <ul style="list-style-type: none"> Standard precaution 	Lab teachers
	7 Oct 2022 (Fri)	15:30 – 17:20	Lecture	3SR-LT1	Lecture 8: <ul style="list-style-type: none"> Administration of medication ❖ In-class quiz	Ms Caroline Yang
8	20 Oct 2022 (Thu)	08:30 - 10:20	Lecture	3SR-LT1	Lecture 9: <ul style="list-style-type: none"> Oxygenation and suction ❖ In-class quiz	Dr John Fung
	21 Oct 2022 (Fri)	08:30 - 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 5a (identical session): <ul style="list-style-type: none"> Collection of wound swab specimen Simple wound dressing 	Lab teachers
	21 Oct 2022 (Fri)	15:30 – 17:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 5b (identical session): <ul style="list-style-type: none"> Collection of wound swab specimen Simple wound dressing 	Lab teachers
9	27 Oct 2022 (Thu)	08:30 – 10:20	Lecture	LT1/LT2	Lecture 10: <ul style="list-style-type: none"> Nutrition ❖ In-class quiz	Dr John Fung
	28 Oct 2022 (Fri)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 6a (identical session): <ul style="list-style-type: none"> Administration of medication I: oral, local application & inhalation 	Lab teachers
	28 Oct 2022 (Fri)	15:30 – 17:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 6b (identical session): <ul style="list-style-type: none"> Administration of medication I: oral, local application & inhalation 	Lab teachers
10	31 Oct 2022 (Mon)	08:30 - 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 7b (identical session): <ul style="list-style-type: none"> Oxygen therapy Oro-pharyngeal suction Sputum specimen collection 	Lab teachers
	3 Nov 2022 (Thu)	08:30 - 10:20	Lecture	3SR-LT1	Lecture 11: <ul style="list-style-type: none"> Administration of drug administration II ❖ In-class quiz	Dr John Fung
	4 Nov 2022 (Fri)	08:30 - 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 7a (identical session): <ul style="list-style-type: none"> Oxygen therapy Oro-pharyngeal suction Sputum specimen collection 	Lab teachers
	4 Nov 2022 (Thu)	15:30 – 17:20	Lecture	3SR-LT1	Lecture 12: <ul style="list-style-type: none"> Diagnostic tests 	Ms Caroline Yang

					❖ In-class quiz	
11	7 Nov 2022 (Mon)	08:30 - 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 8b (identical session): • Nasogastric tube insertion • Nasogastric tube feeding	Lab teachers
11	10 Nov 2022 (Thu)	08:30 – 10:20	Lecture	3SR-LT1	Lecture 13: • Documentation ❖ In-class quiz	Ms Caroline Yang
	11 Nov 2022 (Fri)	08:30 - 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 8a (identical session): Nasogastric tube insertion • Nasogastric tube feeding	Lab teachers
	11 Nov 2022 (Fri)	15:30 – 17:30	Lecture	LT3/4	Lecture 14: • Patient safety and risk assessment ❖ In-class quiz	Ms Caroline Yang
12	14 Nov 2022 (Mon)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 9b (identical session): • Administration of medication II: Intramuscular and subcutaneous injection	Lab teachers
	14 Nov 2022 (Mon)	10:30 – 12:20	Supervised skill lab	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Supervised skilled lab 1b (identical session): • OSCA skill 1: Simple wound dressing	Lab teachers
	16 Nov 2022 (Mon)	10:30 – 12:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Supervised skilled lab 1a (identical session): • OSCA skill 1: Simple wound dressing	Lab teachers
	17 Nov 2022 (Thu)	08:30 – 10:20	Lecture	3SR-LT1	Lecture 15: • Stress, coping and adaption ❖ In-class quiz	Ms Caroline Yang
	18 Nov 2022 (Fri)	08:30 - 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 9a (identical session): • Administration of medication II: Intramuscular and subcutaneous injection	Lab teachers
	18 Nov 2022 (Fri)	15:30 - 17:20	Lecture	LT1/LT2	Lecture 16: • Loss and grief ❖ In-class quiz	Ms Caroline Yang
13	23 Nov 2022 (Wed)	10:30 – 12:20	Supervised skill lab	11A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Supervised skilled lab 2b (identical session): • OSCA skill 2: administration of medication (oral/topical/inhale)	Lab teachers
	24 Nov 2022 (Thu)	08:30 - 10:20	Lecture	3SR-LT2	Lecture 17: • Course revision, Overview of the examination, Evaluation	Ms Caroline Yang Dr Grace Yuen Dr John Fung
	24 Nov 2022 (Thu)	08:30 – 10:20	Supervised skill lab	311A/B/C	Supervised skilled lab 2a (identical session: DAS students only) • OSCA skill 2: administration of medication (oral/topical/inhale)	Lab teachers

	24 Nov 2022 (Thu)	13:30 - 15:20	Supervised skill lab	311A/B/C, 426A/B/C	Supervised skilled lab 2a (identical session); • OSCA skill 2: administration of medication (oral/topical/inhale)	Lab teachers
	24 Nov 2022 (Thu)	15:30 – 17:20	Supervised skill lab	311A/B/C, 426A/B/C	Supervised skilled lab 2a (identical session); OSCA skill 2: administration of medication (oral/topical/inhale)	Lab teachers
	25 Nov 2022 (Fri)	08:30 – 10:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 10a (identical session): Revision of OSCA skills • OSCA skill 1: Simple wound dressing • OSCA skill 2: administration of medication (oral/topical/inhale)	Lab teachers
	25 Nov 2022 (Fri)	15:30 – 17:20	Skill practice	311A/B/C, 426A/B/C, 305, 307, 308, 310, 313, 315	Lab 10b (identical session): Revision of OSCA skills • OSCA skill 1: Simple wound dressing • OSCA skill 2: administration of medication (oral/topical/inhale)	Lab teachers

Venue:

Skill Labs: Room 311 A/B/C, 305, 307, 308, 310, 313, 315, 3/F, Academic Building, 3 Sassoon Road
Room 426 A/B/C, 4/F, Academic Building, 3 Sassoon Road

5. TEACHING AND LEARNING STRATEGIES

- Flipped classroom
- Lecture
- In class polling
- Skill laboratory activities (Appendix A), e.g. skill demonstration and practices
- Supervised skilled lab
- Audio-visual videos
- Self-directed learning, e.g. self-lab practice, reading
- Moodle quiz

Note: The medium of teaching is English and 100% of the course will be conducted in English.

6. ATTENDANCE POLICY

All students are expected to attend **ALL** lectures, skill lab practice sessions and tutorials as stipulated by **the Nursing Council of Hong Kong**. The total number of contact hours of each student will be submitted to **the Nursing Council of Hong Kong** for the application of Nurse Registration.

Class Activity	Minimum Attendance Requirement
Lecture (Face-to-face)	80%
Skills Lab / Supervised skilled Lab (face-to-face)	100%

Leave application is required for absence from lectures, skills lab and supervised skilled lab sessions. Students should submit the original medical certificate (for medical leave) / a written letter & supporting document (for non-medical leave) to the General Office. Approval from the Faculty is also required if the leave period is 3 days or more.

Students who fail to fulfill the minimum attendance requirement of lectures/skills lab/supervised lab without justification shall be reviewed by the Programme Sub-committee and may NOT be allowed to sit for the examinations.

For absence from skill lab and supervised lab sessions, the student must also report to **Course Coordinator – Ms Caroline Yang** and the lab teacher promptly prior to the lab session concerned. The student should approach Course Coordinator to arrange a remedial lab session after the leave and ask the lab teacher to endorse his/her return demonstration.

7. COURSE ASSESSMENT

There will be **THREE** assessments. The form of assessment in this module is:

Component	Weighting	Due Date	This assessment method meets with course learning outcomes
Continuous Assessment			
7.1 Objective structured clinical assessment (OSCA)	20%	OSCA: TBC	No. 1, 3, 4, 5
a) Administration of oral medications (AOM I)		Supplementary OSCA: TBC	
b) Simple wound dressing (AT)			
7.2 In-class quizzes <ul style="list-style-type: none">The quizzes will be in various format, e.g., multiple choice questions.	30%	Any time during the designated lectures	No. 2, 3, 4, 5
Written Examination (90 min)	50%	TBC	No. 1, 2, 3, 4, 5

7.1 Objective Structured Clinical Assessment (OSCA)

- This clinical skill assessment is to assess students' proficiency in performing **TWO clinical procedures** learned in the course.
- Each procedure **scores 10%** of the total mark of the course.
- The procedures to be assessed will be scenario-based relating to the content of this course. The scenario will be provided to students at the time of OSCA.
- There are **CRITICAL POINTS** in each procedure. To pass each procedure, students have to pass the critical points **AND** achieve **50% or above** of the criteria required in the respective procedure.
- Student must **PASS ALL OSCA** procedures in order to obtain a "**PASS**" in this course.
- Student who fails in any procedure for the first time will be offered **TWO supplementary** assessments. However, the mark will be capped at the lowest passing score, i.e. **5% even if student passes the procedure with a higher score in these assessments. If student is unwell or unable to attend the OSCA due to emergency, one must inform the respective Course Coordinator with supporting documents. Upon the first supplementary assessment, the mark will be capped at the highest mark.**

- **Failing the 3rd attempt of any OSCA procedure will be considered FAILING the course. In this case, student is required to retake the course in the following year.**

Student who misses any one attempt of the OSCA without providing acceptable reasons will get “Zero” mark or a “Fail” grade for that attempt.

7.2 In-class Quiz (30%)

- Students are required to actively participate in the lecture which are important to achieve the learning outcomes. They are required to answer the multiple choice questions, and/or short answer questions at any time given in the lecture.
- Please refer to the timetable for the dates of the quiz in the lectures. Students will be assessed by answering the questions based on the teaching content.
- **Each quiz will have the same weighting. At the end of the course, students can obtain maximum 30 marks.**
- **For students who are absent in any lecture without a justifiable reason, no supplementary quiz will be given.**

8. GRADE DESCRIPTORS AND STANDARDS

<u>Grade</u>	<u>Standard</u>	<u>Grade Point</u>	<u>Numerical Score</u>
A+ } A } A- }	Excellent	4.3 4.0 3.7	96 – 100 91 – 95 86 – 90
B+ } B } B- }	Good	3.3 3.0 2.7	81 – 85 76 – 80 71 – 75
C+ } C } C- }	Satisfactory	2.3 2.0 1.7	67 – 70 63 – 66 59 – 62
D+ } D }	Pass	1.3 1.0	55 – 58 50 – 54
F	Fail	0	Below 50

Excellent indicates an outstanding level of achievement. The student gives evidence of logical development and synthesis of information as well as critical thinking ability.

Good indicates an above average achievement. The student is able to discuss the topic with supportive viewpoints and his/her work shows some independent thought and/or critical analysis.

Satisfactory indicates an acceptable level of achievement. The student gives evidence of satisfactory knowledge of the topic and has minimal errors in understanding. A limited degree of logical and critical thought is evident in his/her work.

Pass indicates the student's performance has just reached as the acceptable level of achievement.

Fail indicates failure to achieve the required standard.

9. **REFERENCE**

Required Text:

Perry, A.G, Patricia, A.P., & Wendy, O. (2022). *Clinical Nursing Skills & Techniques*. (10th ed.) Elsevier, Print.

Berman, A., Snyder, S.J., & Frandsen, G. (2016). *Kozier & Erb's Fundamentals of Nursing: Concepts, Process, and Practice* (10th ed.). Pearson Prentice Hall.

Taylor, C., Lillis, C., Lynn, P., & LeMone, P. (2015). *Fundamentals of nursing : The art and science of person-centered nursing care* (8th ed.). Wolters Kluwer.

Other References:

Berman, A., & Snyder, S. (2016). *Skills in clinical nursing* (8th ed.). Pearson.

Craven, R.F., Hirnle, C.J., & Jensen, S. (2016). *Fundamentals of Nursing. Human Health and Function* (8th ed.). Lippincott Williams & Wilkins.

Lynn, P. (2019). *Taylor's clinical nursing skills : A nursing process approach* (5th ed.). Wolters Kluwer.

Potter, P., Perry, A., Stockert, P., & Hall, A. (2021). *Fundamentals of nursing* (10th ed.). Elsevier.

Smith, S.F., Duell, D.J., & Martin, B.C. (2016). *Clinical Nursing Skills: Basic to Advanced Skills* (9th ed.). Pearson Prentice Hall.

Wilkinson, J., Treas, L., Barnett, K., & Smith, M. (2016). *Fundamentals of nursing* (3rd ed.). Davis Company.

Laboratory Guidelines:

1. Be **PUNCTUAL** to attend **ALL lab/Supervised skilled lab** sessions according to the lab clock.
2. The attendance record are kept and signed in presence of lab teachers **ONLY**.
3. Student's attendance is checked by the teachers responsible for each lab.
4. Student should sign the attendance list for submitting to the Nursing Council.
5. If student is sick, **valid certificate of sick leave** should be submitted to Mr Jason Li at the **General Office 5/F., Academic Building, 3 Sassoon Road, within one week after resuming classes.**

The following information should be written at the back of the certificate:

- Name of the student
 - Group number
 - Date of absence
 - Name of the course
6. Those who are absent from lab sessions with legitimate reasons can be provided with remedial lab. However, students have to take **full responsibility of arranging a remedial session** with the **Course Coordinator** for lab practice **within two weeks** if possible. **"Skills Laboratory Absence Record" Form** can be found in the course Moodle. Students should bring the **"Skills Laboratory Absence Record" Form** when they attend the remedial lab and **students' performance will be recorded by the lab teacher**. After the remedial session, students should submit the form to Mr Jason Li at 5/F, General Office, Academic Building, 3 Sassoon Road for record. Besides, the supervised lab teachers **will NOT provide an identical lab session** unless specifically requested. Or students can ask the related lecturer/teacher for any lab question.
 7. Student's performance in each lab is observed by the lab teachers. It is highly encouraged that students should consult the teachers if they are aware of their weakness.
 8. Supervised lab is **NOT a substitute** for the normal lab session.
 9. **Additional self-practice lab arrangement**
 - * Students are encouraged to practice in self-practice session before supervised lab.
 - * Students are responsible to book lab online.
 - * For further details, please refers to the Student Handbook, which is accessible via the student web in School website.
 10. Behavioural ground rules in the labs:
 - * Always wear student name badge.
 - * **Proper dress code: avoid slippers & low cut T-shirt, having long hair tied up.**
 - * Photo taking: only can be taken prior consent obtained from the responsible teacher and corresponding students.
 - * **DO NOT** use mobile phone for any communication in the lab practice: Use it outside the lab if needed.
 - * **Students should watch the VIDEO and read the Lab Manual before attending every lab.**

- * **Students should bring their OWN Lab manuals and/ or lectures notes. No sharing with other students.**
- * Students **CANNOT** take anything away from the labs without formal permission from the lab teacher or lab coordinator.
- * Students should **tidy up the lab** before leaving the laboratory.
- * Items found missing or broken should be reported to lab teacher and/or lab coordinator immediately.
- * Compensation for loss and broken items is to be shared by the student group.
- * Proper Infection Control Practice is encouraged, e.g. appropriate hand washing.
- * Students should treat the practice and patients as if in the real clinical settings.
- * Students should dispose any **SHARPS ONLY in SHARP BOX**