



"The Leading College of Choice"

ARCHDIOCESE OF NYERI

SISTER LEONELLA CONSOLATA MEDICAL COLLEGE

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STUDENTS' RULES AND REGULATIONS

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OBJECTIVE

From its foundation to date, the college objective is to prepare/train Christian leaders in medical field to serve in Kenya and beyond in the spirit of faith.

MISSION

To provide excellence in education, consolation in health service and overall development of the person to Kenyans and beyond with the help of Almighty God.

VISION

To be a leading college of choice in training professionally global and competent health services provider.

MOTTO

To become instruments of peace and consolation among patients and co-workers in furtherance of the mission of Jesus Christ, “comforting and healing the sick”.

PREAMBLE

Sister Leonella Consolata Medical College is Faith Based Catholic institution, owned and managed by the Arch-diocese of Nyeri. The institution is situated in the Central region of Kenya, Nyeri County along Nyeri/Ihururu road about 8 kilometers from Nyeri town. The institution was started in **1943** by the Consolata Missionaries; and the same year the first group of enrolled nurses was admitted.

- ◆ 1946 the first group of enrolled nurses qualified
- ◆ 1948 the first group of midwives qualified
- ◆ In 1983 the first group enrolled community nurses qualified.
- ◆ In 1996 the school upgraded to the current programme (KRCHN) and the first group of the said course qualified in March 2000.
- ◆ In 2005 another course was introduced i.e. KECHN-KRCHN distance upgrading programme and the first group was enrolled in March 2005.
- ◆ In 2017 March, first group of Kenya Registered Nurse/midwifery.
- ◆ In 2019 May, first group of Certificate in Operation Theatre Technology

The college exists to prepare/train Christian leaders in medical field to serve in Kenya and beyond in the spirit of faith, in line with the Catholic Church social teaching which emphasizes support for the sick, the poor and the afflicted through the corporal works of mercy. We understand that individuals awareness of God's love and care enhance healing, and therefore strive to not only teach medical skills, but to instill in to our students the spiritual element in the provision of medical care, as Jesus commission to heal means that we must connect faith and health. We also appreciate that young people encounter numerous challenges that may hinder them from attaining their life and academic goals. For this reason, we have established a mentorship programme so that we can help the student through this, for high academic performance and growth that is sustainable. To acquire the above and excel in academic and practical work, the student must be highly disciplined and self-directed.

The following guidelines have been established to aid the students in the course of their study as well as to help them acquire long life discipline in the different spheres of life that will be important though the different phases of life.

NOTE

Each student and Parent/Guardian should read these rules and regulations and sign as an indication that they agree to abide.

1. ADMISSION

1.1. Prior to final admission, a medical examination will be carried out by one of the hospital doctors, and admission will be subject to the results.

1.2 . NON-DESCRIMINATION

This institution accepts all students irrespective of their gender, culture , religion and cultural orientation. People with disability are encouraged to apply.

2. ACADEMIC PERFORMANCE

- ♦ The primary objective for all students in this institution is to learn hence studies must be taken very seriously
- ♦ The two main official languages in the institution are English and Kiswahili only.

2.1 THEORETICAL EXAMINATIONS

2.1.1. Theoretical examinations will be done within specified duration and no extra time will be added.

2.1.2. Students will be expected to adhere to examination instructions and any other guidelines as set by the relevant statutory bodies.

2.1.3. The KRCHN programme is divided into six theoretical blocks. Students must pass all theoretical examinations with a minimum pass mark of **60%** in every unit per every block. Any student who does not attain this pass mark will have to sit for a supplementary examination. A student who does not pass the supplementary examination will be demoted for **six** months.

NB: A student who fails the same examination the third time will be discontinued.

2.1.4. Continuous assessment tests (**C.A.Ts**) during the block will account for **20%** in the block examinations.

2.1.5. No books, papers and mobile phones are allowed in the examination room.

2.1.6. Any student(s) found cheating during examination will be suspended for **six months**. There should be no communication between students during examinations.

2.1.7. If there is real need to go out during examination, the student should be escorted by the invigilator.

2.1.8. No candidate shall leave the examination room until all the examination scripts have been submitted and sealed in an envelope by the invigilator.

2.1.9. The examination results will be released within two weeks and posted on the notice board. Supplementary will be done two weeks after the release of the original examination results except in the final block. Supplementary scripts will not be released to the candidates & any candidate who wishes to view his/her script(s) will only be allowed to do so in the presence of the respective tutor(s) and leave the script(s) but viewing of the scripts can be allowed in the presence of the respective tutors.

3. EXAMINATIONS AND ASSESSMENTS

3.0 General Guidelines

Students are exposed to six study blocks and clinical experiences during their training. It is the responsibility of each student (through the class representative) to collect the course outline and pre-course assignment at least four weeks before the beginning of a block from tutors allocated specific course units. Students are expected to sit for all their theoretical examinations and do all practical assessments as stipulated in the NCK training manual.

3.1. Theoretical Exams

- **ALL** students must sit for **ALL** exams in any given study block for them to be considered to have satisfied the Board of Examiners, and for subsequent promotion to the next block of study.
- Failure to sit for any of the aforementioned examinations, without a genuine reason presented to the Examination Board in advance, unless in unforeseeable and unavoidable circumstances, the student will be demoted for six (6) months.
- NB: 100% class attendance is required for a student to be eligible to sit for all exams.
- The following also apply:-
- Marking will be done and results submitted within two (2) weeks after the examination has been done
- Students should give specific comments (preferably in written form) on exam questions on aspects such as difficulty, coverage of content, allocation of marks, allocation of time to do it, correlation to clinical applicability etc.
- Tutors should provide general feedback to students after submission of results
- The pass mark for theoretical exams will be **60%**. Students who fail to attain the required pass mark will be subjected to a supplementary exam
- Computation of grand total marks for block will be all quizzes out of 30% and exam 70%.

3.2. SUPPLEMENTARY EXAM

Supplementary exam will be done 2 weeks after the results of the first exam have been submitted. However, this duration may be altered in special circumstances considered case by case. The score in this examination shall be independent of the quizzes. Students with supplementary exam shall be withdrawn from internal clinical placement/ leave with immediate effect for two weeks duration for revision purposes.

- The duration lost from clinical placement shall be re-covered in the subsequent leave or after the NCK exam.
- A student must have attempted the first exam to qualify for a supplementary exam.
- Special exams will be offered in special circumstances which will be case specific
- It is the duty of the student to consult specific tutors for specific comments/problems pertaining to exams

NB: If more than 30% of the students still fail in the first 2 attempts (the initial and the supplementary examination); a 2nd supplementary exam will be given. This 30% rule applies whether the failure occurs in individual papers or collectively for the whole exam.

4. PRACTICAL EXAMS/ASSESSMENTS

Practical skills, just as theoretical knowledge, are a pre-requisite to a successful practice in nursing. In most, if not all, skills-oriented disciplines, no amount of theoretical knowledge will be a substitute to hands-on and practical skills. With this in mind, the following will apply when students are undergoing practical assessments:-

- **ALL** students must do all practical assessments as stipulated by the **Nursing Council of Kenya**.
- Practical assessments should be done to completion by the assessor(s), unless there is gross incompetence in the part of the student that poses harm, either physically, psychologically or otherwise, to the patient.
- The pass mark for practical examinations will be 70%. Failure to attain the required pass mark will result in a supplementary practical examination. An unsuccessful 2nd attempt will result in six (6) months demotion.
- Unpreparedness (to include unsigned log book) will result in automatic failure.
- Assessments shall be conducted following the guidelines stipulated in the most current students training file

5. *Objective structured practical examinations (OSCE)*

- Is part of the examinations and will be administered after introductory block.
- A student must score an average of 70% failure to which the student will repeat the whole exam the following day. If such a student fails in this exam a second time the student shall rewind

6. MID-COURSE AND END-COURSE EXAMINATIONS

To motivate students, and ensure there is continuous studying by the students, two modes of theoretical examinations exist namely; mid-course and end-course exams. Both of these examinations are comprehensive and test the students' grasp of content taught up to a specified point.

- *Mid-course exam will cover content taught in Introductory Block, Block 1 and Block 2.*
- *End-course will cover content taught in Block 3, Block 4 and Block 5.*

NB: FAILURE TO MEET THE ABOVE WILL RESULT IN SIX (6) MONTHS DEMOTION

7. COLLEGE FINAL EXAM

College Final Exams will be administered to students to gauge their suitability to sit for **the Nursing Council of Kenya** licensure examination. This exam will cover all the content taught in the course of the students training. The criteria and standards that apply in other theoretical examinations still apply. In addition the student will be required to meet the following conditions:

- Completed and passed all the case studies, research project and all assessments.
- Must have submitted the final copy of research work.
- Cleared all the school fees
- Completed at least 75% of the clinical placements.

N/B Students who have performed well in the above two examinations will be awarded in accordance to laid down policy

8. REMARKING OF EXAMINATIONS

Examinations, and ideally all manner of assessments, are supposed to be objective, valid and reliable guide for evaluating a candidate's ability to carry out specific, education-related tasks, whether practically or theoretically. Therefore, in the unlikely event that a student feels that his/her work has been unfairly marked, or raises valid concerns about his/her examination script, he/she can submit the script for remarking.

The following conditions have to be met for considerations of remarking to be fulfilled:

- Remarking will be considered after consultations between the student and the teacher (s) who have set and marked the examination script.
- If the student is still not satisfied with the decision of the teacher (s) in (i) above, he/she has to make a request for remarking, in writing, and the letter should be addressed to the **Examination Board**.
- The request for remarking should be made within three (3) days after release of the exam in contention.
REQUESTS MADE AFTER THE 3 DAYS PERIOD WILL NOT BE CONSIDERED.
- To ensure objectivity and fairness is strictly maintained, a panel of 3 tutors, different from those who marked the examination will be selected to remark the paper. The results will be released within three weeks.

9. RESEARCH AND CASE STUDIES

Like all the other forms of training employed in this institution, research reports and case studies are very important modes of instruction and it is imperative that they are done to completion within the stipulated time before one can be registered for the licensure exam by Nursing Council of Kenya.

RESEARCH

- Research is compulsory and the final report should be complete for presentation six (6) months after Block Four (4) of study.
- The specific dates for presentation will be communicated to students so that they can prepare themselves in advance.
- Each student will be allocated at least one supervisor to guide him/her through the project. Students are encouraged to actively consult their supervisors to enhance quality projects.
- A final copy shall be submitted within four weeks of presentation. This final copy must be clear, not shaky, not faint and be done using laser jet tonner printer.

RESEARCH POLICY

1. Each lecturer should be assigned a maximum of 3 students to supervisor.
2. Research is compulsory and the final report should be completed for presentation six months after block four of study
 1. The student researcher **MUST** comply with the ethical considerations in research.
 2. Plagiarism is highly discouraged. In the event where the student is found to have violated the same, the research will be nullified and the student will be compelled to look for a different research topic which will be approved by the immediate supervisor.
 3. The specific dates for presentation will be communicated to students so that they can prepare themselves in advance.

The pass mark for research will be 70%.

NB: The presentation to the panel is compulsory and will contribute 20% and the final report will contribute 80% to the final score. Failure to present your work within the scheduled period will mean that the student forfeits the entire research marks scored and waits until the next panel presentation is available.

Once the research is approved by the panelist, the student should disseminate the recommendations to the relevant institution management.

Students shall present typed work under the following guidelines:-

- ♦ Document binding- spiral, blue in colour
- ♦ Font type-Times New Romans
- ♦ Font size- 12
- ♦ Line spacing- 1.5
- ♦ Page orientation- portrait

10. CASE STUDIES

- There will be three (3) case studies on: General Nursing, Community Health, and Obstetrics.

- These 3 should be completed before one can be considered for college final exam.
- For general nursing and community health nursing the cases should be terminated within six (6) weeks after commencement, while for obstetrics, termination of cases should be within 22 weeks.

The pass mark for case studies will be 70%. Failure to attain the required pass mark will result in demotion.

11. STUDENT PROGRESS REPORTS

While in the clinical area, the student is under the ward/unit incharge. The students' progress in the clinical area will be monitored through appraisal forms. Follow up in the clinical areas will be done by the respective tutors and students shall be responsible for liaising with the tutors.

The forms must be signed by the head of respective department during each placement. The student should ensure the forms are signed by Tuesday of the last week of rotation.

The student must attain pass mark of 80% in appraisal forms.

A progress report on the overall performance of the student will be given to the parent/guardian through the student, every time the student goes for leave.

12. CLASS ATTENDANCE

12.2.1 Class attendance is **compulsory** to all students. A **100%** class attendance is required for a student to be eligible to sit for exams. Under special circumstances a student can be allowed to sit for exams having attended at least **75%** of the lectures.

12.2.2 Students must be punctual in class as per the time stipulated below.

Class hours

♦ 7:55 am -10:00 am	First session
♦ 10:01 am – 10:25 a.m.	Tea break
♦ 10:30am - 1:00 p.m.	Second session
♦ 1:00p.m. -1:55 p.m.	Lunch break
♦ 2:00 p.m. -4:30 p.m.	Third session
♦ 4:30p.m—5.00p.m	Group Study

13. PRACTICAL AREA GUIDELINES

- ♦ Reading of magazines and/ or newspapers in the clinical areas is not permitted.
- ♦ Textbooks and other reading materials except the procedure manual are not allowed in the clinical area.
- ♦ Students should not leave their designated ward if on duty, unless permission from the Nurse in-charge has been obtained.

13.1. The first practical assessment will be the objectives structured clinical examination (OSCE) in the skills lab with simulated patient(s).

13.2. All the students are expected to ensure they have done the masteries and signed the confidential reports at the end of every placement.

13.3. Practical books and log books should be signed after every placement. Note that last minute rush is an inconvenience and will not be accepted.

13.4. The respective clinical assessments will not be undertaken without meeting the above requirements.

13.5. In the course of the studies, student(s) who fails in the practical assessment(s) twice will be deferred.

13.6. The minimum pass mark for all the practical assessment is **70%**.

13.7. In the clinical area, students must observe punctuality as follows:

Hours of duty

- ◆ Students will practice for **40 hours** in a week during the clinical experiences in the respective areas of allocation.
- ◆ Thirty (30) minutes are taken for tea break & one (1) hour for lunch.
- ◆ Meals breaks and tea breaks are taken at different times so that at no time are the patients left unattended.
- ◆ Students should ensure that patients are both comfortable and safe before leaving the ward at any time, even for breaks.

14. PERSONAL STUDIES

- Students must plan their own study time.
- Self-directing studies i.e. use of library, tutorials, consultation, assignments and continuous assessment tests should be taken seriously.
- Night preps are compulsory from 8:00 p.m. to 10:00 p.m. Students on night duty will be exempted from night preps.

15. LIBRARY

The library is opened from Monday to Friday from 8:00 am to 5.00 p.m. On Saturdays; it remains open from 8.30 am to 12.30 pm & closed on Sundays and public holidays.

- Students are expected to maintain silence in the library & observe the library rules & regulations.
- Each student will be given two library cards to borrow maximum of two books for duration of two weeks. The books are renewed depending on demand.
- Over staying with the book(s) is an offence & will be penalized appropriately.
- Reference books are only to be read in the library.
- Any student found with a stolen book will face disciplinary measures as outlined in the library rules.

16. EXPECTED CODE OF CONDUCT

- The institution reserves the right to suspend from training any student who fails to maintain the standards or fails to adhere to the **MORAL CODE OF** as laid down.
- While in the wards and within the hospital itself, including the school of Nursing, all staff and students are expected to be reasonably quiet, responsible at all times and to avoid loud noise, or unnecessary disturbances.
- Students should be loyal to all fellow members of staff and keep all information about patients and their problems confidential. Personal and medical details of patients should not be discussed in the dining room, dormitories, and classroom or with any of the general public.
- Any problem concerning confidentiality and student's conduct in the clinical area should be brought to the attention of the Principal Tutor, Deputy Principal Tutor, the Nursing Officer in- charge, the Administrator or the Medical Officer in- charge.
- If approached by a police officer or a member of the press, one should immediately refer them to the administration or medical officer in charge.

NB: Beware of journalists who obtain information by dubious means.

17. CLEANLINESS/ UNIFORM

Students are to be neatly dressed at all times and cleanliness observed. The students' uniform is as specified below:

- a. Females; The uniform is a sky blue dress, navy blue/white pullover & white socks
- b. Males; a black trouser, sky blue shirt & a navy blue pullover, marron tie & navy blue socks
- c. All must be in black closed leather shoes.
- d. While on duty, one must have; apron (females), dustcoat (males) and pocket items (second hand watch, blue & red pens, a hand book, inch tape, 15 cm ruler, scissors, thermometer & a stethoscope).
- e. Students are required to be in school uniform at all times during home visiting and church activities. Full uniform has to be worn in classroom, during group outing, when going to see the Nursing/medical Officer in- charge, Principal Tutor, other Tutors or any other office within the institution premises.
- f. Male students should have well cleaned, combed hair and clean shaved beards.
- g. Female students should have their hair well combed, black in colour, if plaited/ weaved, the fitting should be black and folded in such a way as not to touch the uniform. Only black hair bands are allowed.
- h. No make- up should be worn while on duty/ in the classroom. This includes; lipstick, eye-shadows & sprays. Long nails & nail polish are not allowed. No hanging earring, bangles, any other jewelry or sandals should be worn with the uniform.
- i. Any student found in wards, offices and in the school compound without uniform will be punished appropriately.

NB: The Name tag is part of school uniform.

18. DISCIPLINARY PROCEDURE

A. Disciplinary committee

A disciplinary committee shall comprise of the tutorial team with a chairperson, secretary and appointed members.

B. Disciplinary process

The process will be determined by the nature of the offence.

Statement: The student shall be required to write an official statement detailing the offence committed and prevailing circumstance(s).

Minor offences shall be dealt with by the class tutor and the primary party involved.

Major offences shall be dealt with by the disciplinary committee.

NB: The above criteria shall apply irrespective of the place where the alleged offence was committed.

Invitation to a panel: the student shall be invited verbally to face a disciplinary committee in the soonest time possible from the time of reception of the statement.

Depending on the offence committed and considering prevailing circumstances, the following can apply:

- a) Documented verbal warning (first offence):
- b) Written warning

- c) Suspension
- d) Dismissal from the training institution

The decision to dismiss or demote a student shall be copied to the hospital management team.

The following are the Nursing council guidelines regarding various offences:

Serious misconduct/malpractice leading to instant dismissal includes:

- 1) Forgery of patient notes, hospital or school records, academics documents or forgery of any signature.
- 2) Attempting to procure or assisting in procuring abortion.
- 3) Drug abuse or drug trafficking.
- 4) Obtaining money by false pretense, theft of personal property of other students, patients, hospital or college.
- 5) Demanding, soliciting or receiving bribes from clients, relatives or other professional negligence or malpractice in patient care.
- 6) Sexual abuse to patients/clients or other students.
- 7) Planning or organizing strike.

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Less serious misconducts/malpractices leading to suspension, demotion or warning.

- 1) Physical assault or fighting within the college and hospital compound.
- 2) Rudeness and lack of courtesy, dishonesty, demanding for favours from patient/clients.
- 3) Damage to property, being in possession of un-prescribed drugs and institutional property.
- 4) Absenteeism.
- 5) Sleeping out without sleep out pass.
- 6) Refusing to sign documents as required during training.
- 7) Failure to meet training requirements on time.
- 8) Participating in strike.

19. SCHOOL NOTICE BOARD

- ◆ It is important that students keep in touch with their own training programmes and with what is happening in the wider institutional community.
- ◆ There are notice boards in front of the school offices and dining room. Students must ensure that they read the school notice boards regularly to keep in touch with what is happening.
- ◆ Not knowing because you have not read the notice is not excuse for failure.

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20. SCHOOL FEES

- a) Every student is required to pay all fees at least a month before entering the next academic year. It is the responsibility of every student in conjunction with the Parent/Guardian to ensure that school fee is paid without waiting to be reminded.

Note: All school fees should be paid through:

Direct Deposit to:

1. ADN– Consolata School of Nursin

Account Number 0102001573700, Standard Chartered Bank NYERI Branch or

2.. Equity bank , Nyeri branch. Account No. 0110272520690

3. Bankers' Cheques, Corporate Cheques or Institutional Cheques. In such cases, an extra amount of Ksh200.00 will be charged for cheque clearance apart from Standard Chartered Bank Cheques. All cheques are payable to

"ADN - CONSOLATA SCHOOL OF NURSING"

4. Through our pay bill number- **339327**

The account number should strictly be the student's name.

NOTE:

- Personal Cheques will **not** be accepted
- Any other form of payment other than the above mentioned will not be accepted.

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• All Deposit Slips must be forwarded to the office for receipting within Seven (7) Days after the deposit is made: Failure to, a commission of not less than 2% of the total amount will be charged.

b. Once demoted, the student will be required to pay fees for the period of demotion. No money will be reimbursed to a student who discontinues training or is forced to leave on disciplinary grounds.

c. The school shall bar a student from sitting for the relevant examination or withhold results or any other due award(s) until such a student has settled all fees or levy owing.

d. The school holds right to admit or discontinue a student from training on the ground that such a student is unable or neglects to pay the school fees or levy due or owing.

e. Fees will be reviewed if/when necessary and parent/guardian or students will be informed accordingly.

f. The school fees must be completed three months before college final examination. No students will be allowed to sit for examination if the above criterion is not met.

21. SPIRITUAL WELFARE

a. Daily mass and family rosary, choir and moral instructions are compulsory. Any reasons for not attending should be communicated to the tutorial/hostel staff. However the school will assist the students to live better Christian lives by encouraging the following:

Prayers

- i. Personal and communal prayer.
- ii. Prayer before and after activities.
- iii. Catholic action and Prolife.

Mass

iv. Daily attendance of Mass at 6:25 a.m-7am from Monday to Saturday in the main Church is compulsory to all students. Students who are on night duty can attend the mass in the hospital chapel in the evenings.

v. On Sunday, Mass will begin at 8:00a.m in the main church.

Choir practice

- ◆ All the students must meet for liturgical preparation during their turn in the church Saturday from 4:30 p.m. to 6:15 p.m.

Spiritual Counseling

1. As much as these exercises are for personal spiritual enrichment and growth, students who are not committed and dedicated to them will be helped through spiritual counseling by the chaplain and the tutors.
2. Students are encouraged to seek spiritual counseling as deemed necessary.

22. GUIDANCE/COUNSELING

- i. This process is open to all students who need help.
- ii. Alternatively, tutors may identify a student who requires counseling hence handle or refer to the counselor. Any student(s) recommended for guidance and counseling must avail him/herself for the session recommended by the counselor.

23. ANNUAL LEAVE

- ◆ During training, twenty eight consecutive days (28) (including public holidays) each year are given and arranged in accordance with the master rotation plan.
- ◆ Holiday start after duty on Sunday and students must be back on Sunday evening before they are due to start class/duty according to the change-over list.

24. MEALS

- ◆ The kitchen is strictly out of bounds for all the students, so should adhere to the kitchen rules and regulations.
 - ◆ In case of any complaint with diet or kitchen staff, the dining hall representative should report to the hostel in-charge.
 - ◆ The students are expected to have their meals only in the dining hall. **No** carrying of food items to the hostel or anywhere else in the compound. Tea and food will be served directly into the students' cup and plate.
 - ◆ No special diet will be provided unless on medical grounds. This has to be documented by an appointed doctor within our hospital. The student will be charged for this.
 - ◆ Wasting of food is strongly condemned.
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- ◆ All students must adhere to meal times as specified to avoid lateness in the dinning as this disrupts other activities.
 - ◆ No food will be kept for late comers except on prior request for those held up in the ward for legitimate reason(s).
 - ◆ It is the responsibility of the students to keep dining hall clean and tidy.
 - ◆ No visitors or unauthorized persons should be entertained to eat the students' food.
 - ◆ Violation of the above rules and regulations will attract a disciplinary action.

Meals time is as shown below:

Breakfast	06:30 a.m. – 7:30 a.m.	for students on day duty
	8:00 a.m. – 8:30 a.m.	For students on night duty
Tea break	10:00 a.m. -11:00 a.m.	
Lunch	12:00 noon – 12:45 p.m.	first lunch
	12:45p.m. – 1:45 p.m.	second lunch
Supper	4.00 p.m- 4.30p.m	for students in PGH on night duty
	6:00 p.m. – 7:30 p.m.	for the rest of the students

- ◆ Students on night duty will be given tea and bread to take at night.
- ◆ **No night wear or slippers are allowed in the dining hall.**

25. CO- CURRICULAR ACTIVITIES

- ◆ Physical exercise is necessary for healthy bodies. Students are encouraged to utilize the amenities provided by participating in various activities such as games, debate, drama/ music and team building trips.
- ◆ The school provides TV sets, radio, table tennis, badminton, dart board e.t.c.
- ◆ The TV is switched on at 6.00p.m to 7.50 p.m during the week days and 2.00p.m to 10.00p.m during the weekends.

26. SICKNESS

- ◆ Any student who falls sick shall obtain a sick sheet from the hostel in charge before seeking medical attention.
- ◆ The student will then avail himself/herself to the outpatient department.
- ◆ The Nursing officer on duty will sign the sick sheet before the student is attended to.
- ◆ Every student will be issued with an invoice, detailing the treatment received. The student confirms and signs the invoice, then submits it back to the house mother together with the sick sheet.

NOTE:

- √ *Special and long term treatment remains the responsibility of Parent or Guardian*
- √ *For admission cases, treatment shall be provided even when the student cannot be able to pay the initial hospital deposit.*
- √ *Upon recovery, the student shall not be held in the hospital for being unable to clear the bill, but instead the hospital shall invoice the said bill to the school accountant so that the school can follow up with the parent/guardian.*

For minor ailments, the following medication may be obtained from the housemother;

1. *Paracetamol*
2. *Piriton*
3. *Cetirizine*
4. *Amoxyl*

OUTPATIENT CONDITION COVERED

Simple general outpatient conditions including

Upper respiratory infections, sinusitis, pharyngitis, laryngitis, flu and colds.

- Minor skin conditions, abscesses, allergies etc.

- Abdominal diseases- peptic ulcer and dyspepsia, mild food poisoning, abdominal colicky to include dysmenorrhea, diarrhea and intestinal worms.
- Minor ENT/EYE conditions including epistaxis, rhinitis, stye and conjunctivitis.
- Cuts and soft tissue injuries and superficial burns
- Dental extraction of teeth only (painful tooth).

Investigations:

- √ Basic laboratory investigations
- √ BS for MPS
- √ Stool for O/C
- √ Urine- urinalysis/microscopy
- √ Random blood sugar
- √ Hemogram
- √ Basic X- ray examination- chest x-ray of extremities (fractured bones)

Exemptions:

All inpatient conditions and investigations as well as specialized x-ray examinations are not covered. (Including C.T Scan and Doppler and ultrasound examinations).

27. LEAVE OUT

- ◆ Students should seek for leave out card from the hostel in-charge when going out of school compound and coming back the same day. Return time should be strictly before 4.30 p.m.
- ◆ All students wishing to sleep out must obtain permission from the Principal/Deputy Principal and the Hostel in-charge. Any information requiring the student to go home must be communicated by the parent/ guardian to the Principal Tutor or the deputy principal tutor but not through the students. It is the responsibility of the students to advise parent/guardian accordingly.
- ◆ Sleep outs will be allowed once in three months.
- ◆ **No permission should be given for ceremonies or celebrations except for funeral of parent, sibling, spouse and not distant relatives and friends.**
- ◆ If students are found sleeping out without permission, they will be suspended for (6) months or dismissed from training depending on the decision of the disciplinary committee. The hostel in-charge and school authorities are free to check hostels at any time.
- ◆ Students on night duty should not come back to school after reporting for duty except on an emergency, with permission from the Nursing officer on duty.
- ◆ When one is given permission to go home, hostel in-charge should sign the leave out sheet before the student leaves. The hostel in-charge shall report immediately to the principal's office any student noted to be missing from the school without permission.
- ◆ The habit of sneaking from the ward is not acceptable. Students should not leave the clinical areas to come to school except with prior arrangement with the tutor and clinical areas in-charge. In case of violation, the student will be punished.

28. GRIEVANCES

- ◆ Any grievance(s) should be channeled through the students' representatives. Strike is not a means of

- ♦ solving a grievance and will **not** be permitted.
- ♦ Students who have personal problems are encouraged to discuss these matters with their respective class tutors.
- ♦ Suggestions and other grievances can also be channeled through the suggestion box.
- ♦ All grievances should be presented in an optimistic and respectable manner.

29. PREGNANCY

- ♦ **Female Students;** - Pregnancy is **HIGHLY DISCOURAGED** during training.
- ♦ If noted pregnant on admission, the student shall only be admitted post- delivery
- ♦ If a female student becomes expectant, she will be allowed to carry the pregnancy up to 28 weeks and will be admitted back after 12 weeks postpartum.
- ♦ **Male students:** - if a male student is responsible of his female counter part's pregnancy, he will be suspended for 6 months, starting when the pregnancy he is responsible for is 28 weeks, to resume once his child is 12 weeks old.
- ♦ **Abortion:** - abortion is murder of innocent babies. Anything suggestive of abortion will result into instant dismissal.

31.DRUG/SUBSTANCE ABUSE

Definition

A **Drug** is defined as any substance which, when taken causes physiological change/s which can results to bizarre behaviour, maladaptive behaviour, impaired judgment or causes any other change in functioning of the body. This includes but not limited to alcohol, snuff, bang, khat, and non-prescribed

medication.

Drug and substance abuse are strictly prohibited when the student is on duty or in and outside the school compound.

1. Anyone caught drunk, abusing any form of drug or in possession of materials suggestive of the above will face the following disciplinary measures:

- Six months suspension.
- A repeat of the same will lead to instant dismissal.
-
- Trafficking or abusing drugs of addiction such as heroin and cocaine will lead to instant dismissal.

NB: Each case will be dealt with on its own merit taking into consideration all the prevailing circumstances.

30. LOSSES OR BREAKAGES OF EQUIPMENTS: -

- ♦ Any equipment entrusted to the student is his/her own responsibility to replace them once lost/broken.

31. SAFETY PRECAUTIONS: -

- ♦ Safety precautions must be observed at all times to safeguard the life of the student and their property.
- ♦ Students must have prior knowledge on disaster preparedness to include: the use of fire extinguishers,

emergency exit points and assembly points.

- ◆ In this regard, no electrical material(s) should be dismantled or assembled by any student.
- ◆ Electric hot plates, immersion heaters or any form of electrical gadget or gas cookers are not allowed in the hostels.
- ◆ All the ironing must be done in the ironing place.
- ◆ No cooking is to be done in the hostel.
- ◆ Lights and water taps not in use must be turned/ switched off.

32. CLEANLINESS OF HOSTELS

- ◆ This is the responsibility of the students. They are expected to take turns in cleaning their toilets, bathrooms, make their own beds and maintain general cleanliness and tidiness in their dormitories.
- ◆ All are expected to co-operate with the hostel representatives in maintaining the dormitories clean.
- ◆ A student who does not co-operate in the maintenance of cleanliness of the hostel should be reported to the hostel in-charge for the necessary action.
- ◆ **NOTE:** No throwing of rubbish or pouring of water through the window

33. HOSTEL ETIQUETTE:

- ◆ The hostel should be locked at 11:00 p.m. and opened at 5:00 a.m. The hostel representatives should ensure the time of opening and closure is strictly observed.
- ◆ Male students should not be found in the female hostels and vice- versa. Any evidence suggestive of male presence in the female hostels or vice-versa, the student(s) will be dismissed instantly.
- ◆ Volume of the radio should be minimized and noise making should be avoided.
- ◆ Harmony should be maintained in the hostels at all times. Failure to maintain harmony will result in punishment.
- ◆ Lights should be switched off by 11:00 p.m.

34. SPOT CHECK AND ROLL CALL

- ◆ Random spot check in the hostels shall be carried out by the administration when need arises.
- ◆ Each room occupant shall be held responsible for illegal items/events in the rooms according to various sections of these rules and regulations.

35. RADIOS AND MOBILE PHONES

- ◆ No mobile phone should be carried to the classroom, preps, dining hall, clinical areas or church. Any phone found in the above areas shall be confiscated and **never** to be returned to the owner. Charging of the phone is not allowed in the classroom.
- ◆ Big radios/DVD players are not allowed within the school. Only small radio with a maximum of two batteries is allowed. Any students possessing a radio utilizing more than two batteries will be served with a warning letter. The radio will be seized not to be returned.
- ◆ Students are not allowed to carry radios, play computer games or watch TV while in the clinical areas.
- ◆ Violation of the above will attract the necessary disciplinary action.

36. FORGERY AND RESPECT

- ◆ Forgery of documents pertaining to patient care, academic documents, training documents and signatures of tutors/clinical officers/doctors etc. will result to instant dismissal.
- ◆ Respect to fellow students, tutors, other members of staff and patients should be observed at all times. Any student found being rude, arrogant and disobedient will be punished.

37. DRESSING

- ◆ Indecent dressing is unacceptable in the school. For the female students, this includes miniskirts, transparent clothing etc. for the male students this applies to sagging trousers e.t.c. If caught the attire will be confiscated and student will be penalized. Repetition leads to dismissal.

38. SILENCE

- ◆ Owing to the close proximity of the dining and hostels to the classrooms/ library, students are expected to observe silence.

39. VISITING DAY AND VISITORS

- ◆ Visiting is allowed over the weekend only from 9:00 am to 5:00pm.
- ◆ All visitors should be received and entertained in the school compound.
- ◆ No visitor(s)/ unauthorized personnel are allowed in the hostels.
- ◆ Any student who harbors a visitor in his/her room will be penalized.

40. OUTING DAYS

- ◆ Outing day is once per month (Saturday) from 10:00 a.m. to 4:30 pm.
- ◆ Roll call will be carried out every Sunday at 6.00p.m
- ◆ Students are only allowed to sleep out once every three months, except in special circumstances like burial or major illness of family members. Under such circumstances, the parent/guardian will call the school to request for special permission for the student.

41. HOSPITAL/SCHOOL ADMINISTRATION

- ◆ Respect to the school/hospital administration must be upheld. This includes all the staff members from both school and hospital. Instructions given in the school/hospital must be strictly followed.
- ◆ The hospital in collaboration with the school has the mandate to allocate the students in any areas of need, while safe guarding their learning objectives.
- ◆ Violation of the above amounts to negligence of duty and insubordination.
- ◆ Any case of insubordination, it will first be handled by the hospital administration and where necessary the school is co-opted.

42. STUDENTS' MEETING

- ◆ Students are not allowed to hold any meeting without permission by the Principal Tutor.
- ◆ The meeting must be presided over by either the class tutor or hostel in-charge.
- ◆ Any student wishing to celebrate his/her birthday should inform the school administration in advance.

43. SCHOOL REPRESENTATIVES

- ◆ The students will be expected to elect the leader of their choice as per the student welfare policy.
- ◆ Students should respect their school representatives. Representatives are expected to carry out their duties and responsibilities diligently without fear or favour.
- ◆ Any students found intimidating the representatives will face the disciplinary action appropriately.
- ◆ Any representative found inciting fellow students will face the disciplinary action appropriately.

STUDENT'S/ GUARDIAN PLEDGE

If admitted Istudent of Sister Leonella Consolata
Medical College pledge to observe all these rules and regulations and professional training faithfully to the
best of my ability. This is in order to help me grow professionally and spiritually for the glory of God.

Signature:..... Date:.....

IParent/Guardian of the above student,
pledge that I will assist/guide my son/daughter to adhere to the above rules and regulations.

Signature:..... Date:.....