



## Degree in Nursing

# Practicum Guide



## *Academic course 2017/18*

*(Approved by the Center Board on September 14, 2017)*

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- \* To access the **Practicum III** the student must have passed the *Practicum II*.
- \* To access the **Practicum IV** the student must have passed the *Practicum III*.
- \* To access the **Practicum V** the student must have passed the *Practicum IV*.

## General Regulations of the *Practicum*

The external practices that constitute the Practicum of the degree are developed in various health and social care centers, dependent on public or private institutions, whose relationship is established as a result of collaboration agreements. These agreements include those aspects of operation that will facilitate the use, for teaching purposes, of the resources available in each center, without, in any case, the presence of students having a negative influence on its normal functioning (in such case the responsible teaching staff is fully entitled to remove the student from the center / unit and inform the Management).

The student represents, in some way, the institution to which he belongs, that is, the University of Cantabria, and must demonstrate the acquisition of transversal competences. Therefore, special emphasis will be placed on compliance with some standards, with a universal nature; that is, the non-compliance of such regulations will be sufficient cause to not continue with the practices. These standards are:

### ⇒ OPERATION OF THE CENTER

- \* They will respect the operating standards of the Centers in which they carry out the practices and will make good use of the facilities.

### ⇒ SAFETY AND DIGNITY OF PEOPLE

- \* In no case will they perform interventions without the direct supervision of a responsible professional, nor will they carry out actions that undermine the dignity of the people they care for.
- \* They will respect the right of people to make informed decisions about their care, requesting their consent before carrying out any procedure.
- \* They will keep a strict confidentiality on any information that comes to their knowledge in the development of their practices regarding any person. To ratify the commitment to comply with this rule, all students will sign the document regarding confidentiality before the start of the first Practicum. (**Annex**)
- \* They will scrupulously respect the rights contemplated by Law and summarized in the "Letter of rights of users and patients".

### ⇒ ATTENDANCE

- \* They will go to the internship center / unit punctually, staying there until the end of the schedule. Any absence must be communicated to the center / unit. **Whenever the days of absence do not exceed 30% of the total**

**of the practices students can be evaluated** (see Evaluation section). Any situation considered exceptional, in the student's judgment, will be referred to the Practicum Commission for a decision in this regard.

- \* The recovery, both due to the fail, as well as the absences of attendance greater than that 30%, will be made in the period between the end of the last clinical module and the last days of the month of July in the more appropriate dates and hours established by the responsible professorate.  
For reasons of resource availability, this recovery can be made in any unit related to the corresponding module.

#### ⇒ UNIFORMITY AND IDENTIFICATION

- \* The students must go, at all times, identified as such, displaying the card provided by the University in a visible place.
- \* Each student will buy their own uniform, which is approved by the Center Board.
  - There will be two sets of shirt-jacket and pants to ensure that it is always clean.
  - The uniform can be worn alone or by placing under it a white long-sleeved shirt if the temperature requires it.
  - As a measure of asepsis, the student should go with collected hair, short nails and no enamel, and avoid wearing jewelry that does not allow proper hand washing. Likewise, in order to avoid added risks, long earrings or piercing will be avoided.
  - In places where the complete uniform is not necessary, the shirt will be used as a robe on top of the student's clothing; this is the case of health centers.
  - The shoes will be white or green, secure and closed (not sneakers) and white socks. All shoes must be clean.
  - In order to avoid unnecessary contamination, the change of clothes must be done in the Centers / units of practices or in the ticket offices of the School.
  - All students must have a locker.

#### (REGULATIONS FOR THE USE OF LOCKERS IN THE CLOTHING ROOMS (*Approved by the Board of the Center of 15 / X / 2012*))

1. During the month of September the process will be carried out for the concession of the lockers for the students enrolled in the UNIVERSITY SCHOOL OF NURSING
2. If the demand for lockers exceeds the offer, concessions will be ordered according to the physical distance of the place of residence of the student to the Center. If this criterion is insufficient, the Center may establish others for the final resolution.
3. An annual fee of € 8 is established for the rental of the ticket office, whose payment will be made by a deposit in the bank account of the University of Cantabria. The receipt of the bank deposit, which must include the name of the School of Nursing, will be presented at the School Concierge. From this moment the student will receive the key to the locker for its use, during the time the building remains open, until the month of July.
4. The costs derived from the loss of the key will be assumed by the student.
5. The student who is assigned a locker, must sign a document that recounts: the timing of use (start and end dates), conditions of use and responsibility for the objects deposited in the locker, including their disappearance. The use of the locker is limited to personal and academic needs.
6. The Center will reserve the right to verify the inside of the lockers, in the presence or absence of the owner or his representatives, when there are serious reasons or other reasons that suggest this control.



⇒ **UNIVERSAL PROTECTION RULES** (adapted from the Prevention Technical Note 700 of 2006. National Institute for Safety and Hygiene at Work).  
[http://www.insht.es/InshtWeb/Contenidos/Documentacion/FichasTecnicas/NTP/Ficheros/601a700/ntp\\_700.pdf](http://www.insht.es/InshtWeb/Contenidos/Documentacion/FichasTecnicas/NTP/Ficheros/601a700/ntp_700.pdf)

The standards of universal protection, "standard" or "routine", include all those precautions that must be applied in the care of all people, regardless of their diagnosis or infectious status, to prevent exposures to bloodborne pathogens and biological fluids through the parenteral and dermal routes. For this reason, students must know them and must apply them during their clinical practices.

These rules apply to the handling of: blood, all biological fluids, secretions and excretions, except sweat, and independently whether they contain visible or non-visible blood, non-intact skin and mucous membranes.

The universal protection standards are the following:

- \* Routinely use barrier elements whenever there is contact of the skin and mucous membranes (mouth, nose and eyes) with blood or biological fluids of any person:
- \* *Gloves*: whenever blood and biological fluids, mucous membranes or non-intact skin are going to be touched; to manipulate objects or surfaces stained with blood or biological fluids and during blood draws or any other vascular access practice.
- \* *Gowns, aprons, masks or goggles*: whenever splashes of blood and biological fluids may occur.
- \* Change gloves after contact with each person and wash hands immediately after removing gloves.
- \* Take precautions to prevent injuries when using and removing needles, scalpels or other sharp or cutting instruments and when cleaning the instruments used.
- \* Used needles should not be re-encapsulated, bent or broken manually. After use, they should be disposed of in puncture-resistant containers.
- \* The material to be reused should be placed in puncture-resistant containers for transport to the cleaning and disinfection areas.
- \* Avoid direct contact with people and the material with which they are in contact if they have exudative lesions of the skin or suppurating dermatitis.



⇒ VACCINES AND OTHER TESTS

The General Directorate of Public Health of the Government of Cantabria in its Vaccination Program for 2014 makes singular recommendations of general application for health professionals and students.

[http://www.saludcantabria.es/uploads/pdf/profesionales/libro%20vacunas%20\\_2014.pdf](http://www.saludcantabria.es/uploads/pdf/profesionales/libro%20vacunas%20_2014.pdf) (página 181)

It is recommended that the students, before their first Practicum, comply with these recommendations, informing the student of their immunization status by completing a document included in the annexes, for this purpose, taking responsibility for it.

There is a possibility that the student who does not follow the aforementioned recommendations will be prevented from performing their internships at any of the offered practices sites.

⇒ CERTIFICATE OF SEXUAL CRIMES

In accordance with art. 13.5 of the Organic Law 1/1996, of January 15, on the Legal Protection of Minors, in the wording given after the enactment of Law 26/2015, of July 28, on the Modification of the Child and Adolescence Protection System, "It will be a requirement for access and exercise to professions, trades and activities that involve regular contact with minors, not having been convicted by a final sentence for any crime against freedom and sexual indemnity, which includes sexual assault and abuse, sexual harassment, exhibitionism and sexual provocation, prostitution and sexual exploitation and corruption of minors, as well as trafficking in human beings. To this end, whoever seeks access to such professions, trades or activities must prove this circumstance by providing a negative certification from the Central Registry of sex offenders."

This certificate must be personally requested by the interested parties.

Regarding the form to request it, the Ministry of Justice has enabled several ways, namely:

- (i) Electronically through the Electronic Office of the Ministry of Justice <https://sede.mjusticia.gob.es/cs/Satellite/Sede/es/inicio>, for which you must have a valid digital user certificate (electronic ID, FNMT).
- (ii) In person, in the records of the Territorial Management of the Ministry of Justice, in the Citizen Service Center of Madrid, in the delegations and subdelegations of the Government and in the records of any administrative organ belonging to the General State Administration, that of any Administration of the Autonomous Communities and of any Local Administration..
- (iii) By mail addressed to any of the territorial managers or to the Center of Attention to the Citizen of Madrid.

The request and delivery of the certificates by the Ministry of Justice to the interested persons will be done preferably by electronic means, in accordance with Law 11/2007 of June 22. To this end, the Ministry of Justice indicates that by stating the mobile phone in the application form, you will receive an SMS with a secure verification code, which will allow you to download the certificate from the electronic headquarters of the Ministry as many times as you need.



⇒ **ACTION IN THE EVENT OF BIOLOGICAL ACCIDENT**

Immediate measures when percutaneous exposure or splashing occurs on mucosa with blood or biological fluids:

- *Percutaneous exposure (puncture or cut)*: let the blood flow for 2-3 minutes under running water, induce bleeding, if necessary, clean the wound with soap and water, apply antiseptic and cover the wound with waterproof dressing.
- *Splatter on mucosa*: wash with plenty of water or physiological serum.

After:

1. Notify the accident to the faculty responsible for their practices and to the School Management, where they must complete a form that reflects the incident that occurred.
2. Go to the referring doctor so that they carry out the appropriate follow-up. Going to an emergency service is reserved for situations that require immediate attention.

You should not go to the occupational risk service of the center where the student is doing their internships, even if there is one, since the student is not a worker at the center and, therefore, the subsequent follow-up will not be facilitated.

⇒ **INSURANCES**

As established by *RD 1707/2011, of November 18, which regulates the external academic practices of university students* in their first additional provision: university students who perform external academic practices are excluded from the scope of Social Security, students under the age of twenty-eight are subject to the School Insurance and, to the supplementary insurance that the university contracts, those over this age.



# Assignment of Training Units / centers and training itineraries







## Organization of the Practicum course 2017/18

Abreviatura	Significado	Fechas
PI – M1	Practicum I – Módulo1	Del 30/4/18 al 01/6/18
PII – M1	Practicum II – Módulo1	Del 20/11/17 al 22/12/17
PII – M2	Practicum II – Módulo2	Del 8/1/18 al 2/2/18
PIII – M1	Practicum III – Módulo1	Del 9/4/18 al 11/5/18
PIII – M2	Practicum III – Módulo2	Del 14/5/18 al 8/6/18
PIV – M1	Practicum IV – Módulo1	Del 25/9/17 al 20/10/17
PIV – M2	Practicum IV – Módulo2	Del 23/10/17 al 17/11/17
PIV – M3	Practicum IV – Módulo3	Del 20/11/17 al 22/12/17
PIV – M4	Practicum IV – Módulo4	Del 8/1/18 al 16/2/18
PV – M1	Practicum V – Módulo1	Del 19/2/18 al 28/3/18
PV – M2	Practicum V – Módulo2	Del 9/4/18 al 4/5/18
PV – M3	Practicum V – Módulo3	Del 7/5/18 al 8/6/18

Abreviatura	Significado
CAD	Centros Atención Dependencia
CS	Centros Salud SCS
Hosp.	Hospitalización SCS
Inf.	Área Infantil SCS
Env.	Área de Envejecimiento
Muj	Área de la Mujer SCS
SM	Área de Salud Mental
SE	Servicios Especiales
LE	Libre Elección

	Sept.	Octubre	Noviembre	Diciembre	Enero	Febrero	Marzo	Abril	Mayo	Junio
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CS I-II										
Hosp.										
Inf.										
Env.										
Muj										
SM										
SE										
CS IV-V										
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**University School of Nursing**

Mr/Ms \_\_\_\_\_, ID card/Passport \_\_\_\_\_,

student of the Degree in Nursing, I affirm that:

**I comply** with the conditions established to choose:

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To develop *Practicum*: \_\_\_\_ Module: \_\_\_\_.

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

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





Practicum Guide. School of Nursing. 2017/2018