

Guidelines for clinical supervisors regarding incoming students in clinical training

Department of Nursing

2019

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1. Preamble

This memo is for clinical supervisors who receive incoming students from the Department of Nursing at University College Copenhagen.

It provides an overview of the main guidelines for dealing with incoming students in clinical practice, as well as answers to the most frequently asked questions. It has been drawn up by the Department of Nursing and qualified by representatives of our primary partners in care practices selected by the Capital Region of Denmark and the Local Government Regional Council (KKR).

The material constitutes the first step towards drawing up new and clearer joint guidelines for incoming students by the Department of Nursing at University College Copenhagen and our clinical partners. More detailed material for supervisors and students will be drawn up as part of the merger into a single Copenhagen University College, at which point this memo will no longer be relevant.

2. In advance – applications, allocation of students, practical information for students, etc.

2.1 Application and approval

The Department of Nursing's International Team works with incoming students' institutions on the formalities, as well as the students' wishes and needs. Students apply via University College Copenhagen's online system MoveOn, and in doing so learn about the procedures for processing applications.

The International Team assesses and, if appropriate, approves the individual applications. The incoming students are then registered for the relevant theoretical and clinical study activities.

2.2 Allocation of students

The Department of Nursing's International Team and clinical co-ordinators work with the staff responsible for educational planning in the clinical field in the Danish regions and municipalities in order to allocate incoming students to clinical practice on an equal footing with their Danish peers.

Every effort is made to meet the incoming students' specific needs. Note that because study programmes vary considerably from country to country, incoming students may find themselves assigned to a different academic year in Denmark than in their home country.

2.3 Language

All incoming students must have English-language skills at [B2 level](#). If it later transpires that a student does not meet this requirement, the clinical supervisor must contact the International Team to discuss a solution.

Students whose native language is Swedish or Norwegian have the right to speak and write in that language during clinical training.

2.4 Information to clinical training sites about students

After students have been allocated to clinical training sites, and approx. one month before the incoming students arrive at University College Copenhagen, the International Team provides the training sites and

contact teachers with information about each individual student. This includes the start and end dates for the placement, the students' educational background, including clinical experience, details of compulsory study activities and internal exams, as well as their contact details. Their applications are attached for information. For further details, please refer to "Responsibility for incoming students in the learning situation" and "Exams".

2.5 Mentors and teachers from the Department of Nursing

Before they arrive, all students are allocated a mentor, who is a Danish nursing student at University College Copenhagen. All students in clinical training are assigned to a teacher on the nursing programme who already has links to the clinical training site concerned. The purpose of this is to ensure that the students feel connected to the Department of Nursing and the study programme and to enable early intervention to avoid potential problems.

All students are also assigned to a contact person in the International Team.

2.6 Info from the clinical training site to students prior to the clinical training

The clinical training site must upload information (regarding meeting place and time, uniform requirements and other information relevant to the clinical training site concerned, e.g. the requirement for a criminal record certificate) to the students' clinical training portal, just as they would for Danish students. Every effort is made to provide international students with access to the portal a month before study start.

NB At the moment, some incoming students may encounter problems accessing the portal before arriving in Denmark. It is recommended that the clinical training site also e-mails the following information to students: meeting place and time, uniform requirements and other information relevant to the clinical training site concerned, e.g. the requirement for a criminal record certificate.

2.7 Information for students from the International Unit at University College Copenhagen

As well as material from the clinical training site, students also receive material from the International Unit at University College Copenhagen, including a written introduction to the clinical training portal. If students need help using the portal, they must use University College Copenhagen's internal service portal on *Intrapol*.

The International Unit also provides incoming students who will be in the country for more than three months with information about how to obtain a CPR number and a health insurance card. Students on shorter stays but undertaking clinical training are issued a BAM code (a sort of replacement CPR number). University College Copenhagen sends this number to the students. In cases where the BAM codes do not work with the systems in the clinical training site concerned, the site will usually be able to provide the student with an alternative code.

Any students who encounter problems with or have questions concerning CPR numbers and BAM codes should contact the International Team. See the contact details below.

2.8 Courses prior to and during clinical training

- Incoming students take the introductory course "Danish Culture and Understanding" run by University College Copenhagen in weeks 34 and 5.
- All incoming students must take the course in cardiopulmonary resuscitation, fire and hygiene, which is run by student assistants from the Department of Nursing's International Team, unless they can demonstrate that they have taken an equivalent course at their home institution.

2.9 MRSA

All incoming students (from outside the Nordic Region) who intend to take part in clinical training must be screened for MRSA. The Department of Nursing's International Team ensures that all incoming students from outside the Nordic Region are tested both immediately upon arrival in Denmark and prior to the clinical training.

Read more here:

<https://www.phmetropol.dk/english/exchange+students/learning+and+training+agreements/mrsa>

2.10 Criminal record

If the clinical training site requires a clean criminal record, it is important that students are informed of this at least a month before they are due to arrive in Denmark, so that they have time to obtain the relevant documentation from their country of origin.

3. The teaching at the clinical training site

3.1 Responsibility for incoming students in the learning situation

The educational institution has approved the clinical training site to provide clinical training in the semester concerned. The clinical training site is responsible for the practical provision of the teaching. The clinical supervisor/daily supervisor is responsible for the ongoing day-to-day clinical training and supervision in line with the semester's learning outcomes. This includes selecting relevant, exemplary patient situations and creating opportunities for learning progression.

In practice, incoming students only take part in the semester activities scheduled for the part of the semester during which they are in the country and only sit the semester exam if they take the whole of Semester 6.

It is important that account is taken of the fact that the students are on exchange visits abroad, with all that implies: language barriers, cultural differences, an unfamiliar health service, a different approach to clinical training, a shift in academic focus, etc. All of these factors can make students vulnerable, including in learning situations. Listen to the students and acknowledge that much of what they are experiencing is new to them.

3.2 Compulsory participation

The clinical training is compulsory for incoming students. They must attend the training at the clinical site for at least 30 hours a week on average in order to complete the training and sit the semester exam (if appropriate). These hours can include evening, night or weekend shifts, as long as the shifts contribute to achieving the semester's learning outcomes, e.g. by following a specified patient/citizen care package. They may only take shifts during which supervision by a nurse is available.

If the clinical supervisor becomes aware that a student appears not to be meeting the compulsory attendance requirement, the supervisor will discuss it with the student in the first instance. If that does not rectify the situation, the matter will be referred to the Department of Nursing's International Team.

3.3 Absence

The 30 hours of teaching at the clinical training site are planned on the basis of an assumption that

students are present of 100% of the time. Students with less than 90% participation will be deemed to have failed to meet the compulsory attendance requirement. The clinical supervisor, the International Team and the student will then draw up a written plan for the remaining hours, with a view toward achieving the desired learning outcomes.

3.4 Exams

The Department of Nursing's International Team informs clinical training sites whether students have to sit exams – and, if so, in what. In practice, only incoming students who take the whole of Semester 6 will sit the semester exam.

Incoming students who fail the exam must resit it in their home country. This is agreed with the student's home institution. Otherwise, the incoming student has the same rights and appeal options as Danish students.

3.5 Assessment/grades

Incoming students often ask for an assessment or grade after the clinical training because it is standard practice in their home country and useful for their future career opportunities. The Department of Nursing's International Team does not expect clinical supervisors to write assessments but they may refer students to the International Team. Otherwise, incoming students are graded in the same way as Danish ones. The clinical supervisor must follow the same approval procedures on the portal as for Danish students.

3.6 Insurance during clinical training

During their clinical training, students are insured by the clinical training site, as per the Workers' Compensation Act.

3.7 Work-related injuries

Provisions regarding work-related injuries that occur during the clinical part of the programme:

- Students who suffer injury during the clinical training must contact the clinical supervisor and/or site manager and the onsite health and safety reps.
- The clinical training sites process injury at work cases and cover any compensation or other expenses incurred.
- The injured party and the health and safety reps complete the claim forms.

Students are, of course, also welcome to contact the International Team.

3.8 If in doubt and in the event of problems

If problems arise with a student, get in touch with the contact teacher in the first instance. The contact teacher will refer the case to the international coordinator responsible for the student in the Department of Nursing's International Team. See the contact details below.

4. After the exchange visit

4.1 Evaluation and follow-up with the students

At the end of the clinical training, the students attend an individual interview at the clinical training site.

The Department of Nursing has established procedures for the evaluation of visits by incoming students.

5. Contact details for the International Team

The International Team at the Department of Nursing consists of:

- **Lisbeth Vinberg Engel** – tel.: +45 51632459; e-mail: lien@kp.dk
- **Jette Tegner** – tel.: +45 51632797; e-mail: jete@kp.dk

Note:

The “Formal requirements and general guidelines for writing assignments on the nursing programmes” and “medical logbook” are available in English.

You can find the 2019 curriculum here:

<https://www.phmetropol.dk/english/study+programmes/nursing/about+the+programme>