



FACULTY OF NURSING AND PHYSIOTHERAPY
PRACTICAL PLACEMENT GUIDE

Presentation

The deep changes from the implementation of the European Higher Education Area (EHEA) have meant a major transformation in all university course plans and, therefore, in the courses taught at the Faculty of Nursing and Physiotherapy (FIF) at the University of the Balearic Islands (UIB). This document is mainly aimed at collaborating centres and professionals who participate in the placements undertaken by FIF students on their courses.

The curricula have changed in terms of structure, schedule and duration. The above notwithstanding, the academic management team in the faculty, on behalf of the Board of the Faculty and all teaching staff, would like to state its commitment to change, where this should be understood as a change to the system of learning, not only the structure and organisation of courses. The previous learning model in pace with new technologies has become outmoded in a world where the democratisation, access and transfer of knowledge have meant that knowledge has undergone profound transformation and shaped not only educational models but also the relationship models with users and how professional development is understood.

In this new context, the FIF's relationship with centres where professionals develop their professional activity is ever more important. The new curricula increase student participation time in care facilities and this represents a challenge for us as educational supervisors and for the care centres from the time they accept students into this new academic framework.

The times we now live in represent a challenge of adaptation for any type of organisation and, therefore, for educational and health and social care institutions. This may mean there is some uncertainty or even concern, but we need to take advantage of this situation to try and adapt to a world undergoing quick, profound transformation and turn these challenges into new opportunities to become ever more competitive. The relationship between the university and the professional sphere is, for us, an essential element to fulfilling our commitment to society – a commitment to train professionals who are able to collaborate on organisational, and health and social care transformations and to help organisations see new opportunities.

We hope that through this invaluable collaboration, collaborating centres will gain all the possible benefits from a normal relationship with a faculty whose aim is to train excellent professionals who in the near future will be health and social care resources. Finally, we would like to recognise and thank all centres and professionals who work with us for this invaluable collaboration in developing curricula and once again make our faculty available to them for creating any type of synergy that makes innovation and development at centres possible – the real spaces where knowledge transfer between higher education and society becomes a reality.

The Academic Management Team
Faculty of Nursing and Physiotherapy
UIB

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Introduction

The **practicum** is the part of training that enables students to spend a necessary and essential period of learning acquiring clinical skills for the nursing and physiotherapy professions.

The placement programmes are one of the ways set out in the curricula to ensure interaction and connection of theory and practice. In order to guarantee the practicum is undertaken correctly, it is essential for the university and health system centres to commit to and collaborate on student teaching and learning.

The main general objectives of the Practicum are:

- Attaining and consolidating some of the learning skills set out in the curriculum.
- Global and critical knowledge of the health and social care system's context, operation and organisation.
- Bringing students face-to-face with health and social care reality.
- Providing students with the tools and guidelines that enable them to undertake care tasks based on reflection and critical thinking.
- Fostering student participation on health and social teams to favour their integration as future healthcare professionals.
- Developing the skills and attitudes deemed essential for professional practice.

How the Practicum is organised

The Academic Management Team:

- Institutional Relations:
 - Contact with managers, management, etc. at the centres
 - Calling institutional meetings
 - Managing placement certificates
 - Activities aimed at tutors and clinic tutors
- Agreement management.
- Requesting available placement slots at centres.
- Centre assessment and accreditation.

Practicum coordinator:

- Coordination of subjects on the Practicum.
- Official place request to Faculty Management.
- Allotting places to subjects (in coordination with heads of subject).
- Reviewing pathways and centres throughout the module.
- Coordinating visits to and information on suitability for new centres.

Head lecturers on Practicum subjects:

- Producing the course guide and schedule.
- Applying for places to module coordinator.
- Allotting available places to subjects (in coordination with module coordinator).
- Contact with heads of training/coordinators at centres for academic management of the subject.

- Producing teaching material.

- Planning the simulation practical activity (Nursing)
- Carrying out the final assessment alongside clinic tutors of general and specific skills for each student.

Placement Centre Coordinator

This person shall report to management at each centre and is usually responsible for:

- Ensuring compliance with the placement regulations and their regulatory agreement.
- Welcoming students who join the centre.
- Informing students about the centre's organisation and operation and useful regulations, especially with regard to occupational health and safety.
- Coordinating with the lecturers in charge of the practicums at the university regarding how the activities set out in the course guide are undertaken, including any changes to the course guide that may be required for the placement to run correctly, as well as communicating and resolving possible incidents that may arise whilst the placement is running.

Lecturers (placement tutors)

Their responsibility is to ensure normal running of the students' learning process in the placement areas they tutor. They are the immediate reference point for students on all issues relating to the placements at academic level.

Their duties are:

- Participating in drafting the placement programme alongside the lead lecturer.
- Carrying out simulation practical training workshops and undertaking relevant assessment thereof.
- Introducing students to their learning goals and helping them to achieve them.
- Coordinating with lead professionals at the placement centres.
- Monitoring placements via weekly tutorials in groups of 5-10 students.
- Carrying out the placement skills assessment for each student.
- Notifying the external placement coordinator at the centre about any incident.

Healthcare Nurses and Physiotherapists (clinic tutors)

The professionals with whom students undertake their daily tasks are the contact point for all teaching issues regarding healthcare activity in their unit.

Professionals who take part in placement training for faculty students have the following rights:

- Accreditation of their placement tutoring work by the UIB as per the terms set out in the agreement.
- Information from the UIB regarding regulations governing student training on the Practicum.
- Access to the UIB to obtain information and the necessary support to comply with the purposes of their role.

Their duties include:

- Ensuring student placement activity runs correctly.
- Communication with placement tutors regarding unjustified student absences and any incident during the learning process.
- Assessment of general and specific skills that are set out in the subject course guide.

Students

Rights of Students on Placements

The rights of students on placements are set out in article 9.1 of Royal Decree 1707/2011 and in the Faculty Placement Regulations.

With regard to placement training, students have the right to:

- Have an insurance policy that covers all the minimum cover established by law.
- Have an academic tutor at the UIB and a placement tutor at the centre.
- An assessment of the skills attained during the placement in accordance with the criteria established by the subject lecturers and agreed on with the individuals responsible at the centres and care professionals.
- An assessment in the placement location where their work was undertaken.
- Be able to balance their placement work, where applicable, with any other activity or personal situation due to a disability situation.

In turn, students must comply with the following obligations:

- Respecting and complying with the Faculty regulations and those at each centre.
- Notifying the academic tutor regarding absences or any incident related to their practical training.
- Notifying the contact professional at the centre/unit about their absences and difficulties, where applicable, to carry out and attain their skills adequately.
- Attending teaching activities set at the centre/unit.

Learning Assessment for Students on Clinical Placements

The assessment of skills established in the Practicum programme requires agreement from those involved in the learning process: students, **healthcare nurses and physiotherapists**, lecturers and lead lecturers on the subject.

The Practicum assessment process includes several points:

- Simulations and/or workshops. Before the clinical placements, students attend workshops and simulations where they gradually acquire skills and strategies in applying techniques. The assessment for these practices is done in the demonstration room where each student must pass established criteria regarding different simulation procedures/activities.
- Clinical Placement. These placements provide real settings and scenarios to students and help them join in and discover professional practice. During clinical learning, students are always guided by tutor healthcare professionals who monitor the process. Tutor professionals assess the general and specific skills designed for each environment and attained by students.
- Placement Tutorials. Clinical tutors offer individual or group tutorials where students work on different curricular content with the help of the tutor-lecturer, who assess participation, presentation and resolution of the different activities.
- Independent student activities. In addition to attendance at simulations, clinical placements and tutorials, other assessment tools have been incorporated such as

the learning dossier, the reflective learning diary and the placement report. All of them help students to show their more personal learning required to attain reflective and personal skills.

Web links to curricula

Nursing:

<http://estudis.uib.cat/es/grau/infermeria/GINF-P/>

Physiotherapy:

<http://estudis.uib.cat/es/grau/fisioterapia/GFTP-P/>

Nursing Practicum

The Practicum programme on the Degree in Nursing curriculum at the UIB comprises 84 ECTS from the entire course and is split into 6 subjects that are undertaken in the second, third and fourth year.

The Practicum plan has been split into different pathways and healthcare levels so that all students have undertaken clinical placements in the same settings by the end of their degree.

Name	ECTS Credits	Academic Year
Clinical Placement I	12	Second year. Semester Two
Clinical Placement II	6	Third year. Semester One
Clinical Placement III	18	Third year. Semester Two
Clinical Placement IV	24	Fourth year. Semester One
Clinical Placement V	12	Fourth year. Semester Two
Clinical Placement VI	12	Fourth year. Semester Two

Clinical Placement I

Students begin their clinical placement process on the **Clinical Placement I** subject. The main aim is for students to have initial contact with the different professional services in healthcare as a member of a multidisciplinary team.

The placement programme lasts two months where students are split into two pathways, A and B.

Pathway A (8 weeks)	Medical/Surgical hospitalisation units Adult person 4 weeks	Paediatrics Community Infant Sa Programme 4 weeks
Pathway B (8 weeks)	Children's hospitalisation units 4 weeks	Adult Community Chronic patient care 4 weeks

The skills to attain on this subject are:

Specific

1. The ability to apply theoretical and practical nursing principles acquired in professional practice in line with quality criteria at any life stage and taking into account diversity and multiculturalism.
2. The ability to evaluate, analyse, plan and assess health status likely to require nursing treatment for individuals, families and communities in order to develop educational, disease prevention and health promotion projects.
3. The ability to effectively communicate with users, families, social groups and team members.
4. The ability to work cooperatively with colleagues and on a multidisciplinary team in different areas of care.

5. The ability to use and apply different scientific, technological and technical knowledge in clinical practice that contributes to nursing care continuity and complementarity.

General

1. Ethical commitment.

Clinical Placement II

This subject represents the continuation in the immersion process for students in healthcare settings, especially in elderly care and for those with mental health problems.

Requirements: Passing the credits from the first and second year as per University regulations is required for this subject and must include having a minimum 36 credits from the first year and the Clinical Placement I subject from the second year.

The placement lasts one month where students will follow one of the following set pathways.

Pathway A 4 weeks	Adult Community
Pathway B 4 weeks	Care homes for the elderly or public health centres
Pathway C 4 weeks	Psychiatric Units
Pathway D 4 weeks	Adult hospitalisation

The skills to attain on this subject are:

Specific

1. The ability to use and apply different scientific, technological and technical knowledge in clinical practice that contributes to nursing care continuity and complementarity.
2. The ability to work cooperatively with colleagues and on a multidisciplinary team in different areas of care.
3. The ability to effectively communicate with users, families, social groups and team members.
4. The ability to provide individual nursing care that includes all aspects of an individual and their family (biological, psychosocial, spiritual and cultural) without judgment, ensuring their opinion, beliefs and values are respected and developing professional confidentiality.

General

1. Ethical commitment.
2. An ability to organise and plan.

Clinical Placement III

Students on this Practicum need to deal with complex situations such as intensive care units, A&E, palliative care, oncology and other specialised units. These settings enable students to join and participate in the multidisciplinary team and take responsibility for their learning.

Requirements: Passing 84 ECTS from the first and second year is required for this subject and must include having a minimum 36 credits from the first year and the Clinical Placement I subject from the second year.

The placement lasts three months where students will following one of the two set pathways.

Pathway A 12 weeks	Adult and Paediatrics intensive care unit 6 weeks	Adult hospitalisation units or public health care homes 6 weeks
Pathway B 12 weeks	Hospital emergency unit Adults and Children 6 weeks	Palliative and oncology treatment units 6 weeks

The skills to attain on this subject are:

Specific

1. The ability to use and apply different scientific, technological and technical knowledge in clinical practice that contributes to nursing care continuity and complementarity.
2. The ability to work cooperatively with colleagues and on a multidisciplinary team in different areas of care.
3. The ability to effectively communicate with users, families, social groups and team members.
4. The ability to provide individual nursing care that includes all aspects of an individual and their family (biological, psychosocial, spiritual and cultural) without judgment, ensuring their opinion, beliefs and values are respected and developing professional confidentiality.

General

1. Ethical commitment.
2. An ability to organise and plan.

Clinical Placement IV

The Clinical Placement IV subject is the continuation of Clinical Placement III and aims for students to consolidate their integration into the professional sphere by joining multidisciplinary teams at hospitals and in the community.

Requirements: In order to register for this subject, students need to have passed the PCI, PCII and PCIII subjects from the first and second year of the degree. Furthermore, the registration requirements are in accordance with the UIB regulations for fourth-year subjects.

The placement lasts four months where students will following one of the two set pathways.

Pathway A 18 weeks	Adult and Paediatrics hospital emergencies 6 weeks	Palliative and oncology treatment units 6 weeks	Children's hospitalisation units 6 weeks
Pathway B 12 weeks	Intensive care units	Adult hospitalisation units	Paediatrics Community

	Adult and Paediatrics 6 weeks	6 weeks	6 weeks
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The skills to attain on this subject are:

Specific

1. The ability to evaluate, analyse, plan and assess health status likely to require nursing treatment for individuals, families and communities in order to develop educational, disease prevention and health promotion projects.
2. The ability to apply theoretical and practical nursing principles acquired in professional practice in line with quality criteria at any life stage and taking into account diversity and multiculturalism.
3. The ability to use and apply different scientific, technological and technical knowledge in clinical practice that contributes to nursing care continuity and complementarity.
4. The ability to work cooperatively with colleagues and on a multidisciplinary team in different areas of care.
5. The ability to effectively communicate with users, families, social groups and team members.

General

1. Ethical commitment.

Clinical Placement V

This subject aims to prepare students to provide health treatment to people throughout their lives in their own cultural and social setting. The aim is for students to join the professional sphere as part of the multidisciplinary team, taking on the essential values for professional practice.

Requirements: In order to register for this subject, students must have passed the credits set out UIB regulations for fourth-year students, in addition to the Clinical Placement I, II and III subjects.

The placement lasts two months where students will follow one of the two set pathways. Each pathway has two rotations, one that is voluntary and community-focussed, which students may select according to their interests and preferences as long as the care teams allow it.

Pathway A 8 weeks	Adult and Paediatrics Community 4 weeks	Mental Health Units 4 weeks
Pathway B 8 weeks	Public health care homes	Voluntary Metges del Món,

	4 weeks	City Council Health Promotion Department, Majorcan Prison Service, Home Palliative Treatment Unit 4 weeks
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The skills to attain on this subject are:

Specific

1. The ability to evaluate, analyse, plan and assess health status likely to require nursing treatment for individuals, families and communities in order to develop educational, prevention and health promotion projects.
2. The ability to apply theoretical and practical nursing principles acquired in professional practice in line with quality criteria at any life stage and taking into account diversity and multiculturalism.
3. The ability to work cooperatively with colleagues and on a multidisciplinary team in different areas of care.
4. The ability to effectively communicate with users, families, social groups and team members.
5. The ability to educate and advise patients, carers and families, and to provide them with the facilities and support to develop their wellbeing, comfort, safety and independence, and to promote the right to participation, information, responsibility and decision-making for individuals in their health-illness process.
6. The ability to recognise one's own limitations and the need to maintain and update professional skills, with a special focus on independent learning of new skills and techniques and quality motivation.

General

1. Ethical commitment.
2. Critical reasoning.

Clinical Placement VI

This subject is the continuation of Clinical Placement V and enables students to go further into different healthcare settings so that they are prepared to enter the world of work as new professionals.

Requirements: In order to register for this subject, students must have passed the credits set out UIB regulations for fourth-year students, in addition to the Clinical Placement I, II and III subjects.

The placement lasts two months and comprises two pathways. Each pathway has two rotations, one that is voluntary and community-focussed, and specialised care. It also offers students the chance to undertake this voluntary rotation in development aid settings.

Pathway A 8 weeks	Adult and Paediatrics Community	Mental Health Units 4 weeks
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	4 weeks	
Pathway B 8 weeks	Public health care homes 4 weeks	Voluntary Metges del Món, City Council Health Promotion Department, Majorcan Prison Service, Home Palliative Treatment Unit, Pain Unit, Development aid projects 4 weeks

The skills to attain on this subject are:

Specific

1. The ability to evaluate, analyse, plan and assess health status likely to require nursing treatment for individuals, families and communities in order to develop educational, prevention and health promotion projects.
2. The ability to apply theoretical and practical nursing principles acquired in professional practice in line with quality criteria at any life stage and taking into account diversity and multiculturalism.
4. The ability to educate and advise patients, carers and families, and to provide them with the facilities and support to develop their wellbeing, comfort, safety and independence, and to promote the right to participation, information, responsibility and decision-making for individuals in their health-illness process.
5. The ability to recognise one's own limitations and the need to maintain and update professional skills, with a special focus on independent learning of new skills and techniques and quality motivation.

General

1. Ethical commitment.
2. Critical reasoning.

Physiotherapy Practicum

The Practicum programme on the Degree in Physiotherapy curriculum at the UIB comprises 48 ECTS from the entire course and is split into 4 subjects that are undertaken in the second, third and fourth year.

The Practicum plan has been split into different pathways and healthcare levels so that all students have undertaken clinical placements in the same settings by the end of their degree.

Name	ECTS Credits	Academic Year
Clinical Placements	6	Third year. Semester Two
Practicum I	12	Third year. Semester Two

Practicum II	18	Fourth year. Semester One
Practicum III	12	Fourth year. Semester One

The list of centres for the different subjects is not exhaustive but merely illustrative of the type of centres corresponding to this subject.

Clinical Placements

Students start their clinical placement process during their academic period on this subject. It is a practical clinical subject to prepare students in providing physiotherapy-based health treatment.

Requirements: Having passed 70% of credits from the first two years, including a minimum of 24 credits from the following subjects: Structure and Function of the Human Body; Palpation Anatomy and Image Diagnosis; General Procedures in Physiotherapy I; General Procedures in Physiotherapy II; Kinesitherapy; Assessment, and having taken or being enrolled on Health Ethics and Legislation.

The placement lasts five weeks where students are placed on a single pathway at geriatric and disability care centres.

Pathway A (5 weeks)	Centres for the elderly, out-patient centres and disability care centres	Care homes for the elderly, Llar de Calvià SAR Nursing Homes Island / AMADIP / Sa Creu Son Güells / Can Clar / Garrigues, Oms Psychiatric Hospital
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The skills to attain on this subject are:

Specific

1. Discovering and understanding morphology, physiology, pathology and behaviour in healthy and sick individuals in a natural and social setting.
2. Discovering and understanding the methods, procedures and actions in physiotherapy aimed at therapeutic treatment itself applied in clinics to re-educate or for functional rehabilitation and at undertaking activities aimed at promoting and maintaining health.
3. Providing effective physiotherapy care and comprehensive treatment for patients.
4. Incorporating the ethical and legal principles of the profession into practice, as well as social and community aspects in decision-making. Understanding the importance of updating knowledge, skills, abilities and attitudes that go to make up professional physiotherapy skills.

5. Communicating effectively and clearly in both writing and speaking with health system users, as well as with other professionals.

General

1. Problem-solving.
2. Skills in interpersonal relationships.
3. Decision-making.
4. Independent learning.
5. Initiative and entrepreneurial spirit.

Practicum I

Requirements: Having passed 70% of credits from the first two years, including a minimum of 24 credits from the following subjects: Structure and Function of the Human Body; Palpation Anatomy and Image Diagnosis; General Procedures in Physiotherapy I; General Procedures in Physiotherapy II; Kinesitherapy; Assessment, and having taken or being enrolled on Health Ethics and Legislation.

The placement programme lasts ten weeks where students are split into two pathways, A and B.

Pathway A (5 weeks)	Primary healthcare units	Primary healthcare centres General Hospital Hospital Joan March
Pathway B (5 weeks)	Out-patient care centres	Occupational friendly societies Sant Joan de Déu treatment centre Physiotherapy centres

The skills to attain on this subject are:

Specific

1. Discovering and understanding morphology, physiology, pathology and behaviour in healthy and sick individuals in a natural and social setting.
2. Discovering and understanding the methods, procedures and actions in physiotherapy aimed at therapeutic treatment itself applied in clinics to re-educate or for functional rehabilitation and at undertaking activities aimed at promoting and maintaining health.
3. Acquiring appropriate clinical experience that provides intellectual abilities and technical and manual skills, develops the incorporation of ethical and professional values, and that develops the ability to integrate acquired knowledge. In this way, students will know how to apply them in both clinical cases and professional activities at the end of their course.
4. Assessing the functional status of patients, taking into account physical, psychological and social aspects.
5. Assessing the evolution of results obtained through treatment in relation to the set objectives.
6. Providing effective physiotherapy care and comprehensive treatment for patients.
7. Intervening in health promotion, prevention, protection and recovery areas.
8. Incorporating the ethical and legal principles of the profession into practice, as well as social and community aspects in decision-making.
9. Understanding the importance of updating knowledge, skills, abilities and attitudes that go to make up professional physiotherapy skills.
10. Communicating effectively and clearly in both writing and speaking with health system users, as well as with other professionals.

General

Practical Placement Guide

Faculty of Nursing and Physiotherapy, University of the Balearic Islands

1. Problem-solving.
2. Skills in interpersonal relationships.
3. Decision-making.
4. Independent learning.
5. Initiative and entrepreneurial spirit.

Practicum II

Requirements: Having passed a minimum of 36 credits on the specific training module; specific intervention methods in physiotherapy and physiotherapy in clinical specialities. Having passed the Clinical Placement and Practicum I subjects.

The placement programme lasts two months where students are sent into hospital settings.

8 weeks	Hospitalisation units Rehabilitation gyms	Hospital Son Espases Hospital Son Llätzer Hospital d’Inca Hospital de Manacor Hospital Sant Joan de Déu Clínica Juaneda
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The skills to attain on this subject are:

Specific

1. Discovering and understanding morphology, physiology, pathology and behaviour in healthy and sick individuals in a natural and social setting.
2. Discovering and understanding the methods, procedures and actions in physiotherapy aimed at therapeutic treatment itself applied in clinics to re-educate or for functional rehabilitation and at undertaking activities aimed at promoting and maintaining health.
3. Acquiring appropriate clinical experience that provides intellectual abilities and technical and manual skills, develops the incorporation of ethical and professional values, and that develops the ability to integrate acquired knowledge. In this way, students will know how to apply them in both clinical cases and professional activities at the end of their course.
4. Assessing the functional status of patients, taking into account physical, psychological and social aspects.
5. Assessing the evolution of results obtained through treatment in relation to the set objectives.
6. Providing effective physiotherapy care and comprehensive treatment for patients.
7. Intervening in health promotion, prevention, protection and recovery areas.
8. Incorporating the ethical and legal principles of the profession into practice, as well as social and community aspects in decision-making.
9. Understanding the importance of updating knowledge, skills, abilities and attitudes that go to make up professional physiotherapy skills.
10. Communicating effectively and clearly in both writing and speaking with health system users, as well as with other professionals.

General

1. Problem-solving.

2. Skills in interpersonal relationships.
3. Decision-making.
4. Independent learning.
5. Initiative and entrepreneurial spirit.

Practicum III

Requirements: Having passed a minimum of 36 credits on the specific training module; specific intervention methods in physiotherapy and physiotherapy in clinical specialities. Having passed the Clinical Placement and Practicum I subjects.

The placement programme lasts two months where students are sent into more specialised centres.

8 weeks	Paediatric units Neurological units Respiratory units Sports centres Neurological centres Disabled care centres Early childhood care centres Associations	Hospital Son Espases Mater Misericòrdia ASPACE Rehacer ABDEM Joan XXIII Centre Joan Crespí
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The skills to attain on this subject are:

Specific

1. Discovering and understanding morphology, physiology, pathology and behaviour in healthy and sick individuals in a natural and social setting.
2. Discovering and understanding the methods, procedures and actions in physiotherapy aimed at therapeutic treatment itself applied in clinics to re-educate or for functional rehabilitation and at undertaking activities aimed at promoting and maintaining health.
3. Providing effective physiotherapy care and comprehensive treatment for patients.
4. Incorporating the ethical and legal principles of the profession into practice, as well as social and community aspects in decision-making.
5. Understanding the importance of updating knowledge, skills, abilities and attitudes that go to make up professional physiotherapy skills.
6. Communicating effectively and clearly in both writing and speaking with health system users, as well as with other professionals.

General

1. Problem-solving.
2. Skills in interpersonal relationships.
3. Decision-making.
4. Independent learning.
5. Initiative and entrepreneurial spirit.

SPECIFIC REGULATIONS FOR CLINICAL AND LABORATORY PLACEMENTS ON THE DEGREES IN NURSING AND PHYSIOTHERAPY

External clinical placements are governed by *REGULATORY AGREEMENT 10336 of 8th June 2012 that approves the practical placement management regulations for UIB students at companies, organisations and institutions* and by these specific regulations from the Faculty of Nursing and Physiotherapy.

<http://www.uib.es/fou/acord/103/10336.html>

The Faculty of Nursing and Physiotherapy at the University of the Balearic Islands provides these clinical and laboratory placement regulations to registered students on the degrees in Nursing and Physiotherapy. The regulations provide students with basic information to properly undertake and acquire clinical training in healthcare contexts, such as respecting the privacy of those they treat, a firm commitment to the safety of health system users and a commitment to the area where they undertake their placements.

1. Ethical and Legal Aspects

Clinical and laboratory placements comprise the training period where students put the skills and knowledge they have acquired into practice. Skills related to attitudes in clinical practice are assessed during clinical training. At this time, undertaking the placement from a public and professional ethical perspective and respecting people's rights, as well as working within the current legal framework, take on an important role.

In this way, the essential principles that must guide student approaches do not differ from those of professionals; solely the activities that should be put into practice with regard to their responsibility level are different.

Respecting ethical principles, the professional code of conduct and the current legal framework is made clear on the placement through assessment of the set skills.

General skills linked to professional ethics that students must perform during the placement period on the degrees in Nursing and Physiotherapy are:

- Critical reasoning and ethical commitment.

Specifically, students on the Degree in Nursing shall be assessed according to their ability to:

- Provide individual nursing care that includes all aspects of an individual and their family (biological, psychosocial, spiritual and cultural) without judgment, ensuring their opinions, beliefs and values are respected and ensuring professional confidentiality.
- Educate, advise and support patients, carers and families to develop their wellbeing, comfort, safety and independence, and to promote the right to participation, information, responsibility and decision-making for individuals in their health-illness process.

- Follow the ethical and conduct principles, as well as legal responsibilities, in professional practice.

Specifically, students on the Degree in Physiotherapy shall be assessed according to their ability to:

- Acquire appropriate clinical experience that provides intellectual abilities and technical and manual skills, develops the incorporation of ethical and professional values, and that develops the ability to integrate acquired knowledge. In this way, students will know how to apply them in both specific clinical cases in hospital and out-patient settings, and in activities in primary and community healthcare at the end of their course.
- Incorporate the ethical and legal principles of the profession into practice, as well as social and community aspects in decision-making.

With regard to legal issues, some should be highlighted:

- Reporting malpractice or mistreatment regarding users.
- The correct performance of actions that must be carried out, especially those that may cause serious harm to users, whether through inexperience or negligence.
- Ensuring the confidentiality of the information students use during clinical placements is an aspect that takes on maximum import. In this sense, students are reminded that before heading to placements, they should be clear about their duties and have stated their commitment to defending user rights. It is especially important that information is only used in placement or tutorial settings and in no way be used in personal or social settings. This type of inappropriate practice is subject to possible reprisals: the placement being cancelled or legal action by people/institutions who deem themselves harmed or maligned.

In this sense, all students must have signed the confidentiality document attesting to said commitment.

2. Allocating and Tutoring Clinical Placements

Places shall be allocated on the island where students registered (Majorca, Minorca or Ibiza), and they may be sent to any organisation or centre on said island.

The **person responsible** for the subject shall allocate the places randomly.

In exceptional circumstances, places shall be opened in Ibiza and Minorca or mainland Spain with prior approval from the faculty management committee.

Students shall have the following contact people during the clinical placements:

Degree in Nursing

- Unit supervisor: s/he shall contact students on their first day of placement and be their contact person in the event of any incident.
- Clinical nurse: s/he is the healthcare professional with whom students shall undertake their placement and who shall partially take part in assessment.
- Placement tutor (Department of Nursing and Physiotherapy lecturer): s/he performs weekly monitoring of clinical cases and students at the centre.
- Subject lead: s/he is the contact person between the centre and the UIB, responsible for allocating places.

Degree in Physiotherapy

- Physiotherapy coordinator: s/he shall contact students on their first day of placement and be their contact person in the event of any incident.
- Centre clinical tutor: s/he supervises students during their stay at the centre, as well as being responsible for assessment.
- Placement tutor (Department of Nursing and Physiotherapy lecturer): s/he performs monitoring of students and advises them on clinical cases/protocol.
- Subject lead: s/he is the contact person at the university and the liaison between the centre, faculty and students.

3. Asepsis and Safety Regulations

Health professionals and health science students, such as students on the degrees in Nursing and Physiotherapy, must take into account a set of basic standards during daily clinical practice:

3.1. Uniform and Identification

Students on the degrees in Nursing and Physiotherapy must identify themselves as such. In general, a white uniform comprising trousers and a tunic, white socks and comfortable white shoes that secure feet at the heel should be worn (clogs without a fastener at the back are not recommended). Using a white coat is optional.

The top pocket of the tunic should have the logo and name of the Faculty of Nursing and Physiotherapy stitched in. Furthermore, students should have an I.D. card that must always be visible provided by the Faculty and showing the students' name and the course they are taking.

There are special circumstances where the described uniform may not be worn. This occurs where professionals in the unit or department where students are placed do not use a standard white uniform. Some examples are home visits, primary healthcare consultations, home hospitalisation units, surgical areas or placements at associations.

3.2. Safety and Ergonomics

Students should know and apply regulations to prevent accidents and ensure their own and health system user safety.

In order to limit infections being passed on, students must thoroughly know hand-washing procedures. It should be remembered that washing hands is one of the most important measures to control infection and aseptic washing requires at least 30 seconds of rubbing hands with soap under water and careful drying with single-use paper towels. It should be remembered that this washing must be done before and after dealing with every patient (even when gloves are used), before and after eating, after using the toilet, after blowing one's nose and always when one's hands have come into contact with potentially infectious material.

Where students have cuts on their hands (cuts, scrapes, wounds), they must cover them with waterproof plasters before starting their placement day.

Isolation procedures, the appropriate use of protective barriers (gloves, masks, overalls or eye goggles) and how to keep uniforms clean should be known. Other factors that reduce transmission of infections include: wearing hair up, having short nails with no varnish and not wearing jewellery (rings, bracelets and neck chains) or watches. It should be remembered that in addition to being a reservoir for microorganisms, jewels and watches can injure patients when they are being treated (washing, moving, etc.), especially seniors and children. Along these lines, earrings should be small with no jewels or hoops.

In addition, where students have their own scissors, they should have blunt tips and they should be carried in the lower pockets of the tunic and not in the top pocket.

Finally, as for any health system professional, it should be remembered that the uniform must only be worn inside the placement centre and not on the street, except where the uniform is specially designed for this purpose, such as pre-hospital emergency services. The uniform should only come out of the treatment setting in a closed bag for washing.

In order to prevent injury from over-exertion, students are recommended to avoid serious hazards and be in good shape. Loads should be handled safely and ergonomically:

- Do not lift heavy loads.
- Use mechanical lifts where necessary.
- Adopt the appropriate attitude and gestures, respecting bodily mechanics and good posture.
- Avoid staying in the same position for prolonged periods.

3.3. Specific Aspects for Laboratory Placements and Placement Classrooms.

During their training on the degree, Nursing and Physiotherapy students also undertake placements at specific facilities at the campus they are registered at, whether in labs or in practical classrooms. For reasons of student health and safety, and ensuring material and practical spaces are looked after, the following specific regulations should be followed:

- Students must collaborate in the responsible use of classrooms, always leaving them tidy after use.
- Students must collaborate in looking after material, both during the teaching activity and during periods in the classroom where it remains open for voluntary practicals.
- In order to undertake placements, students must respect standard regulations.
- No food is allowed in the practical classrooms.
- Only small bottles of water may be used.
- Due to health and safety, and material upkeep, Physiotherapy students shall have a bath sheet or beach towel to place on the bed when doing practicals.

4. Placement Attendance

The external placement periods are governed by the UIB academic calendar and may include all those days marked as teaching periods in each semester on the university calendar. In exceptional circumstances, external placements may be scheduled on school days outside the latter.

Bank holidays set on the centre's work calendar where the placement period is undertaken shall be respected.

The schedule shall vary depending on the destination centre for each placement period and shall always fall within the following time slot: 8am to 10pm, Monday to Friday. Exceptionally, the Faculty may authorise placements scheduled outside this timetable.

Students must turn up at the destination service at the time stated for the start of the placement and comply with the standard regulations.

Possible absences must be notified beforehand or during the day to the destination service supervisor and the placement lecturer. If students need to leave the centre before the end time of their placement, this must also be notified.

Students will need to make up any absence or tardiness due to justified reasons. Justified reasons are understood as:

- Justified health-related issues, with an official sick note

- Sudden and major change to student working or family conditions
- Other exceptional circumstances.

In any event, there will be an evaluation as to whether absences or lateness can be made up for or are reason for invalidation of the placement period.

Specific Aspects for the Degree in Nursing

- On placement days where monitoring tutorials are undertaken outside the placement schedule, the extra, attended hours may be compensated by leaving work early that day.
- Shift changes:
 - Placement shift changes may be made with colleagues before final designation as long as this is possible and it is authorised by the supervising lecturer for student distribution and placement.
 - Shifts may only be swapped with colleagues in exceptional cases and as long as the supervising professional in the unit and lecturer have been informed. Shifts may not be changed in those units where there are non-allotted shifts for student places.

5. Making up for Clinical Placements

Clinical placements are mandatory in the period set for each subject. Where placements need to be made up for, the following rules shall apply:

- Making up for absences and/or tardiness shall be done with the prior agreement of the lecturer or supervisor or both, and shall take place according to the period set by the centre, which will set how the hours are recovered.
- Periods set for this purpose on the Degree in Nursing are the months of July and September, as set by the lecturer.
- Making up for absences on the Degree in Physiotherapy may be limited by the availability of placement centres and tutors during the period and the teaching timetable. A request to the lead lecturer for the subject must be made, who shall process the specific case.

6. Special Situations during Placements

6.1. Accidents

During clinical placements there is a risk of biological exposure or accident occurring. This is deemed to have taken place when there is contact through percutaneous inoculation, cuts, scrapes or mucous with biological fluids (blood, semen, vaginal secretions and cerebrospinal, pleural, synovial, amniotic, peritoneal and pericardial fluid) and contact with liquids mixed with blood.

There is a set of measures that must be known in order to prevent this type of exposure. The procedure to carry out on the spur of the moment where an accident of this type occurs must also be known.

This information is available in the document *Procedure in the Event of Accidents with a Biological Contamination Hazard* attached below after point 6.3. It is very important for students to carefully read this document and to contact their clinical placement lecturers or the Faculty management if they have any doubts. The *Procedure in the Event of Accidents with a Biological Contamination Hazard* document includes the following information: steps to follow in the event of biological accident, the procedure, the accident declaration form and the informed consent form for taking blood samples.

6.2. Serious or Chronic Illnesses

In the event that before the placement or at the beginning of it students are seriously ill but this does not make it impossible to undertake the placement, attempts will be made to adapt the placement location to the temporary situation as far as possible. To do so, a report from the family G.P. will be required stating the temporary conditions.

- If it is a chronic process or a disability, students are advised to go to the Support for People with Special Needs Office so that where applicable, it can issue a list of recommendations to adapt clinical placements to students' situations. Adapting the placement location as per the aforementioned report shall be subject to available places and ensuring that the skills set out in the curriculum for clinical placement subjects can be acquired.

6.3. Pregnant Students

Where students notify the Faculty they are pregnant before or during the placement period, the centre shall inform the hospital unit or centre about said condition. Students may speak to their family doctor for an individual assessment regarding risks associated with the allocated placement. If no report is available, the general recommendations at the placement centre for pregnant employees shall be followed.

6.4.- Students who have received cytostatic treatment

Where students have received cytostatic chemotherapy treatment, the recommendations from the Ministry of Health, Social Services and Equality in the following hazard prevention guide for exposure to these agents shall be followed.

<http://www.msps.es/ciudadanos/saludAmbLaboral/docs/Agentescitostaticos.pdf>

PROCEDURE IN THE EVENT OF ACCIDENTS AND ACCIDENTS WITH A BIOLOGICAL CONTAMINATION HAZARD

How to act in the event that a student on the degrees in Nursing or Physiotherapy at the University of the Balearic Islands has an accident:

1. The accident statement form must be filled out (appendix A) and sent to the Faculty of Nursing and Physiotherapy (Ms Dolores Cazorla. Administrative Services. Guillem Cifre de Colonya Building. University Campus. Tel.: 971 25 95 62, loli.cazorla@uib.es). The student, placement lecturer and the supervisor or supervising nurse or physiotherapist must sign this form if there is an accident where students or the person with whom the accident occurred or a third party may suffer an injury.
2. If the accident represents a contamination hazard with a biological fluid (bite, cut, splash...), it should be deemed an urgent matter and the procedure set out in appendix B be followed.
3. Students must go and be treated for the accident at the usual health centres (main hospital emergency services) in the first six hours after the accident if there is a biological contamination hazard, and must inform them about the accident and provide the patient's sample (culture) if it could be obtained. They must follow the indications provided by the hospital and request a report setting out the type of accident, the treatment begun and the immunological status of the contamination source. Students must send this report to their family doctor so that they can be monitored.
4. It is important to bear in mind that students are not employees at the centre where they suffered the accident and, therefore, must not be treated by the company insurance company.
5. If the accident occurs at a centre not housing an emergency department that will treat students, the collaboration of the centre is required to ensure results or a sample of the contamination source arrive on time, within two hours of the accident having occurred.
6. If it is possible to obtain a patient sample (culture) to carry out tests, the patient informed consent form must be filled in (appendix C).
7. In Ibiza, the benchmark public hospital is Hospital Can Misses and in Minorca, Hospital Mateu Orfila.

It is a good idea to remind all students on the degrees in Nursing and Physiotherapy that they get vaccinated against hepatitis B. This recommendation should be included in the registration tutorial and a reminder given at the clinical placement preparation seminar.

In no way may centres bill students or the Faculty of Nursing and Physiotherapy for the costs arising from the treatment, whether private or contracted through a friendly society for occupational hazard prevention services, since the Balearic Islands Health System has the transferred responsibilities to ensure these hazards to people are covered.

ACCIDENT STATEMENT (APPENDIX A)

1. NAME AND SURNAME/S OF THE AFFECTED STUDENT

2. HEALTH CENTRE OR UNIT WHERE THE ACCIDENT OCCURRED

3. DATE AND TIME OF ACCIDENT

4. TYPE OF INJURY SUFFERED DUE TO THE ACCIDENT

5. AGENT OR OBJECT THAT CAUSED IT

6. ACTIVITY UNDERTAKEN AT THE TIME OF THE ACCIDENT

Student signature,

*Supervisor or supervising nurse or
physiotherapist signature*

Name:
.....

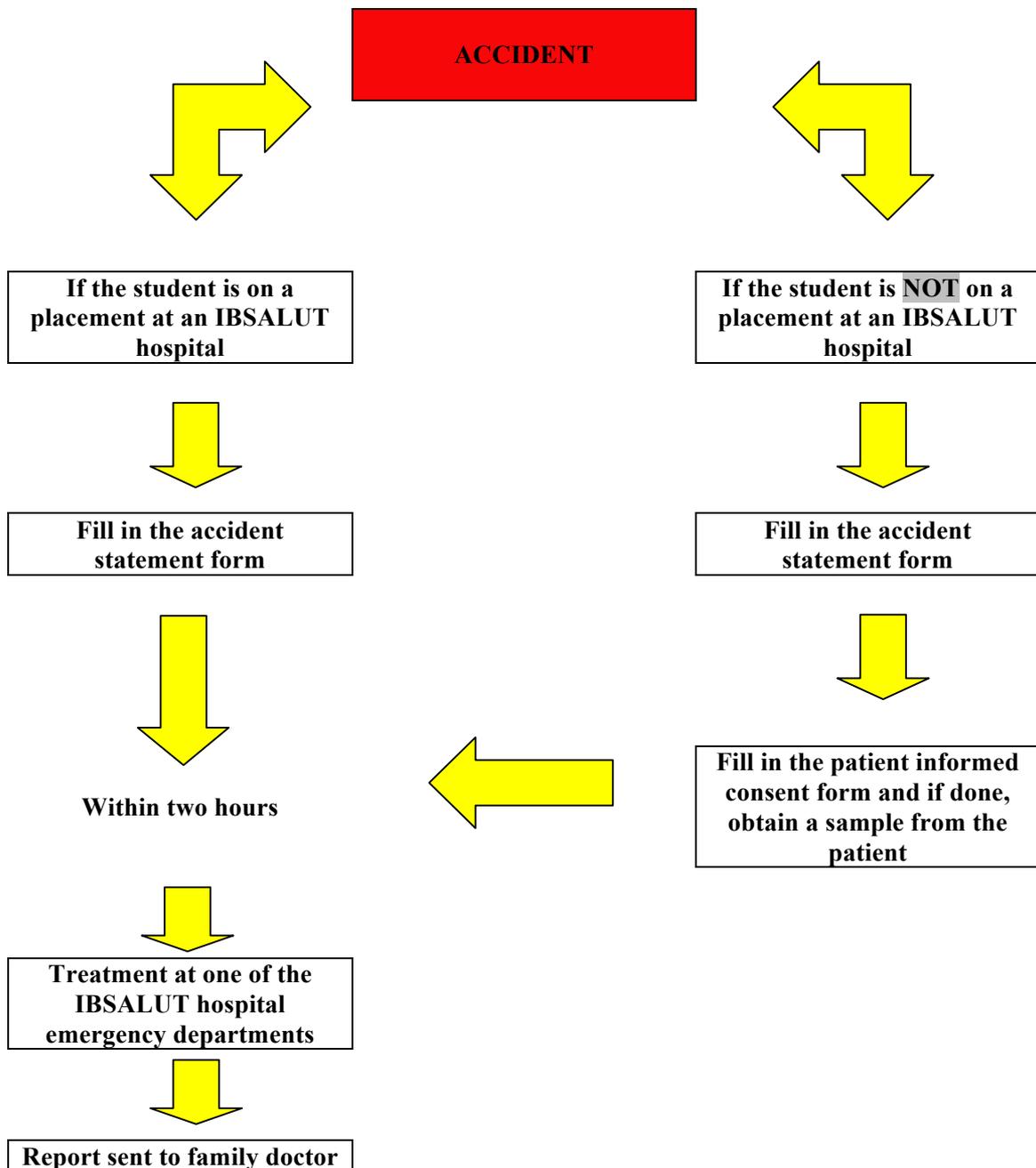
Placement lecturer signature.

Name:
.....

Signing this document means the placement lecturer has informed the student and the latter understands the advisability of following appropriate treatment and correct monitoring.

The placement lecturer shall send this form to the subject lead in confidence and the latter, once informed, shall send it to the secretary of the Management Board of the School of Nursing and Physiotherapy, Ms Dolores Cazorla Tel.: 971 259 562 e-mail: loli.cazorla@uib.es

Procedure in the Event of Accidents with a Biological Contamination Hazard (APPENDIX B)



APPENDIX 2

CONFIDENTIALITY AND PERSONAL DATA PROTECTION CLAUSE

Students provide consent so that the UIB transfers their information to the company or institution [or SPECIFY THE NAME*] that is hosting them for the purpose set out in the placement agreement, consent that may be withdrawn at any time. The UIB is responsible for the storage of the information and as such, guarantees the right to access, rectify, cancel and oppose the information provided. Both the UIB and the company or institution [or SPECIFY THE NAME*] that is hosting the student undertake to respect the confidential nature of the information and use it in accordance with the aforementioned purpose.

Signed: [.....]
The student,

APPENDIX 3

CONFIDENTIALITY COMMITMENT

During their practical learning, students on the degrees in Nursing and Physiotherapy have access to information regarding clinical, personal and social conditions of users and their surroundings.

Given this situation, by signing this document students state in writing their commitment to maintain professional confidentiality and to respect the dignity of people at all time when they access their personal data. This commitment is based on respect for health system users' privacy and the confidential nature of the information obtained.

Signed: [.....]

The student,

**Management
Committee
EUIF
Carlos Moreno**

- Institutional Relations:
 - Contact with managers, management, etc.
 - Calling institutional meetings.
 - Managing placement certificates.
 - Activities aimed at tutors and clinic tutors.
- Agreement management.
- Requesting available placement slots at centres.
- Centre assessment and accreditation

NURSING
Module coordinator:
Clinical Placements
Cristina Moreno
cristina.moreno@uib.es

- Coordination of the module course guides.
 - Official place request to Faculty Management.
 - Allotting places to subjects (in coordination with heads of subject).
 - Reviewing pathways and centres throughout the module.
 - Schedule coordination (GFTP)
 - Coordinating visits to and information on suitability for new centres

PHYSIOTHERAPY
Module coordinator:
Tutored placements
Olga Velasco
olga.velasco@uib.es

- Producing the course guide and schedule (in coordination with subject leads on the same academic year/semester).
 - Applying for places to module coordinator.
 - Allotting available places to subjects (in coordination with module coordinator).
 - Contact with heads of training/coordinators at centres for academic management of the subject

Supervisor Practicum I (2nd year)
Cristina Moreno /Esperança Ponsell
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Supervisor Practicum II (3rd year)
Jesús Molina
jesus.molina@uib.es

Supervisor Practicum III (3rd year)
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