INFORMATION FOR NYP NURSING STUDENTS ON POLYCLINIC POSTING (FHS)
OVERVIEW

- **Learning Responsibility**
  - Learning Objectives
  - Clinical Logbook

- **Professional Responsibility**
  - Professional Etiquette
  - Punctuality
  - Dress Code

- **Clinical Appraisal of Performance**
The aim of the posting is to expose you to the primary healthcare setting in Singapore.
The purpose of the posting is to enable you to observe nurses partake in their role in preventive care.
Nurses provide care in the following areas in the polyclinics:
1. Family Planning and Antenatal
2. Well Women Clinic
3. Developmental Assessment
4. Childhood Immunisation
5. Traveller’s Clinic
6. Care Management for Chronic Diseases
7. Coronary Risk Screening (CRS)
8. Smoking Cessation Clinic
You will be scheduled to each of the nursing care areas to observe the nurse in action, everyday.

It is your responsibility to:

1. Do pre-reading on topics taught in HS1182 – Family and Community Health
2. Write 2-3 specific learning objectives for the placement
3. Write 1 personal learning objective
4. Participate in the learning activities
5. Reflect on your learning
Here are some specific learning objectives expected of you

1. Observe the role of the nurse in
   1.1 Diabetic foot screening
   1.2 Diabetic retinal photography
   1.3 Direct Observe Therapy (DOT)
   1.4 Family Planning and Screening Clinic
   1.5 Developmental screening
   1.6 Immunisation for children
   1.7 Chronic Disease Management
   1.8 Coronary Risk Screening (CRS)
   2.0 Smoking Cessation Clinic
   2.0 Triaging

2. Describe how the nurse improves health outcomes for patients and families in primary health

3. Identify 2-3 challenges that the primary healthcare nurse faces in her role
When observing the nurses in their respective areas:

1. Write notes on how they communicate, give instructions and teach the patients

2. Diabetic Foot Screening
   2.1 What assessment does the nurse perform
      2.1.1 What instruments are used?
   2.2 What advice is given to the patients

3. Diabetic Retinal Photography
   3.1 How often should this be performed
   3.2 What questions are asked during the history taking?
   3.3 Why are the eye drops instilled?

4. Why is DOT the recommended method of administering medications in the treatment of PTB?
   4.1 What are the common drugs used in the treatment of PTB?
5. How do the nurse conduct developmental screening?
   5.1 What are the tools used?
   5.2 How do you plot the BMI of the child?
   5.3 What are the education provided at various developmental milestone?

6. What immunisation programmes are available to infants and children?
   6.1 What are the compulsory childhood immunisation in Singapore?
   6.2 What is the purpose of the National Immunisation Registry (NIR)?

7. What is Chronic Disease Management?
   7.1 Why are the patients seen in the polyclinic and not at the hospital?
   7.2 What is the role of the nurse, patient and family in chronic disease management?
   7.3 What is self management?
   7.4 As a nurse are you empowering your patients to self manage?
8. What is family planning?
   8.1 What are the available options?
   8.2 What is cervical screening?
   8.3 What are the advice given before, during and after papsmear?

9. What are the services available in Coronary Risk Screening?
   9.1 What is the aim of this screening?

10. How do the nurse counsel patients in the smoking cessation clinic?
    10.1 What are the type of patients referred?

11. What is triage?
    11.1 Describe how triaging is done.

12 Reflect on the events of the day, incidents and observations
13 Rate your performance (observation and questioning skills)

- This is a record of your clinical experience and performance and must be with you at all times during clinical
- Refer to relevant pages for list of learning activities
PROFESSIONAL RESPONSIBILITY
DRESS CODE

Yes

No
APPRAISAL OF CLINICAL PERFORMANCE
# APPRAISAL OF CLINICAL PERFORMANCE

## Professional Behaviour & Communication

<table>
<thead>
<tr>
<th>Scale Label</th>
<th>Description</th>
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<tbody>
<tr>
<td>Always (A)</td>
<td>Student demonstrates behaviour 100% of the posting.</td>
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<tr>
<td>Almost Always (AA)</td>
<td>Student demonstrates behaviour $\geq 70%$ of the posting.</td>
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<tr>
<td>Occasionally (O)</td>
<td>Student demonstrates behaviour $&lt; 70%$ of the posting.</td>
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<tr>
<td>Never (N)</td>
<td>Student demonstrates behaviour $&lt; 50%$ of the posting.</td>
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APPRAISAL OF CLINICAL PERFORMANCE

- Completed by Polyclinic CI/ Preceptor
- Discussion of learning activities and achievement of specific learning objectives
- Feedback on your performance (strengths & areas for improvement)
- Inform you of the result – Pass / Fail
- Discuss / Clarify with clinical supervisor
# WORK HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Primary Health Service</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8-4</td>
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<tr>
<td>Tuesday-Friday</td>
<td>8-4</td>
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<tr>
<td>Saturday, Sunday &amp; Public Holiday</td>
<td>Day Off</td>
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<tr>
<td>Meal Break (Total per day)</td>
<td>1 hour</td>
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GUIDELINES FOR ABSENCE AND REPLACEMENT

1. Medical Leave and Absent with valid reason
   a. Illness
      1.1 Inform Head Nurse/Nurse Manager/ Preceptor of polyclinics ASAP
      1.2 State reason(s) for absence AND duration of absence (if known)
      1.3 Complete Statement of Absence (SOA) online within 48 hours AND submit MC to SHS Admin Office, J Block, Level 3
   b. Absent with valid reason
      1.1 Documentary evidence must be submitted e.g., memo from Student Affairs Officer
GUIDELINES FOR ABSENCE AND REPLACEMENT

2. Clinical Replacement Guide
   2.1 Replacement of days owed if absent for 1 or 2 days (with valid reason) during a 5-day clinical placement
   2.2 Replacement of 1 week if absent for 3 days or more during a 5-day clinical placement

3. Clinical Replacement Arrangements at Polyclinic
   3.1 Clinical replacement is done only due to medical leave
   3.2 Replace on a Saturday (extend up to 2 Saturdays)
   3.3 A fail grade will be awarded to students who fail to turn up for scheduled clinical placement OR replacement without a valid reason
   3.4 Students who are absent or on medical leave for more than 2 days will be referred to the Manager (Clinical)
4. Reporting injury / incidents to self and colleagues
   4.1 Student to report injury/incidents to the Preceptor and Nurse Manager/Head Nurse immediately

5. Reporting incidents in the clinical area regarding safety of patients
   5.1 Student to report to the preceptor, Nurse Manager/Head Nurse and to the Manager (Clinical), NYP immediately
   5.2 Written documentation of the incident must be submitted to the Manager (Clinical), NYP

6. Insurance Coverage For Students On Clinical
   6.1 it is a third party liability insurance & professional indemnity insurance
   6.2 covers accidents, needle stick injuries that occur during clinical placement
# CONTACT PERSONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Contact Detail</th>
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<tbody>
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