

SCHOOL OF NURSING STUDENT LEARNING CONTRACT

The purpose of the Student Learning Contract is to:

1. Outline the respective responsibilities of nursing students both before the programme begins and when on the programme.
2. Outline the School of Nursing responsibilities, to you, our students.
3. Confirm that you understand and agree to follow the practice and behaviour that derives from the NMC Code (NMC 2015), and the Kingston University General Student Regulations (2015).

All students wishing to study for a nursing qualification at Kingston University and St. George's, University of London, are required to sign and comply with the Student Learning Contract, prior to commencing their programme, annually thereafter and as requested.

If you have any difficulty with any element of this *student learning contract*, please raise them with the Lead for Recruitment **prior** to commencing the programme and with the appropriate Field Lead thereafter.

If you are **currently a student** on an undergraduate programme and have concerns regarding the *student learning contract*, please contact your Field leader as soon as possible.

School of Nursing Responsibilities

The School of Nursing including PAS Team (hereinafter referred to as 'the School') aims to ensure that the programme is planned in order to support students to meet the professional, academic and practice requirements leading to the award of BSc (Hons)/PgDip Nursing/Registered Nurse qualifications.

1. The School undertakes to work in partnership with students and all clinical practice partners to create a positive learning environment. To which end, a range of learning resources and learning support will be provided for students. When undertaking clinical practice, support for students will be available from a number of sources within the university and placement area.
2. Designated vacation time will be timetabled into the programme. This is NOT negotiable.
3. The School undertakes to provide students with access to relevant course and student handbooks electronically and to inform students of any changes to relevant Kingston University regulations. Students can access the Kingston University web site for further information, via the Learning Resource Centres.
4. School staff are committed to being honest, polite and respectful to students, practice colleagues and patients/clients. School staff will communicate effectively and work within the appropriate academic, professional and practice guidelines.
5. The School undertakes to assist and support students when and where possible, when students report difficulties to the School staff.

Student Responsibilities

In relation to communication of changes in status

1. I understand that I have a legal obligation to inform school staff and staff in clinical practice of **any** changes in my health status as soon as I am aware of them (Health and Safety at Work Act 1974; NMC, 2015) and I will inform the Field Lead if there are significant changes in my health. These changes include: pregnancy, disability, illness and any unanticipated events which could affect my ability to comply with this agreement, fulfil programme requirements, affect my fitness to be a student nurse or to practice as a registered nurse.
2. All students are required to have an enhanced Disclosure and Barring Service (DBS) check, previously known as a criminal record bureau (CRB) disclosure. I am aware of the benefits of signing up to the online update service and acknowledge that it is my responsibility to maintain my registration to this service annually to access these benefits. I also agree to further checks being undertaken as deemed necessary, in the reasonable opinion of the School and/or the NMC and will complete the necessary documentation/actions within the time deadline set.

3. I will inform the Lead for Recruitment, in writing, immediately if I am informed that I am under investigation by the police or any health or social care establishment, or have been warned, cautioned, reprimanded, charged with or convicted of a criminal offence prior to commencement of the programme and I understand that this may affect my fitness to commence the programme.
4. I will inform my Field Lead immediately if I am informed that I am under investigation by the police or any health and social care establishment, or have been warned, cautioned, reprimanded, charged with or convicted of a criminal offence during my time as a student nurse and understand that this may affect my fitness to continue on the programme and to register with the NMC.
5. I understand that the Faculty and stakeholders must be able to retain faith in the professionalism of students in order that students can be sent to practice placements. Therefore, I understand that behaviour that could lead to a criminal conviction, or behaviour, which fails to meet professional standards, could mean that I would not be able to undertake practice placements and may impact on my ability to complete my programme of study and/or register.
6. I will inform my Field Lead immediately if I am referred to social services for investigation regarding child protection issues or if I am informed that I am under investigation, cautioned/ charged/ convicted of child neglect.

In relation to the Programme

7. I confirm that I have been truthful in my application to Kingston University and that I have not omitted important information relevant to my application. I understand that, should Kingston University discover that I have been untruthful in my application, Kingston University may withdraw the offer or discontinue me from the programme with immediate effect.
8. I understand that my pre-registration nursing programme is an attendance course. In order to be eligible to be entered onto the Register of the Nursing and Midwifery Council (NMC) on successful completion, I must complete the minimum number of hours required of both theoretical and practice learning. I understand that it is my responsibility to ensure that I complete the required hours. I will attend all scheduled hours in both theory and practice settings in order to meet the requirements to register with the NMC, on successful completion of the programme.
9. I will maintain regular communication with the School through the university email system and inform school staff (as appropriate) of any changes to my personal circumstances as soon as possible.
10. I will ensure that my personal details e.g. address, mobile/home phone numbers are kept up to date via OSIS (Online Student Information System) and understand that failure to do so could prevent me receiving important communications.

11. I recognise that the course structure is fixed and that holidays can only be taken during planned vacation time and not during progression, transition or reading weeks, and in particular designated examination weeks.
12. I understand the theoretical component of the programme will normally be delivered during the hours of 9 am – 6 pm. I will be punctual in arriving at classroom sessions and contribute to a positive learning environment. I agree to abide by guidelines on standards of behaviour, as outlined in the Kingston Partnership Agreement.
13. I understand that the School's philosophy of education requires all students to take responsibility for their own learning. I recognise my responsibility and agree that, in order to be successful on the programme, I will be an active participant in my own learning. I will participate actively in both theoretical and practical skills sessions.
14. I understand that teaching of clinical skills will involve the practice of certain skills on other students and allows others to practice on me. I agree to participate in these classes.
15. I understand that clinical skills teaching takes place in mixed gender classes and I am willing to actively participate in these classes.
16. I understand that video cameras and audio equipment are used as part of the teaching and learning strategy in the Clinical Skills Laboratories and classroom settings and I am willing to be recorded for educational purposes.
17. I will comply with the regulations relating to all aspects of the programme which can be found in the Course Handbook and on the Kingston University website. This includes being honest in submitting course work, practice documentation and records of attendance. I will never copy material from other sources and submit it as my own work.
18. I will maintain appropriate standards of dress, appearance and personal hygiene, so that offence is not caused to patients, colleagues or school staff and to meet Health and Safety requirements. I will comply with the School's Dress Code Policy.
19. To ensure adequate communication and accurate identification, I will expose my face fully to patients, colleagues and staff in all practice and teaching settings, learning resource centres and examination rooms. I understand that this is important for the purposes of recognition by patients, teachers and university and hospital staff and that facial expression is an important part of communication with patients.
20. School staff, students, practice colleagues and patient/clients come from wide and diverse backgrounds. I will be honest, polite and respectful to everyone I encounter whilst undertaking the programme. I will be guided by the standards laid down in the NMC Code (NMC 2015) and the Kingston University General Student Regulations (2015-16).

21. I understand that should I undertake any part time employment during the period of my programme of study, I must ensure that the hours worked do not compromise or affect, in any way, my ability to meet the requirements of my programme and that if I report myself sick or I am signed off as unfit for work I cannot attend any paid employment and to do so will result in my fitness for practise being reviewed, via the appropriate means. I understand that the EU Working Time Directive mean that I must not work more than 48 hours per week including my practice hours.
22. I understand that if I incur any university debts whilst on the programme that this may delay or interfere in my ability to complete the programme.

In relation to the practice element of the programme:

23. I understand that the programme is delivered by Kingston University and St George's, University of London working in partnership with Health Education South London. I understand that the practice experience within the programme will take place in areas of Central and South West London and Surrey. I am prepared to travel to a variety of practice placements throughout the area, which will include the private, voluntary and independent sectors, in order to complete the programme successfully.
24. I understand that travel in the region of 2 hours each way may be required if necessary.
25. I recognise that placements are planned in advance and any requests to change them may not be agreed.
26. I understand and agree that for purposes of organising practice opportunities, my Kingston University email address will be shared with external placement providers as required.
27. I understand and agree to ensure that I keep the original copy of my DBS (previously CRB) notification so that I can present it to my placement area if required whilst on my nursing programme.
28. I understand and agree that I will personally purchase any additional uniform via the Pre-Registration Programme Office that I require whilst on my two or three year programme, in addition to the three tunics/polo shirts and two pairs of trousers issued to me in my first year.
29. I understand that the programme involves developing an understanding of nursing care that reflects the 24-hour, seven days a week nature of the registered nurse's work. I understand the need to demonstrate the ability to work in a variety of shift patterns during practice experience and I am willing to undertake morning, evening, night and weekend shifts. I will be punctual in arriving for my allocated shifts and will inform both the placement area and the School if I am unable to attend for one or more shifts.

30. I will provide nursing care for patients/service users (including touching and intimate care) irrespective of age, gender, culture, beliefs, disability or disease. I recognise this is an important requirement of the nursing profession and an expectation within the NMC Code (NMC 2015).
31. I understand that if I decide to use my car to travel to and from my placements that it is my responsibility to get confirmation from my insurers that I have adequate cover for all costs and claims and that no liability will be placed on the university or NHS body and in signing this agreement I am so notifying the university of this.

I understand and accept that not fulfilling the responsibilities set out in the section “Student Responsibilities” may result in disciplinary action being taken against me, which could lead to my discontinuation from the University, under the Student Disciplinary Procedure and/or Fitness to Practice (Version A and B) or other University policy as appropriate.

I understand that I will be notified of any updates to this agreement, and by signing this document I agree to abide to the above and any further amendments.

Student signature: _____

Print full name: _____

Date: _____

References

Health and Safety at Work Act (1974) <http://www.hse.gov.uk>

Kingston University (2015) Academic Policy 7: Fraudulent Applications. Available at: <http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/>

Nursing and Midwifery Council (2015) *The Code: Professional standards of practice and behaviour for nurses and midwives* NMC, London. Available from: <http://www.nmc.org.uk/standards/code/>

Nursing and Midwifery Council (2016) Character and health decision-making guidance. Available at: <http://www.nmc.org.uk/globalassets/sitedocuments/registration/character-and-health-decision-making-guidance.pdf>