

# Guidance for practical training

in

Bachelor's degree in  
Nursing at  
Nord University

Entry into  
force as of  
01.02.2021



## **Introduction**

The purpose of the guidance for practical training is to provide a brief overview of functions, responsibilities and tasks for the various actors, related to the implementation of practical training in the Bachelor's degree in Nursing at Nord University.

The target groups are students, supervisors of practical training and academic staff at Nord University.

## **Practical training courses**

The Bachelor's degree in Nursing consists of 50 per cent theory and 50 per cent practical training. The practical training shall be supervised, in accordance with the National Curriculum Regulations for health and social care education. The practical training courses are described in more detail in the programme of study for the Bachelor's degree in Nursing. Here, the learning outcomes for the current period of practical training will also be described.

Reference is made to attachments with a brief description of courses.

## **Organisation of practical training**

The students will encounter different models for the implementation of practical training by agreement with Nord University and the practical training provider.

- The student is required to provide regular written and/or oral reflection on their own experience of practical training.
- The student will design the weekly plan based on learning outcomes, in consultation with the practical training supervisor. The weekly plan consists of various assignments related to the learning outcomes, and is an educational tool aimed at helping the student.
- The student will complete study assignments during all periods of practical training. These are announced in Canvas. The assignments must be approved by an academic employee at Nord University in order for the student to pass the supervised professional training.
- The student is entitled to regular meetings with academic staff during the period of practical training. All practical training periods must have start-up, mid-term and final assessment meetings, with the exception of the last 5-week period of supervised professional training. In that case, the start-up meeting does not apply. In addition, there shall be 3 supervision meetings during 10 weeks of supervised professional training, 2 supervision meetings during 8 weeks of supervised professional training, and one supervision meeting during 5 weeks of supervised professional training. Supervision can be offered individually or in groups.
- At a minimum, one physical meeting is recommended during the period of supervised professional training – for example, the mid-term assessment. Otherwise, digital solutions will be used for meetings where practically possible.

### **Start-up meeting (expectation meeting)**

- Should be carried out in the first week of professional training
- The student, academic staff member and professional training supervisor clarify expectations for the period of supervised professional training
- The assessment form and learning outcomes for the period of supervised professional training are reviewed
- Requirements for self-assessment of learning outcomes attainment at mid-term and final assessment meetings are reviewed
- The student's individual learning needs and wishes are clarified. Including any considerations that must be taken during the period of supervised professional training
- Information on ongoing suitability assessment
- Clarify the date for mid-term assessment, any final assessment and supervision meetings.

### **Mid-term assessment**

- Carried out no later than 3 weeks before final assessment
- The student submits self-assessment to the academic staff member and professional training supervisor within 48 hours before the mid-term assessment meeting. The self-assessment shall highlight how the student assesses their own performance in relation to the attainment of learning outcomes.
- The student and professional training supervisor copy the mid-term assessment.
- The academic staff member is responsible for completing and storing the assessment form, and obtains signatures from all parties involved, as well as recording absences.
- In the event of a risk of failing the professional training, it must be stated orally and in writing in the assessment form what the student must do in order to achieve a pass in professional training. It must also be stated what supervision/adaptation the student will receive.

### **Final assessment**

- Carried out in the last week of the professional training.
- The student submits self-assessment to the academic staff member and professional training supervisor within 48 hours before the final assessment meeting. The self-assessment shall highlight how the student assesses their own performance in relation to the attainment of learning outcomes.
- The student copies the final assessment himself.
- In case of a fail grade in professional training, the student must be informed of their rights. The reason for the fail grade must be clearly stated (orally and in writing).
- The student should be informed to contact the student and academic administration at FSH for further information and planning of further study progress.

## **Division of responsibilities in professional training**

### **The professional training coordinator and unit manager (professional training provider)**

- The professional training coordinator provides the necessary information about the professional training to the unit manager/professional training provider.
- Nord University is responsible for providing webinars/academic supervision courses for professional training supervisors.

### **Person with course responsibility /course coordinator**

- Manage the Canvas room with general information and course assignments.
- Arrange a meeting with academic staff, in advance of professional training, for planning of the forthcoming period of professional training.

### **Lecturer**

- Familiarise yourself with the internship's objectives, working methods and procedures.
- Contact the practical training provider for agreements on start-up meetings, etc.
- Arrange a meeting with the students, prior to the period of supervised professional training, for information and dialogue.
- Responsible for good dialogue and cooperation with professional training supervisor
- Schedule times for academic supervision.
- Approve the student's internship plan for the period of professional training
- The student is supervised and receives feedback on course assignments from academic staff at Nord University.
- Ensure that the assessment form is sent to Nord University's filing system.

### **Student's responsibilities**

- Familiarise yourself with the practical training information located on Canvas
- Familiarise yourself with the internship's descriptions of patient group, objective and organisation.
- Prior to start-up, the student must familiarise himself with the course description and the learning outcomes of the professional training course, and think through their own expectations for the period of professional training.
- The student will take responsibility for their own learning by engaging in the learning opportunities offered and that are in line with the learning outcomes.

- Responsibilities in relation to the internship plan, see section relating to working hours and internship.
- Contribute to fellow students' learning by actively participating in academic discussions, reflecting on practical training experiences, and meet up prepared for learning activities.
- Immediately report absence to the internship, or to the academic staff member if necessary.

### **The responsibility of the professional training supervisor:**

- Participate in the start-up meeting, mid-term and final assessment.
- Familiarise yourself with the course description and the learning outcomes of the practical training course.
- Help students to be prepared for reception on the first day.
- Plan the internship with the student.
- Facilitate students' learning through close cooperation with all employees in the department.
- Stay informed about the student's academic level and development, and provide continuous feedback as well as guidance to help the student achieve the learning outcomes.
- Give the student room for reflection
- Keep the academic staff regularly informed about the student's academic development, and contact the academic staff if challenges arise.
- Record the student's absences, and keep the academic staff member informed.

## **General Information**

### **Working hours and internships**

- All professional training courses are compulsory.
- The students' professional training shall amount to an average of 30 hours per week, at least 3 shifts per week. It is not possible to collect days off in order to have a longer period of time off in the supervised professional training.
- In addition to studies in the practical training course, 10 hours per week are calculated for self-study.
- Shifts are counted hour by hour.
- At some internships, the student will set up their own internship plan, which is delivered to the lecturer and professional training supervisor during the first week of professional training. As a general rule, the rota system must follow the professional training supervisor's rota system, and must be divided into 30 hours per week (minimum 3 shifts a week). At other internships, the professional training provider will prepare the students' internship plan, which is handed out well in advance of the start of the professional training. The internship plan is a binding agreement with the internship.

- As a starting point, the student should attend all shifts at the internship (day/evening/night/weekend). The student shall have at least one weekend (2 shifts) and at least 1 night shift during the period of professional training, as well as regular evening shifts.
- Holidays during the period of professional training do not entitle students to reduced time in professional training. Students are entitled to time off on public holidays if they wish, but the total time of professional training should still amount to an average of 30 hours per week (e.g. 8 weeks of professional training = 240 hours).

### **Absence and application for exemption from practical training courses**

- The student must document an attendance of at least 90% during each period of professional training. Absence due to illness of up to 20% can be compensated by agreement with the employee and the professional training supervisor. Absence beyond 10 % must be compensated with new study shifts within the practical training period.
- Students may upon application be granted exemption from compulsory participation in studies in order to carry out assignments for student organisations to which they have been elected.
- It is the student's own responsibility to ensure that they have sufficient attendance in the professional training for the period of professional training to be assessed.

## Bachelor's degree in Nursing Overview of all courses

<b>1st academic year of study</b>	Theory: Health professionals' common knowledge and core values 5 credits
	Theory: Anatomy, physiology and biochemistry 12 credits
	Theory: Basic nursing 12 credits
	Theory/supervised professional training: Practical nursing skills, part 1 7 credits
	Theory: Medication management and medication calculation 3 credits
	Theory: Communication, psychology, pedagogy and sociology 6 credits
	<b>Practical training:</b> Basic nursing. Municipal health service.
<b>2nd academic year of study</b>	Theory: Pathology and pharmacology 9 credits
	Theory: Nursing people with acute, critical and chronic diseases 10 credits Part 1/2
	Theory/supervised professional training: Practical nursing skills, Part 2 7 credits
	Theory: Mental health work 7 credits
	<b>Practical training:</b> People with acute, critical and chronic diseases, part 1 Specialist health service. Surgical or Medical Department 12 credits
	<b>Practical training:</b> Home nursing care or Mental health work 12 credits
	Theory: Nursing in a multicultural perspective 3 credits
	Theory: Nursing people with acute, critical and chronic diseases 10 credits Part 2/2
<b>3rd academic year of study</b>	Theory: Inter-professional interactions in the health services 5 credits
	<b>Practical training:</b> People with acute, critical and chronic diseases, part 2 Specialist health service. Surgical or Medical Department 12 credits
	<b>Practical training:</b> Home nursing care or Mental health work 12 credits
	Theory: Nursing care for children and young people in a preventive and health-promoting perspective 5 credits
	Theory: Nursing management and service development 4 credits
	Theory: Bachelor's thesis 15 credits
	<b>Practical training:</b> Nursing management and service development. Municipal and/or specialist service 7 credits