

FATHER MULLER MEDICAL COLLEGE HOSPITAL

Father Muller Mental Health Centre

Kankanady, Mangalore.

General Guidelines for the Students Posted in the Ward

- Duty timings have to be strictly followed.
(Morning – 7.30 am / Afternoon – 1.00 pm / Evening – 7.00 pm)
- If any student is absent, it should be informed to the concerned ward in- charge.
- Students should report to the ward in-charge as they enter and leave the ward.
- Break timings (Tea – 15 minutes and Lunch – 30 minutes)
- Students should intimate the ward in-charge before they take break and also must report after coming back.
- The rest room can be availed during break time, and it should be made use only for having the food, not for killing time.
- Students are not supposed to bring any books or assignments in the ward. If found strict action will be taken against them.
- No student is allowed to sit idly in the ward or to form a group for chatting.
- Students are insisted to engage in the patient care throughout the day.
- Mobiles are banned in the ward. If found will be charged with heavy impositions.
- Each student will be given ward/patient assignments by the staff nurse, which has to be followed diligently.
- Students are supposed to take undue care while handling any of the instruments/ case files etc.
- Students can make use of the drinking water facility which is there in the Nurse's station.
- Clinical presentations for the students are permitted only after 11.00 am.
- Students should wear the complete uniform which is neat and tidy along with their ID card.
- Students are neither supposed to reveal any personal information other than what is required professionally to the patient nor give any false details about you.

- Strictly maintain the confidentiality of the information shared by the patient for helping them to have a faster recovery. (Suicidal cues/ risk for violence/ plan to abscond from the hospital/ supply of prohibited products in the ward should be reported to the in-charge immediately)
- Students should not use vernacular languages to communicate among themselves in the ward.
- Students are strictly not permitted to offer any gifts or other items to the patients.
- Students should maintain the strict discipline inside the hospital premises. Any indiscipline amounts for punishment.
- Students posted in Vailankanni ward are supposed to attend the classes on time which is meant for the patients. No student is allowed to leave the class in between.
- Students should actively take part in all the ward activities.
- The clinical supervisors of the respective colleges have to take care of the behavior and discipline of their students and they will be responsible for any violation of the discipline by their students.
- In case of any problem/inconvenience pertaining to any of the issues, the student can seek the help of ward in-charge / ANS of the respective ward.

NOTE: Whoever violates the above mentioned norms is liable for punishment.

02/06/2011

**Rev. Fr Denis D'Sa
Administrator**