

Summerstrand North Campus

Department of Nursing Science

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INFORMATION LETTER

Dear Nursing student,

In order to facilitate your orientation and registration, a number of important dates, events and requirements need to be brought to your attention. Please kindly note that the information is only applicable to students who have received final admission into the programme. Please take careful note of each of the following:

1. Late Registration

Students who intend to register late are expected to attend classes. Class attendance is thus essential for all accepted students. Students who have not attended classes forfeit the opportunity to take important assessments, which may negatively affect their entry into the examinations.

2. Parent/ guardian & Student Orientation

B Nursing students (Mainstream & Extended programme) and their parents/ guardians are invited to the official Welcoming Ceremony of **the Faculty of Health Science**, to be held on **27 January 2018 at 09h00 – 12h00, Conference Centre on North Campus.**

The Welcoming Ceremony will include a **Faculty Meet and Greet session** with the Nursing Science Department personnel. Students will be provided with the necessary information with regard to requirements for the nursing programme such as ***uniforms, textbooks, nursing kits, First Aid Course***. At the event, different companies/ vendors will display some of these items.

3. Expectations for Practica

The Nursing qualification extends over 4 years of study for the Mainstream programme and over 5 years of study for the Extended programme. The course encompasses both theoretical modules and practical modules. The practical module commences in the first year of study for the Mainstream group. During the first two weeks of the course, the student is extensively briefed and orientated regarding the practical module.

During the first month of study, clinical simulations and demonstrations of nursing skills are done to prepare the student for clinical practice. Thereafter, students are placed at SANC accredited facilities twice a week for a period of 8 hours per day. At the hospital facilities, students are expected to practice the skills demonstrated to them in completion of their skills registers. The student is expected to accumulate a total of 702 hours at first year level, as prescribed by SANC.

During clinical placement, students are expected to report for duty at 07h45.

Students are expected to provide their own transport to work and back, at their own cost.

The practical module will commence in the second year of study for the Extended group.

4. Nursing Uniforms

Nursing students who are registered for the practical module are expected to wear the formal branded nursing uniform. Uniforms are expected to be worn during practical days on campus (Tuesdays and Wednesdays) and at the hospital facilities for clinical experience and hours.

5. Hospital placements

Placements to various clinical sites are done at the discretion of the Department of Nursing Science. Students will not be placed at out of town facilities during their first year of study. During the course of study (senior years, i.e. 3rd year and 4th year of study), students may be placed at out of town facilities. First year students do not work 12 hour shifts during operational times of the university, neither do they work night duty during the first year. However, students may work a 40 hour week during the university recess periods. Provision for the extended stay must thus be made.

6. Registration with the South African Nursing Council (SANC)

All students enrolled into a formal Nursing programme is expected by law to register with the South African Nursing Council (SANC) for the period of training. An annual fee (once-off) is

required by SANC - for the student's own cost. In other words, the student should be a paid member of the South African Nursing Council for each year of enrolment.

In the event that the SANC fee is not paid timeously, SANC requires a penalty fee for late SANC registration. Students who register late will be held liable for an additional penalty fee, as required by SANC.

On termination of studies during the training programme, the student will be required to de-register from the South African Nursing Council. This fee becomes payable again when the student wishes to re-register into the course.

7. Indemnity while in nursing practice

Each student is required to have professional indemnity for hospital practice. Professional indemnity is payable by the student directly to the indemnity organisation of choice, e.g. DENOSA, HOSPERSA or SADNU. The student will be advised by the indemnity organisation regarding indemnity coverage.

Indemnity insurance is a professional requirement and the hospital management screens for proof of indemnity. The indemnity is only valid for one year and needs to be renewed annually while registered as a nursing student.

8. Immunization Coverage

Students are required to have Hepatitis B immunization done. Hepatitis B is a highly infectious condition, which may be acquired while nursing patients. Hepatitis immunization is part of the hospitals' policies and the student might be screened.

9. University registration for the course

Registration will be taking place on the following dates, as per the Registration guide:

Extended programme

Date: Monday, 22 January 2018

Time: 10:30 – 11:00

Venue: Building 519, Room 0030, Missionvale Campus

Mainstream programme

Date: Tuesday, 23 January 2018

Time: 13:00 – 14:00

Venue: Heinz Betz Hall, North Campus

9.1. Requirements for registration

The following documents are required on the day of registration:

- 9.1.1 Two (2) certified copies of student's identity document (not older than three months).
- 9.1.2 One (1) ID-photograph with student name clearly written on the back.
- 9.1.3 Two (2) certified copies of student's matriculation certificate.
- 9.1.4 Receipt of payment to the SOUTH AFRICAN NURSING COUNCIL (SANC). An amount of R230.00 must be paid into account number EA 95 4275 at the Cashiers on North/ South /Missionvale Campus
- 9.1.5 Proof of professional indemnity for one year.
- 9.1.6 Receipt of payment of registration fee. This is to be paid at the NMMU Cashiers. Please quote your student number on payment of registration fees. The down-payment amount may be obtained from the Registration guide/ directly from the Cashiers. A sponsorship letter should be submitted to the university's Student Accounts Department if the student holds a bursary, to waiver the registration fee.
- 9.1.7. Proof of payment for Hepatitis B vaccination. The Hepatitis B immunization is obtained from the student's choice of health care provider, at their own cost.
- 9.1.8 The student will be advised regarding the cost of the compulsory nursing skills book required for practice.

Please note: The above documents **must** be handed in at registration.

If the student is unable to produce **ALL** these documents or receipts, he/she will **not be registered.**

10. Orientation programme

It is compulsory for First year Nursing students to attend the academic orientation programme (How2@mandela) for first-year students. **Please follow your first year How2@mandela programme for dates, times and venues.**

The programme will include the following information:

- Difference between school and university
- Setting goals
- Study skills
- Time management
- University related information – structure, procedures, dates
- Career Choice
- Tours (Campus tour, Library, Finances, Computer labs)

The programme will help familiarise students with university and student life. Please consult the First Year Orientation Guide in this regard.

11. Residence

Students who do not reside in Port Elizabeth may apply for residence accommodation. All queries in this regard may be referred to (041) 504 1415/1416/3663/4263/4547. ***Kindly note that every student is personally responsible for the arrangements to be made with regard to accommodation prior to registration. Please take further note, that acceptance to the B Nursing programme does not include accommodation. It is therefore the student's responsibility to plan for their accommodation.*** A list of reputable university residences can be obtained on the Nelson Mandela University website. It is advisable that students take safety in consideration when selecting a residence.

12. Additional expensed for recess accommodation

Please note that during University recess periods, Nursing students are expected to perform their clinical practical hours at various Healthcare Institutions. Please enquire regarding the costs for recess periods at the residence of your choice. Recess accommodation may have additional expense implications.

13. Financial Assistance

Students must secure their own finances for their studies. Students may approach NSFAS (National Student Financial Aid Scheme – 041 504 3182/1242/2514)/ Fundi Loan Offices on campus (041 504 4566)/ any commercial bank for a student loan. Further enquiries regarding student bursaries can be made at the Student Financial Aid offices on all campuses.

14. Purchasing of Textbooks

Details regarding textbooks will be provided on the day of registration and at the Welcoming ceremony. ***Please do not purchase any textbooks prior to the Orientation Programme.*** The **estimated** costs for textbooks for the first year is available from Van Schaik Bookstore on campus upon receipt of the textbook list. Second-hand books may be available from Rehab Books on campus.

15. Pregnancy

Due to the nature of the clinical practice requirements of the B Nursing degree, it is advisable that students plan their pregnancy to avoid a break in their studies. Students need to inform the year level coordinator or lecturer well in advance of their planned pregnancy, so as to enforce the Pregnancy Policy and plan for academic continuity.

16. Cancellation of course

Students are requested to notify the Department of Nursing Science **IMMEDIATELY** if they wish to discontinue the Nursing programme. Course cancellations are done by means of completing the Cancellation of Enrolment form.

Please find below the first year lecturers' contact details:

<u>Ms AH du Plessis</u>	
Building:	J block, Second floor, North Campus
Office number:	214 D
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<u>Ms J De Vega</u>	
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Please refer to our Facebook page (*Nelson Mandela University Department of Nursing Science*) and the Nursing Department's website (*nursing.mandela.ac.za*) for updates. We hope that you will enjoy being a Nursing student at the Nelson Mandela University and wish you great success with your studies.

Kind regards,

Head of Department: Nursing Science

Professor PJ Jordan