

WORKSHOP ON CLINICAL PLACEMENTS

ADMINISTRATIVE PROCEDURES FOR PRACTICUM

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PLAN

□ Introduction

□ Objectives

□ Content

- Types of administrative letters
- Memorandum of understanding
- Notification letter to the Region
- Notification letter to site Directors/managers of practicum sites
- Notification letter announcing impending practical exams
- Letter of appreciation
- Summary
- Conclusion

Introduction:

- ▶ Assigning students to practicum sites needs some form of communication between the school administration and the site managers and this must take a written form.
- ▶ This communication is very important to avoid misunderstanding between the parties. It goes to show some respect for the institutions where the students would be working.

General objective

To ensure that all the directors follow administrative procedures thereby facilitating placements.

Specific objectives:

- ▶ To identify the various types of administrative letters, taking into consideration the purpose.
- ▶ To examine briefly, the contents of the various types of administrative letters.
- ▶ Identify the right period for dispatch of administrative letters to clinical areas.

Types of administrative letters:

- ▶ Memorandum of understanding.
- ▶ Notification letter to the Regional Delegate of Health.
- ▶ Notification letter announcing the period of clinical experience.
- ▶ Notification letter announcing impending practical exams.
- ▶ Letter of appreciation to clinical managers

Memorandum of understanding:

- ❑ This is a document that may be elaborated following a prior visit to a health institution. It represents an agreement between the two parties concerning:
 - Period chosen by the training school for clinical experience and;
 - The practical modalities.

Memorandum of understanding cont'd:

Rationale:

- ▶ The advantage of this agreement is that, site managers would keep record of the memorandum and include it in their annual activity plan.
- ▶ This, notwithstanding, may still need some reminders because administration may change hands and so it may need some adjustments based on prevailing situation.

Notification letter to the Region

- ▶ The Regional Delegate of Health must be informed well ahead of time, before students are sent out to the field.
- ▶ An administrative letter should therefore be written to the Delegate stating:
 - The type of experience: clinical or community,
 - The locality.
 - The level of the students involved.
 - Nos. of students assigned to each area and their identifications.
 - The period chosen for the exercise.
 - The objectives to be achieved.

Notification letter to the Region cont'd

- ▶ This would be followed by an authorization/confirmatory letter issued to the school concerned, which would be attached to the letter from the school to the site managers.

Rationale:

- ▶ The Regional Delegate will be well informed at any given moment about the clinical activities of the students practicing at any time in the region.

Notification letter to site Directors/managers of practicum sites

This is the letter announcing the accepted period for clinical experience, stating:

- ▶ Name of school.
- ▶ The type of experience: clinical, community,
- ▶ The level of the students involved.
- ▶ The objectives to be achieved.
- ▶ Nos. of students assigned to each area and their identification.
- ▶ The period chosen for the exercise.
- ▶ Issues of discipline at practicum sites.
- ▶ Authorization letter from the Regional Delegate.

Notification letter announcing impending practical exams.

- ▶ An administrative letter must be written to the manager of any health unit where the school intends to conduct practical validation for its students.
- ▶ This enables unit heads to prepare by way of identifying cases or providing material necessary for the exercise.
- ▶ It also avoids clashing of school for same exercise.

Letter of appreciation

- ▶ This is done when students must have completed clinical experience, returned to school and presented their reports.
- ▶ Appreciation letters should be sent to site managers and should be accompanied by individual reports from the various groups of students.
- ▶ This could serve to solidify partnership in training and such a feed-back could be used to effect some useful changes to improve on the quality care at the site.

N.B:

- ▶ These letters must be signed by competent administrators of the school i.e. the Director or the Assistant as the case may be.
- ▶ These must be dispatched early enough for necessary arrangements to be made for successful practice or acknowledgement in case of appreciation.

Summary

- ▶ Placement of students for clinical experience must be backed by effective communication in the form of administrative letters sent to all levels which should be registered and filed for future references.

Conclusion:

- ▶ Administrative procedures are an imperative when planning to send students out for practice.
- ▶ When this is respected, very little problems would be encountered by both school and health facility administration.
- ▶ There will be mutual understanding between the parties.
- ▶ Administrators of schools and health facilities would become partners in training manpower, rather than antagonists, for the good of the citizen who are the consumers of health services.

**THANKS
FOR
YOUR
KIND
ATTENTION**