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སློབ་གཤམ་ག་དང་མི་མང་གསོ་བའི་སློབ་ཚོགས།



KHESAR GYALPO UNIVERSITY OF MEDICAL SCIENCES OF BHUTAN

FACULTY OF NURSING AND PUBLIC HEALTH

THIMPHU: BHUTAN

RULES AND REGULATIONS

In the pursuit of Gross National Happiness through the preservation and promotion of our culture, to instil values, discipline, integrity, good conduct, sense of responsibility and respect for each other and to live and learn in a conducive, peaceful and harmonious environment, the following Rules and Regulations have been framed. All students are expected to abide by these Rules and Regulations. Violation of any of the Rules and Regulations will be viewed seriously and shall be liable for disciplinary action as deemed fit.

1. GENERAL RULES

1.1. Minor

Students shall:

1.1.1. Wear clean and proper uniform with name-tag clearly displayed during classes, clinical/field posting, examination, and on any other official assignments/occasions.

Dress Code:

Boys:

- Mathra Gho, white lagay or tego, black shoes and navy blue or black socks.

Girls:

- Mathra Kira, Navy blue Tego, white wonju, black shoes and black or blue socks.

Name tag: Display during classes, clinical duty and examination.

1.1.2. Participate actively in all institutional activities and must be present in assembly.

1.1.3. Be Punctual (*on/before time*) for classes, duties or any institute activities

1.1.4. Use of mobile phone is prohibited unless permitted by teachers during classes, (silent mode) and other official functions.

1.2. Major

The following shall be deemed as major offences:

- 1.2.1. Engaging in deliberate harm to others (self-harm - referral/support system)
- 1.2.2. Causing damage/destruction of institute properties
- 1.2.3. Involvement in activities such as gambling and stealing,
- 1.2.4. Smoking, drinking and use of psychotropic substances and possession of any intoxicants within the institute campus.
- 1.2.5. Involvement in religious intolerance, propagation and instigation of any nature causing communal disharmony.
- 1.2.6. Involvement in the formation of groups or organizing meetings for ulterior motives.
- 1.2.7. Possession of any kind of weapons and tools that could be used to inflict deliberate harm to others.
- 1.2.8. Misbehaving (disrespect, bullying, ragging, eve-teasing, non-compliance, etc.) with the staff, fellow students and other people both within and outside the Institute.
- 1.2.9. Involving in unprofessional relationship between student and the faculty and other staff; student-student relationship and creating nuisance within the campus.
- 1.2.10. Missing from any institutional activities for three or more times (entire program period) shall be deemed as a violation of a major rule.

2. HOSTEL RULES

2.1. Minor

Students shall:

- 2.1.1. Take full responsibility in using and taking care of the hostel facilities (conserving water and electricity, not moving furniture from one room to another without prior permission and following the cleaning roster strictly).
- 2.1.2. Always keep rooms and surroundings clean and tidy.
- 2.1.3. Use only authorized entry and exit route.
- 2.1.4. Refrain from making loud noises/music to respect the peace of others.
- 2.1.5. Not keep pets in the room/hostel.
- 2.1.6. Be present for cleaning of the hostels and institute unless on duty.
- 2.1.7. Do not use nails, paste posters or write on the walls and furniture.

- 2.1.8. Refrain from taking cooked foods or meals in the rooms (unless unavoidable circumstance – e.g. sick roommates).
- 2.1.9. Not enter the kitchen except designated Mess Captains and councillor (on duty) who can enter only during issuance of ration and meal times.
- 2.1.10. Obtain clearance from provost while vacating hostel and on completion of the program.

2.1.11. Observe meal timings as follows:

- Breakfast: (7.00 - 8.00 AM)
- Lunch: (1.00 - 2.00 PM)
- Dinner: (7.00 - 8.00 PM)

* For those on clinical duties, can be extended by 30 minutes

2.1.12. Observe games timing as follows:

Summer (1st March - 31st October)

- Working days: 4.30-7.00PM
- Holidays up to: 7.00 PM

Winter (1st November-28th February)

- Working days: 4.00-5.30 PM
- Holidays: up to 5.30 PM

*Tournament timing should be followed as per the tournament schedule.

2.2. Major:

The following shall be deemed as major offences:

- 2.2.1. Cooking inside the room (except for the designated self-catering students).
- 2.2.2. Entertaining visitors into the room (outsiders, day scholars, cross-over among resident boys and girls, and self-catering students)
- 2.2.3. Being absent from hostel after 9 pm without prior permission from provost(s) or DDSA.
- 2.2.4. Possession and or use of psychotropic substances including alcohol.
- 2.2.5. Misuse of mess fund.
- 2.2.6. Missing from cleaning activities for three or more times during training period.

3. CLINICAL DUTY RULES

3.1. Minor

During clinical postings, every student shall:

3.1.1. be a role model for health and hygiene.

3.1.2. attend duties in professional attire:

Nursing students (Male):

White formal pants, white collar shirt, white apron, sweater/blazer (blue/black), shoes (black), half socks (navy blue/black).

Nursing students (Female):

White kira, white collar shirt, white apron, sweater (blue/black), shoes (black), half socks (navy blue/black).

BScCC/DCH/All Technical Categories (both Male and Female):

Grey formal pants, sky blue shirt, white apron, black shoes, black/navy blue half socks.

3.1.3. be Punctual (on/before time for duties).

3.1.4. obtain consent from the patient/attendant for physical examination and care.

3.1.5. Ensure the presence of a female attendant or spouse during examination/procedure on a female patient when examined by male professional.

3.1.6. perform clinical duties as per duty roster prepared by the program leader.

3.1.7. not be permitted to use mobile phones during clinical duty hours.

3.1.8. work with colleagues in ways that are in the best interest of the patient.

3.1.9. be directly responsible to the ward in-charges/technical coordinators/clinical/field supervisors during their clinical and field attachments/postings.

3.1.10. not indulge in unfounded criticism of professional colleagues, institutions and professions.

3.1.11. Not change duty roster without informing the program leader and the clinical staff

3.2. Major (from BMHC)

Every student shall apply their general ethical principles of autonomy, beneficence, non-maleficence and justice in patient care.

Every health students shall:

- 3.2.1 Not be absent from clinical duty without information.
- 3.2.2 Respect the rights of patients to be fully involved in decisions about their care.
- 3.2.3 Refrain from associations in the form of sexual relationship or criminal association with patients at the material time.
- 3.2.4 Act responsibly while using social media related to patient.
- 3.2.5 Not tolerate or be a party to false pretenses, forgery, fraud, theft, counterfeiting, indecent behavior or assault.
- 3.2.6 Follow their respective national standard operating procedures (SOP).
- 3.2.7 Uphold the duty of candor and raise concerns appropriately.
- 3.2.8 Act appropriately to protect patients from risks, if there is a good reason to believe that a colleague/group of colleagues are incompetent to practice.
- 3.2.9 Place one's professional duties and responsibilities to the patients above the commercial interests.
- 3.2.10 Ensure that personal beliefs do not prejudice patients' care and intervene if he/she sees other team members doing this.
- 3.2.11 Avoid abusing his/her professional position.
- 3.2.12 Not publish photographs of patients without permission or without covering the identification.
- 3.2.13 Abstain from use of psychotropic or habit-forming drugs.

- 3.2.14 Refrain from smoking, chewing “doma”, tobacco and consuming alcoholic drinks at the workplace.
- 3.2.15 Recognize the limits of their clinical competency (As specified in the learning objectives).
- 3.2.16 Adhere to infection prevention and control (IPC) and waste management measures.
- 3.2.17 make conscientious assessment of the history, symptoms and signs of a patient’s condition.
- 3.2.18 Inform and report problems including the patients’ condition to the immediate supervisor(s) as and when the circumstances demand.
- 3.2.19 Explain and document clearly, precisely and accurately the patient care and procedures carried out.
- 3.2.20 not be a party to false pretenses, forgery*, fraud, theft, counterfeiting, indecent behavior or assault. (*signature).
- 3.2.21 Avoid committing any gross offences (negligence of duty: damage or harm caused to the patient, breach of duty, casual-relationship, omission and alleged damage or harm) and shall be fully responsible for it.
- 3.2.22 Fulfill 95% attendance in clinical duties.

4. LEAVE RULES

Students are provided with one-month summer and one-month winter vacation. Therefore, ***by rule, students shall:***

- 4.1. Be eligible for medical leave supported by prescription from a doctor or with proof of admission in a hospital along with Discharge Certificate.
- 4.2. Be eligible for bereavement leave (one week) for immediate family members (parents, spouse, siblings, and children if any with supportive documents).
- 4.3. Notwithstanding the above clauses, must fulfil all the class/clinical requirements including the minimum attendance.

- 4.4. Apply leave addressed to the Dy. Dean, Student Affairs through the program leader. Overnight leave from hostel may be granted by the Provost.
- 4.5. Maintain leave Register in the hostel with date and time in and out, reason, station, emergency contact no.
- 4.6. Participate in any extra-curricular activities within and outside Bhutan upon approval and discretion of the institute.

DISCIPLINARY COMMITTEE MEMBERS

The Disciplinary Committee shall comprise of following members:

1. Dy. Dean, Student Affairs (Chair)
2. Program Leaders
3. Provosts
4. Representative from technical departments/clinical supervisors (relevant ward/department)
5. Chief student Councillors (2)

QUORUM

The committee shall meet upon fulfilling a quorum of two third of its members.

FUNCTIONS & PROCESS:

1. The Committee members shall decide on matters relating to the student's discipline.
2. All complaints must be routed through the respective program leader/Provosts.
3. Only written complaints addressed to Chairperson of Disciplinary Committee shall be entertained.
4. The committee shall meet, discuss and pass a decision on the issue within one week of the receipt of the statement.
5. The decision of the committee shall be made by consensus based on the nature of the violation of rules and regulation.
6. The decision shall be recorded and intimated in writing to the concerned student and his/her guardian/parents.
7. The decision of the committee shall be final. However, student(s) not satisfied with the decision of the committee may appeal to the faculty appeal committee within five working days, from the issuance of the decision of the committee, after which will not be

considered (constitute appeal committee chaired by the Dean; Appeal Committee to constitute from non-disciplinary committee members)

8. The committee shall review and revise the rules and regulations as and when deemed necessary.

DISCIPLINARY ACTIONS

For violation of any Minor rules:

1. The respective provost and program leader shall deal at their individual level before forwarding to the committee (maintain record by respective PL or Provost).
2. At the committee level, a written warning shall be issued and maintain record file.
3. A Last warning notice shall be issued for the offence after written warning has been issued.
4. Unauthorized items shall be confiscated.
5. Student absent from clinical duty with prior information will do 1:1 make up duty in the same ward to meet the clinical requirements before the semester examination.
6. Program Leader shall withhold the original documents for those students not producing clearance certificate.

For Violation of any Major rules:

1. Last warning notice shall be issued for first offence of any major rule(s).
2. Repeated violation of major rule(s) will lead to suspension or termination from the course, withholding of the Examination Results/Certificate (in collaboration with examination cell KGUMSB) depending on severity and the decision of the Disciplinary Committee.
3. Hostel facilities shall be deprived for violation of major hostel rules.
4. Student absent from clinical duty without prior information will do 1:4 (make up duty in the same ward before semester examination).

NB: Offences that are not covered above, but if deemed serious in nature shall be dealt accordingly as per the discretion of the Disciplinary Committee.

Recommendation: Appeal Committee to constitute from non-disciplinary committee members.

Other Penalties:

1. Any Government scholarship student discontinuing the program is liable to refund stipend incurred on him/her as per academic regulation of KGUMSB.
2. In case a student fails to pay back the penalty, his original documents shall be withheld.
3. Failing to complete the training on reasons other than on medical grounds or extenuating circumstances as decided by the Disciplinary Committee.
4. Students who vacated hostels voluntarily or removed from hostel on disciplinary ground will not be allowed to return to the hostel.
5. Students' on government scholarship are eligible for stipend only for the regular training duration of the course.
6. Any student not able to complete course within the specific course duration shall bear the tuition fee and other cost for the additional semester(s).

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