



FACULTY OF HEALTH SCIENCES

Department of Emergency Medical Care and Rescue

BACHELOR OF HEALTH SCIENCES: EMERGENCY MEDICAL CARE

2018

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1. INTRODUCTION

As an Emergency Medical Care student within the Department of Emergency Medical Care and Rescue your attention is drawn to the following Student Code of Conduct as determined by this Department.

The Student Code of Conduct serves both as a guide to new students entering first year as well as a reminder to returning students already in the Department, to ensure that your studies towards your qualification are enriched with honour, discipline, tradition and a high level of professional competence. According to the Student Handbook under Section 3.2.2, students must comply with the departmental student code of conduct at all times.

This Student Code of Conduct applies to all activities related to your studies inclusive of when you are attached to another organisation or institution for either clinical or rescue work.

Please note that appropriate disciplinary action may be instituted against individuals who fail to comply with the Student Code of Conduct as stipulated. Ignorance of the Student Code of Conduct will not be deemed an appropriate reason for non-compliance.

You are requested to read this document very carefully and to ensure that you understand the contents of this document. This document will apply for the full duration of your studies at the Durban University of Technology.

The Department of Emergency Medical Care and Rescue reserves the right to amend the Student Code of Conduct in consultation with all of the staff and students.

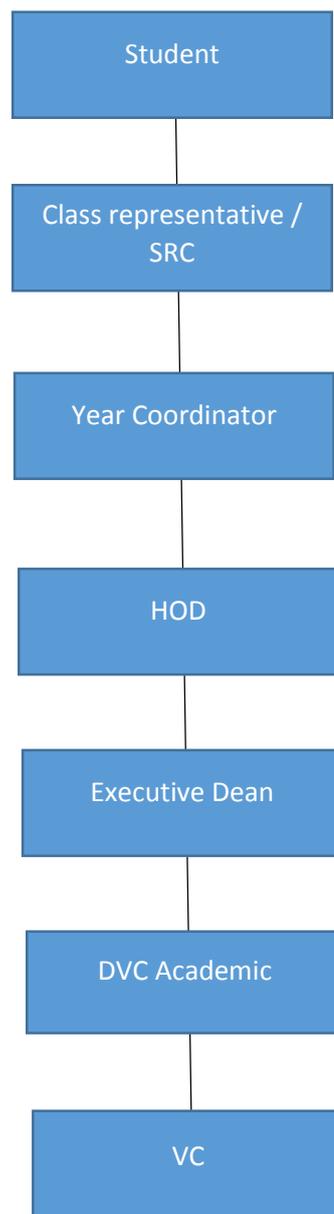
We trust that you will find your academic studies both educational and gratifying.



Mr Simpiwe Sobuwa
Head of Department: Emergency Medical Care and Rescue

2. CHANNELS OF COMMUNICATION

The flow diagram below represents the communication channels to be followed within the Department. The first level of reporting is to the class representative for that specific academic year of study. The class representative should then report to the relevant year coordinator who will then report to the Head of Department (HOD). No student is to approach the HOD or Executive Dean of the Faculty without first approaching the year coordinator via the levels indicated in the flow diagram. If any specific issue is not resolved to the student's satisfaction, an appointment may be made with the HOD and then the Executive Dean of the Faculty of Health Sciences.



3. PATIENT CONFIDENTIALITY

All personal and/or clinical information which is captured during the course of Clinical Practice is strictly confidential. This information may not be copied or divulged in any form whatsoever unless for medico-legal purposes (with written permission from the Department) or with written authorisation of the patient concerned. Patient records required for research purposes may only be used with prior ethical approval and authorisation from both the Department and Faculty.

Use of patient information for the purpose of case studies is allowed provided the identity of the patient is not revealed.

4. GENERAL UNIVERSITY AND FACULTY OF HEALTH SCIENCE RULES

Students are expected to ensure that they are familiar with both the University and Faculty General Academic Rules and Regulations. These are available via the website and student portal.

5. DEPARTMENT SPECIFIC RULES AND REGULATIONS

5.1 General Conduct

- a) All lecturers, examiners or guests within the Department are expected to be addressed as Sir, Ma'am, Mr, Miss, Mrs, Ms, Dr or Professor as appropriate.
- b) When any of the above (5.1.a) enters a classroom for the first time during that session, the class is expected to stand and remain standing until asked to be seated.
- c) Students are expected to immediately comply with any reasonable instruction from a lecturer, departmental secretary or technician.
- d) Students may be asked to assist from time to time with Departmental Duties such as equipment and vehicle maintenance.
- e) Students are expected to arrive at class, meetings and clinical learning on time.
- f) Students may only leave class, meetings and clinical learning when dismissed by the lecturer or relevant supervising individual. If a student has to leave a session before its scheduled completion, permission should be sought from the lecturer prior to the commencement of the session.
- g) Students are expected to familiarise themselves and comply with all rules outlined in the DUT General Handbook as well as the Departmental Handbook.
- h) Students should refrain from profanity while in the Department, during Departmental activities and whilst in the Departmental uniform.

- i) Students are only allowed to smoke in the designated smoking areas (behind the High Angle structure).

5.2 Uniform

All students registered with the Department will wear uniform at all times when attending classes at the DUT campus, rescue exercises, offsite as well as during completion of all clinical work.

Herewith specific points related to uniform:

- a) First year students are required to comply with the Department's uniform requirements as stipulated by the Department. The uniform is to meet the exact specifications; e.g. if the uniform boots are Magnum, and you arrive with Caterpillars, you will be required to purchase the correct boots. A list will be provided to you detailing the uniform which you will be required to purchase.
- b) All students are required to wear the year indicators (badges) relevant to their year of study which will be provided by the Department.
- c) Only plain white t-shirts are to be worn under the white shirts, plain navy t-shirts under the navy shirts and plain white or navy t-shirts under the scrubs. No long sleeve shirts are to be worn under the scrubs and/or white shirts. This is in line with the "bare-below-the-elbow" policy followed by many hospitals for hygiene purposes.
- d) Please ensure that the chosen footwear worn with the scrubs is appropriate, professional and will protect against body fluid spills, i.e. closed shoes such as sneakers, **NO** crocs or slippers.
- e) All students are required to keep uniforms clean, ironed and neat at all times ensuring that all badges (including name badges) are attached and in the correct position at all times. The name badge should be worn above the pocket (centred) on the right hand side of the shirt.
- f) Non-uniform jackets and or long sleeved tops may not be worn over the uniform.
- g) Uniform black boots are to be neatly polished (and shined) at all times.
- h) Students are required to wear the appropriate uniform as determined by the Department of Emergency Medical Care and Rescue for all clinical work.
- i) Students are not permitted to wear personal reflective jackets whilst undertaking clinical work, only the **prescribed uniform** reflective bib is allowed.
- j) Non-uniform clothing may be worn at the discretion of the HOD or designated year coordinator for specific lectures and/or functions.

- k) Apart from the general University rules related to the consumption of alcohol, please note that students are not permitted to consume alcohol in uniform irrespective of whether they are on campus or off site.
- l) Students who are found to be in non-uniform attire, incomplete or untidy uniform, may be asked to leave the campus and return only once they comply with the Department uniform guidelines.

5.3 Personal Appearance

An Emergency Medical Care Practitioner is expected to project the image of a healthcare professional. It should also be remembered that the hospitals and Emergency Medical Services that facilitate the clinical learning have specific dress codes and requirements in terms of personal appearance. It is important that the personal appearance of all students is in keeping with these requirements. This includes:

- a) Male students must keep their hair at an acceptable length (off the ears and collar) and they **must be cleanly shaven at all times. Only in the case of religious circumstances** will facial hair be allowed but it must be an appropriate length to allow for safe breathing apparatus use at all times. Should a male student arrive for class unshaven, the Department will provide the student with a shaving kit to ensure that the student complies with this requirement.
- b) Male students may not change their hair colour drastically.
- c) Male students may not wear any jewellery other than a wedding ring and medical alert tags.
- d) Female students must have their hair neatly tied up at all times. The length of hair must be appropriate to allow for the wearing of the required rescue equipment, e.g. helmets, breathing apparatus, etc. Female students must please take extra caution during rescue to ensure that long hair is tied back in such a way that it does not get caught in any of the rescue devices.
- e) Female students may not change their hair colour drastically.
- f) Female students may not wear any jewellery other than an engagement ring, wedding ring, medical alerts and small stud / sleeper earrings. Only one earring may be worn in each ear. No other facial piercings are permitted (inclusive of nose piercings and tongue rings).
- g) For health reasons, finger nails must be short and clean. No nail polish is allowed.
- h) Religious pieces of clothing and/or jewellery may be worn provided that they cannot be seen.
- i) In general, students are expected to maintain a proper standard of personal care, which is acceptable and in keeping with the public image of a healthcare professional.

- j) Dreadlocks are not permitted.

5.4 Physical Training

A minimum level of physical fitness is necessary to train (and practice) in the emergency medical care and rescue environments. With respect to physical training within the Department of Emergency Medical Care & Rescue:

- a) Physical training programme sessions are compulsory. If a student is late or absent from a physical training session, a letter needs to be provided to the relevant year coordinator detailing the reasons for either being late or absent. This letter is to reach the relevant year coordinator no later than 5 working days after the date of absence. If this is not received, the student will be deemed to have been absent. If the session was missed for medical reasons, then a valid medical certificate is to be submitted as mentioned above and the missed PT session/s will be disregarded. If no valid reason is provided, failure to attend the physical training sessions will result in a letter of warning and possible disciplinary action.
- b) Students are responsible for maintaining their level of fitness in addition to the University stipulated physical training sessions as per the timetable.
- c) The level of fitness required will be exactly the same for all students, regardless of year of study, gender or age.
- d) No extensions, deviations and/or exceptions will be made for the successful completion of the physical preparedness assessments as scheduled and detailed in the Medical Rescue study guides.
- e) The Department will hold a swimming assessment early on in the academic year, and your level of swimming proficiency will be graded according to your performance in the assessment. If you are not able to swim, you will be required to learn to swim in order to pass the swimming component of the physical preparedness assessments. The Department will assist you with swimming lessons, however the responsibility remains with you to learn to swim.
- f) During physical training conducted by the Department, all students are required to wear the approved clothing for physical training which consists of black shorts/tracksuit pants/leggings and a navy t-shirt. For swimming activities, the female students are required to wear either a black or navy full swimsuit (no bikinis are allowed).
- g) No iPods or other music devices may be utilized during physical training and/or assessments.

6. ACADEMIC PRACTICES, PROCEDURES AND REQUIREMENTS

6.1 Lectures and Class Attendance

Attendance of classes is expected. Students who do not attend classes will be requested to provide a written explanation which will be placed on the student's personal file.

Should a student arrive late for class, the student is to wait outside until the next break before entering the classroom. Entering a lecture venue during a presentation is disruptive for both the lecturer and other students.

As stated by the Professional Board for Emergency Care, 100% attendance for **ALL** practical sessions (classroom practical and clinical work) is recommended to pass the associated module. If this is not met, the student will be required to provide a valid reason.

Students need to ensure that they are registered for the relevant modules.

It is also important to note the following:

- a) Difficulties with transport to or from campus or any other prescribed practical and/or clinical learning area will not be considered a valid reason to leave a lecture early or to arrive late or miss a lecture or lectures.
- b) An attendance register will be kept for all subjects for record-keeping purposes.
- c) Due to the nature of this programme, practical training and some of the rescue exercises may continue well beyond the normal University hours. Some may even continue through the night or over a number of consecutive days (including weekends and religious holidays).
- d) If a student is late or absent from a practical training session, a letter needs to be provided to the relevant lecturer detailing the reasons for either being late or absent. This letter is to reach the relevant year coordinator or lecturer no later than 5 working days after the date of absenteeism.

Being booked off sick by a registered medical practitioner in the form of a medical certificate or sick note is an acceptable reason for not attending classes or practical sessions. If you are sick, it is important to note the following points:

- a) Only a medical certificate / sick note issued by a registered medical practitioner or recognized healthcare specialist will be accepted.
- b) The medical certificate / sick note must clearly indicate that the student has been declared ill or injured to attend lectures for a clearly specified time frame. A note reflecting that the student simply visited the medical practitioner or specialist on a specified date does not necessarily constitute a valid reason for missing classes or a practical session.

- c) Students should as far as possible avoid making elective appointments to consult with healthcare specialists during class times.
- d) The medical certificate / sick note must reach the relevant year coordinator or responsible lecturer within 5 working days after return to campus. This is solely the responsibility of the student.
- e) If clinical shifts were missed due to illness or injury, it remains the responsibility of the student to discuss with the lecturer when they will be making up the missed shift. Shifts that are missed are to be made up at the same clinical learning area where the missed shift was to have taken place.
- f) Due to the nature of emergency medical and rescue work, there are risks involved. Therefore recurrent or potentially dangerous medical conditions need to be documented and in some cases investigated further. This may involve the Department engaging with the student's relevant medical practitioner about the student's physical, emotional and psychological wellbeing.
- g) Students are requested to report health related matters to their lecturer and they should then not take part in physically strenuous exercises if they are not well.

A personal crisis or emergency is also deemed as an acceptable reason for not attending classes. The term "personal crisis or emergency" includes the following or similar:

- Death of a close family member **;
- Serious acute illness or deterioration in the medical condition of a previously ill close family member **;
- Involvement of the student or close family member ** in any form of accident where significant damage to property or injury has occurred;
- Involvement of the student or close family member ** in any form of criminal incident where significant damage to or loss of property or injury has occurred;
- Required appearance in court by the student, as supported by court documents, copies of which must be submitted to the responsible lecturer prior to the appearance in court.

** For the purpose of these policy statements, the term "close family member" is limited to one or more of the following:

- Husband;
- Wife;
- Partner;
- Children, step-children or foster children;
- Mother;
- Father;
- Step-mother;
- Step-father;
- Brother;
- Sister;
- Grandmother;

- Grandfather;
- Legal guardian.

All lectures (whether theory or practical), are dedicated teaching and learning sessions and may not be disrupted for any reason. The following specific points are to be noted:

- a) The Department is in full support of technology in teaching and learning. However, cellphones/handheld devices must be on silent mode during lectures and practical sessions inclusive of clinical learning shifts.
- b) Disruption of theory lectures or practical sessions by talking (not related to a class discussion) or “horse play” will not be tolerated as this interferes with teaching & learning and may also lead to injuries.
- c) Should a student arrive late for class and the lecture has already commenced, the student is to wait outside the venue until the class takes a break to avoid entering the venue late and disrupting the lecture.

6.2 Assessment

Various methods of assessment will be used throughout your studies – written tests, assignments, case studies, oral assessments and/or defences, OSCEs, patient simulations and post-simulation interviews. It is crucial that if you have a personal crisis, physical injury or emotional/mental problem that you discuss this with the module lecturer **prior** to engaging in the assessment. If the assessment is undertaken and completed, the Department is not able to disregard the results of that assessment retrospectively for whatever the reason may be.

- a) If an assessment is missed due to medical reasons, the medical certificate / sick note must reach the relevant year coordinator or responsible lecturer within 5 working days after return to campus. This is solely the responsibility of the student.
- b) All written test results are made available to students within **10** working days of the assessments being completed and all case study and assignment results are made available to students within **20** working days of the submission. Please note that some of the examiners and moderators are outside of DUT and this may lead to delayed timelines.
- c) All assessment instruments must be kept on record after the student has had an opportunity to review them.
- d) Assignments and case studies are compiled according to the relevant guidelines published by the Department and issued to each student or published on Moodle.
- e) Assignments or case studies handed in after the submission date will be penalized (this includes both hard and electronic copies). Ten percent of the mark awarded will be subtracted for each calendar day that the assignment or case study is submitted late. This will be done up to a maximum of five calendar days (50%) thereafter the assignment or case study will not be accepted and a mark of zero will be awarded. All assignments and

case studies must be submitted through Turnitin. Please note that the maximum allowed percentage for the similarity index is 20%.

- f) Please ensure that you are familiar with the Institution's Plagiarism policy.

Tests should be conducted under examination conditions at all times in order to meet DUT requirements. The following applies:

- a) During a test, students may not talk to each other or be party to any other communication which could convey any information from one to the other.
- b) In the case of theoretical assessments, students who arrive 30 minutes after the commencement of the assessment will not be permitted to complete the assessment, and students are not allowed to leave the assessment venue in the last 15 minutes of the assessment.
- c) In the case of practical assessments (both medical and rescue), students will not be allowed to complete the assessment if the student arrives after the practical assessment has commenced.
- d) After a test, students should not gather directly outside the classroom where the test has been written but should either leave the campus or gather at a venue a fair distance away from the classroom to avoid any disruptions.
- e) Bags, files, books, notes, cellphones or smart watches must be placed under the student's chair during the tests.
- f) Cellphones must be switched off during tests or if at all possible, they should not be brought to class. If students arrive for a practical assessment with a cellphone, they must be handed in to the relevant lecturer before the assessment begins. On completion of the test, the cellphone will be returned to the student. Cellphones will be locked away during this time.

As we have recommended that cellphones are not brought to class for tests, the Department and/or lecturer is not liable for any loss or damage to cellphones during this time.

6.3 Continuous Evaluation / Assessment Policy

The Department has adopted the continuous evaluation/assessment approach. The continuous assessment schedule makes provision for the weighting of the assessment opportunities as well as for the setting of prerequisites with which students must comply before obtaining a final mark for the module. Although the stressor of a traditional final assessment is removed in the CE model, it is important to remember that a consistent performance needs to be obtained throughout the year to finally pass the module. Some important points to note:

- a) All assessments regardless of their weighting are compulsory.

- b) Students who obtain a mark of 40-49% qualify for a supplementary opportunity for those assessments which have been pre-determined to have a second opportunity.
- c) Supplementary assessment opportunities are voluntary.
- d) The supplementary result, regardless of whether this is higher or lower than the original assessment, will replace the original assessment result.
- e) Students are required to complete the “Supplementary Assessment Confirmation” form (Annexure 1) should they qualify for a supplementary assessment.

Important note:

CE assesses competence throughout the year, with various assessments; therefore, it is crucial, that you assess your performance throughout the year, and approach your module lecturer if you have concerns prior to the final assessments taking place.

6.3.1 Appeal Process

Students wishing to query the outcome or result of a CE assessment, must do so in writing within 5 academic working days of the results being released. No late appeals will be considered. The appeal needs to be directed to the lecturer concerned in writing. The lecturer will provide an explanation of how the result was determined. After this step, the student may make written representation to the HOD if they require further clarity. The HOD will consider the matter and provide a response. Students who are still dissatisfied, may then make contact with the Executive Dean.

It is important to note that you have a maximum of 6 years to complete the programme.

6.4 Clinical Practice

All clinical rostered shifts are compulsory – 100% attendance is both a Departmental and HPCSA requirement. Students must work their shifts as rostered. It remains the responsibility of the student to make provision for transportation to the various clinical learning areas as rostered.

Students may not swap any rostered shifts unless the DUT lecturer responsible for that particular subject has granted permission.

Students who fail to attend any rostered clinical work render themselves liable for disciplinary action unless the following steps were taken:

- The student contacts the relevant DUT lecturer concerned prior to commencement of the shift with reasons for not completing the shift or being allocated to an alternative clinical area and is given permission to not attend the rostered shift or to complete the shift at an alternative area.
- The student must contact the duty officer / base manager / charge sister concerned to inform them of the reasons for not attending the shift after permission has been given by the relevant DUT lecturer as described above.

- The student must make up the hours missed as advised by the DUT lecturer at the area which the shift was supposed to be worked at.
- A medical certificate / sick note is handed to the DUT lecturer within 5 days of the student returning to campus.

Students must attend all practical areas in full uniform. Students not attending the practical training areas in full uniform will be sent home and will be required to make up the hours at the discretion of the shift supervisor and the DUT lecturing staff.

Students are required to be at their clinical learning area at least 30 minutes prior to the start of the shift.

The students fall under the Standard Operating Procedure and discipline of the service in which they are placed during a clinical attachment.

Students who leave a practical area without the permission of both the shift supervisor and DUT lecturer will render themselves liable to disciplinary steps being taken against them.

Clinical work rostered during University vacations will be completed as rostered.

To ensure clinical currency, all students registered with the Department of Emergency Medical Care & Rescue who are not registered for Clinical Practice within an academic year, will be required to have ten (10) patient interactions per term (40 per year). Either, private arrangements at preferred clinical learning areas may be made (provided that this does not conflict with routine clinical learning as rostered for other students) or the relevant lecturer may be approached for assistance with placement. These interactions must be recorded on a Patient Care Record form.

Students who have additional obligations to services for bursary or employment requirements will not be permitted to work these hours at these services during their DUT clinical practice time. Such hours must be completed in their off-duty time.

No remuneration will be offered for clinical learning.

Should a student enter any false information into any attendance register, patient care record or skill summary sheet, a DUT disciplinary hearing will be convened and the matter will be referred to the Registrar for investigation. ALL patient encounters and interactions must be captured on the relevant clinical learning documentation and Fisdap®.

The student is required to receive the necessary vaccinations against, in particular, Hepatitis A&B. This process is administered and funded by the Department.

It is considered unprofessional to have a personal conversation on your cellphone whilst in the company of a patient and/or crew. Please ensure that this is done in your private time or during a break. No cellular telephone communication will be allowed on TechMed unless special permission has been granted by the lecturer responsible for that shift.

6.5 Promotion Requirements

Promotion requirements are the requirements to proceed from one study year to the following.

Pass requirements:

- Students may enrol for a module within the following year provided that:
 - They have passed the prerequisite modules
 - The module selection does not lead to timetable clashes
- A first year student who fails 3 or more modules with a combined final mark average of less than 40% is not permitted to re-register in the Department of Emergency Medical Care and Rescue.
- 100% attendance of all practical and clinical components is compulsory
- Students who fail to attend theory classes, will be requested to provide in writing reasons for their non-attendance.
- In order to pass Medical Rescue, students must pass the physical preparedness assessment.

6.6 Remedial Action Programme

- ❖ Students will be identified as “at risk” by the relevant year coordinator and they must then organize a meeting with the relevant year coordinator.
 - The student must then complete the pre-interview form (Annexure 2).
 - The student must then bring this form with to the appointment with the relevant year coordinator
- ❖ Meeting with the student is held
 - Minutes are captured by the year coordinator
 - Students are referred to the Faculty Academic Development Officer who will assist students and refer if required to student counselling for assistance with study techniques and time management
 - Students are referred to the subject lecturer for content, teaching and/or assessment related issues
 - Students are referred to tutor sessions for that module if available
- ❖ Follow up meeting after two weeks
 - Student provides year coordinator with feedback on outcome of referrals
 - Minutes recorded by year coordinator
- ❖ If a student reports that they have not been adequately assisted then this is reported to the HOD for further action.

OR

- ❖ Students will be identified as “at risk” by the relevant year coordinator and they must then organize a meeting with the relevant year coordinator.
 - The student must then complete the pre-interview form (Annexure 1).
 - The student must then bring this form with to the appointment with the relevant year coordinator
- ❖ Student fails to make the appointment

- Year coordinator recommends that the student should consider making an appointment
- ❖ Student fails to make the appointment
 - All three letters are filed on the student's file and no further attempts are made for that respective term
- ❖ The Faculty Academic Development Officer is informed about the incident.

7. EMERGENCY MEDICAL CARE AND RESCUE EQUIPMENT

Any lost, damaged or stolen equipment is to be noted, documented and reported to the lecturer concerned.

No student may enter the equipment stores, unless accompanied by a lecturer or with permission from a lecturer.

All equipment, both medical and rescue, must be neatly packed away and cleaned if necessary after the completion of classes.

8. EXTERNAL VISITS

The student will supply their own transport to and from clinical practical sites, visits and other outings unless otherwise stipulated and/or requested.

Should official transport be organised, the student will make use of such and may not make use of their own transport.

Students may not consume or have in their possession any alcoholic drinks without the consent of the lecturer in charge of an official tour or excursion of DUT.

9. HEALTH AND SAFETY

Students are required to wear the prescribed safety / protective clothing when taking part in clinical work or during training exercises.

It is essential for students to ensure that they wear the prescribed safety clothing.

Students are required to report all injuries on duty to the relevant year coordinator within 24 hours of the incident.

Should a student be injured on duty, the relevant lecturer is to be notified immediately to facilitate the completion of the relevant forms. It is the student's responsibility to ensure that all of the documentation is completed and submitted timeously.

Students must ensure that they are familiar with the process to follow in the event of an accident / injury whilst undertaking a DUT activity.

Any recurrent medical problem should be brought to the attention of the appropriate lecturing staff.

Should the student be exposed to a patient suffering from an infectious disease, the relevant year coordinator is to be advised immediately in order to provide the student with the appropriate advice concerning the situation.

Students who are ill will not take part in training exercises; however, a medical certificate needs to be provided.

All pre-existing injuries are to be reported as well as any incurred during University time or practical attachments. Should an injury occur during a practical attachment, the student is required to complete the Injury Report form (Annexure 3).

Students who have not disclosed pre-existing medical conditions during the entry medical examination may be deemed to be unfit depending on the condition and this may result in their studies being terminated.

Students who develop debilitating medical or physical problems will be unable to complete the Degree programme until such time as they have been declared physically, mentally, emotionally and psychologically fit by an appropriate doctor.

Should students be ill on a regular basis, they may be required to undergo a full medical examination by a medical doctor that has been selected by the Department.

10. ADDITIONAL GENERAL POLICIES, RULES & REGULATIONS

10.1 Termination of Studies

A student who wishes to terminate their studies for whatever reason must please ensure that they complete the appropriate documentation. This procedure is important to ensure that students are not billed for subjects not taken in an Academic year. A student who fails to follow the above-mentioned procedure shall forfeit any claim to the reimbursement of monies due to them in terms of the fees regulations.

10.2 Parking

Students are to make use of the various student parking areas on campus. Under no circumstances may students park in the parking area dedicated for the Department vehicles and lecturing staff.

10.3 Academic and Clinical Learning Schedule

Emergency care and medical rescue work can occur at all times during the year and at any time of the day or night. This means certain academic activities take place throughout the academic year to ensure an overall experience of different diseases and incidents. This includes day and night shifts on weekends, public holidays, religious holidays and University vacation.

10.4 Social & Digital Media

DUT promotes a culture of knowledge sharing across multiple platforms. However, in-line with ethical principles it is important to remember that in particular, many interactions throughout the time that you study within the Programme and after graduating involve

patients, bystanders, service providers and colleagues. Before any information is shared on social or digital media, informed consent must be obtained before such publication takes place.

If such information is published without the necessary consent, severe action may be implemented against those guilty of such activities.

10.5 Disciplinary Proceedings

Students are required to familiarise themselves with the disciplinary proceedings relating to student code of conduct, tribunals and appeals which are captured in the General Handbook for Students (SR4-SR12).

ANNEXURE 1:



**DEPARTMENT OF EMERGENCY MEDICAL CARE AND RESCUE
SUPPLEMENTARY ASSESSMENT CONFIRMATION**

A: STUDENT / MODULE / ASSESSMENT DETAILS			
Student Name			
Student Number			
Module name		Module Code	
First Assessment Date:		Mark (%)	
B. SUPPLEMENTARY ASSESSMENT DETAILS			
Assessment Date/Time			
Assessment Venue			

I have qualified for a supplementary assessment, for the module and assessment indicated above. I have indicated my decision regarding the writing of this assessment below, at the date and time given in Section B above.

1. I understand and take full responsibility for any consequences of writing / not writing the supplementary assessment (as indicated below).
2. I understand that, should I decide to write the supplementary assessment, the supplementary mark will replace the original assessment mark as indicated in Section A above, even if the supplementary mark is lower than the original mark.

I have decided to.....

<input type="checkbox"/>	Write
<input type="checkbox"/>	Not Write

.....the supplementary assessment as indicated above.

Student signature: _____

Date: _____

Lecturer signature: _____

Date: _____

ANNEXURE 2:

NAME:	
STUDENT NUMBER:	
SUBJECT NAME:	
SUBJECT CODE:	
DATE OF APPOINTMENT:	

1. What factors do you feel contributed to your poor performance in this assessment opportunity?

2. How do you propose to remedy these factors so that your performance improves?

3. Do you feel you put in the time required to expect to pass this assessment? If not, why?

4. Lecturer's summary of discussion:

Student's commitment to resolving identified issues and thereby improving performance:

It is imperative that the student makes a commitment to resolving the issues identified, and this is done in the form of a signature:

Student name:	
Student signature:	
Lecturer name:	
Lecturer signature:	

ANNEXURE 3:



INJURY REPORT			
Student Name:			
Student Number:			
Year of study:			
Date of injury:		Time of injury:	
Preceptor / lecturer details at time of incident:		Incident reported to preceptor / lecturer?	
Did the injury occur during an activity which was related to your studies within the Department of Emergency Medical Care & Rescue?			
What activity were you busy with at the time of the injury?			
Were you wearing the appropriate personal protective gear required for this activity?			
Describe the injury (what body parts were effected and what was the nature of the injury):			

STUDENT UNDERTAKING:



**DEPARTMENT OF EMERGENCY MEDICAL CARE AND RESCUE
STUDENT UNDERTAKING**

I _____ ID Number _____

the undersigned hereby state that I have read the Department of Emergency Medical Care Student Code of Conduct Document.

I state that I fully understand the contents thereof and agree to uphold and abide by all the policies as set out therein. I also understand that ignorance of these policies by me resulting in transgression of the policies and actions or omissions that are knowingly in contravention may render me liable to disciplinary action.

I further understand that these policies may be amended from time to time where necessary at the discretion of the Department of Emergency Medical Care and Rescue.

Signed at _____ this _____ day of 20 _____.

Student (Full names): _____

Student Number: _____

Signature: _____

Witness 1: _____

Witness 2: _____