A GOOD PRACTICE FOR SUPERVISION OF THE INTERNATIONAL EXCHANGE STUDENTS IN CLINICAL PRACTICE

These quality recommendations of student nurses’ supervision in clinical practice are based on quality standards of the Hospital District of Southwest Finland (2010). In supervision of international students, there are few specific characteristics, which have been added to this document.

1. Agreements and resources
   - the education institution is responsible for the student’s state of health and a detailed account of a possible criminal record (according to Finnish law)
   - the responsible key-nurse of the students’ training periods elects 1-2 mentors for the student

2. Informing
   - the student will receive information about the unit, the duration of the placement, contact information of the key-nurse, time of the arrival to the unit and other practical arrangements

3. Training unit
   - student will participate in training unit’s activities according to her/his own learning goals, studying skills and competence

4. Orientation
   - the student will be taught how the unit works, issues which includes in the student’s role
   - working hours policy, possible absences and reporting practices will be clarified to the student
   - the physical environment of the unit will be presented to the student (offices, coffee lounge, etc.)
   - the student will be presented to the unit’s staff
   - the student is given a list of Finnish words related to patient care, and also in English to support the student supervision and student’s Finnish language learning

5. Theory and practice
   - students are encouraged to participate as versatile as possible in the daily activities of the unit and to use their skills and knowledge
   - students are encouraged to independently search for nursing information from data bases (but students do not get their own domain passwords which could enable access to the electronic patient records)
   - the student’s mentor organizes visits to other units which are related to patient care, such as outpatient wards and operation wards
   - the mentor helps the student to plan learning assignments for different days and weeks according to appropriate time schedules
the student is encouraged to use Finnish language idioms and phrases in everyday situations

6. Student
- description of the student’s output level can be found in the Jobstep data base
- the student plans her/his own learning goals in the beginning of the clinical placement
- the shifts of the student will be planned in accordance with the mentor’s working hours
- the student complies common practices of the Finnish working life and the training unit’s directions, which have been presented in the orientation
- the student will be responsible for her/his own learning process
- the student presents the health care system’s of her/his own country and gives a staff session about this topic at the unit

7. Mentor
- the mentor discusses with the student about her/his initial output level and the learning goals and aims
- the mentor gives continuous feedback during the clinical practice
- the mentor seeks together with the student good learning situations
- the mentor will appoint a substitute mentor if needed (e.g. day-offs), and the substitute mentor will be informed about the student’s study phase, learning objectives and exercises

8. Mentor training programme
- all mentors will participate in mentor training programmes
- there will be a work group consisting of mentors who supervise international exchange students at the Hospital District of Southwest Finland, the group meets 1-2 times a year

9. Role of the clinical nurse teacher
- the conditions for the clinical placements are created by the education organization
- the clinical teacher is in contact with the unit during the clinical placements
- the mentor will contact the nurse teacher when needed, e.g. in problem situations

10. Evaluation
- the mentor will have the final evaluation with the student, according the guidelines of the Finnish education institution, or the education institution in the student’s home country
- the final approval of the placement will be informed to the clinical nurse teacher
- the mentor will receive student feedback regarding the clinical placement
- at the end of the placement the student will fill in a quality control survey (CLES), in relation to the clinical environment and student supervision, on the Internet