

**Elective Training Programme for Foreign Nursing/Midwifery Students**

**Department of Nursing**

**Faculty of Allied Health Sciences**

**University of Ruhuna**

**Aim of the programme**

This programme aims to enhance the clinical exposure in the Sri Lankan tertiary care hospital settings with the valuable exposure to different discipline for the foreign students who enroll in the Nursing or Midwifery degrees. Our programs is also allow foreign students the opportunity to provide care for the Sri Lankan clients who are in the health care institutions with integrity, respect and commitment, and provides a safe and mutually beneficial experience where students can make a meaningful contribution.

This is an excellent way to add work experience to the international students resume and supplement their applications for the future endeavors.

So far, 20 students from different regions of the world including United Kingdom, Austria, Netherland and Finland have successfully completed their elective training with this programme.

**General Information**

**Admission Eligibility**

* All applicants must be registered students of a recognized medical/nursing school.
* Applications should be made on the prescribed form together with a supporting letter from Dean/Elective Co-ordinator or a competent authority of your school.
* Address the letter to ‘Dean, Faculty of Allied Health Sciences, University of Ruhuna’. Access the application and follow instructions.
* Please note that the supporting letter is mandatory to process your application.

**Elective Appointments**

* Applications for elective appointments in any discipline within the nursing curriculum.
* Elective postings are on a weekly basis commencing on a Monday. The exact dates for any particular elective posting should be supplied with the application form.
* Admission to a relevant appointment depends on whether the Head of the Department concerned is able to provide the necessary facilities or supervision during the requested period.

**Fees**

* Document processing charges of USD 25 should be paid to initiate the process of application.
* Thereafter, 50 USD should be paid per week. (Eg: for 4 weeks – 200 USD)

**Visa**

***Entry Visa***

* Please note that you cannot do the elective with tourist visa category.
* Students are advised to adhere to the visa requirement stipulated by the Department of Immigration and Emigration of Sri Lanka. Based on the current recommendations, students should use one of the following visa categories to enter the country.
* You are eligible to obtain visa in the ‘Business visa category’ under ‘Short term training programmes’ ONLY if your training period is less than 30 DAYS. If the period of training is lesser than 30 DAYS: obtain Business visa online (short term training programmes) using the Electronic Travel Authorization (ETA) system. Visit (http://www.eta.gov.lk) for more information. Kindly note that Business visa obtained under this category CANNOT BE EXTENDED and student cannot remain in the country after the expiry of visa. Therefore, purchase your departure ticket before the expiry of 30-day visa.
* **If the period of training is more than 30 days: obtain ‘Entry visa’ given for one month to enter the country. This can be arranged by the services provided by the Faculty of Allied Health Sciences here. When your request is approved by the faculty board, you will be informed and will be instructed how to proceed.**
* You have to get this Entry visa from the Sri Lankan High Commission / Embassy / Consulate. We will initiate the process of obtaining this visa. The University will process your documents and the supporting documents which include Dean’s approval, Vice Chancellor’s approval and finally Higher Education Ministry approval. Once the approval from all the levels are obtained, the visa application would be sent to the Department of Immigration & Emigration Sri Lanka and the Sri Lanka High Commission / Embassy / Consulate which was indicated in your online application. You will need to go to respective Sri Lanka High Commission / Embassy / Consulate to collect your visa. You need to pay your visa fee at that time. Amount of the visa fee you need to find out from respective Sri Lanka High Commission / Embassy / Consulate.
* Please attach a scanned copy of your current passport bio-data page (your photograph, name, DOB, country, etc. included page) in the application. It is essential to provide the details of the Sri Lankan High Commission / Embassy / Consulate (city and the country) from which you are planning to obtain visa with the application. This information is essential to process your Entry + Resident visa.
* Please note that, the Department of Immigration & Emigration in Sri Lanka informed us that we can send the document to your High Commission / Embassy / Consulate only within one month of the expected date of departure, and not before.

***Booking the return ticket to your country***

* Please be informed that the air ticket of departure from Sri Lanka should be purchased on or before the finishing date of the elective appointment. We may not be able to recommend a longer stay for visa due to the regulations of the Immigration Department, and will not be responsible for such actions.

***Visa Extension to Residence Visa***

* **This Entry visa (arranged through the faculty) can be extended to ‘Residence visa’ to cover the rest of the training period. Currently, a payment of 20,000 LKR is required for this extension. Documents needed for the visa extension will be provided by the Faculty.**
* It is preferred to obtain the Visa extension through a faculty representative and information and the dates of such arrangements could be obtained from the Dean’s Office**.** We have arranged such service every two weeks from the faculty.
* Please ask for the specific dates where such arrangements are made, and prepare your relevant documents with the payment of 20,000 LKR. You will be given details about this process at the Dean's office.

 **Registration**

* If your application is accepted by the Faculty, you need to pay USD 25, by bank-to-bank transfer, as a processing fee in order to cover the cost of processing your application.
* **A scanned copy of the payment slip should be e-mailed to us as a proof of the payment. Also, submit the original of the payment slip (with the payment receipt number) to the Dean’s Office on the first day of the arrival to the faculty and bring your passport at the same time to check the category of Visa.**
* Further, the name of the remitter (student) should be sent together with the payment in order to trace payments.

**Details of Bank account**

* Bank:- People's Bank
* Branch:- Karapitiya
* Name:- Faculty of Allied Health Sciences
* Acc.No:- 343100170011983
* Swift Code:- PSBKLKLX
* Bank Code :- 7135
* Branch Code:- 343

Tuition fee (50 USD per week) can be paid on arrival to the Faculty.

**Insurance**

* The students are expected to obtain their own medical, dental and travel insurance. Any minor medical needs will be attended by the University medical staff.

**Climate and clothing**

* For the clinical appointments the students should wear decent clothing with clinical/hospital/lab coats.
* Wear your respective University Identity Card.
* Galle is in the Wet Zone. The climate is tropical and humid. Two monsoons (May/August and October/January) and occasional inter-monsoonal showers bring wet weather. Late December to February is cool at night. Clothing should be light, cotton. An umbrella and raincoat will come useful.

**Meeting hours**

Please contact the Elective student programme handling staff during the given working hours. They will be happy to help you’ll during the office hours (8.00am to 1.00pm on weekdays, excluding public holidays).

**Library facilities**

The students who enroll in the programme can use the library facilities available at the Faculty. They should be adhere to the strict guidelines to be described at the library and they are allowed to refer the materials at the library only and no materials would be allowed for lending.

**Check list – On arrival**

* Check passport number and photograph.
* Verify registration to the programme.
* Check duration of visa and the date of visa expiry.
* Check proof of registration fee (USD 25).
* Payment for total number of weeks. Check total.
* If more than 30 days –Need to apply for Visa extension after your arrival to Sri Lanka.
* Check date of departure ticket

**Check list – Visa Extension**

* Properly filled application form with pasted photograph & finger print.
* Take passport and copy of passport bio-data page.
* Recommendation from Co-ordinator/Dean, VC, Higher education.
* Separate recommendation letter from Dean (Check date).
* Payment receipt.
* Calculate the end appointment date properly before entering it in the form

**On Arrival – Necessities**

* Passport with appropriate visa.
* Criminal record or police record obtained
* University Identity Card.
* Proof of payment for document processing charges.
* Payment for total number of weeks of elective.
* Return ticket
* Lab coats (uniform) for clinical appointments.

**Visa Extension-Necessities**

* Passport.
* Copy of passport bio-data page.
* One personal colour photograph.
* Visa extension application (from Office).
* Recommendation letter (from Office).

**Recreation**

* Galle is a coastal town in southern Sri Lanka famous for its golden sandy beaches with warm and gentle seas. It attracts a large number of tourists during the winter months in Europe usually October to March/April. Scuba diving, wreck diving, surfing and coral reefs with myriads of colourful tropical fish attract many visitors.

**Code of Conduct for Elective Students**

**Clinical Appointments**

No student shall make changes to the clinical appointment schedule allocated without the prior permission of the Heads of the relevant subjects.

**Attendance and punctuality**

Attendance at clinical work should be regular to ensure satisfactory completion of the elective period. Students should obtain prior permission from the clinical teacher concerned before being absent from clinical work. In case prior permission is not obtained, we will not be responsible for any problems which might arise beyond academic related matters.

**Dress Code**

The uniform that the student wear in their countries’ clinical appointments are recommended to wear in this setting as well. Long trouser with shirt (tucked in) and shoes are recommended for male students while female students can wear frock or skirt/blouse/long trouser while attending clinical work or visiting the Faculty. Make sure to wear neat and modestly considering that you work in a hospital and university environment. Indecent exposure is not acceptable. No bathroom or rubber slippers will be allowed in the hospital or Faculty. Wearing overcoat while in the hospital is mandatory for students.

**Identity**

Student should collect identity card on the first day and wear it all the time. On entering wards, meet the ward staff and introduce yourself. Do not interfere with the routine work in the ward or staff.

**Tobacco and alcohol**

Hospitals and the Faculty have a strict non-smoking and non-alcohol policy and students should adhere to that. Students should not be under the influence of liquor or have a breath suggestive of recent consumption of alcohol.

**Consent for physical examination**

It is required to get the consent of either the patient or bystander before physical examination. Do not disturb patient while asleep, having a meal, in pain or in discomfort. While examining a patient of opposite gender, have a person of the same sex to accompany you and this is especially relevant for female patients. Also use screens to protect the privacy of the patient. Respect the cultural norms when exposing patients for physical examination and do not examine patients during the designated visiting hours.

**Conduct with the patient**

Student should, first, introduce him/herself to the patient. Be courteous, polite and considerate while dealing with patients. Students should not prescribe any treatment or offer any money, tobacco, liquor, drugs or food to patients. Further, students are expected to maintain strict confidentiality with regards to the information gathered from patients.

**Hospital records**

No clinical records or results of investigations such as ECG's, radiographs or lab reports should be removed or copied by students. Do not take photographs of patients without permission of patient and clinical teacher.

**Hospital equipment**

Students should use hospital equipment such as thermometers, BP apparatus and glassware with extreme care. Accidental breakages should be reported to the ward staff, immediately.

**“Out of bounds” periods**

At times hospitals are made “out of bounds” for clinical students for examination purposes. Elective students need to discuss with clinical teachers about the possibility of continuing clinical work during this period.

**Communicable diseases**

Students while suffering from communicable diseases should not engage in any clinical work. Consult the Medical officer; designate, if in doubt.

**Needle prick Injury / Vaccinations**

We advise you to get Hep B vaccination in advance and make sure that protective level of Hep B antibodies has been achieved. We advise you to complete the entire course of active immunization before arriving in Sri Lanka. Further, we have an accepted protocol to manage accidental needle prick injuries. This includes investigations and prophylactic vaccinations based on the situation. Elective students, however, will have to bear the cost of investigations and vaccines.

**Elective Appointment**

Thank you for showing an interest in learning in this region. You are welcome to do your elective appointment in the Department of Nursing, Faculty of Allied Health Sciences, University of Ruhuna, located in Galle. We offer elective appointments in the following subjects.

* **Clinical subjects:**
	+ Internal Medicine
	+ General Surgery
	+ Obstetrics & Gynaecology
	+ Midwifery
	+ Paediatrics
	+ Psychiatry
	+ Rheumatology and rehabilitation/physiotherapy
	+ Orthopaedics
	+ Emergency care

**How to apply**

These are the steps in the procedure

1. Submit an application (Application can be sent through email; nirmala.priyanthi@gmial.com)
2. Approval of your application by the faculty board of Faculty of Allied Health Sciences
3. Formal acceptance of your application and conveying information to you.
4. Your payment of $25 to bank account of university of Ruhuna through a bank of your country.
5. Preparation of your visa application letter and sending it to immigration department, Sri Lanka (done by Department of Nursing, Faculty of Allied Health Sciences, University of Ruhuna).
6. Offering visa and informing your country’s visa office.
7. Collection of visa from your embassy in your country (visa will be issued only for one month initially, if you spend more than a month. You will have to apply for extension of visa after your arrival here).
8. Payment of $50 for each week of training ($350 for 7 weeks) after your arrival.
9. Obtaining visa extension before present visa is expired.
10. Total application procedure will take approximately 4 months. Therefore, you are requested to submit the application before 4 months.

Please” fill the required information in the application, attach a recent photograph (.jpg format) and submit together with a supporting letter from your Dean, elective coordinator or a competent authority (.pdf format). Please note that the supporting letter is mandatory to process your application. Any inquiries please email nirmala.priyanthi@gmail.com.

**Inquire about application**

The process of application will take 4-6 weeks. You may inquire about the progress of your application after 6 weeks of submitting the application. When making inquiries about the progress of your application, please provide the following information.

1. Name
2. Date of sending the application
3. The subjects requested
4. The period of the elective
5. Previous correspondence with us

**After arrival**

When you arrive in Galle, you should first report to the Dean’s office located in the main administrative building. We expect you to report to the Dean’s office around 8.30am on a weekday. A secretary will attend to the initial paperwork and make arrangements for you to pay money either in USD or Sri Lankan Rupees. This process may take 1-2 hours and once the documents are completed you will be directed to meet the Head of the Department to begin your training.

**Payment of fees**

You can make your payments in USD or Sri Lankan Rupees.

**Accommodation**

You can select your own accommodation according to your preference.

You can find places through internet

If you need our help, please let us know your needs.

**Completion of training**

Upon the completion of training, a certificate will be issued. Furthermore, the students will be monitored during the programme, to evaluate their competencies by the staff of the Department of Nursing and Staff of the relevant unit for provide evidence regarding the training that are required by the student’s university.