Stellenbosch
UNIVERSITY
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UNIVERSITEIT

Medicine and Health Sciences
EyeNzululwazi ngezoNyango neMpilo
Geneeskunde en Gesondheidswetenskappe

SAFETY GUIDE
FOR THE CLINICAL TRAINING PLATFORM

forward together · sonke siya phambili · saam vorentoe

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Welcome to the Clinical Training Platform:
Safety Guide

This document is designed to guide both students and staff on essential safety practices while on the clinical training platform. Whether you're attending rotations, engaging in hands-on learning, or supporting academic teams, your safety is a top priority.

Your dedicated support unit, **SUNLOC (Stellenbosch University Logistics for the Clinical Training Platform)**, based at **Tygerberg Campus**, is here to assist you with all your **accommodation**, **ICT**, and **transport** needs. We work behind the scenes to ensure that your environment is safe, functional, and supportive — allowing you to focus on your training and academic success.

Please take a few moments to familiarise yourself with the safety tips and protocols outlined in this document. A well-informed community is a safer one.

General Safety

Your safety on the Tygerberg Campus and the clinical training platform is a shared responsibility. Whether you're attending lectures, participating in clinical rotations, or moving between hospital and campus spaces, it's important to stay alert and take precautions to protect yourself and others.

The below table will have all the immediate contact details in case of an emergency or challenge on the clinical training platform.

SUNLOC is moving to a ticketing system. Please log all calls for assistance with regards to accommodation/transport/ICT challenges on the SUNLOC (Modern) via Power Apps.

LINK: **SUNLOC (Modern) - Power Apps**

Accommodation	Mr Lee Thakudi: Cape Town Metro	
	Mr Regan van Wyk: Northern Cape	
	Mrs Nicole Crow: Over-arching	
IT	Mr Chad Fairbairn	
Transport	Mr Craig Africa	
Vehicle Incidents	Mr Craig Africa	021 927 7184/071 509 3334
	Tygerberg Campus Security	**021 938 9507**
Disciplinary Matters	Mrs Georgenia Stam	stamg@sun.ac.za 021 927 7182/082 873 7339
Maties ER24	Maties ER24	010 205 3032/082 557 0880
Medical, Surgical, Psychological Emergency		
Sexual Assault Care		
Campus Health Service	Office Hours	021 938 9590
	After Hours	076 431 0305
Needle stick injuries	021 938 4487	
Occupational HIV exposure	021938 4487	
SAPS	10111	

Emergency Support for Stellenbosch University Students

In the event of a medical or emotional emergency after hours (between 16:00 and 08:00), ER24 provides an emergency service for all registered Stellenbosch

Emotional Crisis Support:

Students experiencing an emotional crisis can call **010 205 3032**, identify themselves as Stellenbosch University students, and request a trauma counsellor. Telephonic and face-to-face counselling services are available for students on the Tygerberg campus.

Medical Emergencies:

Students requiring medical assistance will be stabilised on the scene at no cost. However, if transportation to a hospital is needed, a fee will apply, which is payable by the student.

Daytime Crisis Support:

Students who feel they are in crisis during office hours can request an urgent appointment at reception. A psychologist or counsellor will conduct a screening to determine the appropriate level of support.

Food Security Support for Students

Food insecurity continues to affect students at universities across South Africa, and the COVID-19 pandemic has further highlighted this issue. In response, Stellenbosch University offers food security support through the Centre for Student Counselling and Development (CSCD), managed by qualified social workers.

Who Qualifies for Food Security Support?

- Students without any form of funding
- Students who are partially funded, where the funding does **not** include food provision

How to Apply for Support

1. **Send an email** to supportus@sun.ac.za requesting assistance.
2. A **social worker will conduct an assessment** to determine financial need.
3. Once the assessment is complete, the student will be **informed about the type of support** they are eligible to receive.

Hygiene Security Support

For students in need of hygiene products and supplies, support is available through the **on-campus pantry project** managed by the **Tygerberg Student Council (TSC)**.

MORE INFORMATION

For full details on student support services, visit the CSCD website: https://www.sun.ac.za/english/faculty/healthsciences/SupportServices/Pages/CSCD.aspx

Stellenbosch University's Commitment to Student and Staff Safety

Summary

Stellenbosch University acknowledges the potential risks associated with clinical training and is dedicated to minimising these risks to protect its students. Several measures are in place to ensure a safe and supportive training environment:

1. **Risk Reduction Guidelines:** SU has comprehensive safety protocols covering various aspects of clinical training, including safety during contextual visits, transportation, accommodation, and ICT usage. These guidelines are designed to proactively address potential hazards and provide students with clear steps to follow in the event of an emergency.

2. **Supervised Clinical Training:** All clinical training is conducted under the supervision of experienced professionals, ensuring that students are supported at every step. This supervision helps identify risks early and provides students with the guidance they need to navigate difficult situations.
3. **Safety Training:** Students receive detailed safety training, including protocols for infection control, handling medical emergencies, and maintaining professional conduct. The university also emphasises mental and emotional health support, preparing students to manage stress and potential burnout.
4. **Incident Reporting and Support Systems:** In case of an incident, Stellenbosch University has a structured process in place for reporting and addressing safety concerns. This includes timely incident reporting, immediate support for affected students, and ongoing follow-up to ensure that appropriate actions are taken.
5. **Continuous Improvement:** Stellenbosch University regularly reviews and updates its safety policies to adapt to changing circumstances. Feedback from students and staff is crucial to improving safety measures, and ensuring that clinical training continues to be both effective and secure.

CONCLUSION

While clinical training presents inherent challenges and risks, it is a cornerstone of healthcare education. Stellenbosch University takes these challenges seriously and implements comprehensive safety protocols to minimise risks and support students throughout their clinical training journey.

By providing a safe, structured, and supportive environment, the university ensures that students can focus on developing their skills, gaining invaluable experience, and ultimately contributing to the health and well-being of the communities they serve.

For any other queries, please make use of the following link, it will include the following details under

CRISIS INFORMATION

LINK TO PROTOCOLS & Numbers
Student Support Services

Emergency Numbers | ER24 Numbers | Reporting Sexual Assault | Student Emergencies Guideline | Student HIV Exposure Protocol

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Transport Safety

Transport plays a vital role in ensuring that students and staff can move safely and efficiently between clinical training sites, accommodations, and the main campus. Whether using SUNLOC-arranged shuttles, Vehicle Fleet transport, or personal vehicles, it's essential to prioritise safety at every stage of your journey. Understanding your transport options, planning, and staying alert while on the move are key to preventing delays, reducing risks, and ensuring that you arrive at your destination safely and ready to engage in your clinical duties.

General Student Shuttle & Transport Guidelines

Daily Shuttle Departures

- Shuttles **depart daily at 05:30 and 07:00** from the **designated campus location**.
- The **Upington Shuttle** departs **Tygerberg Campus** on the **Sunday prior to the rotation** at **06:00**.

Student Card Access

- All students must **present their SU student card** to access the shuttle.
- **No card = no access**. Ensure your card is active and in your possession.

Card Scanner Process

- The **driver will coordinate the scanning process** at pick-up and drop-off points.
- Students are required to **scan their cards**:
  - » When collected at the **Tygerberg Student Shuttle (TSS)**
  - » When picked up from their **clinical site**
- If your card **declines (flashes red)**, **inform the driver immediately**.

Important Safety Instructions

- As per shuttle signage, **all windows must remain closed** while travelling through high-risk areas.
- This is for the **safety of all passengers**.
- Be alert with the driver and do not interact with your cellphone.

Lost & Found

- **Personal belongings** left behind will be sent to the **SUNLOC offices**.
- Items can be collected during office hours.

Punctuality is Mandatory

- **Late arrivals will not be entertained**.
- Arrive **early** to ensure you do not miss your shuttle.

Transport Arrangements

- All student transport **must be arranged via your academic department**.
- **No direct or last-minute arrangements** with drivers will be accepted.

Transport protocols for the Clinical Training Platform Routes

Transport Visibility and Identification

- **Branded Vehicles:** All Stellenbosch University (SU) shuttles are fully branded with the University logo to distinguish them from public transport. This is to reduce the risk of vehicles being misinterpreted as taxis.
- **Unmarked Vehicles:** In certain high-risk areas, unmarked vehicles are used to enhance safety for students and staff. SUNLOC rotates branded and unbranded vehicles to avoid targeting of branded shuttles.

Shuttle Features

ATTENTION!

All SU Shuttles are equipped with the following safety features:

- **Tracking Devices:** Vehicles are fitted with tracker devices, allowing the office to monitor shuttles in real-time.
- **Dashcams:** Dashcams are installed in all vehicles to monitor driver behaviour and ensure safety on the roads.
- **Panic Buttons:** Shuttles are equipped with buttons to alert TRACKER in an emergency, a tactical team will be deployed to the location of the vehicle.
- **Card Scanner Devices:** All shuttles have a student card scanner system that tracks attendance and student locations, ensuring accountability and safety.
- **Emergency Signage:** Detailed signage with emergency contact numbers is displayed in each vehicle.
- **Protective Safety Glass:** All shuttles are equipped with protective safety glass to reduce the risk of injury in case of an accident.
- Office Staff Contact Information: Contact details for office staff are visible inside all vehicles for easy communication.

Risk Management and Communication

- **Third-Party Stakeholder Awareness:** In high-risk areas, SUNLOC ensures constant awareness of third-party stakeholders to improve response times and security. SAPS and community leaders are aware of the presence of Stellenbosch University students in the community.
- **WhatsApp Groups:** High-risk situations and delays are communicated through WhatsApp groups, which include drivers and departmental coordinators.

Future Risk & Safety Actions

Stellenbosch University are continuously reassessing the safety protocols for the overall safety of the FMHS students on the clinical training platform. The following are additional safety measures to protect students and staff:

- **Use of Safe Alternative Routes:** In high-risk areas, safe alternative routes are used to ensure the safety of passengers.
- **Darker Window Tints:** For added discretion, vehicles will be fitted with darker window tints, making passengers less visible to the public.
- **Support from South African Police Services (SAPS):** When required, SAPS will provide escorts to assist vehicles in high-risk areas.
- **Collaboration with Health Officials:** SUNLOC works closely with the Department of Health and Wellness to align safety protocols across the University and clinical sites.

- **Mobile Panic Buttons:** Mobile panic buttons will be installed on shuttles to alert security teams and law enforcement immediately.
- **Safety Communication:** SUNLOC will introduce safety communication to maintain constant contact between the office and shuttle drivers.
- **Storage Lockers:** Storage lockers will be available at the Tygerberg Student Centre for students' valuables to prevent theft during travel.
- **Tactical Security Response:** A tactical security response team will be on standby to address emergencies.

Driver Recruitment and Training

- **Experience Requirements:** All shuttle drivers must have at least 2 years of passenger driving experience and hold a professional driving permit (PDP).
- **Background Checks:** Drivers undergo criminal background checks and medical evaluations to ensure safety and reliability.
- **Training Programs:** Drivers are trained in hijack prevention, defensive driving, and emergency procedures.
- **Orientation:** New recruits undergo a 2-day orientation, where they accompany permanent drivers to learn about the specific challenges of the clinical training platform.

Vehicle Maintenance and Safety Compliance

- **Weekly Maintenance Checks:** All vehicles undergo regular maintenance checks to ensure they comply with National Road Traffic Law.
- **Roadworthy Tests:** Minibuses used for shuttle services are subject to annual roadworthy tests to ensure safety and compliance.
- **Emergency Contact Numbers:** Visible signage in all vehicles lists emergency contact numbers and procedures.

Reporting and Incident Handling

In the event of an incident with a SU Shuttle (Driver & Passengers):

- **Driver's Responsibility:** The driver will assess the safety of passengers and press the panic button if necessary to alert authorities.
- **Law Enforcement or Medical Assistance:** The driver will contact Tygerberg Campus Security or law enforcement for assistance if needed.
- **Police Report:** A case number will be obtained from the nearest police station.
- **Incident Report:** The driver will complete a Vehicle Fleet Incident Report and report the incident to the SUNLOC office.
- **Counselling Services:** Counselling will be provided to drivers and passengers if required.

In the event of an incident with a SU Shuttle (Student takes charge):

- **Panic Button:** The student should immediately press the red panic button in front of vehicle to alert authorities.
- **Contact Law Enforcement:** The student should contact SU campus security or law enforcement using the numbers provided in the vehicle's glove compartment.
- **Police Report:** The incident should be reported at the nearest police station and a case number should be obtained.
- **Helpdesk Reporting:** The incident must be captured on the SUNLOC Helpdesk tool for record-keeping and follow-up.

Safety Guidelines for Self-drive Option of SU Vehicles

- **Faculty-Arranged Transport:** Students should always use transport arranged by the Faculty when travelling to clinical sites. Self-drive transport is only allowed under specific conditions and must be approved by the relevant department.
- **Safe Routes:** Students are encouraged to use GPS coordinates provided by the department for safe travel.
- **Contextual Visits:** Students should never go alone on contextual visits. If a contextual visit is required, a responsible person should accompany the student.
- **Car Security:** Students must keep car doors locked at all times and ensure that valuables are kept out of sight, preferably in the vehicle's boot.
- **Parking:** Park in well-lit areas and avoid leaving valuables visible inside the car.
- **Personal Identification:** Students must wear visible name badges and student cards when visiting clinical sites or working in the community.

Communication

- **Emergency Numbers:** Students should store emergency contact numbers, including campus security, local police stations, and clinical supervisors, on their mobile phones.
- **Constant Communication:** Students should keep their mobile phones on and close at hand, but not visible, to receive urgent communications if necessary.

Reporting an Incident

- **Incident Reporting:** Students must report any incidents that compromise their safety. Incident reports should be completed within 24 hours.
- **Types of Incidents:** An incident is any occurrence where a student feels their safety has been compromised, including personal injury, harm, theft, or damage to possessions.
- **Police Notification:** If a criminal offense has occurred, students should immediately report the incident to the local police station.

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ICT Safety

Stellenbosch University, through **SUNLOC**, provides students with access to ICT resources such as:

Laptops

Mobile routers

Student Learning Centres

at selected sites that are equipped with:

- Smart TV's
- Microcomputers
- Full audio systems
- Computer workstations
- A dedicated virtual boardroom

Take Responsibility for University Assets

When borrowing ICT equipment through SUNLOC under a lending agreement, students must take **full responsibility** for the items in their care.

- **Loss, theft, or damage due to negligence** must be reported to SUNLOC immediately and may result in the student being held financially liable. Stellenbosch University will not be held responsible for personal losses or damages.
- Always handle university-provided ICT equipment with care and respect.

Stay Safe – Protect Your Devices

ICT items are valuable and can attract criminal activity. For your safety:

- Avoid **displaying laptops and phones openly** in public spaces.
- Be vigilant in shared or unsecured environments.
- Report any suspicious activity immediately.

By using these resources responsibly, you help ensure that all students have continued access to the tools they need to succeed.

Safety at Accommodation

Feeling safe where you live is essential to your well-being, especially while studying or working in a high-pressure environment like clinical training. Whether you're staying in hospital accommodation, a guest house, or a private rental, your accommodation should be a secure, comfortable space where you can rest, focus, and recharge.

Prioritising safety isn't just about avoiding theft or accidents—it's about creating a stable environment that supports your physical and mental health. Simple habits like locking doors, securing valuables, and being aware of fire and electrical risks can make a big difference.

It's also important to work together with roommates and housing staff to build a culture of safety. Clear communication, mutual respect, and shared responsibility help everyone feel more at ease.

By taking proactive steps, you're not only protecting yourself and your belongings—you're also contributing to a safer, more supportive community for all students.

Securing Your Residence

- Always lock doors and windows when you leave.
- Never share access codes, keys, or keycards.
- Ensure that all entry points are secure, especially at night.

Personal Safety

- Travel in groups when possible – use the buddy system.
- Park in well-lit areas or close to building entrances.
- Stick to well-used, populated routes.
- Stay aware of your surroundings, especially after dark.

Protecting Your Belongings

- Establish clear communication with roommates about locking doors and securing valuables.
- Discuss and agree on rules for guests and deliveries in shared spaces.
- Do not allow unknown individuals into the residence – always verify the identity of maintenance or service staff.

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Occupational Health and Safety at Distributed Training Platform Residential Units

All students residing in **Hospital Accommodation**, **Guest Houses**, or **Rental Accommodation** must adhere to basic **Occupational Health and Safety Guidelines**, including:

Fire Safety	Electrical Safety	Hygiene and Sanitation	Emergency Preparedness	Safety from Crime

Fire Safety Tips

- Switch off all appliances after use.
- Locate and familiarize yourself with fire extinguishers.
- Keep local fire brigade contact information readily available.
- Use heaters, irons, and kettles with caution.
- Properly dispose of cigarettes and flammable liquids.

Common Fire Hazards:

- Overloaded power outlets
- Unattended cooking appliances
- Flammable materials near heat sources
- Unattended candles
- Portable heating equipment
- Improper storage of flammable liquids

In Case of a Fire Emergency:

- Call the local fire brigade immediately.
- Crawl low to avoid inhaling smoke.
- Never open a door that is hot to the touch.
- Alert everyone in the building.
- If your clothing catches fire: **Stop, Drop, and Roll**.

Electrical Safety

Common Electrical Hazards:

- Overloaded power outlets
- Damaged or exposed cables and wires
- Improper use of electrical appliances
- Faulty or outdated electrical systems

Electrical Safety Tips:

- Unplug appliances when not in use.
- Do not overload circuits – spread devices across outlets.
- Use high-wattage appliances responsibly.
- Only use certified products (e.g., **SABS-approved**).
- Check the wattage and voltage compatibility before using adaptors.
- Avoid DIY electrical repairs.
- Never tamper with circuit breakers or fuse boxes.

Emergency Preparedness

- Familiarise yourself with the LOCAL emergency contact numbers
- Save them to your phone
- Local Police
- Fire Department
- Ambulance

Safety Communication

- Create an Emergency Contact List
- WhatsApp Groups
- Stay Informed
- Seek support and help if needed

The Importance of Hygiene and Sanitation

Maintaining good hygiene and sanitation is essential for both your **physical health** and **mental well-being**, especially in shared living and learning environments.

Preventing Illness

Shared spaces like kitchens, bathrooms, and study areas can easily harbour **bacteria and viruses**. Poor hygiene can lead to, amongst others:

- **Food poisoning**
- **Stomach bugs**
- **Colds and flu**

Regular cleaning and handwashing reduce the risk of spreading infections.

Boosting Mental Wellbeing

A **clean and organised environment** helps you:

- Reduce stress
- Improve focus and concentration
- Feel more in control of your space and routine

Clean spaces support a clear mind.

Avoiding Pest Infestations

Unattended garbage and improperly stored food attract pests like:

- **Cockroaches**
- **Ants**
- **Rodents**

These pests are not only unpleasant—they also **spread disease**.

TIP

Make hygiene and cleanliness part of your daily routine. It's a small effort that makes a big difference.

1. Same rules as at campus hotels apply.
2. Please download the POWERAPP to access SUNLOC HELPDESK TOOL
3. Contact SUNLOC staff for urgent assistance
4. Respect for self and others
5. Your safety is our foremost concern; please do your part, safety starts with **YOU**!

Safety at Medical Facilities

Each medical facility follows its **specific safety protocols**. It is essential that all students **familiarise themselves** with these procedures before entering or working at any site.

Know the Basics:

- Identify the **safest area** in the building to use in case of a **lockdown**.
- Be aware of the **emergency communication process** specific to the facility.

In the event of a Lockdown:

- If a lockdown occurs and you are accompanied by a **student leader** or **supervisor**, they must contact:
  - » **Tygerberg Campus Security**, or
  - » **SUNLOC**
- This will trigger the deployment of a **tactical team** to extract students **once it is safe to do so** or when the lockdown has been lifted.

Student Responsibilities:

- Always adhere to the **security instructions** issued by the medical facility.
- Do **not attempt to leave** the facility or act independently during emergencies unless explicitly instructed to do so.

Risk Reduction Guidelines
For Clinical Training

Risk reduction guidelines are vital components of clinical training programs, ensuring that students and healthcare professionals are protected from various risks, including exposure to infections, substance abuse, and potential harm due to personal health conditions. These guidelines serve multiple essential purposes in creating a safe and supportive environment for both students and patients. Here's why they are so important:

Protecting Patient Safety

- **Prevention of Harm:** One of the primary purposes of risk reduction guidelines is to protect patients from harm. In a clinical setting, healthcare workers, including students, can inadvertently introduce risks to patients. For example, students who are not adequately trained in infection control measures might unknowingly transmit infectious diseases. Risk reduction measures, such as protocols for handling patients with tuberculosis or immune-compromised conditions, help minimize these risks.
- **Maintaining Quality of Care:** By ensuring that students are prepared to handle various situations safely, risk reduction guidelines promote high standards of care. Students who follow these guidelines are less likely to make mistakes that could negatively affect patient outcomes.

Protecting Student Health

- **Minimizing Exposure to Health Hazards:** Clinical environments can expose students to a variety of health risks, from infectious diseases like tuberculosis to environmental hazards in healthcare settings. By outlining protective measures (e.g., the use of personal protective equipment, and regular health screenings), risk reduction guidelines help students avoid exposure to such risks.
- **Addressing Specific Health Needs:** Students with immune-compromised conditions or other health vulnerabilities can benefit from these guidelines. Special provisions, such as allowing students to disclose their condition confidentially and make reasonable adjustments to their clinical duties, ensure that they are not placed at unnecessary risk.

Supporting Mental Health and Well-being

- **Managing Substance Abuse Issues:** Substance abuse can impair a student's ability to perform clinical tasks and pose significant risks to both their health and patient safety. Clear, supportive guidelines for identifying and addressing substance abuse, as well as offering treatment options, ensure that students get the help they need. This reduces the potential for harm, fosters accountability, and encourages students to seek help early if they face personal challenges.
- **Promoting a Supportive Environment:** Clear guidelines help to create a culture of support and understanding. When students know that they can openly discuss health concerns (e.g., substance abuse or immune-compromised conditions) and receive appropriate guidance, it promotes a healthier environment for everyone involved.

Ensuring Professional Development

- **Adherence to Ethical Standards:** Clinical training is not only about acquiring technical skills but also about developing professional and ethical conduct. Risk reduction guidelines, such as maintaining confidentiality and professional behaviour, foster an atmosphere of respect and accountability. This prepares students to become responsible healthcare professionals who are capable of maintaining high ethical standards in their practice.
- **Improved Professional Competence:** By following the guidelines, students learn how to respond to challenging situations, such as managing potentially dangerous health conditions or addressing issues of substance abuse in the clinical environment. This contributes to their overall professional growth and readiness to handle real-world scenarios once they graduate.

Enhancing the Learning Environment

- **Fostering Confidence and Trust:** When students know that their safety and well-being are taken seriously, they can focus on learning without unnecessary anxiety. Students are more likely to thrive in environments where they feel supported by clear, structured guidelines that ensure their physical and mental health is protected.
- **Effective Risk Management:** These guidelines provide a structured approach to mitigating risks, making it easier for both students and educators to manage potential problems effectively. By having a set of rules in place, institutions can quickly address and resolve any issues that arise, reducing disruptions to the training process.

Legal and Institutional Compliance

- **Adherence to Regulations:** Educational institutions are bound by laws and regulations that require them to protect students and patients. By implementing and following risk reduction guidelines, institutions comply with relevant health and safety legislation, ensuring that they meet both legal obligations and ethical standards.
- **Reducing Liability:** Well-established risk reduction protocols can help reduce the institution's liability in the event of incidents related to clinical training. By demonstrating that proper safety measures are in place, institutions protect themselves from potential lawsuits or legal challenges.

Building a Culture of Safety

- **Promoting Awareness and Responsibility:** When students and staff are trained in risk reduction practices, it builds a culture where everyone is aware of the risks and their role in preventing them. This shared responsibility helps to create a safer, more cooperative environment for learning.
- **Preventing Long-Term Health Issues:** Effective risk reduction strategies, such as proper management of substance abuse or protective measures against infectious diseases, not only protect students during their training but also help them avoid long-term health issues that could affect their careers.

Risk reduction guidelines in clinical training are not just about minimizing immediate risks, but about cultivating a culture of safety, professionalism, and well-being. These guidelines are essential to protecting the health and safety of both students and patients, ensuring that healthcare professionals are prepared, competent, and capable of delivering high-quality care.

Please follow the following protocols:

- **Contextual Visit Protocol: Safety and Code of Conduct**
- **HIV Occupational HIV Exposure**
- **Tuberculosis Risk Reduction Guideline**
- **Dealing with Students with Alleged Substance Abuse**
- **Immune Compromised Students**

CONTEXTUAL VISIT PROTOCOL: SAFETY AND CODE OF CONDUCT

Contextual Visits: Sign-Off Protocol

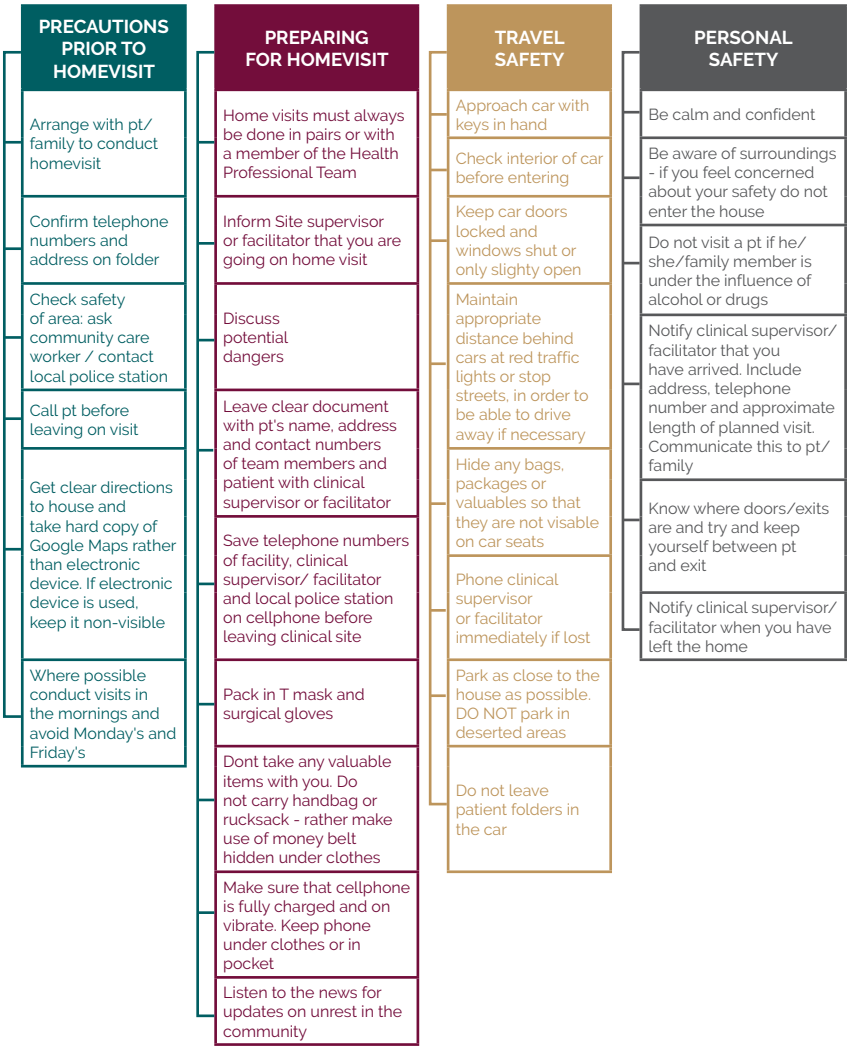
Contextual visits are an essential part of clinical training, providing students with real-world exposure to healthcare settings. However, to ensure that these visits are conducted safely and in accordance with institutional and program-specific guidelines, **contextual visits will only take place with the explicit sign-off from the specific program**.

Importance of Program Sign-Off:

1. **Program-Specific Guidelines:** Different healthcare programs may have unique protocols and requirements for contextual visits. The program sign-off ensures that these requirements are met and that the student is adequately prepared for the visit.
2. **Safety Assurance:** The program sign-off ensures that students are only allowed to participate in contextual visits when it is safe and appropriate for them to do so. This includes considerations of student health, readiness, and training levels.
3. **Compliance with Institutional Policies:** Requiring a sign-off helps ensure that all institutional policies related to student safety, patient care, and ethical conduct are adhered to during the visit. It helps mitigate risks related to infections, substance abuse, and other safety concerns that may arise during the visit.
4. **Monitoring and Accountability:** The sign-off process ensures that there is clear oversight and accountability for the student's participation in contextual visits. This serves to maintain high standards of professionalism and safety within the clinical learning environment.

Code of Conduct for Students During Clinical Visits:

- **Respect and Cultural Sensitivity:** Students are expected to show respect for patients, colleagues, and the community. Cultural sensitivity is paramount.
- **Appropriate Dress Code:** Students must wear professional attire, including a nametag, and maintain high standards of personal hygiene.
- **Confidentiality:** Students must always maintain the confidentiality of patient information, following legal and professional guidelines.
- **Mobile Phone Usage:** Mobile phones must be kept on vibrate, and they should not be used during clinical activities unless explicitly necessary.
- **Professional Conduct:** Body language and overall demeanour should be professional. Students should act with professionalism in all situations, whether at the clinical site, during transport, or in social settings.

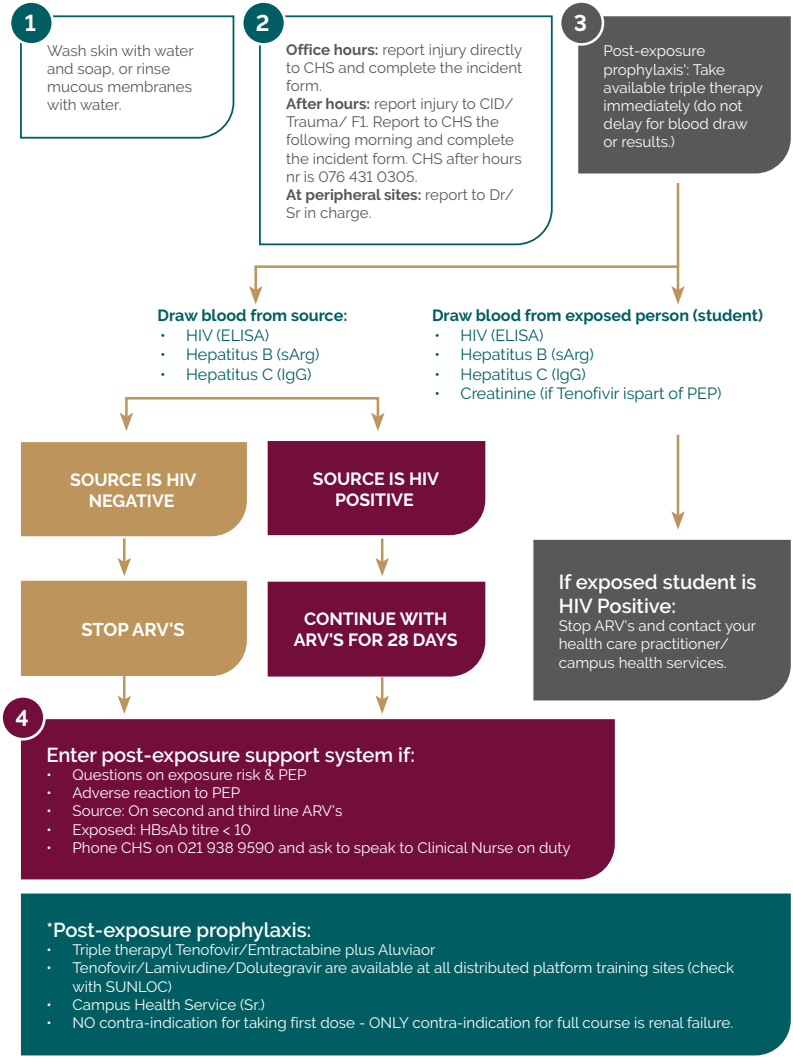


HIV OCCUPATIONAL HIV EXPOSURE

Universal precautions are to be applied at all times. Infectious body fluid exposure: Needle prick / HIV exposure event: Please see the Faculty of Medicine and Health Sciences emergency support options that are specifically available to all FMHS students. Injury/Exposure should be reported directly to Campus Health Services (CHS) during office hours - 021 938 9590. After hours students should report to C1D/ Trauma/F1 and report to CHS the following morning.

CHS is open for medical consultations with a nurse practitioner daily from Mon-Fri, 8am-$pm, by appointment. Doctors are available 3 times per week. After hours, students should report to C1D/Trauma/F1 and report to CHS the following morning. After hours medical advice can also be obtained from Campus Health doctors on 0764310305.

STUDENT HIV EXPOSURE INCEDENT



TUBERCULOSIS RISK REDUCTION GUIDELINE

Objective: To minimise the risk of Tuberculosis (TB) transmission in the clinical environment.

- **Risk of Exposure:** Given the prevalence of TB in South Africa, it is acknowledged that students working in healthcare settings may be exposed to TB patients.

Key Measures to Reduce TB Transmission Risk:

- **Personal Protective Equipment (PPE):** Students should be instructed to use appropriate PPE, including N95 masks, gloves, and gowns when interacting with TB patients.
- **Ventilation:** Ensure that clinical spaces are well-ventilated to reduce the concentration of TB bacteria in the air.
- **TB Screening:** Regular TB screening for students, especially those in direct contact with TB patients.
- **Training:** Students should receive training on the signs and symptoms of TB, as well as the protocols for handling TB patients.
- **Reporting:** Any suspected exposure to TB must be reported to the program coordinator and monitored according to university health protocols.

For a full version of the Tuberculosis Risk Reduction Guidelines, (For Full Version: Click **HERE**)

DEALING WITH STUDENTS WITH ALLEGED SUBSTANCE ABUSE

Objective: To provide support and guidance to students suspected of substance abuse, ensuring the protection of patients and the integrity of the healthcare profession.

Key Guidelines:

1. **Professional Integrity:** Health sciences students are governed by professional conduct rules. The use of substances that impair judgment or functioning is incompatible with a healthcare career. Substance abuse includes the use of illegal substances, alcohol misuse, and the abuse of prescription or over-the-counter medication.
2. **Self-Reporting and Peer Reporting:** Students are encouraged to report themselves or any peers suspected of substance abuse. Failure to do so may jeopardise both their professional status and the safety of patients.

3. **Substance Abuse Detection and Assessment:**
   - » If a student self-reports or is reported for substance abuse, the program coordinator will arrange a confidential evaluation with Campus Health Services (CHS).
   - » Students may be subject to toxicology tests (urine tests, breathalyser tests for alcohol, etc.) to assess the presence of substance abuse.
   - » If found to have a substance abuse problem, the student will be given options for treatment and will undergo random drug testing for up to six months.
   - » Be aware of the SU disciplinary code for students (Click **HERE** for the SU Student Discipline Code) in terms of possession of alcoholic and/or illegal substances.
4. **Treatment and Follow-Up:**
   - » Students who demonstrate abstinence for six months may have the case closed, but random testing will continue as necessary.
   - » If there is a relapse or non-compliance with clinical duties, the case will be referred to the Faculty's Internal Health Committee (IHC) for further evaluation.
   - » The IHC may recommend temporary suspension from studies or other actions in accordance with the professional board's guidelines.
   - » Any reporting of a colleague for substance abuse must be done in writing with sufficient evidence, and confidentiality will be upheld.

Responsibilities of Students:

- **Own Recovery:** Students must take responsibility for their health and recovery process.
- **Accountability:** Students should identify an accountability partner to help support their recovery.
- **Professional Standards:** Students must always adhere to the norms and values of their profession.

For more information on the disciplinary process and substance abuse management, refer to the HPCSA guidelines. Click **HERE**

IMMUNE COMPROMISED STUDENTS

Objective: To provide specific risk reduction measures for students who are immune-compromised and at higher risk of acquiring infections during clinical training.

Guidelines for Immune Compromised Students:

- **Confidential Disclosure:** Students who are immune-compromised or at increased risk of infections should confidentially disclose this to their program coordinator to receive appropriate support.
- **Conditions at Increased Risk:** Conditions such as HIV infection, diabetes mellitus, organ transplants, chemotherapy, and the use of immunosuppressive drugs may place students at higher risk of infection.

Precautionary Measures:

- **Standard Infection Prevention:** Students must adhere strictly to infection prevention and control measures, including hand hygiene, wearing appropriate PPE, and maintaining personal protective behaviours.
- **Precautionary Health Measures:** In addition to general infection prevention, students should follow specific contact and respiratory precautions as per their condition and the clinical setting.
- **Health Monitoring:** Students with compromised immune systems may require additional health monitoring and adjustments to their clinical duties to ensure their safety.

This document provides a structured approach to ensuring the safety and well-being of students during clinical training, addressing critical issues such as TB risk, substance abuse, and support for immune-compromised students. Each section is designed to guide students in maintaining their health while adhering to the highest professional standards.

9 Incident Reporting

Incident Report Protocol

The safety and well-being of students during clinical training is of utmost importance. This section outlines the necessary steps to report any incidents or safety concerns, along with safety guidelines for clinical training environments.

What constitutes an incident

1. **General Safety Protocol:**
   - » If there are any concerns about safety within the clinical training environment or medical facility, students must immediately contact the local police station or other appropriate contact persons.
   - » If necessary, students should leave the area using the safest route available and inform the responsible lecturer of the situation as soon as possible.
2. **Temporary Danger:**
   - » If students become aware of temporary danger to persons or property in certain areas (e.g., due to protests), they are responsible for making alternative arrangements or seeking guidance from SU staff on how to proceed to complete the relevant part of the clinical training.

3. **Victimization, Abuse, or Harassment:**
   - » Students who experience victimization, abuse, or sexual harassment by fellow students, peers, or supervisors must immediately report the incident to the medical facility's HR or Occupational Health and Safety (OHS) department.
   - » The incident must also be reported to Stellenbosch University for further investigation and action.

Reporting of an Incident

1. **Incident Definition:**
   - » An incident is any occurrence in which a student or staff member believes their safety has been compromised. This includes:
     - Personal injury or harm
     - An attempt to injure or harm
     - Theft, damage, or tampering with possessions
     - An attempt to steal, damage, or tamper with possessions
2. **Steps for Reporting:**
   - » **Complete the Incident Report Form on the SUNLOC website:** Report the incident within **24 hours** of the occurrence.
   - » **Criminal Offenses:** If a criminal offense has occurred, immediately report it to the local police station (**SAPS: 10111**).
   - » **Incident Reporting Form:** Forms for reporting an incident are available on the **SUNLOC Website** and should be submitted according to the instructions provided.

9-step action process in an Transport emergency

1. Immediately press the panic button in the vehicle which will send an alert to Tracker (in process Mobile Buttons)
2. Ensure that you and your passengers are safe and keep them calm
3. Do not resist or make direct eye contact with the suspect
4. Driver to assess that none of the passengers were injured or taken in the event
5. Make immediate contact with SAPS/Tracker emergency services/Tygerberg Campus/Main Vehicle Fleet security services once the situation is de-escalated
6. Make your way to the nearest police station to give a statement about the events and obtain a case number
7. SUNLOC will arrange for security/police escorts back to Tygerberg Campus
8. Once proper information is received, SUNLOC will report to the Management Team as well as the affected division with a detailed report
9. Debriefing of Staff and students with counselling, once back at Campus

By following these protocols, students will help ensure the safety of themselves and others during clinical training. Prompt reporting of incidents also helps the FMHS monitor and maintain a secure training environment.

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SAFETY GUIDE FOR THE CLINICAL TRAINING PLATFORM