

# ST. ELIZABETH'S INSTITUTE OF HEALTH PROFESSIONALS - MUKONO



Licensed by Ministry of Education and Sports  
and Recognized by Ministry of Health  
(A PROGRAMME OF MUCHI)

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Our Ref: STEL/ADM/RULES/21

Date:

## INSTITUTE RULES AND REGULATIONS.

I, ..... having been admitted to St. Elizabeth's Institute of Health Professionals (SELIHEP), to pursue a course for a ....., do hereby sign these undertakings and Rules and Regulations of the Institute in total obedience and submission to the Institute administration and medical professional ethics, with a serious acknowledgement and commitment to obey the same, and in default or breaching any of them, I acknowledge that I shall undergo the punishment and or penalty which such breach or failure shall attract;

### **1. Admission to the Institute and my fulfillment of all the required academic needs.**

I shall be a resident student and I will strictly abide by all the rules and regulations governing resident students in this Institute and will, upon my reporting to the institute on admission, produce all the scholastic needs as indicated in the admission letter.

### **2. Attending all lectures and practical work.**

i) I shall attend all lectures and practical work in the stipulated hours according to the Institute and hospital time tables without fail and if I consistently abscond from the Institute for a total of 14 days, I shall be discontinued from the course.

ii) I understand that if I'm granted permission of absence and I stay beyond the period permitted, I shall be required to give reasons for the delay and if my explanation is found unsatisfactory, I shall be required to go back and bring my parent/guardian, to explain my delay to return to the Institute in time and if I'm found guilty, shall be disciplined as the Institute administration shall deem fit, including demoting me to the class below.

iii) I understand that spending a night out without the knowledge and permission of the warden attracts serious disciplinary action from the Disciplinary Committee when I report back.

### **3. Negligence and mishandling of patients at practicum sites.**

I shall, at the time of my practicum placement or clinical experience, adhere to all professional ethics and attend to patients with all due professional care and empathy and I understand that handling patients negligently and or immorally shall lead to my discontinuation from training, and other penal consequences depending on the circumstances of the case.

#### **4. Possession and Administration of unprescribed drugs and equipment.**

- (i) I shall not possess any unauthorized equipment, drugs, reagents, or any item whose possession is prohibited in my custody and I understand that selling of Institute or Hospital equipment and blood to the patients and drugs in public hospitals and health centres is a crime under the Ugandan Penal code and liable to prosecution, and I will therefore desist from the aforesaid acts.
- (ii) I shall never receive any appreciation, money, tips and gifts given to me by the patients or any other person as such an act will lead to automatic dismissal from the course.

#### **5. Drunkenness and taking of intoxicating substances.**

I shall not possess, consume alcohol or any intoxicating substances in any form at the training Institute or practicum site and I understand that drunkenness, whether in the hospitals or at campus is not allowed and upon being found drunk, I understand that I shall face serious disciplinary action.

#### **6. Theft**

I shall not steal any property belonging to government, Institute or any individual and I acknowledge that I shall be discontinued from the Institute if I'm found guilty of committing such an offence.

#### **7. Fighting**

- (i) I understand that I shall desist from fighting; and that any conflict between students is always settled among themselves with the assistance of the Guild leaders, Wardens, the Tutors and Principal Tutor before reaching the Institute Disciplinary Committee, as the case may be.
- (ii) I shall totally refrain from fighting with members of the administration, my fellow students, patients and the public at large within or outside the Institute premises, and in the event that I'm caught fighting, I shall be immediately dismissed from the Institute.
- (iii) I understand that verbal abuse or assault to the students and members of the administration is a serious crime which shall be dealt with by being reported to police and shall risk dismissal from the course as well as being prosecuted by police.

In case of any complaints or misunderstandings arising between me and any person, I will take up the matter with the guild and administration.

#### **8. Wearing of uniforms.**

I understand that I shall, at all times, wear the complete Institute uniform of my course in class room, at practicum site, and at all functions where I will represent the Institute and that contravention of this is punishable in a manner that the administration shall deem fit.

### **Uniform for students:**

I understand that uniforms for students of the Institute shall be as follows:

- a) **Certificate in Medical Laboratory Techniques -Blue shirt, navy blue trousers or skirt, navy blue sweater and a black tie.**
- b) **Certificate in Pharmacy Techniques – purple shirt, navy blue trousers/skirt, navy-blue sweater and a black tie.**
- c) **Diploma Pharmacy- Pink shirt, black trousers or skirt, black sweater and a black tie**
- d) **Diploma Medical Laboratory Technology- Grey shirt, Black trousers or skirt, black sweater and a black tie**
- e) **Diploma in Clinical Medicine; A cream shirt, Black trousers or skirt, black sweater and black tie.**
- f) **Female Muslim students who choose, can wear a black ornament or decoration free veil over their heads.**

Navy blue or black skirts with the hem at knee level for girls OR Navy blue or black decent trousers for boys should be worn with uniform shirts respectively and be properly **tucked in**. These are provided by the parents. The Institute only provides shirts, sweaters and ties.

- (i) I understand that tight fancy skirts, short skirts, skirts with long slits, see through dresses and trousers of the same type for females and male students respectively must NEVER be worn while at campus.
- (ii) I shall wear closed shoes of black colour.
- (iii) I shall keep my finger nails short and unpainted.
- (iv) I understand that sandals and open shoes must never be worn during class hours.
- (v) I understand that fancy hairstyles and long hair for female students and shaolin and beards for male students are strictly prohibited at the Institute.
- (vi) I understand that breach of the rules concerning the wearing of uniform will call for my suspension for one week and to be accompanied by the parent on return.
- (vii) I understand that the dress code, after classes and over the weekend shall be decent.
- (viii) I understand that wearing /borrowing another student's uniform/ clinical coat is prohibited and if caught, will be penalized by suspension for 3 days and to come back with a parent for a final disciplinary decision.

### **9. Text Books**

I understand that the must have books and other identified reading materials are provided by the Institute and I undertake to pay for them as and when requested by the Institute.

### **10. Library books.**

I understand that when I borrow books from the library, I must not stay with them beyond the date I am supposed to return them because failure to do so attracts a penalty.

**11. Use of Mobile Phones during lectures.**

- (i) I understand that receiving or making mobile phone calls during lectures is strictly prohibited.
- (ii) I understand that mobile phones must be switched off before entering class and practicum areas to avoid disturbance and that entering class with a phone in loud mode or speaking on phone while in class or leaving class to pick a call will lead to confiscation of the phone.

**12. Sickness**

- (i) I understand that the Institute refers all students with medical conditions to Mukono Health Centre IV, a government health facility which is a short distance from the institute from where the institute follows up these students to ensure that they get the necessary medication.
- (ii) I understand that when I fall sick, I shall inform the warden who will notify the Principal Tutor or Tutor on duty before I proceed to the health centre.
- (iii) I understand that I shall seek permission from the warden and Administrator before I am allowed to go and see my personal doctor.

**13. Vaccination against hepatitis B.**

I acknowledge that being a health worker trainee, I stand a very high risk of contracting Hepatitis "B" from patients and environment, and I therefore, undertake to preset myself for vaccination against the disease and will pay a fee to be determined by the Institute at the time.

**14. Strikes and unprofessional conduct.**

- i) I understand that I shall never get involved in any act of professional misconduct including taking part in hooliganism, strikes and the likes, which, I very well know, attract serious disciplinary measures, including dismissal.
- ii) I understand that the Institute Administrator is the Public Relations Officer (PRO) of the Institute and I shall therefore desist from speaking to the public, news reporters or any other person on issues to do with the affairs of the Institute unless I am specifically granted permission by the administration. I understand that such errant behavior can earn me a dismissal from the Institute.

**15. Immoral or unprofessional behavior.**

I shall, at all times, behave in a manner which is ethical and consistent with the professional code of conduct and that I shall not indulge in any acts that would ruin the good name and image of the Institute and the profession.

**16. Pregnancy for Female Students.**

- (i) As a female student, I understand that I shall be subjected to a pregnancy test at least once every semester during my stay at the Institute while pursuing my studies and I will readily and willingly provide the samples for such test.

- (ii) I understand that in the event that I become pregnant during the course, I shall inform the Institute administrator and ask for a dead year but when I'm found out by the Institute Administration hiding the information, I will be out rightly dismissed.
- (iii) I understand that a male student who shall be responsible for a female student's pregnancy will be discontinued from the Institute for gross indiscipline.
- (iv) I shall not involve with persons of the opposite sex in secrecy or seclusion nor engage in immoral or unwarranted communication and gestures while at the Institute.
- (v) I understand that female students must NEVER visit male students' hostels and similarly, male students should NEVER visit female students' hostels, unless given special permission and that the Institute reserves the right to dismiss any student who may go to the hostel of the opposite sex without permission.
- (vi) I understand that staff residences are out of bounds to all students and I shall go there only in cases of emergency and with administrative permission and in breach thereof I shall be discontinued from the course.
- (vii) I understand that abortion is a criminal offence punishable by discontinuation from the course and the case referred to police immediately.

#### **17. Admission and Transfers.**

I understand that once I have been admitted to the Institute, I will not attempt to transfer to another health training school as prescribed by Uganda Allied Health Examinations Board (UAHEB) Rules unless I'm granted special permission

#### **18. Assessment in Theory and Practical examinations.**

- (i) I understand that the pass mark for all subjects is 50%.
- (ii) I also understand that I shall be subjected to periodical institutional internal assessment examinations organized by the Institute and national examinations by Uganda Allied Health Examinations Board (UAHEB) every end of semester.
- (iii) I understand that I shall pay all examination fees as prescribed by the Institute and abide by all the examination rules and regulations concerning both the progressive and national examinations.
- (iv) I understand that continuous assessments of each subject contribute 15 % to the end of semester national examination and that the same are compulsory.
- (v) I also understand that there shall be no retake exams for internal assessment examination in case I fail the institutional exam or exams.

- (vi) I understand that in case I fail half or more of the semester load of UAHEB examinations, I shall be referred to the set (class) below, and this is in accordance with the semester regulations set by the Uganda Allied Health Examinations Board (UAHEB).
- (vii) I understand that if I fail half or more of the total subjects in progressive exams, I will wait and repeat the failed course units when they are offered next.
- (viii) I shall pay Shs. 40,000= to re-sit each paper for UAHEB examination that I may fail during the semester when it is next offered.
- (ix) I shall not sit mid and end of semester examinations without obtaining a clearance form from the Administrator who will ascertain that all fees in my case have been paid, and that I have fully discharged my other academic obligations.
- (x) I understand that if I am caught cheating in examinations, I will automatically be referred to examination security committee for disciplinary action. If the malpractice involves travelling to UAHEB, accompanied by the Principal Tutor, I will foot the travel expenses and allowances involved.

### **19. Personal Property**

I shall be responsible for the safety of my valuables, personal property, keep my bed with its surroundings clean and tidy at all times.

### **20. Bathroom and Toilets**

I shall be responsible for leaving toilets, showers and sinks clean after use and to always participate in their cleaning, and I shall always be involved in all other communal activities.

As a female student, I shall not throw rubbish or sanitary towels in the toilets or bathroom and I understand that an incinerator is available for the sanitary towels (pads) and for all students, bins are provided for dumping the rubbish.

### **21. Laundry**

I shall do laundry in a specially provided facility and within the prescribed time and I shall ensure that all lights and sockets are switched off after use.

### **22. Meals**

- (i) I shall take meals as provided by the Institute administration at the following specified time;
  - a) Morning tea: 06:45am to 07:45am
  - b) Lunch: 1:00pm to 1:45pm
  - c) Supper: 6:30pm to 7:30pm
- (ii) I shall partake food in the manner in which it is offered by the institute and shall never throw away or spoil food and I understand that the main diet is posho and beans.
- (iii) I shall reside in the hostel as provided by the Institute administration and I will avoid causes of fire outbreaks and I acknowledge that cooking stoves, electric coils and kettles are BANNED from the hostels and if such equipment is found with me, it will be confiscated.

### **23. Water and electricity**

- (i) I understand that I shall draw water in my 20 litre jerrycan at the time as provided in the institute time table for this activity.
- (ii) I understand that all lights are switched off when not in use, that is, in dormitories, dining hall and classrooms. The last trainee to leave the rooms after any period, for example, study period, should make sure that lights are switched off. Lights should be switched off at 11:00pm in all classes.

### **24. Trading at the Institute.**

- (i) I shall not engage in any trading activity at the Institute because I understand that involvement in such is prohibited.

### **25. Visitors**

- (i) I am expected to receive visitors in the dining hall only over the weekend and after office/class hours (5:00pm), if there are no evening classes.
- (ii) I understand that no visitors are accepted after 7:00pm and in case of an emergency during office hours any visitor shall report to the administration first.
- (iii) I understand that visitors must never be taken to the dormitories and I am not allowed to provide school food or any other institute property to the visitors at any time or place.

### **26. Punctuality**

- (i) I shall report to the Institute on the first day of each semester unless I give prior notice to the administration and in case I delay for more than (14) fourteen days I shall be demoted to the class below.
- (ii) As a resident trainee, while proceeding home for any reason, I shall leave the campus only between 8:00am and 5:00pm.
- (iii) I shall be punctual at all times, in all places including lecture theatres, and health centres or hospitals during practical/clinical experience training.
- (iv) I understand that during clinical placement, I must leave for the placement centre promptly as organized by the administration from time to time and return to the Institute still as organized by the administration and in the event that I fail to keep time and the Institute bus leaves me; I shall be required to find my own means of transport to and from the placement centre and upon arriving the Institute I shall report to the administration to explain the reason why I delayed.

### **27. Disciplinary action**

- (i) I shall abide by these Rules and Regulations during the entire period of training and I understand that breaching of any of them will lead to serious disciplinary action against me and even lead to dismissal from training depending on the circumstances and gravity of the offence committed.
- (ii) I understand that the action which may be taken against me when found guilty of any act of indiscipline I shall depend on the gravity of the offence committed and any of the following decisions and the others which the disciplinary committee may deem necessary may be taken against me;
  - a) A verbal but recorded warning
  - b) A written warning with copies to the disciplinary committee.
  - c) Referral to the set below.
  - d) Discontinuation from training with copies to the Ministry of Education and Sports as well as the Ministry of Health and UAHEB.
  - e) Being handed over to police in case of committing a serious crime.
  - f) When the nature of the indiscipline requires the attention of the Institutes Board of Governors' attention, the student concerned will foot the transport expenses and allowances required for the Board to sit.

**28. Declaration.**

**Student:**

I, .....hereby declare that I have read and understood the Rules and regulations of St. Elizabeth's Institute of Health professionals, Mukono and I promise to observe and abide by them throughout my training.

Signature:.....Mobile Phone No. :.....

**Parent/Guardian**

I,.....the parent/Guardian of ..... do declare that I have read and understood the Rules and Regulations as stated and I expect my son/daughter to abide by them.

Signature:.....Tel. No. ....

Address:.....

**Witnessed by;** .....

**ADMINISTRATOR**

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“We train for healthier Communities”

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Our Ref:

Date:

## STUDENT'S REGISTRATION FORM

### COURSE DETAILS.

- i) Course name:.....
- ii) Academic year: .....

### SECTION A: INFORMATION ABOUT THE STUDENT;

- 1. Surname. ....
- 2. Other names (in full): .....
- 3. Sex: .....
- 4. Marital Status:.....
- 5. Religion:.....
- 6. Date of Birth: .....
- 7. Place of Birth: .....
- 8. Postal Address: .....
- 9. Mobile Phone No.: .....
- 10. Telephone No. (If available): .....
- 11. E-mail address: .....
- 12. Home District: ..... Sub- County/Town.....

13. Nationality:.....  
 14. Highest Academic Qualification:.....

15. List schools and colleges you have attended beginning with the most recent;

Name of School	From (year)	To (year)	Award

16. Sponsor's full Name:.....

Telephone No. .... E-mail.....

17. Health Status:

- a) Do you suffer from any chronic disease? Yes/No
- b) If yes name the diseases .....
- c) Do you get treatment for (b) above? .....  
 .....
- d) From where do you get treatment?.....  
 .....
- e) Provide a photocopy of the treatment.
- f) Give the full names and addresses of your Doctor.  
 Name .....
- Address: .....
- Postal Address: .....
- Telephone No. ....

18. Name two next of Kin and their addresses in case of an emergency:

(i) Name .....

Postal Address: .....

Telephone No. ....Mobile..... E-mail.....

Relationship of next of kin with the student:.....

(ii) Name .....

Postal Address: .....

Telephone No. ....Mobile..... E-mail.....

Relationship of next of kin with the student:.....

19. UAHEB fees and related administrative costs

(i) I understand that Uganda Allied Health Examinations Board (UAHEB) fees for each of the first 5 semesters for Diploma Pharmacy and Diploma Laboratory Technology training is Shs. 150,000= (One Hundred Fifty Thousand Only).

(ii) Whereas Certificate Laboratory Technology shall also pay the same fee for each of the first three semesters of the training.

(iii) I understand that UAHEB fee for the final semester of **ALL** the course trainings is determined at the time of sitting the final examinations.

20. Student's Signature: ..... Date: .....

**FOR OFFICIAL USE ONLY**

21. Registration Number .....

22. Fees paid upon reporting: Shs.....

23. Remarks by the Administrator .....

Signature: .....