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## Faculty of Medicine and Health Sciences Committee for Undergraduate Teaching

### Guidelines for student projects in Provincial Facilities

#### **Background**

Students in many undergraduate programmes are required to undertake projects during their placements in distributed training sites and other clinical facilities outside of Tygerberg Hospital. Such assignments include quality improvement projects, audits, community projects (including community oriented primary care), etc. Students are often unclear regarding the processes to follow in obtaining permission to carry out such activities.

#### **Purpose:**

The purpose of this document is to:

- Define situations where students are required to get permission from the facility manager and/or staff involved at a Department of Health facility when doing a student project.
- Guide students with regards to correct communication channels and procedures when permission is needed for a project.

#### **Situations where permission is required before starting a student project:**

- With the start of a new project that will run over an extended period of time. For example, if several student groups will work on a project over a year and during each rotation build on the work of the previous group.
- Where project activities will impact on staff working hours.
- Where additional resources or consumables of the facility will be used. (For example, syringes, needles, TB masks, blood tests, sputum tests, urine tests, etc.)
- Where patient flow through the facility may be delayed.
- Where access to space within the facility is required.
- Where students will require access to confidential patient information.
- Where patients or staff members will be interviewed or involved in training events.
- Where any examination, test or procedure is required that is undertaken only for the purposes of the project.
- Where a formal research project is planned as part of the undergraduate programme. If publishing of the results of any project is planned, the proposal has to be approved by a SU Health Research Ethics Committee BEFORE starting it. Additional permission from the provincial Department of Health research office also has to be attained.

#### **Projects that do not require permission:**

In general the following are instances in which permission would not be required:

- Where students engage with patients at Non-Government Organization facilities. (Students will have to get permission from the NGO manager.)
- Where students are asked by the facility manager to perform a specific project; however, this will require proper written communication.

- Where the project is limited to the use of an audit tool that is currently used by the Department of Health and students have been encouraged to perform or participate in the audit by the clinical manager of the facility.

### **Tasks for students to perform during planning phase:**

Students are expected to:

1. Provide a letter with a stamp from the University in order to introduce the student and purpose of the project.
2. Introduce themselves to the facility staff in terms of discipline, year of study and purpose of rotation and project.
3. Identify a project in communication with the facility staff and to consider its alignment with health system focus areas and priorities. (For example, 1st 1000 days, COPC, etc.)
4. Find out who the manager(s) is/are for the relevant facility(s).
5. Enquire whom the stakeholders are in the proposed project which need to be considered or consulted.
6. Develop a succinct project proposal. This should be 2-3 pages and include the following: (see the template at the end of this document)
  - Background and objective of the project.
  - Proposed project plan: who will be involved; what will be the role of the different stakeholders; where, when and how project will be implemented
  - Expected outcomes/benefits of the project and how these will be measured.
  - Explain timelines of students as per rotation dates and establish if the proposed time and dates of the intervention would be suitable. Also mention where it would most likely be a continuous project throughout the year.
  - Mention the logistics which need to be considered (e.g. venue booking, organizing, cleaning; refreshments, any costs, stationery, marketing, etc.)
  - **Discuss the impact (if any) on the services (e.g. staff time, access to patients and patient flow, costs) and how this will be navigated.**
  - Define exactly who is responsible for which actions in the roll-out of the project.
  - Indicate that a short report will be provided on the project, which can be circulated as required. Establish beforehand who the relevant contact person(s) is/are to send the report to.
  - Provide your contact details and your academic supervisor's contact details.
7. Obtain feedback from their module tutor(s) on their project proposal and adjust it accordingly before sharing it with the health department managers and staff to be involved
8. Share the results with the facility staff and the sub district management team

### **The correct communication channels and procedures:**

- For Health Care facilities, it is best to start communication with the operational manager (nursing manager) of the facility.
- Projects within Worcester Hospital have to be submitted to the human resources department for approval; this may vary in other hospitals.
- Use the project proposal to communicate your plans with the relevant manager(s).
- Gain consent to do the project from the sub-district manager, via the facility manager
  - Pertinently ask if any other permission is required and how it should be obtained.
  - If any data is needed, follow the communication lines to the sub-district's senior administration officer: Information management for access to data
- Thank staff for time and for accommodating the project.

Approved: February 2018

**Student Project Title:**

**Background and objective of the project:**

**Proposed project plan:**

**Expected outcomes/benefits of the project:**

**Timelines & communication / handover:**

**Logistics:**

**Expected impact on services:**

**Roles and responsibilities:**

**Feedback to facility manager(s):**

**Contact details of students involved:**

**Contact details of academic supervisor:**