



Vydehi Group of Institutions

# 82, EPIP Area, Whitefield, Bangalore – 560066  
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VG/COO/Dir-2/224

28 Feb 2024

**DIRECTIVE – 02**

**Rules to follow : Hospital Postings**

1. The Apex Body of Vydehi Group has established the following rules and regulations to enhance the learning-teaching cycle for Vydehi students by providing them with hands-on experience in the hospital during three different shifts. All Principals are requested to strictly follow the rules outlined in the context of hospital postings so that Vydehi students gain practical experience before completing the course.
2. **Must Training :** All 2nd to 4th Year or 3rd to 8th Semester students in Nursing, AHS, Physiotherapy & Pharmacy will attend a 3-month OJT program each year.
3. **Punctuality :** Strict adherence to the clinical posting schedule is mandatory. Not being on place of duty at a given time may result in disciplinary measures.
4. **Uniform and Grooming :** Wear prescribed uniform during clinical postings. Maintain a professional appearance with well-groomed hair, nails & appropriate footwear.
5. **Interaction with Patients & Staff :** Interact humbly and respectfully with patients & staff. Demonstrate compassionate & empathetic behavior; communicate professionally.
6. **Maintenance of Work Done Register and Log Cards :** Accurately record patient assessments, diagnoses, and treatments. Submit organized, legible documentation promptly to your immediate higher ups.
7. **Attendance :** Notify designated authority in advance of inability to attend clinical postings and promptly communicate illness or emergencies to relevant personnel.
8. **Extensions for Absence :** Communicate requests for extensions or planned absences well in advance.
9. **Rotatory Postings :** Complete rotational postings as per schedule, covering morning, day, and night shifts. Ensure seamless transitions between shifts and proper handover of responsibilities.
10. **Cooperation with Staff :** Cooperate with Nursing staff in patient handling and treatment. Support fellow students and healthcare professionals as required.
11. **Responsibility for Log Cards :** Safeguard and maintain accurate log cards. On submission of log cards at the end of completion of course only the professional degree will be given alongwith a OJT letter. Log card has to be regularly signed & kept timely updated at all levels.
12. **Reporting to Ward Incharge :** Report to the ward incharge as per your shift timings for instructions and updates. Seek guidance and report challenges faced during the shift.
13. **Exchange of Duty :** Obtain prior approval for any duty exchanges from the branch & ward both. Unauthorized exchanges may lead to disciplinary action.

14. **Professionalism** : Uphold high standards of professionalism in all interactions & tasks. Maintain confidentiality and adhere to ethical standards.

15. Adherence to these guidelines is crucial for fostering a positive & professional clinical environment. Your cooperation is essential for a successful & enriching clinical experience.

Regards & Jai Hind

Vydehi Group of Institutions  
COO & Apex Body Member  
COO  
27/24

1. Principal AHS
2. Principal Pharmacy
3. Principal Nursing
4. Principal Physiotherapy
5. Ms. Paveena & Ms. Mary - Nursing I/Cs

**Copy To :**

1. Chairperson Office
2. Vice Chairman, Apex Body, Office



For Info pl