



GENERAL NURSING COUNCIL OF ZAMBIA
(Nurses and Midwives Act No. 31 of 1997)

**SCHOOL
RULES FOR
NURSING AND
MIDWIFERY
STUDENTS**

JANUARY 2018

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GENERAL NURSING COUNCIL OF ZAMBIA
(Nurses and Midwives Act No. 31 of 1997)

School Rules for Nursing and Midwifery Students

INDEX NUMBER:.....

January 2018

THE GENERAL NURSING COUNCIL OF ZAMBIA, 2018

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FOREWORD

The General Nursing Council of Zambia's (GNCZ) mandate is protection of the public from unsafe nursing and midwifery practices. The Council sets and ensures maintenance of standards in nursing and midwifery education and practice. Therefore, these revised rules are an integral part of the overall nursing and midwifery standards set by GNCZ.

The aim of developing and consequently revising rules was to harmonize and standardise the nursing and midwifery education in order to produce a well disciplined and competent practitioner. It is the Council's conviction that these rules will enhance transparency and compliance to training and thus lay the foundation for quality nursing and midwifery education and training in Zambia.

Therefore, all the nursing and midwifery education service providers, students and stakeholders both in the public and private sectors are urged to promote implementation of these rules at all times with integrity, transparency and accountability during nursing and midwifery training.

Dr. Lonia Mwape PhD
PRESIDENT
GENERAL NURSING COUNCIL OF ZAMBIA

ACKNOWLEDGEMENT

General Nursing Council of Zambia greatly acknowledges the support of the Technical Working Group, Nurse Educators and Managers from all the nursing and midwifery colleges and Health facilities in the country who worked tirelessly to review and update the rules. In the same vein, GNCZ wishes to acknowledge the support received from the Government of the Republic of Zambia through the Ministry of Health and its Cooperating Partners during the Rules review process.

The Council remains indebted to all of them.

Dr. Aaron Banda (PhD)
REGISTRAR

PRELIMINARY

SHORT TITLE

These rules shall be cited as the "General Nursing Council of Zambia Rules for Nursing and Midwifery Students" shortened as "GNCZ Rules".

INTERPRETATION

In these Rules, unless the context otherwise requires: -

The schedule of rules means an embodiment of accepted conduct; written or unwritten

"Therapeutic Relationship" means relationship between the student Nurse and/or midwife and client which should result in beneficial change in the patient's health.

"Authorized Permission" means permitting or giving written or verbal consent to a student to undertake an activity.

"Verbal Warning" means verbal/oral caution given to a student as a disciplinary measure.

"Observe Time" means reporting for college and/or hospital learning activity at least five minutes before commencement of the activity.

"Exaggerated make up" means excessive wearing and/or application of cosmetics on one's body.

"Privileged Information" means information that the student nurse or midwife is entrusted with or comes across during the course of training, and needs to be treated as such. In this vein all types of information about a client and ones derived from hospital and/or management records shall be treated as privileged information.

"Official Permission" means consent given by an authorised officer to a student to undertake an activity at the exclusion of the other activity.

“Qualified Health Practitioner” means a person who has undergone formal training in a particular profession in health and certified and/or licensed to practice as such by the appropriate health regulatory body. The phrase “Qualified Health Practitioner” may be used interchangeably with the phrase “qualified medical practitioner.”

“Disciplinary policy” means a document that prescribes the standards of conduct in nursing or midwifery training institutions to ensure fair and consistent treatment of students. The phrase “Disciplinary policy” may also refer to “rules.”

“Unjustified disciplinary action” means disciplinary action marred with procedural impropriety and/or disregard to rules of natural justice resulting into finding the student guilty of the alleged offence or misconduct.

“Unassailable position” means taking a fair and justifiable position in meting a penalty to a student.

“Whimsical” means an unusual and strange way of meting a penalty against a student.

“Abuse” means an act or omission which infringes on the fundamental human rights of a student nurse and/or midwife. Also refers to disregard of the client’s dignity.

“Accountability” means being answerable for one’s own actions, including obligation to accept responsibility

“Disciplinary action” means documented educational, corrective or punitive action meted to an erring student.

“Plagiarism” means a practice of imitating or copying written or recorded spoken words without authority from the owner of the works or acknowledging the source.

“Insubordination” means refusal or failure to recognise or respect authority or to obey orders and/or instructions from a person or people in authority.

“Code of Conduct” means a set of rules that govern a particular profession. In this respect the “Code of Conduct” means the Professional Conduct and Disciplinary Code for Nurse and Midwives.

“Negligence” means lack of care and/or attention given to the client /patient from the student. In other word means an omission to act when there is duty to do so.

“Malpractice” means wrong doing and/or failure to exercise an ordinary degree of professional skill

“Incompetence” means inability to undertake a task proportionate to one’s level of training.

“Incapacity” means physical and/or mental inability to do something or to manage affairs in one’s powers.

“Offence” means violation or breach of set rules and regulations. It also means wrongdoing.

“Charged with an offence” means written allegation of having broken the set rules and regulations

“Guilty of an offence” means being found having committed an offence

“Miscellaneous” means various offences and punitive actions provided for under no other specified classification.

“Integrity” means being honest and having strong moral principles, moral uprightness.

“Honest” means being truthful or not to lie.

“Objectivity” means not being bias, judgmental or prejudice

“Impartiality” means equal treatment of all rivals or disputants

“Partisan political activism” means being openly devoted to one political party or faction.

“Loyalty” means being faithful to commitments or obligations.

“Respect” means having regard for someone’s feelings, wishes or rights including obedience to authority.

“**Excellence**” means outstanding performance or surpassing ordinary standards.

“**Confidentiality**” means not divulging or revealing information entrusted to you during the course of training or duty.

“**Selflessness**” means being concerned with the needs and wishes of others than with yours.

“**Council**” means the General Nursing Council of Zambia.

“**Nursing school**” means an institution that provides nursing education and practice.

“**Registrar**” means a person appointed to head a council whose mandate is to protect the integrity of the nursing and midwifery profession and the public from unsafe practice.

“**Student**” means a person who is undergoing training for a specified period of time at a college or university to gain skill or knowledge.

“**Prima facie**” means a fact presumed to be true unless it is disproved.

“**Nuisance**” means an act which is harmful or offensive to public or a member of it and for which there is a legal remedy

“**Sexual harassment**” means making repeated unwanted sexual advances or obscene remarks to a person, especially in a.

“**Press statement**” means verbal, written and/or electronically release information to the print or electronic media or public platform as news.

“**Expulsion**” means an immediate termination of training by the College administration.

“**Complaint**” means a complaint is defined as a verbal or written statement by a student to the group tutor, Intake Tutor, Principal Tutor or such other delegated member of the teaching staff in which he/she conveys a complaint, grief or pain as a result of an omission or commission made by the college through its management, representative or a fellow student in the context of teacher to student, student to student or college administration to student relationship.

Part II

1. INTRODUCTION

The General Nursing Council of Zambia (GN CZ) regulates the professional conduct, education and practice of nurses and midwives in the country. It is the mandate of the Council to set rules which guide the conduct of students while in training. In this regard, these rules are an integral part of the student's training programme and aims at preparing students for their professional conduct, roles and responsibilities expected of them upon graduation.

Therefore, all students are expected to adhere to the set rules. Failure to comply with these rules will attract disciplinary action as indicated *herein*.

Generally, the disciplinary procedure will be as follows:

- i. Verbal warning - one (1)
- ii. Written warning - one (1)
- iii. Suspension - 21 days, followed by deferment to the immediate junior class
- iv. Expulsion

It should be noted that misconduct of a serious nature will attract either suspension or instant expulsion from training without giving verbal or written warning.

In an event of continued acts of indiscipline, a student shall be informed of the indiscipline and decision made by college the in writing by the Head of training institution(s) and copies of such communication shall be sent to the parent, guardian, employer or sponsor (whichever is applicable and feasible). GN CZ must also be informed of all disciplinary cases that attracts Suspension for 21 days with deferment, expulsion and/or an appeal.

2. OBJECTIVES AND NATURE OF RULES AND PROCEDURE OF DISCIPLINARY ACTION

2.1. Objectives of the Rules

The objectives are to:-

- a) provide a framework within which natural self-discipline of students can evolve and operate;
- b) enable nursing and midwifery training institution administrators and teaching faculty take prompt action against the erring students with confidence;
- c) ensure predictability, consistency and objectivity in the application of discipline at the nursing and/or midwifery ;
- d) inform and correct mistakes or bad behaviour among students, individually and collectively, and prevent the same from happening again; and
- e) Establish understanding of the professional behaviour required of nurses and midwives, and bring the student to this standard. In order to achieve the foregoing, it is necessary that: -
 - i) Standard nursing and midwifery rules are formulated which must be strictly observed by all students in all public, faith based and private owned nursing and midwifery training institutions;
 - ii) The rules are disseminated to all students and make them aware of their existence and the consequences of breaking these rules;
 - iii) Nursing and/or midwifery management and/or staff of the teaching faculty make careful investigation of the facts and circumstances of each case before disciplinary action is taken, taking previous student's record into account and noting particularly the mitigating and influencing factors;
 - iv) There is prompt application of appropriate disciplinary action, and
 - v) There is provision for an appeal procedure.

2.2. Purpose of Discipline

The purpose of discipline is to obtain compliance with the established code of professional conduct and to correct improper conduct. To this extent, discipline should firstly be seen as a form of training and not punishment.

2.3. Nature and Forms of Disciplinary Action

Disciplinary action shall be applied in three orientations, namely:

2.3.1. Educational Action

- a) Management will endeavour to educate and counsel students of their learner obligations.

2.3.2. Corrective Action

- a) The application of penalties, such as warnings, suspensions and/or deferment is designed to correct offenders.
- b) In circumstances where suspension of the affected student is applicable for a period of more than 21 consecutive days, deferment of the affected student to his/her immediate junior class, shall be the accompanying action.

2.3.3. Punitive Action

- a) When educational and corrective actions are deemed ineffective, punishment by expulsion from training will be considered, just as the case is with serious offences requiring immediate expulsion as provided for *herein*.
- b) However, in an event where expulsion of the student is the effected punitive action, the administration may, at its discretion, consider readmission of the student into training upon application; after two years from the date of expulsion.
- c) In an event where the expelled student's application for readmission into training is positively considered after two years from the date of expulsion, the administration reserves the right to place such a student in an intake it deems appropriate, but not the student's former or senior intake.

2.4. Procedure for Administration of Disciplinary Action

2.4.1. Before any disciplinary action is taken against a student, it is necessary that a just cause for it be established. In turn, the establishment of a just cause requires that before disciplinary action is taken, an investigation should be conducted.

2.4.2. Besides, natural justice requires that the student should be given an opportunity to be heard before being pronounced guilty. In other words, the due process of justice should be brought into play.

- 2.4.3. Consequently, once a violation or infringement of rules and regulations has been noticed, a detailed charge against the erring student must be made in writing by the Head of the administration or his/her proxy or such other delegated member of the teaching staff; outlining the particulars of the offence or misconduct. In the same charge, the erring student should be asked to respond in writing to the charge within forty-eight (48) hours upon receipt of the said written charge.
- 2.4.4. Once the erring student and/or involved party has responded in writing and the necessary investigation has been carried out, the head of the administration or such other delegated member of the teaching staff should facilitate the sitting of the Disciplinary Committee to consider the matter.
- 2.4.5. The Disciplinary Committee shall recommend to the Head of the Institution () any of the following:
- a) Warning with or without paying a charge for damage caused, if applicable, or
 - b) suspension with deferment and/or payment of damages, or
 - c) expulsion from the training programme; or
 - d) that the matter be investigated further before it could be heard by the disciplinary committee again; or
 - e) that, no credible evidence is found in the allegations, therefore, the matter must be closed.
- 2.4.6. The Disciplinary Committee referred to in *clauses 2.4.4 and 2.4.5* above shall comprise the following members:
- a) The Deputy to the Head of the Training Institution or one of the Senior lecturers (other than the Head of the Training Institution) – as chairperson
 - b) Senior Human Resource Officer or an officer responsible for Human Resource Management issues in the institution
 - c) Head of Nursing Unit or his/her proxy – Hospital where students do most of their practical experience
 - d) Representative of the student body President or Secretary
 - e) One community representative as appointed to the Disciplinary Committee by the Management
 - f) Group lecturer

- g) Clinical instructor
- h) Lecturer
- i) ZUNO representative (from the ZUNO branch in whose jurisdiction the training Institution falls)

2.4.7. The quorum of the disciplinary committee referred to in *clause 2.4.6* above shall be two third of the members stipulated.

2.4.8. *Notwithstanding* the provisions of *Clause 2.4.5* above, the Head of the Administration may:

- a) Uphold the recommendation(s) of the Disciplinary Committee;
- b) Vary the recommendation of the Disciplinary Committee, but within the spirit of *Clause 2.4.5*;
- c) Quash the recommendation of the disciplinary committee within the spirit of *Clause 2.4.5*; or
- d) Refer the recommendation back to the disciplinary committee with the request that let further investigations be carried out and the case be heard again.
- e) In an event where the head of the administration refers the matter back to the disciplinary committee for further investigation and subsequent hearing, the head of the administration shall furnish the disciplinary committee with written grounds to support his/her request.

2.4.9. The offender must be informed in writing of the action taken.

2.5. Procedure for Criminal Cases

- 2.5.1. In cases of criminal nature the State Police will be informed and administrative action taken to protect property and/or other students' interest.
- 2.5.2. Administration will initiate or take any disciplinary action against any student who is facing criminal proceedings in accordance with college rules and regulations.
- 2.5.3. If the accused student is convicted of any offence and sentenced to imprisonment or asked to pay a fine for the offence committed, he/she will be deemed automatically expelled from college from the date of conviction.
- 2.5.4. If the student is acquitted by the courts of law, such an acquittal shall not stop the administration from taking disciplinary action, if found wanting in the professional respect.

2.6. Maintenance of Discipline

- 2.6.1. The maintenance of discipline among students is solely the responsibility of the administration.
- 2.6.2. Therefore, failure by the college administration to instil discipline among its student nurses and/or midwives will attract GNCZ's intervention which will involve subjecting the head of the college administration and/or members of the teaching faculty registered under the Nurses and Midwives Act, to the provisions of the GNC's Professional Conduct and Disciplinary Code for Nurses and Midwives.

2.7. Application of Rules

- 2.7.1. In administering the College Rules, all the procedures and prescribed penalties should be followed and meted out accordingly.
- 2.7.2. Disciplinary action should always be prompt, fair and firm. It should be taken after thorough investigation(s) into each alleged offence, taking into consideration the circumstances of each case.
- 2.7.3. In determining the proper penalty for any offence, the college administration should, *inter alia*, take into account the following issues:

a) The Student's track Record

The student's general behaviour and past record may either mitigate the offence in the case of a good past record or aggravate the offence in the case of a poor past record.

b) Knowledge of College Rules and Warnings

A just case requires that students be informed of rules and regulations; the breach of which may result in educational, correctional or punitive action. The exception is where the conduct is so clearly wrong that it is indisputable to an ordinary mind of average intelligence such as in cases of absenteeism, fighting etc.

c) Precedents in Enforcement of Rules and Discipline

Students involved in similar misconduct should be treated essentially the same unless there are good reasons for varying the penalty; such as difference in degrees of fault, mitigating or aggravating circumstances affecting some but not all students. Precedents must be borne in mind if fair play is to be seen to be applied.

2.8. Penalties and Duration of Sanctions

2.8.1. The following are the penalties that should be applied for indiscipline under different circumstances:

- a) verbal warning,
- b) written warning,
- c) Suspension for 21 days with deferment,
- d) confiscation of prohibited items and devices,
- e) payment for damage of property and expulsion from college;

2.8.2. Verbal Warning

This is a verbal warning to the student.

2.8.3. Written Warning

- a) This is applied in cases where verbal warnings are inadequate because of the seriousness of the nature of the offence or where previous verbal warning(s) have not achieved the desired corrective result.
- b) The written warning shall remain in force up to the end of one's training duration.

- c) A student on written warning may be liable to expulsion from training if he/she commits the same or any other offence(s) during the remaining period in training.

2.8.4. Suspension

- a) A suspension, is an alternative to expulsion, and therefore, should be employed where:
- i. Previous forms of disciplinary action have proved to be ineffective; and
 - ii. A student has committed a serious offence for which he is liable for expulsion, and his/her mitigating factor such as his/her past record and lack of previous written warnings are inadequate to mitigate for him/her.
- b) Where there is a *prima facie* case established, a student may be suspended from training during the investigations of complaint/charge against him/her or as a disciplinary measure *per se*.
- c) The purpose of the suspension in the former case is to allow free and fair investigations to be carried out before a final decision is made.

2.8.5. Expulsion

- a) Expulsion is meted out for misconduct or offences sufficiently serious to justify the college administration in terminating the student's training whether or not it is first offence and even in the light of mitigating factors.
- b) No notice is required for expulsion

2.8.6. Payment for damage to property

This means that the student will be made to pay an amount equivalent to the value of replacing the damaged property at college.

2.8.7. Confiscation of Prohibited Items and Devices

- a) This means that the college authorities will seize unauthorised items and devices from the student if found being used during learning session.
- b) The ceased item or device(s) will be kept by the college authority until the student's case is disposed of.

SECTION 3

THE SCHEDULE OF RULES

- 3.1. Various forms of disciplinary action against a student will be taken in accordance with the schedule of offences indicated hereunder. The schedule shall not be construed as being exhaustive.
- 3.2. The administration will counsel the student on offences not appearing in the schedule. However, disciplinary action may be taken against the student who does not change his behaviour even if the nature of the offence committed is not one of the offences appearing in the schedule hereunder.
- 3.3. The rules provided for herein are not mandatory but directory and each case will be treated on its own merit.

3.4. SCHEDULE OF OFFENCES AND CORRESPONDING DISCIPLINARY ACTION GUIDE

CATEGORY	OFFENCE/ OFFENCE SUBJECT	OFFENCE DESCRIPTION	1 st Breach	2 nd Breach	3 rd Breach	4 th Breach
CLASS ROOM LEARNING	1. Absenteeism	1.1 Absenteeism from lecture sessions, clinical experience and any other learning undertakings without permission or reasonable cause constitutes an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		1.2 Absenteeism from lecture sessions, clinical experience and any other learning undertakings for a cumulative period of 21 days in a year without permission or reasonable cause constitutes an offence.	Suspension for 21 days with deferment	Expulsion	-	-
	2. Late coming	2.1 Failure to observe punctuality for classroom learning, clinical experience and extra-curriculum activity without permission or any reasonable cause constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
	3. Use of unauthorized mobile devices	3.1 Use of electronic mobile device during class session or clinical experience without permission constitutes an offence.	Verbal Warning	Written Warning and confiscation of the device for one month	Suspension for 21 days with deferment	Expulsion
	4. Inappropriate dress code	4.1 Failure to wear prescribed student nurses' or midwives' uniform during class session and clinical experience constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with	Expulsion

					deferment	
		4.2 Being in a prescribed student nurses' or midwives' uniform in public places without authority constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		4.3 Being in a prescribed student nurses' or midwives' uniform which is altered to above knee and tight to reveal the body shape constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		4.4 Sagging whilst in class, clinical area or college premises constitutes an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		4.5. Failure to be in prescribed (black or brown) shoes during lessons or in the clinical area constitutes an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
	5. Distractive and anti-social behaviours	5.1.Noise making during lessons, clinical practice and prescribed study areas such as the library and hostels constitutes an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		5.2.Playing loud music at any time in the college premises constitutes an offence	Verbal Warning	Written Warning and confiscation of the music	Suspension for 21 days with deferment	Expulsion

				equipment for one month		
		5.3. Chewing bubble gums during classroom session and clinical experience constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		5.4. Eating and drinking during learning session constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
CLINICAL PRACTICE	6. Inappropriate appearance: Every student is required to appear neat and decent.	6.1. Being in the exaggerated make up in class or clinical area constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		6.2. Being in dreadlocks whilst in class or clinical area constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		6.3. Unkempt hair style other than black, hair and ornaments whilst in class or clinical area constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		6.4. Being in dangling and bright jewelry whilst in class or clinical area constitutes an offence	Verbal Warning	Written Warning and confiscation of jewelry for	Suspension for 21 days with deferment	Expulsion

				one month		
		6.5. Having ink tattoos on exposed body parts whilst in class or clinical area constitutes an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		6.6. Artificial and/or screaming coloured nails whilst in class or clinical area constitutes an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		6.7. Artificial eye lashes whilst in class or clinical area constitutes an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		6.8. Putting on ear phones whilst in class or clinical area constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
	7. Failure to comply with official time-table: College time table is meant for student's orderly and timely learning.	7.1 Failure to comply with classroom or clinical allocation time-table constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
		7.2 Altering the time-table to suit personal needs constitutes an offence.	Written Warning	suspension for 21 days with deferment	Expulsion	

8. Non-therapeutic Student patient relationship: Students are expected to develop and maintain a cordial relationship with patients and clients in the professional manner.	8.1. Failure to maintain therapeutic relationship with client under their care during clinical practice constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
	8.2. Having a sexual or materialistic inclined relationship with a patient constitutes an offence.	Suspension for 21 days with deferment	Expulsion		
9. Receiving Gifts: Students are not to receive gifts for the care they give to patients and significant others.	9.1 Soliciting and/or receiving material gratitude or gifts from patients, clients and relatives under your care constitutes an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion	
10. Absconding from duty: Absconding and/or loitering	10.1. Leaving the class or clinical area without permission constitutes an offence	Written Warning	Suspension for 21 days with deferment	Expulsion	

hinders student's active participation in learning sessions.	10.2. Loitering while a learning session is in progress constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
	11. Performing Procedures above level of training: Students are required to benefit from progressive learning approach.	11.1 Performing clinical procedures which are above one's level of training constitutes an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion
12. Breach of Confidentiality: Only information to which a student has express authority to disclose should be communicated.	12.1. Divulging privileged information of a patient or client to a third party constitutes an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion	
	12.2 Communicating privileged institutional information in your possession to a third party without authority constitutes an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion	
	12.3. Being found in possession of classified or confidential information without authority constitutes an offence.	Written Warning	Suspension for 21 days with	Expulsion	

				deferment		
13. Theft: Theft is a dishonest act not befitting to be associated with any student nurse.	13.1. Stealing from a patient, client or patient's relative constitutes an offence;	Expulsion	-	-	-	-
	13.2. Theft of hospital, training institution or fellow students' property constitutes an offence.	Expulsion	-	-	-	-
	All other types of theft constitute an offence.	Expulsion	-	-	-	-
	13.3. Misappropriation of funds entrusted to you by the teaching staff, student body or any other organization or committee constitute an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion		-
	13.4. Failure to return any college property such as books, equipment or furniture constitutes an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion		-
14. Misuse of Medicine/Surgical supplies: Medical and surgical supplies are intended to benefit the patients and clients, and not to be abused or	14.1. Being in possession of medical/surgical supplies and/or medicines without a written prescription by a qualified medical practitioner or a proof of purchase from any authorized dealer constitutes an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion		-
	14.2. Selling any medicines and medical/surgical supplies without a pharmaceutical products retail or wholesale license constitutes an offence.	Expulsion				-

	used without prescription.					
GENERAL RULES & REGULATIONS	15. Sexual Harassment: College is meant for professional training and education; therefore, no student should be subjected to intimidation or sexual harassment.	15.1. Rape of a student by another student constitutes an offence.	Expulsion	-	-	-
		15.2. Attempted rape of a student by another student constitutes an offence	Expulsion	-	-	-
		15.3. Indecent assault of student by another student constitutes an offence.	Expulsion	-	-	-
		15.4. Sexual act of a student with fellow student or outsider in hostel rooms constitutes an offence.	Suspension for 21 days with deferment	Expulsion		-
	16. Unnatural Sexual Act	16.1. Homosexuality and/or lesbianism and such other unnatural sexual relationships constitutes an offence	Expulsion	-	-	-
17.0 Fraud and Forgery: Fraud or forgery is a	17.1 Altering a forged document constitutes an offence.	Expulsion	-	-	-	

sign of dishonest, therefore, cannot be associated with student nurses.	17.2 Forging any document constitutes an offence	Expulsion	-	-	-
	17.3 Obtaining money by false pretense constitutes an offence	Expulsion	-	-	-
18.0 Drug Trafficking /Abuse	18.1 Selling or being in possession of prohibited drugs constitute an offence	Expulsion	-	-	-
	18.2. Consumption or use of prohibited drugs constitute an offence	Expulsion	-	-	-
19.0 Unauthorized Publication	19.1 Running an unregistered magazine, newsletter or journal in the college constitute an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion	-
	19.2 Production of defamatory publications or utterances through print, electronic or social media constitute an offence.	Suspension for 21 days with deferment	Expulsion	-	-

		19.3 Publishing materials, articles, notices, memoranda, with intent to incite students to oppose, rise or work against the college and hospital policy constitutes an offence.	Suspension for 21 days with deferment	Expulsion	-	-
20.0 Unauthorized General Assembly	20.1 Calling a meeting for students without the permission of the head of training institution constitute an offence		Written Warning	Suspension for 21 days with deferment	Expulsion	-
	20.2 Being identified as a ring leader in a riot or demonstration constitute an offence		Expulsion	-	-	-
	20.3. Participating in a riot or unauthorized procession (demonstration or boycott) constitute an offence		Suspension for 21 days with deferment	Expulsion	-	-
	20.4 Calling a class boycott or demonstration constitute an offence		Suspension for 21 days with deferment	Expulsion	-	-
21.0 Non adherence to Disciplinary Decision	21.1 Failure to abide by the ruling, decision and penalty made or imposed by the College administration constitute an offence		Expulsion	-	-	-
STUDENT HOTELS AND	22. Repairs without authority	22.1. Any student who repairs any college or hospital property without permission commits an	Verbal Warning	Written Warning	Suspension for 21 days	Expulsion

COLLEGE PREMISES							
23. Untidiness	offence. 23.1. Failure to maintain cleanliness of the student's room will attract punishment 23.2. Indiscriminate throwing of litter within the hostel and college premises will attract punishment	Verbal Warning	Written Warning	with deferment Suspension for not more than 21 days	Suspension for 21 days with deferment		
24. Vandalism	24.1. Any student who causes damage, destruction, wreckage, defacement to college or hospital property commits an offence. 24.2. Any student who causes malicious damage or sabotage to college or hospital property commits an offence. 24.3. Any student found sticking pictures, painting or writing which may result in disfiguring (i.e. graffiti) on walls or doors or in	Written Warning and made	Suspension, Deferment and made to	Suspension, Deferment and made to	Expulsion		
		Written Warning and made to pay for damages	Expulsion				
		Suspension for 21 days with deferment and made to pay for damages caused	Expulsion				

25. Unauthorized visitors	any part of the rooms in hostels or classrooms commits an offence 25.1. Any student who entertains a visitor while undergoing classroom and/or clinical experience commits an offence. 25.2. Any student who allows a visitor other than a fellow student in his or her hostel and/or study room commits an offence. 25.3. Any student who visits a student hostel room of the opposite sex beyond 22:00 hours commits an offence.	to pay for damages caused	pay for damages			Expulsion
26. Unauthorized cooking	26.1. Any student found cooking in an undesignated places commits an offence 26.2. Any student found cooking during his/her learning period commits an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Suspension for 21 days with deferment	Expulsion
27. Alcohol	27.1. Any student who is found drinking alcohol on the college and hospital premises commits an	Suspension for 21 days with	Expulsion			

	offence	deferment	Expulsion			
	27.2. Any student found in drunken state in the College and Hospital premises commits an offence.	Suspension for 21 days with deferment	Expulsion	-	-	-
	27.3. Any student who is found keeping alcohol in the college hostel room commits an offence	Suspension for 21 days with deferment	Expulsion	-	-	-
28. Production and/or possession of Pornographic Materials	28.1. Any student who makes, produces, or is found in possession of any obscene writing, drawings, prints, paints, printed materials, pictures, posters, emblems, photographs, cinematography films or any other object tending to corrupt morals commits an offence.	Expulsion	-	-	-	-
		29.1. Any student who uses physical force to cause an injury to a person commits an offence.	Expulsion	-	-	-
		29.2. Any student who damages, destroys public or private property in the process of fighting commits an offence.	Expulsion	-	-	-
		29.3. Any student who beats or fights another person commits an offence	Expulsion	-	-	-
29. Violence and Fighting	29.4. Any student who threatens violence commits an offence	Expulsion	-	-	-	-

EXAMINATION OFFENCES	31. Cheating and/or Dishonesty	31.1. Any student who willfully assists or causes to assist another student with answers or to write an examination commits an offence.	Written Warning and eviction from the hostel room	Suspension for 21 days with deferment	Expulsion	-		
			31.2. Any student who brings into the examination room any examination paper or other materials relating to the examination commits an offence.	Expulsion	-	-	-	
			32. Examination Leakage	32.1. Being found with examination questions or question papers constitutes an offence	Expulsion	-	-	-
			32.2. Benefiting from leaked examination questions constitutes an offence	Expulsion	-	-	-	
33. Falsification of examination results	33.1. Any student who tempts or alters examination results commits an offence.	Expulsion	-	-	-	-		

	34. Distraction of examination	34.1. Any student who recklessly or willfully distracts any examination commits an offence	Suspension for 21 days with deferment	Expulsion	-	-	-
	35. Bribery or Corruption	35.1. Any person who solicits, accepts, obtains, gives, promises and/or offers a gratification by way of a bribe to any other person of authority commits an offence.	Expulsion	-	-	-	-
MISCELLANEOUS	36. Use of abusive Language	36.1. Using abusive language or insulting or demeaning any person verbally constitutes an offence	Written warning	Suspension for 21 days with deferment	Expulsion	-	-
	37. Mockery or intimidation	37.1. Mocking or bullying fellow students constitutes offence	Suspension for 21 days with deferment	- Expulsion	-	-	-
	38. Giving false evidence	38.1. Giving false evidence whether verbal or written constitutes an offence	Expulsion	-	-	-	-
	39. Being in possession of offensive weapon	39.1 Any student found in possession of fire arms, ammunition, dangerous or offensive weapon commits an offence.	Expulsion	-	-	-	-
	40. Use of unauthorized	40.1. Any student who does not follow the laid down channels of communication commits an	Written	Suspension for 21 days	Expulsion	-	-

	Communication channels	offence.	Warning	with deferment	-	-	-
42. Dishonest		42.1. Any student who engages him/herself in any dishonest activities commits an offence.	Expulsion	-	-	-	-
			Written Warning	Suspension for 21 days with deferment	Expulsion	-	-
			Expulsion	-	-	-	-
			Expulsion	-	-	-	-
43. Abortion		43.1. Any student who assists in a criminal abortion commits an offence	Expulsion	-	-	-	-
			Expulsion	-	-	-	-
			Expulsion	-	-	-	-
			Expulsion	-	-	-	-
44. Conducting Medical/Surgical procedures in the Hostel		44.1. Any student who conducts any minor medical or surgical procedure in the hostels commits an offence.	Written warning	- Expulsion	-	-	-
			Expulsion	-	-	-	-
			Expulsion	-	-	-	-
			Expulsion	-	-	-	-

45. Appearing in an advertisement in uniform	45.1. Any student who appears in a commercial advertisement in uniform commits an offence	Written Warning	Suspension for 21 days with deferment	Expulsion	-
46. Obscenity and indecent dressing	46.1. Any student who dresses in suggestive or offensive attire commits an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
	46.2 Any student engaging oneself in sexual immorality within the training institution or health facility commits an offence.	Suspension for 21 days with deferment	-	-	-
47. Insubordination	47.1. Any student who neglects, fails or refuses to respect authority commits an offence.	Written Warning	Suspension for 21 days with deferment	Expulsion	-
48. Impersonation or masquerading as qualified nurse/staff	48.1. Any student who Masquerades as a qualified nurse, midwife, medical or paramedical practitioner commits an offence.	Suspension for 21 days with deferment	Expulsion	-	-
49. Attempting suicide	49.1. Any student who attempts to commit suicide commits an offence.	Suspension for 21 days with deferment	Expulsion	-	-

	49.2. Any student who Aids or assists one to commit suicide commits an offence.	Expulsion	-	-	-
50. Partisan political activism	50.1. Any student who participates in partisan politics within the college premises constitutes an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
	50.2. Any student in possession of or wearing any party regalia in college premises commits an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
51. Racial, tribal or religious discrimination	51.1. Any student practicing racism, tribalism, religious discrimination and other forms of discrimination or stigmatization commits an offence	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion
52. Unauthorized vending	52.1. Any student engaged in selling any kind of merchandise without permission in the college premises or clinical area commits an offence.	Verbal Warning	Written Warning	Suspension for 21 days with deferment	Expulsion

4. THE COMPLAINTS HANDLING PROCEDURE

The Complaint Handling Procedure exists to ensure the protection of the student against unfair treatment and any acts by the college administration. To attain this objective, it is imperative that rules of natural justice are strictly observed.

4.1. THE AIM OF THE COMPLAINT PROCEDURE

The aim of the Complaint Procedure is to:

- a) Give freedom to the student to contend unfair and inconsistent action of Management or as well as action which is not in accordance with the College Rules or natural justice;
- b) Act as a safety valve against unjust teachers in the handling of students; and
- c) Provide appellant machinery through which complaints can be addressed.

4.2. COMPLAINT PROCEDURE

Stage 1

A student who has a complaint as described above should, in the first instance, take up the matter with his/her lecturer responsible for the intake within five (5) learning days of occurrence. The Group Tutor shall attend to the matter within seven working days from the date of receipt of the complaint. Should need arise, a meeting attended by all parties concerned should be held. A decision should be made and communicated verbally or in writing.

Stage 2

If the student is dissatisfied with the decision made after fulfilment of stage 1 provisions, he/she shall have the right to appeal to the Principal Tutor or such other administrative Head of the college within ten (10) working days of receipt of the said decision clearly stating his/her ground(s) of appeal.

The Head of the College or the Deputy or Senior Lecturer will consider the appeal in consultation with the Group Tutor and will respond within ten (10) working days of receipt of the appeal.

Stage 3

If at Stage 2 the grievance is not resolved to the satisfaction of the student, the student will have the right to appeal to the Medical Superintendent or Head of the hospital with whom the College or has entered an express or implied written or verbal Memorandum of Understanding (MoU) as the college or the student's principal practicum site. The student shall be communicated the decision of the Head of the training institution within Seven(7) working days from the date the appeal hearing meeting convened in accordance with the provisions herein.

Stage 4

If still not satisfied with the decision of the head of the training institution or such other head, the student may elect to appeal to the General Nursing Council of Zambia through its Registrar within 14 consecutive days from the date of receipt of the Medical Superintendent's Decision. The decision of the Council which shall be communicated to the student within 90 consecutive days from the date the appeal was received; shall be final.

4.3 APPEAL STANDING ORDERS

- 4.3.1 All appeals to the Council shall be in writing for the attention of the Registrar within fourteen (14) days of being aggrieved clearly stating the ground(s) of appeal and any information and/or supporting documents which would enable the Council to arrive at an equitable decision.
- 4.3.2. On receipt of the appeal, the Registrar will cause the appeal to be heard within ninety (90) days of receipt of the letter of appeal.
- 4.3.3. Upon conclusion of the appeal, the decision of the Council, which shall be final, will be communicated to the appellant in writing.
- 4.3.4. Appeals received by the Council outside the stipulated time will not be considered, and the Registrar shall inform the appellant accordingly.

5. MATTERS OF PRACTICE:

Matters of practice are generally developments of concern to the administration and attracts immediate intervention by the authorities:

5.1. Pregnancy

Any student who falls pregnant during the course of training shall be required to take leave from training as follows:

- a) An expectant student (mother) shall be granted antenatal leave seven days before the Expected Date of Delivery (EDD);
- b) *Notwithstanding* provisions of *Clause 5.1(a)* above, fourteen days maternity leave shall be granted to the student following delivery if left with **less than** Six (6) months before commencement of GNC Qualifying Examinations in which she is an examination candidate.
- c) *Notwithstanding* provisions of *Clause 5.1(a)* above, three (3) months maternity leave shall be granted to the student following delivery if left with **more than** Six (6) months before commencement of GNC Qualifying Examinations in which she is an examination candidate.

- i. At the expiry of three months maternity leave, the student shall be free to resume training by joining the immediate junior group (intake).

5.2. Illness and Notice

- a) Every student is required to immediately report to the college authority any illness suffered whilst on training. Failure to report an illness to the college authority will attract college authority's intervention at its discretion, once discovered.

6. DECLARATION

The section below shall be completed by the student within 14 days of enrolment into training, to signify acceptance of the rules and all other content herein:

.....

Having read and fully understood the content of this document,

I,

accepts my enrolment as a student
based on the conditions stipulated herein. Therefore, I agree and declare that I shall abide by all Rules for student Nurses and Midwives *herein*; throughout the period of my training.

Signature

Date

Witness (1)

Date.....

(Representative of the College)

Witness (2)

Date.....

(Representative of Management)



GENERAL NURSING COUNCIL OF ZAMBIA