



**UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
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DEPARTMENT OF NURSING SCIENCE

UNIVERSITY OF PRETORIA

BCur letA (Clinical) programme

Application process and

Frequently Asked Questions

2017

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Information document

1. What information is included in the document?

Thank you for applying for a clinical programme at the Department of Nursing Science, University of Pretoria. We currently present the following clinical programmes as part of the B Cur letA (Clinical) Programme: Child Nursing, Critical Care, Emergency Care and Operating Theatre. After successful completion of the first two years of the degree you will meet the requirements for registration at SANC as a clinical nurse specialist in your field of specialisation. If you have not yet done a bachelor's degree, you can then continue to the third year to obtain a B Cur letA degree which gives you the opportunity to apply for a master's degree.

The information in the document has been compiled to give you specific information relating the **application process** of the B Cur letA (Clinical) Programme as well as answer some of the **Frequently Asked Questions** that we as lecturers and administration staff receive. The document also contains the contact information of your lecturers and administration staff. Where information is not provided, please feel free to contact the lecturers via e-mail who are more than willing to support you further.

Note: Advanced Midwifery is presented on a master's level, which is not included in the document. If you are interested in the Master programme please contact Dr M Yazbek @ mariatha.yazbek@up.ac.za or 012 356 3158 for further information.

Programme

2. What do I apply for?

At the Department of Nursing Science, University of Pretoria we present a post-basic clinical programme referred to as the B Cur letA (Clinical) programme. When you apply for the programme, indicate the following on the application form: B Cur letA (Clinical) and then add the area you wish to specialise in e.g. B Cur letA (Clinical): Child Nursing. Indicating the clinical area of speciality is important, as we can only accommodate a limited number of students per speciality.

Important: Applications for diplomas in clinical specialities close 30 November every year, but you are requested to submit before the end of October.

Pre-requisites

3. What are the prerequisites I have to meet to enable me to apply for a postbasic clinical programme?

You must have:

- A valid National Senior Certificate / conditional exemption by virtue of mature age (23 years and older) provided that the applicant concerned complies with the minimum requirements set by the Matriculation Board
- At least one year clinical experience in the field of speciality excluding community service
- Permission letter from employer to enrol for the diploma in the specific clinical speciality

4. What are the clinical pre-requisites for the postbasic clinical programme?

You have to be:

- Registered at SANC as a registered nurse (for Child nursing also as a midwife)
- Employed at least part time (24hrs per week) in the field of speciality at a hospital that is accredited by SANC
- Appointed in an honorary position if not working in an accredited hospital
- Approved by your employer to further your studies. A permission letter is required from the employer.

5. What do I do if I do not have matriculation exception?

Apply for conditional exception at Higher Education of South Africa (HESA) (<http://mbit-application.hesa.org.za/assessment/>).

6. What do I do if I am not a South African citizen?

The post-basic clinical programmes are presented as residential programmes only (no distance programmes). The general rules apply as discussed earlier in this document. Additional requirements for international students (any student who is not a South African citizen) are the following:

- Verification of qualifications by the South African Qualifications Authority (SAQA) (http://41.193.15.85/dfgeas_online/user/)
- Verification of qualifications by Higher Education of South Africa (HESA) (<http://mbit-application.hesa.org.za/assessment/>)
- Registration as a professional nurse at the South African Nursing Council for the period of study in SA (for Child Nursing it should be registration as a professional nurse and midwife) (http://www.sanc.co.za/pdf/Forms/Foreign_Registration_Application.pdf)
- A study permit from the South African Department of Health (<http://www.home-affairs.gov.za/index.php/types-of-temp-res-permits>)

Once your application has been successful, you will need to have a post in the field of speciality at an **accredited** facility for the duration of your studies to meet the practica requirements. An honorary appointment in an accredited facility will only be possible once you have been registered at the South African Nursing Council.

Application

7. Where do I apply?

Applications for the programme are managed by the Department of Student Administration. You can collect an application form at the Department of Student Administration at the Prinshof Campus in the Tswelopelo Building on the ground floor (indicated as level 3). You can also apply on-line (find the application on the UP website under Prospective Students, Undergraduate Studies, BCur letA).

8. Which documents should accompany my application?

You will be required to submit the following recently certified copies (the past 3 months):

- ID document
- South African Nursing Council practicing receipt for the current year
- Senior (matric) certificate
- Marriage or divorce certificate
- Certificates of qualification obtained

9. Which subjects should I register for?

You need to register for the following subjects:

First year		
Subject name	Subject code	Semester / year module
Nursing dynamics	VDN 110	First semester
	VDN 120	Second semester
Clinical nursing science theory	KVG 110	First semester
	KVG 120	Second semester
Systems of nursing practice	VPT 160	Year module
Second year		
Subject name	Subject code	Semester / year module
Clinical nursing science theory	KVG 250	First semester
	KVG 260	Second semester
Systems of nursing practice	VPT 260	Year module
Clinical practica	VGK 201	Year module

Please take note that you cannot register for any other subjects simultaneously, and cannot register for first and second year subjects in the same year. You need to successfully complete the first year subjects before you will be allowed to register for second year subjects.

After successful completion of the second year, you meet the requirements for registration of an additional qualification at the South African Nursing Council in the field of speciality that you have chosen.

You can continue to the BCur letA (Clinical) third year to obtain the bachelor's degree if you have successfully completed the second year. It is important to take note that the third year subjects required for graduation purposes do not lead to registration of an additional qualification in nursing management or nursing education at the South African Nursing Council. We therefore recommend that the third year should be done over two years to include the additional modules required for registration of an additional qualification.

Third year		
Subject name	Subject code	Semester / year module
Clinical nursing science theory	KVG 300	Year module
Systems of nursing practica	VPT 360	Year module
Research methodology	VNM 100	Year module
Theory of nursing management	VPB 110	First semester
	VPB120	Second semester
OR	OR	
Theory of nursing education	VOW 110	First semester
	VOW 120	Second semester

The above third year subjects are compulsory to obtain the bachelor's degree, but we recommend the following to be added for the additional qualification at SANC.

Subjects required for the additional qualification in nursing management:

Subject name	Subject code	Semester / year module
Theory of nursing management	VPB 110	First semester
	VPB120	Second semester
Practica of nursing management	VPB 160	Year
Industrial psychology	BDO 110	First semester
	BDO 120	Second semester

Subjects required for the additional qualification in nursing education:

Subject name	Subject code	Semester / year module
Theory of nursing education	VOW 110	First semester
	VOW 120	Second semester
Practica of nursing education	DNE 160	Year
Didactics of education	DNE 110	First semester
	DNE 120	Second semester

10. What if I have successfully completed Nursing Dynamics?

You may apply for exemption of the subject if you have successfully completed the subject in the previous five years. This means that if your application is successful, you will not be expected to repeat the subject. The application form that you should complete is attached (view Annexure X). Complete the form and include a certified copy of the academic record for the subject, which can be submitted in January when you register. Remember, you will be registered for the subject and only when exemption has been granted, the subject will be reflected on your academic record and not on your account.

11. Who can I contact relating administration issues?

Contact details of specific staff members that can assist you at the Department of Student Administration.

Personnel	Responsibilities	E-mail	Phone & Fax
Mrs Gladness Msiza	Administration: BCur letA	Gladness.msiza@up.ac.za	Phone: 012 356 3038
Mrs Celisa Anthony	Manager: Undergraduate Division	Celisa.anthony@up.ac.za	Phone: 012 356 3057
Mrs Rose Modise	BCur letA (Clinical): Departmental Administrator	rose.modise@up.ac.za	Phone: 012 356 3168 Fax: 012 356 3166

12. Who can I contact to ask questions concerning the clinical specialisation I am interested in?

Dr Carin Maree is the Programme Manager for the B Cur letA (Clinical) Programme. Ms Celia Filmalter is responsible for the first year clinical subjects and Mrs Seugnette Rossouw presents Nursing Dynamics. Contact details of all the staff members who are involved in the programme are also tabulated below.

Personnel	Responsibilities	E-mail	Phone & Fax
Mrs Celia Filmalter	BCur letA Clinical 1st year Subjects: KVG 110, KVG 120, VPT 160	celia.filmalter@up.ac.za	Phone: 012 329 0558
Mrs Seugnette Rossouw	Nursing Dynamics Subject: VDN110, VDN120 Child Nursing 2nd year Subjects: KVG 250, KVG 260, VPT 260, VGK 201	seugnette.rossouw@up.ac.za	Phone: 012 356 3154
Dr Isabel Coetzee	Critical Care Nursing 2nd year Subjects: KVG 250, KVG 260, VPT 260, VGK 201	isabel.coetzee@up.c.za	Phone: 012 356 3173
Dr Tanya Heyns	Emergency Nursing 2nd year Subjects: KVG 250, KVG 260, VPT 260, VGK 201	tanya.heyns@up.ac.za	Phone: 012 356 3169
Mr Richard Rikhotso	Operating Theatre Nursing 2nd year Subjects: KVG 250, KVG 260, VPT 260, VGK 201	richard.rikhotso@up.ac.za	Phone: 012 356 3155
Dr Carin Maree	Clinical 3rd Year Subjects: KVG300, VPT360	carin.maree@up.ac.za	Phone: 012 356 3164

B Cur letA (Clinical) programme

13. On which days do I have class?

First year students have class every Thursday, usually commencing on the first Thursday in February. The clinical subjects are presented from 08:30 to 12:30 every week. Nursing Dynamics will be presented from 13:00 to 15:00 every alternative week. Students in their second study year have class every Tuesday from 08:30 to 13:00, followed by practica as scheduled.

14. Where do I attend classes?

The University of Pretoria has various campuses. The BCur letA (Clinical) Programme is presented at the Prinshof Campus situated next to the Steve Biko Academic Hospital in Gezina, Pretoria. The physical address of the nursing department is:

Department of Nursing Science
HW Snyman Building
8th Floor
Faculty of Health Sciences
31 Bophelo Road
Gezina
0184

The venues and specific dates will be made available in December / January on the web-site of the Department of Nursing Science. You will receive a comprehensive Information Document on the day you register in January.

15. When will the exams take place?

Some of the modules are semester modules of which the first semester exams are written in June and the re-exams the beginning of July. The second semester modules and year modules' exams are written at the end of October or early November and the re-exams the end of November or beginning of December. The preliminary exam roster will be made available in the annual Information Document, which you will receive at the beginning of the academic year.

16. How does the clinical component of the programme structured?

During the first year you are expected to work a minimum of 25 hours per week in the clinical area you wish to specialise in. Some students may be working in a non-accredited facility with adequate learning opportunities (confirm with specialist lecturer). During the second year ALL students must work in accredited units. During the second year students are also required to work a minimum of 25 hours per week. Rotation through different clinical areas are required, which is different for the different specialties (confirm with specialist lecturer).

17. What is an accredited facility?

An accredited facility implies that a specific hospital is accredited by the South African Nursing Council for the purpose of training of the particular clinical speciality by the University of Pretoria.

18. What is an honorary appointment?

An honorary appointment is a voluntary written arrangement with the accredited hospital which allows prospective students from other institutions to obtain the required experience for the clinical course. No financial payment or benefits will be received. Candidates have to comply with the hospital policies and will be allocated on the monthly rotation list.

19. How will I be registered with SANC?

According to the South African Nursing Council Act 33 of 2005, all students must be registered with the SANC as a professional nurse (if interested in child nursing, registration as a midwife is also required) for the duration of the training. After successful completion of the training (THEORY and CLINICAL PRACTICA WORKBOOK/CLINICAL PORTFOLIO), the University of Pretoria's Department of Nursing secretariat will compile all the required declaration for submission to SANC.

The newly qualified specialist must submit to the Department of Nursing, University of Pretoria, the following documents to facilitate the registration:

- Certified copy of your Identity Document (ID)
- Certified copy of current annual practicing certificate
- Proof of payment for additional qualification at SANC. The fee is currently R320 payable at SANC, but is subjected to change, so enquire from the Council before payment. The University will issue the completion certificate for your success.

The Council will register the additional qualification on receipt of a written request by the training institution (University of Pretoria), including the payment of the stipulated fees as indicated in the above paragraph. Registrations by SANC will be processed only once the Council is furnished with all the prescribed information, documentation and payment.