

7. Nursing Services (Student Affiliation Program)

This process covers all orientation program of student affiliates before having clinical duty

Office or Division:	Nursing Service Education and Training			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All students affiliate before clinical duty			
Checklist of Requirements		Where to Secure		
Communication letter from school (2 original copies) Schedule of duty		Affiliating school Affiliating school		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Affiliating schools' submit letter of intent	Receives communication letter from school with the list of students schedule of duty 1.1 Checks availability of venue	Php 50.00/student per shift	5 minutes	Supervising Nurse St. Paul Hospital
2. Receives notification of schedule date	Informs school for schedule date	None	5 minutes	Supervising Nurse St. Paul Hospital

3. Affiliating students together with respective clinical instructor proceed to designated venue	Checks attendance of students as to list and proper grooming	None	10 minutes	<i>Supervising Nurse</i> St. Paul Hospital
4. Listens to orientation program	Facilitates the orientation program for students	None	1 hour	<i>Supervising Nurse</i> St. Paul Hospital
5. Dismissal	Documents final total number of affiliates	None	10 minutes	<i>Supervising Nurse</i> St. Paul Hospital
	Total	None	1 hour and 30 minutes	