



# Princess Nourah bint Abdulrahman University

## College of Nursing

### Training and Clinical Affairs Administration

Medical and surgical department

### Nursing Internship Handbook

2025



الرقم: ..... التاريخ: ..... / ..... / ..... المشفوعات: .....



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## Introduction

The College of Nursing was established based on the approval of the Custodian of the Two Holy Mosques, the Prime Minister and Chairman of the Higher Education Council, approval No. 8626 dated 09/27/1428.

### College Vision:

To be a distinguished academic center in nursing education, research and community service.

### College Mission:

To promote the health of individuals and community at the local, regional and global levels through the provision of distinguished nursing education and graduating competent nurses with research and leadership skills.

### Values:

Integrity, Excellence, Quality, Respect, Innovation, and Diversity.

### Strategic Goals:

- 1- Promote and support students to graduate nurses with high professional competencies to practice general and advanced nursing to serve the community.
- 2- Develop strategic partnerships and professional cooperation with stakeholders to raise the quality of the education and training to provide distinct health services.
- 3- Achieving excellence in nursing sciences and research to improve health outcomes and transform nursing education.



## BACHELOR OF SCIENCE IN NURSING PROGRAM

### **Program Vision:**

Leading in the graduation of outstanding nurses in the profession and research to serve the community.

### **Program Mission:**

Prepare qualified nurses in practice and research to provide holistic care for the community.

### **Program Goals:**

- Provide nursing students with a high quality-learning environment consistent with national and international standards.
- Graduate competent nurses to provide high quality health services to the community.
- Develop nursing students' scientific research skills and the culture of evidence-based practice.

### **Program Objectives:**

1. Qualify distinct national cadres to work in the field of health care and nursing, by providing an academic and administrative environment to motivate education, learning, training and creative thinking.
2. Encourage continuous education and participation in professional and self-development, and teamwork activities.
3. Promote health awareness, community participation and independent working in healthcare settings.
4. Develop research and leadership capabilities to improve nursing care and health services.



## Graduate Attributes

### General attributes of PNU graduates:

1. Depth knowledge of theories, professional foundations, and developments in the field of specialization.
2. The ability to apply knowledge in the field of specialization.
3. The ability to use modern technology effectively.
4. The ability to employ knowledge in research, investigation, and problem solving in a creative manner.
5. The ability to develop personal skills, self-development, and lifelong education.
6. Leadership, initiative, decision-making and responsibility.
7. The ability to communicate effectively in Arabic and English in a social and professional context.
8. Pride in national identity, professional values and respect other cultures.
9. The ability to initiate voluntary and community services.

### Specific graduates' attributes of Bachelor of Science in Nursing program:

1. The ability to communicate with the recipients of health services in different cultures.
2. The ability to practice leadership and management skills and professional development.
3. The ability to use of latest technology and practice innovation in different skills.
4. The ability to understand professional and ethical responsibility.
5. The ability to conduct research and apply evidence-based practice in the fields of nursing and health care.
6. The ability to provide health awareness services in different community settings.



## Internship Handbook

This handbook for a nursing internship is intended as a guide for the interns during their training. It includes the clinical area rotation, objectives for each unit, policies, rules, and clinical forms to ensure that nursing interns will be able to implement all the required procedures and be able to achieve clinical goals and objectives of each specific unit. The interns are expected to seek educational opportunities such as in-service educational programs to promote their self-development and continuous education, they will be given certain days as educational leave to fulfill this, and they can be assigned by the hospital training department to participate in the nursing activities such as health days.

The internship provides clinical training opportunities for the nursing interns in their last year to reinforce and integrate clinical skills and knowledge acquired during their study. The intern will spend 48 weeks in the training. The intern will utilize the necessary clinical and practical experience to consolidate professional nursing knowledge and skills in providing quality nursing care to patients with a variety of health problems. The intern will provide nursing care under the supervision of preceptors in the clinical areas of their choice with the guidance and indirect supervision of faculty members. The interns will provide evidence of mastering the competencies required for a professional registered nurse. This is an intensive hand-on training experience that will facilitate the nurse intern to better handle variety of patient's conditions utilizing critical thinking, nursing process, problem solving, decision making and professional and management roles in the provision of nursing care. During this period, the interns will be evaluated based on the following:

No.	Requirements	Completed	Not completed
1	Internship handbook including competencies		
2	The signed attendance record		
3	Rotation schedule for each rotation		
4	Periodical Clinical Intern Performance Evaluation: by the end of each Rotation		
5	Internship Logbook		
6	Case presentation (one case)		
7	Comprehensive evaluation: in week 48		
8	BLS certificate		
9	Attendance of the internship SCFHS workshop		
10	SCFHS exam passing result		
11	Certificate of attendance in symposiums, conferences, or workshops (at least 3 certificates)		
12	Internship Completion Letter		



## The General aims of the Internship year

The aim is preparing interns to their professional clinical nursing role after graduation. It is designed to serve as a comprehensive clinical practice to enhance the interns' attainment of the program learning outcomes. Therefore, the course's intended outcomes are those for the whole program of BSc degree in Nursing which are 3 domains as following:

Knowledge And understanding	
1.1	Explain relevant nursing concepts, principles, and theories to assess patient's/family needs and provide quality nursing care.
1.2	Determine knowledge from healthcare and other disciplines that can be utilized in carrying out quality nursing care
1.3	Describe social, economic, and cultural trends/issues that impact nursing practice.
Skills	
2.1	Demonstrate patient-centered care and nursing leadership skills.
2.2	Apply effective communication skills with patients, families, and healthcare team to provide quality nursing care.
2.3	Utilize available technology to provide quality nursing care.
Values	
3.1	Comply with ethical, legal standards of nursing care in different health care settings.
3.2	Demonstrate efficient collaboration and effective decision- making
3.3	Exhibit self-directed lifelong learning and accountability to professional development.



## Internship Training Areas

Course Title	Main Rotations	Duration in total	Sub-Rotation/ Weeks	Hours
Nursing Internship (NUR 591)	Adult Medical Departments	8 weeks	Medical Unit 6 weeks	384 hours
			Dialysis Unit 2 weeks	
	Adult Surgical Departments	8 weeks	Surgical Unit 6 weeks	384 hours
			Operating Room 2 weeks	
	Maternity Department	8 weeks	Maternity/Obstetric 4 weeks	384 hours
			Gynecology 2 Week	
			Labor and Delivery 2 weeks	
	Pediatric Units	8 weeks	Pediatric Medical Unit 2 weeks	384 hours
			Pediatric Surgical Unit 2 weeks	
			Neonatal or Pediatric Intensive Care Unit 4 weeks	
	Critical Care Units	8 weeks	Intensive Care Unit 4 weeks	384 hours
			Emergency Department 4 weeks	
	Elective	8 weeks	Patient care areas as needed	384 hours
	Total	48 weeks		2304 hours

### Elective Areas:

Interns will be allowed to practice in elective areas based upon the availability of the area and facility. Specific learning objective and outcomes for the elective areas should be developed by the intern and approved by the head nurse of the unit and the director of the facility's nursing education department or clinical nurse educator.

**Note: The number of hours for each clinical area is a minimum requirement. Leaves (with no make-up) shall be deducted from ICU rotation (1 week), and elective rotation (1 week).**



### **Decision-Making Procedures for Identifying Appropriate Locations for Field Experience:**

The protocol for the identification of appropriate location for Field experience shall follow the following processes:

1. The Training and Clinical Affairs department arranges an annual internship orientation day with hospitals.
2. The student shall submit to the Training and clinical affairs department shortlist of the preferred hospitals.
3. The Training and Clinical Affairs department will evaluate the submitted list if the hospitals meet the training requirement based on the following criteria:
  - 3.1 Medical complexes, Ministry of Health hospitals, hospitals affiliated with the military sector, private hospitals and private medical centers, medical cities and complexes in all regions of the Kingdom of Saudi Arabia that meet the requirements in terms of capacity and accreditation by the Saudi Commission for Health Specialties as training entities and standard accreditations for the health facility from locally accredited entities.
  - 3.2 The institution is an educational training hospital
  - 3.3 The institution has standardized Internship program/protocols
  - 3.5 The institution has clear safety and security measures for interns
  - 3.5 The institution has a reputation of high regards and respect from stakeholders
  - 3.6 Colleges may accredit governmental or private primary healthcare centers, school health centers, social centers, or other training entities, not to exceed 20% of the total training period for the program.
4. The Training and Clinical Affairs department will facilitate the acceptance of the student to the institution.
5. The approved institution accepts the student placement
6. In case the institution chosen by the student is outside Riyadh:
  - 6.1 Procedures 1 and 2 will still be enforced
  - 6.2 The student will be responsible for coordinating with the institution for her acceptance
  - 6.3 The Clinical Training and Internship Unit will provide the student requirements from the College which are needed by the institution
  - 6.4 The student will be responsible for any fees required by the institution.
  - 6.5 The student will provide the College with a copy of the approval/acceptance for internship training.
  - 6.6 The Clinical Training and Internship department will finally approve the commence of the internship training.
7. Significant feedback about the institution from students and verified accordingly maybe used as basis for non-approval or discontinuance (temporary or permanent).



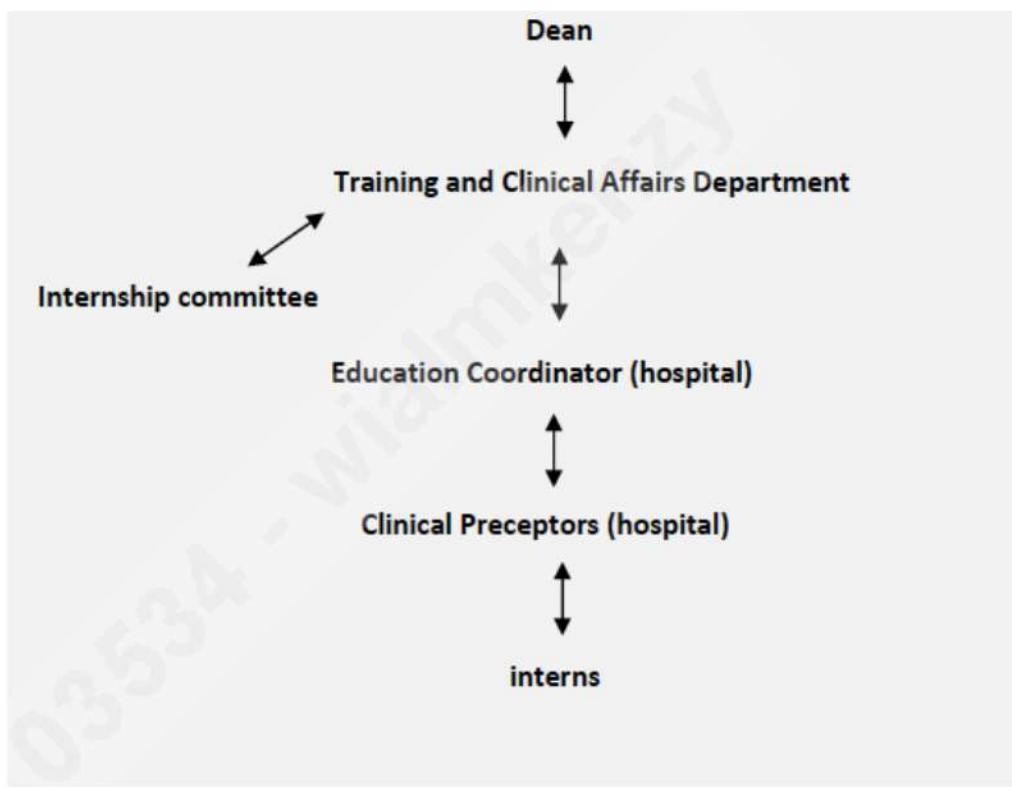
### Expectations from the Interns:

1. The Intern should follow the policies, procedures, rules, regulations and standards of the training facility.
2. The Intern must recognize her sphere of responsibility and function only in the role of an intern.
3. The Nurse Intern will function under supervision of the designated preceptor during the entire Internship Program, especially invasive procedures.
4. The Intern must respect the rights of the patient.
5. The Nurse Intern will not function outside the scope of her practice. Should this happen she will accept all consequences of her action(s).
6. The Intern may NOT at any time:
  - a. Administer any medication without utilizing the rights of medication administration and without the supervision of the preceptor.
  - b. Take verbal or telephone orders.
7. Nursing department and the Nurse Intern are all sharing a joint accountability to provide safe quality patient and family care.
8. The Nurse Intern will accept personal responsibility for being able to provide safe quality nursing care, and for knowledge and skill necessary to provide this care.
9. The Nurse Intern will follow patterns of behaviors, which follow the standards for nursing practice.
10. The Nurse Intern is expected to meet performance criteria achieve each clinical placement specific objectives and competencies by the end of each clinical rotation.
11. The Nurse Intern will participate in the role responsibilities of the team leader, charge nurse or head nurse in and designated area, particularly as it relates to planning of care, assignment of staff, scheduling, and work organization.
12. The Nurse Intern will progress to take on larger caseload and work with decreasing levels of supervision as the Internship progresses.
13. Relationships between the interns, patients and the hospital staff must always be maintained at a professional level and within the therapeutic and professional boundaries.
14. The Intern must be honest and well behaved in the practical training area.
15. Interns must consider safety precautions during the practical training in order to protect herself and the patient.
16. The Nurse Intern is expected to participate actively in unit-based hospital quality improvements activities.



## Rules, Responsibilities and Regulations

The course is designed as the program exit course. Interns in the course are self-directed learners who are accountable to achieve the learning outcomes of the course. Each intern will be mentored by the Internship Committee from the College of Nursing and a clinical preceptor from the clinical area. To best achieve and maintain the quality of learning during this course, intern, faculty member, and preceptor must professionally and dynamically interact and optimize interns learning experience.



### Nursing Internship Prerequisite

- Completion of all nursing college required courses till 4th year.
- Completion of medical report/immunization
- Valid Basic Life Support Certification (BLS).
- Other requirements that are stated by targeted training site.



## Rules & Responsibilities

### General rules:

- a. Intern must start the Internship Program upon completing the Final exams of Level 8.
- b. If the Intern wishes to delay the starting of their internship, they must submit a formal request. Interns are not allowed to postpone entry into internship course more than one year.
- c. Intern must not start training prior to the date specified in the letter sent to the training hospital.
- d. If the Intern desires to complete her training at a particular hospital, she must inform the internship coordinator at least 3 months before training starting date.
- e. The Intern must follow the scheduled rotation in the assigned hospital as approved by the internship coordinator.
- f. Any changes in the intern's hospital placement must be coordinated and approved through the internship coordinator. Changes in the hospital without official permission will not be accepted.
- g. The Intern must follow the rules, regulations, and the policies of the training hospital, also taking into account the rules and regulations of the College and the University.
- h. Contact with the College: The Intern must keep the internship coordinator in the college informed about any problem that may arise during the training. The coordinator will verify information and try to solve the problem accordingly.



i. Training Termination:

- i. by the hospital: the hospital must discuss with the college termination of the intern and provide a valid justification for termination. The college has right in verifying the cause and must approve it before hospital final decision.
- ii. by the intern: if the intern wishes to terminate her training for any reason, she has to submit her request in writing to the internship coordinator and provide a justification for her request. the decision to accept or reject the application is determined by the college. the hospital will be informed about the intern request.
- iii. termination for any reason the hospital must submit complete evaluation for intern and attendance report for the period of training.

j. Intern Evaluation: After completion of the internship period, the clinical nurse educator or Nursing Education Department designee, will complete the Evaluation Forms and send them back to the College through official means.

- i. Interns have the right to see their evaluation, and their strengths and weaknesses should be discussed with their evaluator(s).
- ii. If the final evaluation is poor ( $\leq 70\%$ ) the Intern must repeat the training period and will not be eligible to receive her internship payment for that period.



- k. Internship Evaluation: The Intern must complete an evaluation of the internship program at the end the training period.
  
- I. Training outside the Kingdom: The Intern must provide:
  - i. Agreement from the hospital
  - ii. Providing documentation from (academic record, the training plan, evaluation methods)
  - iii. The training outside the Kingdom for urgent causes and it must be approved from the college council.

## Responsibilities

### *Intern responsibilities*

1. Fill the appendix I the name of the training hospital preferred by the interns.
2. Attends orientation program.
3. Submit clinical training requirements on a regular basis based on the rotation for the college's internship coordinator prior to training, and any changes in their schedule.
4. Interns are responsible for reporting any absenteeism and leave using official forms to the Nurse Preceptor and Nurse Faculty
5. Maintaining weekly communication with the college's internship coordinator.
6. Knowing and following hospital policy and procedures, being responsible in selecting/requesting a clinical site considering shift schedules.
7. Internship students are required to follow hospital holidays/vacations policy.
8. Providing each Nurse Preceptor with all required assessment/evaluation tools forms (O &P).
9. Reports to the unit manager/preceptor and ask for permission before leaving the assigned area for breaks, lunch, pray, or a meeting.
10. Accepts patient assignments, which complement the nursing internship clinical objectives.
11. Reports any unusual incidents/occurrence in the duty, according to hospital policy.
12. Attach attendance sheet throughout the internship year with the logbook.
13. Adhere to the internship regulations of the hospital.

### *College's internship unit responsibilities*

1. Arranges clinical placements for the intern, communicates with the nursing training department at each facility, coordinates placements and receives monthly follow up reports from the clinical training coordinator.
2. Maintains weekly communication with the intern via telephone or email.
3. College's internship coordinator will receive and evaluate, report follow up



assessments and any variance in intern schedule or unusual behaviors to the college's internship coordinator.

4. College's internship coordinator will receive and evaluate the internship logbook, inform students in writing for incomplete data.
5. Follows up the implementation of the policies and guidelines of the nursing internship program.
6. Maintains accurately all nurse intern's personal data and files.
7. Coordinates counselling of nurse interns if needed.
8. Collaborates and coordinates the implementation and appraisal of the internship program with the hospital nursing coordinator.
9. Approves and submits counselling letters to the nursing interns who fails to follow or respect the rules, regulation, and policies of the hospitals.
10. College's internship coordinator will submit the completed internship logbook to vice deanship of training and clinical affairs, PNU.

#### *Clinical instructor responsibilities*

1. The clinical nurse coordinator coordinates schedules required trainings for interns within the facility and provides additional intern support and communication with the college's internship coordinator.
2. Provide college's internship coordinator of the internship program about specific issues and concerns.
3. Addresses any specific learning needs & provide feedback to the preceptor & the nurse intern.
4. Communicate with college's internship coordinator and participate in the evaluation of the interns' progress toward meeting goals and outcomes.
5. Participates in the unit orientation to all nurse interns.
6. Meets the nurse intern on a regular basis to give feedback of performance and discuss problems encountered.
7. Completes the evaluation form in collaboration with the unit manager.
8. Provides feedback to the unit manager as necessary.
9. Meets with the unit manager on a regular basis to discuss issues and concerns of nurse intern's experience.
10. Makes herself available to the nurse intern for guidance.
11. Assesses and monitors the nurse intern's performance throughout the period of internship relating to knowledge, skills, and attitude.

#### *Preceptor's responsibilities*



A preceptor is person assigned from hospital to train Intern with demonstrated competence in a specific area who serves as a teacher, leader, facilitator, evaluator, and role model to improve and corroborate the competencies of another person.

1. Nurse Preceptors will supervise, mentor, and assess interns' daily work, advise and support Interns, report Intern absenteeism or unusual behaviors to the Nursing Training Department.
2. Uses good communication skills in the interactions with the intern.
3. Makes herself available to the Nurse Intern for assistance with assigned activities.
4. Monitors and assesses the Nurse Intern, in completing of the competency skill checklists.
5. Maintains daily records about the nurse intern's performance.
6. Considers the safety and well-being of the patient in planning the learning experience.
7. Assesses and monitors the Nurse Intern's performance in specific unit and in certain duration relating to knowledge, skills and attitude.

#### *Unit manager's responsibilities*

1. Provides complete unit orientation about the unit, unit guidelines and procedures.
2. Receives schedules of rotation for all nurse interns.
3. Maintains record of each intern.
4. Ensures a formal evaluation is completed for each intern, prior to completion of their clinical rotation.
5. Conducts counselling to the nurse intern who fails to adhere in the policy and procedures of the hospital.
6. Monitors and maintains the attendance record for each intern.
7. Provide clinical opportunities to achieve unit clinical objectives.
8. Acts as a resource person for the interns in their respective units.



## Regulation & Procedures

### Intern Working Hours

- Interns shall be scheduled 48 hours/week according to the specific schedule for the designated hospital, either 8-hour or 12-hour shifts, depending on the training organization's regulations.
- Intern students can attend training in different shifts (morning/evening/night)
- It is preferable, whenever possible, for the trainee to work only daytime rotations during the first two months of their training in the department. This will allow the trainee to understand the hospital system, attend orientation, and complete the required clinical skills.
- Interns shall report on duty at 7:00 am and leaves the area when "hand-over" is completed or according to the host institute's regulations.
- Interns are requested to accurately complete their "attendance logbook" daily.
- Head nurses, deputy head nurses &/or charge nurses are authorized to sign the intern's attendance logbook.
- Head nurse / deputy head nurse and / or charge are authorized to request interns to makeup late arrival at work on the day of occurrence. Unofficial or unexcused absence must be reported to the duty supervisor to coordinate counseling of the offending intern with the coordinator of the nursing college.
- During the Holy month of Ramadan, interns work 6 hours per day.

### Actions and Leaves

Interns are allowed the following time off, as approved by the hospital and internship coordinator:

#### National & Public Holidays

- Public leaves of Eid al-Adha and Eid al-Fitr; the holiday will be according to the government employees' Eid Holiday as per the host institution regulation.
- National Day.
- Foundation Day.

*Emergency / sick leave & maternity leave:* may be given for reasons accepted by the College Internship Unit and Training department in the assigned hospital; if such is accepted then, this period of leave is to be compensated by the intern:

- a) A justification letter must accompany any emergency leave request.
- b) Emergency leave period will be a maximum of 10 working days.
- c) According to the period of leave, the intern will be required to repeat the missing days at the end of the internship without pay.
  - i. Duration of maternity leave is two weeks (taking into account the exception of the physician with an official medical report) and without



remake the days.

- ii. Duration of sick leave is determined by the authorized hospital and this leave for an urgent surgical procedure with remake.

#### *Educational Leave*

- a. Interns may apply for up to 5 days of educational leave to participate in workshops, symposiums, or conferences.
- b. The request must be submitted 1 month in advance of the educational program to the hospital and faculty coordinator.
- c. A certificate of attendance or completion must be presented following the event as verification of participation.
- d. The days for education leave must be repeated at the end of the internship without payment.

#### *Study Leave*

- a. Interns have the right to get 3 days as study leave for the SCFHS Exam without a remake.

#### **Tardiness:**

- a. It is recommended that interns arrive at the training area 15 minutes before the scheduled time.
  - i. An Intern who reports to duty more than 5 minutes after the endorsement starts is considered late.
- b. If late for the endorsement or take extended breaks, the clinical nurse educator or preceptor will impose the following:
  - i. 1<sup>st</sup> offense
    1. Intern should write a justification letter explaining the reason.
  - ii. 2<sup>nd</sup> offense
    2. Intern must make up lost time due to tardiness, at a time to be arranged by the site supervisor. Continued issues with tardiness will reflect in the intern evaluation form.  
Warning letter should be given to the Intern Interns
  - i. 3<sup>rd</sup> offense
    3. Intern will be marked as absent, and she has to make-up the absence day.

#### **Unauthorized or Unexcused Absence**

- Unexcused absences must be made up at a time agreed upon by the intern and the site supervisor.
- Intern will be penalized by make-up double the missed days.
- The Intern will repeat the internship course or the rotation if their absences is ≥25% from the entire program or the rotation respectively.



- Repeated unauthorized leave:
- Intern will be issued a violation report.
- Written warning letter.
- Excessive clinical absences will lead to failure in the course.

#### **Uniform and Clinical Dress Code:**

1. Nursing interns will dress according to college or hospital policy and demonstrate good personal hygiene.
2. Uniforms should be clean and neat. Lab coats shall be long to the middle of the knee and shall be always buttoned on the front, in the closed areas such as (ICU, CCU, ER etc.) the intern should wear scrub suit in (Light Green or Light Blue) or according to the hospital policy.
3. Interns must always wear their identification cards while inside the College and affiliating agencies during clinical trainings.
4. Intern is not allowed to use another interns ID, when caught, a sanction will be imposed on both parties involved.
5. Wear a watch with second hand; bring stethoscope and penlight.
6. White nursing shoes (no cloth shoes, open toe shoes, nor clogs).
7. Fingernails must be short and clean. Nail polish and artificial nails should not be worn.
8. Jewelry is limited to wedding rings only.
9. Piercing and tattoo are not allowed in the clinical placement

#### **Use of Mobile Phones**

1. Mobile phones are not allowed in clinical areas of the hospital.
2. Mobile phones should be always kept on silent mode.
3. A violation report will be issued to any intern who uses mobile phone during duty hours.



**Academic misconduct includes, but is not limited to, the following:**

- Plagiarism
- Cheating
- Having access to test information during testing periods
- Conveying test information to other interns
- Duplicating information for assignments
- Falsifying patient records by charting incorrect data or removing data
- Releasing confidential information about patients to persons who do not have the right to such information
- Rude or abusive language to patients and/or staff personnel, clinical instructor or preceptor and faculty.
- Jeopardizing a patient's safety or welfare.

**Clinical misconduct, includes, but is not limited to, the following:**

- Clinical misconduct that jeopardizes patient safety will not be tolerated and may result in immediate dismissal from the program.
- The Intern must not threaten the physical and/or psychological well-being of a patient by her performance in the clinical area. If this occurs at any time, the Intern is in danger of failing the nursing course in which she is enrolled.
- Interns are held accountable for any real/potential threat to the patient. This includes skills previously learned. If the instructor prevents an error, the Intern is still at fault.
- A behavior or consistent pattern of conduct that result in a threat to the patient's physical and/or psychological well-being is considered "**at risk**" behavior. "At risk" behaviors include but are not limited to the following:
- Inappropriate verbal or non-verbal behavior in the presence of the patient or the patient's family
- Inadequate preparation for the clinical assignment
- Administration of wrong medication or wrong dosage
- Inability to properly administer medications
- Breach of confidentiality



### At Risk Policy

- Acts of professional misconduct may result in an investigation by the College, followed by disciplinary proceedings.
- At risk behavior can warrant termination from the nursing internship program if that behavior is such that it poses a serious threat to the physical and/or psychological well-being of patients, faculty, or interns.
- Three (3) "at risk" incidents are grounds for the intern's immediate termination from the Nursing program. Readmission to the program will be on an individual basis, with consideration of the seriousness of the "at risk" behavior. The disciplinary sanction for "at risk" behavior is given by the Dean of College of Nursing.

**NOTE:** Nurse Intern clinical risk management is based on the host Institute of the University policies and procedure.

### Immunization Requirements

To be eligible for clinical placements nursing interns must provide proof of the Influenza Vaccine that is recommended annually, Hepatitis B, Mums and German Measles Vaccines from their local Primary Healthcare Centers. Governmental hospitals may have additional immunization requirements. Moreover, interns must comply with any additional requirements imposed by the clinical agency to which the Intern is assigned.

### The Payment

1. The allowance will be received 2 to 3 months after Internship start.
2. The repetition of certain area will be without payment



## Appendix 1: Clinical Record and Competencies Forms

### Form A: Nurse Intern Attendance Record; Working Hours

Intern Name: \_\_\_\_\_

Unit: \_\_\_\_\_ Month: \_\_\_\_\_

Total Working Hours: \_\_\_\_\_



## Form B: Nurse Intern Attendance Record Tardiness & Absences

Intern Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Month: \_\_\_\_\_

Total Hours Tardy/Absent:



## Appendix 2: Clinical Competencies Forms

### Form C: Basic Nursing Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column.

The nurse intern is able to discuss the policy of clinical setting and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Receiving and handover of patient (end of shift endorsement)				
2. Patient hygiene				
3. Admission procedures				
4. Discharge procedures				
5. Measuring & documentation vital signs				
6. Performing physical health assessment				
7. Measuring & recording weight, height				
8. Testing blood sugar using Glucometer				
9. Medication				
a. Calculation of dosage				
b. Preparation and administration of oral medication				
c. Preparation and administration of Subcutaneous medication				
d. Preparation and administration of Intravenous medication				
e. Preparation and administration of Intramuscular medication				
10. Performing CPR				
11. Using of incentive spirometer				
12. Following aseptic technique in each procedure				
13. Understanding Code blue management				
14. Documentation nursing note				
15. Review physician orders on a regular basis				
16. Documents accurately on hospital forms				
17. Writing nurses notes				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form D: Medical Speciality Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Assisting with safe preparation and post procedure care for the following procedures:				
a. CT Scan, X-ray				
b. Endoscope				
c. Ultrasound				
d. ESWL procedures				
e. Nuclear medicine				
3. Assisting in insertion/removal central lines				
a. Care of patients with central lines				
b. Removal of Quinton catheter				
c. CVP monitoring				
4. Administration of:				
a. Nebulizer				
b. Chemotherapy				
c. Thrombolytic therapy				
d. Antihypertensive				
e. Enteral feeding				
5. Cardiac management:				
a. Cardiac monitoring				
b. ECG recording/interpretation				
c. Recognizing basic & life-threatening dysrhythmias				
d. Recognition & interpretation of Unstable / deteriorating patients signs and symptoms				
f. Recognition & interpretation of laboratory findings				
g. Performance of focused assessment on presenting complications				
6. Nursing care and management of:				
a. Unstable angina & ischemic heart				
b. Diabetes / DKA				
c. Cerebral vascular accident				



d. Leukemia				
e. Unconscious patients/Glasgow Coma				
f. Chronic liver disease/encephalopathy				
g. Chronic renal failure/hemodialysis				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form E: Surgical Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column.

The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1.Basic nursing care				
2.Preoperative Management				
a. Organizing a pre-chest x-rays, ECG& blood work				
b. Patient preparation teaching				
c. Checking pre-operative checklist				
d. Preoperative skin preparation				
e. Specific preparation				
f. Transfer patients to OR and from the recovery room				
3.Pre-procedural preparation				
a. DVI				
b. Colonoscopy				
c. OGD				
d. CT				
4.Post-operative Management				
a. Immediate post-operative care				
i. Positioning				
ii. Ambulation				
iii. Neurovascular observation				
iv. Measuring intake and output				
5.Surgical Dressing				
a. Setup/of surgical field				
b. Wound care				
i. Assessing of wound				
ii. Changing dressing aseptically				
iii. Packing a wound				



iv. Selecting of appropriate dressing mate				
v. Care of drains/hemovac				
vi. Removal of sutures				
vii. Removal of staples				
viii. Assisting in removal of chest drains				
c. Care of ostomies				
i. Cleaning of the stoma				
ii. Application of appliances (bags, wax bags)				
iii. Recording of condition of stoma				
iv. Educating patient				
d. Under water seal				
i. Care of underwater sealed drainage				
ii. Removal of chest tube				
<b>6. Renal/Urologic Management</b>				
a. Insertion of an indwelling catheter				
b. Continuous care of an indwelling catheter				
c. Maintenance of continuous bladder irrigation				
d. Care of nephrostomy tube				
<b>7. Orthopedic and care of tractions</b>				
a. Maintenance and care of traction				
b. Plaster cast care				
c. Application of bandages				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form F: Maternity/Obstetric Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
<b>1. Basic nursing care</b>				
<b>2. Antenatal:</b>				
a. Palpate abdomen (abd. maneuver)				
b. Measure & record fetal heart rate using Pinard & Doppler				
c. Test urine				
d. Observe and recognize P.V loss				
e. Administration of Oxytocin:				
i. At delivery				
ii. For control of PPH continuous infusion				
f. CTG care:				
i. Applying CTG machine				
ii. Monitoring contraction and fetal heart rate				
iii. Interpreting CTG reading & reporting abnormalities & providing care as indicated				
<b>3. Care of high risk patient's:</b>				
a. Elective LSC- preparing for CS				
b. Provide pre & post-operative care				
c. Observing vaginal bleeding				
d. Changing dressing				
e. Assisting with Prostин insertion				
f. Collecting cord blood sample				
<b>4. Post natal Routine care:</b>				
a. Monitoring vital signs				
b. Checking uterus & lochia				
c. Monitoring pain level				
d. Assessment of lower legs				
e. Providing breast care				
f. Educating mothers on breast care				
<b>5. Documentation nursing note</b>				



### Form G: Gynecology Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Admission procedure				
a. Measuring & recording fetal heart rate				
3. Care of patients with hyperemesis Gravidarum				
a. Urine dipstick for ketones & proteins				
4. Care of patients with diabetes in pregnancy				
5. Care of gynecology oncology patient				
a. Care of patient undergoing radiation				
b. Care of patient undergoing chemotherapy				
6. Pre-operative care				
a. Pre-operative shaving				
b. Insert catheterization				
7. Post-operative OB/Gyne care				
a. Changing dressing				
b. Removal of vaginal pack				
c. Assist in removal of urinary catheter				
d. Dilatation & Curettage				
e. Vaginal/ Abdominal Hysterectomy				
f. Anterior / posterior repair				
g. Tubal ligation (abdominal & Laparoscopic)				



h. Fistula repair			
i. Fistula repair			
j. Bartholin's cyst			
k. Ovarian cyst			
l. Cervical Cerclage			
m. Ectopic pregnancy			
n. Pelvic inflammatory disease			
o. Hydatidiform Mole			
p. Abortions (threatened, inevitable, complete, incomplete, missed)			
q. Salpingectomy/Oopherectomy			
r. IUFD (intrauterine fetal death)			

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Form H: Labor & Delivery Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column.

The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Admission of patient in labor:				
a. Measuring and recording of vital signs				
b. Palpate the abdomen				
c. Assessing contractions				
d. Test urine				
e. Administering Fleet enema as indicated				
f. Establishing an IV/ collection of blood works				
3. Management of patient in labor:				
a. Applying CTG machine				
b. Monitoring contraction and fetal heart rate				
c. Interpreting CTG reading & reporting abnormalities & providing care as indicated				
d. Fill in Partogram				
e. Administering Analgesia:				
i. Inhalation analgesia (Entenox)				
ii. Narcotics				
f. Preparing trolley for:				
i. Delivery				
ii. Suturing				
g. Perform vaginal examination (under supervision)				
h. Inserting urinary catheter				
i. Assist with normal vaginal delivery				
j. Inspection of placenta & collection of cord blood				
k. Prepare patient for emergency Caesarian Section				
4. Performance of physical health assessment and nursing management				



a. Pre-eclampsia				
b. Hemorrhage (ante/postpartum)				
c. Fetal distress				
5. Providing immediate newborn care:				
a. Checking & preparing newborn resuscitation				
b. Suction the baby				
c. Providing eye care				
d. Administering of oxygen as indicated				
e. Participate in advanced resuscitation				
f. Assessing Apgar score				
g. Examining the newborn				
h. Measuring the baby for Head circumference, Weight & Height				
i. Inspecting umbilical cord				
j. Applying identification of newborn				
k. Filling in the proper documentation				
6. Caring of Mother for:				
l. Providing perineal – Episiotomy care				
m. Checking uterus & lochia				
7. Documentation:				
n. Filling in the birth register				
o. Filling in the obstetrical booklet				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form I: Pediatric Medical Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Admission procedures				
3. Pediatric vital signs				
4. Taking and recording patient				
a. Abdominal Girth				
b. Weight				
c. Length				
d. Head circumference				
e. Pediatric laboratory result				
5. Performance of physical health assessment and nursing management				
a. Cardiovascular				
b. Respiratory				
c. Gastrointestinal				
d. Musculoskeletal				
e. Integumentary				
f. Neurological				
g. Metabolic				
h. Hematology & Oncology				
i. Endocrine				
j. Genitourinary				
6. Discharge procedures				
7. Documentation and nurse note				
8. Patient safety				
a. Using bedrails appropriately				
b. Using restraints when required				
c. Education of mother				
9. IV therapy				
a. Care of IV Heplock/ cannula and cannula flashing				
b. Administering TPN/PPN				



10. Oxygen administration/respiratory therapy				
a. Simple face mask				
b. Nasal cannula				
c. Tracheostomy mask				
d. Incentive spirometry				
e. Insertion of oral airway				
11. Performing chest exercise				
12. Diagnostic preparation- follow protocol for various diagnostic procedure				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form J: Pediatric Surgical Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Admissions procedure				
3. Surgical nursing care				
a. Pre-operative care				
b. Post-operative care				
c. Positioning				
d. Transporting of child				
e. Care of wound:				
i. Caring of drains				
ii. Removal of sutures, staples				
iii. Care of Ostomies				
4. Performance of physical health assessment and nursing management				
a. General surgery				
b. Plastic surgery				
c. Orthopedic				
d. Renal				
e. Neurological				
f. Urinary surgery				
5. Discharge procedure				
6. Documentation and nurse note				



7. Patient safety				
a. Using bedrails appropriately				
b. Using restraints when required				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form K: Pediatric Neonatal Intensive Care Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Daily nursing care:				
a. Pediatric vital signs				
b. Umbilical cord care				
c. Taking and recording patient:				
i. Abdominal girth				
ii. Chest circumference				
iii. Length and weight				
iv. Head circumference				
v. Pediatric laboratory result				
vi. Assess of newborn reflexes				
3. Performance of physical health assessment and nursing management				
a. Premature neonate and Low birth infant				
b. Term neonate				
c. Congenital anomalies (cardiac, respiratory, gastric, neurological, urinary tract and Hydrocephalus)				
d. Down Syndrome				
e. Communicable disease				
f. Respiratory disease and nephritic syndrome				
g. Seizures, unconscious, comatose				
h. Diabetic				
i. Postnatal disorder				
i. Jaundice				
ii. Infant of diabetic mother				
iii. Respiratory surfactant disorder				
j. Care with sepsis				
4. Admission procedures				
5. Discharge procedures				



6. Patient safety:				
a. Using incubator & phototherapy				
b. Using restraints – when required				
c. Radiant warmer				
7. IV therapy				
a. Care of IV (Heplock/cannula, cannula flashing and bloodexchange)				
b. Administering TPN/PPN				
8. Oxygen administration/ Respiratory therapy				
a. Simple face mask				
b. Nasal cannula				
c. Tracheostomy mask				
d. Incentive spirometry				
e. Using Ambu – bagging (pediatric & neonate)				
f. Insertion of oral airway				
g. Venture mask				
h. Head box				
i. Performing chest physiotherapy				
9. Diagnostic preparation- follow protocol for various diagnostic procedure				
10. Caring of patient in NICU				
a. Feeding				
i. Infant formula				
ii. TPN / PPN				
iii. Fluid requirement				
iv. Gavage feeding				
b. Medication				
i. Vasopressor				
ii. Prostaglandin				
iii. Radiant warmer				
iv. Cardiac monitor /ventilator				
11. Care of newborn in incubator				
12. Collection of specimens (urine, blood, wound, CSF)				
13. Documentation				

Some procedures may be demonstrated during the hospital orientation program Nurse

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form L: General Intensive Care Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Basic unit skill:				
a. Defibrillation /cardioversion				
b. Administration of thrombolytic				
c. Temporary pacemaker transcutaneous /transvenous				
3. Air way management:				
a. Mechanical ventilator				
i. Assist in initiating invasive & noninvasive mechanical ventilator				
ii. Providing care for patient with mechanical ventilator				
iii. Assist in weaning from MV				
b. Air way tube				
i. Assist in insertion of airway tube (endotracheal, tracheostomy,				
ii. Providing care of air way tube				
iii. Suctioning of air way passage				
4. Central lines:				
a. Collection of equipment for insertion				
b. Discuss the normal parameters for				
c. Determines and records CVP using a water manometer and pressure monitor				
d. Identifies chest landmarks for CVP				
e. The flushing of a central line				
f. The administration of drugs and fluids				
g. Aseptically change central IV lines				
h. Aseptically change central IV lines				
i. Setting up a transducer systems				
j. The safe removal of central lines				
k. Use of Porta-caths & Hichman catheter				



I. Risks & complications of central lines				
m. Intervention/troubleshoot complication of central lines				
5. Pulmonary artery catheters & arterial:				
a. Take appropriate action to prevent or resolve complications of PA catheters & arterial lines				
b. Sitting up a single and multiple transducer system				
c. Identify a PA and arterial trace on the cardiac monitor				
d. Zeroing of PA & arterial lines				
e. The purpose for performance of an Allen's test				
f. Correct technique for drawing blood from PA catheter & arterial lines				
g. Supervised performance of a PAWP				
h. Identify normal reading and waveform				
i. Care of wound drains/graft area				
6. Chest physiotherapy/spirometry				
7. Feeding management:				
a. Administration TPN				
b. Administer tube feeding through tummy syringe				
c. Feeding pump				
8. Under water seal				
a. Assisting in insertion/removal of underwater seal drainage				
b. Care of underwater seal drainage				
9. Nursing care of patient:				
a. Post CABG				
b. Post valve reconstruction/replacement				
c. Postoperative bleeding				
d. Unconscious (general care to prevent of foot drop and contractures)				
e. Post PTCA				



f. Post cardiac catheterization				
10. Nursing care and Management of:				
a. Intracranial surgeries				
b. Fractures and osteoarthritis				
c. Biliary and pancreatic disorder				
d. MI/unstable angina				
e. Intestinal obstruction, colonic surgery and ostomies				
11. Room/bed preparation pre/post-cardiac surgery				
12. Administration of medications (vasopressors, antiarrhythmic, inotrops, anticoagulation)				
13. Use of electronic life support equipment				
a. Respiratory support				
b. Renal support				
c. Intravenous/ syringe pump				
d. Cardiac monitoring				
e. Noninvasive continuous cardiac output monitor				
14. Recognition and interpretation of:				
a. Dysrhythmias				
b. Critical patient signs and symptoms				
c. Laboratory findings				
15. Psychosocial support of patient and family (specific to critical care situation)				
16. Postmortem care				

Some procedures may be demonstrated during the hospital orientation

program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form M: Emergency Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column. The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Airway management				
3. Defibrillation / Cardioversion				
4. Administration of thrombolytic therapy, vasopressin				
5. Performance of physical health assessment– adult/pediatric/ neonate				
a. A,B,C,D,E for trauma patient				
6. Triage system				
a. Demonstrates understanding re criteria for prioritizing patient management				
b. Aware of hospital fire & disaster protocol				
7. Admissions procedure				
a. ICU				
b. In - patient				
c. Direct to OR				
d. Labor & delivery				
8. Police case:				
a. Aware of clinical situations which should be reported to the police				
9. Respiratory /oxygen therapy				
a. Ambu - bagging				
b. Insertion of oral airway				
10. Mother in labor				
a. Assessment of contraction				
b. F.H.R, & Obstetric examination				
11. Multi-Trauma patient				
a. Care of patient with suspected cervical				



b. Stabilization of fractures with splints				
c. Care of head injury patient				
12. Burn patient				
a. Fluid resuscitation				
b. Dressings				
13. Documentation/verbal reporting				

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Form N: Operating Room Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column.

The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Use of electronic life support equipment				
2. Vital signs monitoring				
3. Draping, scrubbing, gloving and gowning techniques				
4. Haemodynamic monitoring				
5. Performing sponge, sharp and instruments counts				
6. Maintain sterile field-aseptic technique				
7. Receiving patient from surgical unit				
8. Positioning patients for operative procedures – standard surgical positions				
9. Procedural sedation adult & pediatric				
10. Psycho-social support of patients				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Form O: Dialysis Specialty Competencies

Intern Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

For each skill/task demonstrated by intern, the preceptor/staff nurse trainer will sign in the appropriate column.

The nurse intern is able to discuss the policy and demonstrate the following skill task:

Clinical Competency	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1. Basic nursing care				
2. Machine priming				
3. Preparation of patient for hemodialysis				
4. Predialysis patient assessment				
5. Pre & post dialysis care of vascular access (AVF, SC catheter)				
6. checks prior to dialyzing a patient				
7. Patient monitoring during dialysis				
8. Assisting in peritoneal dialysis				
9. Care & maintenance of exit sites for peritoneal dialysis				
10. Infection control				
11. Patient teaching				
12. Follow laboratory blood works				
13. Obtain blood sample				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Form P: Periodic Assessment

Intern's Name: \_\_\_\_\_  
Unit: \_\_\_\_\_

Duration: \_\_\_\_\_ Date: \_\_\_\_\_  
Specialty: \_\_\_\_\_

Assessment Items	4 Distinguished	3 Highly	2 Satisfactory	1 Below average	0 Poor	NA Not Applicable
1. Utilize knowledge-based from different disciplines that can be utilized in carrying out quality nursing care						
2. Apply the <i>nursing process</i> in the provision of advanced specialized and comprehensive nursing care to achieve optimal health						
3. Collect and analyze data to identify student health needs and nursing diagnoses						
4. Adhere to professional dress code including hair, makeup, jewelry, and nails.						
5. Demonstrate personal integrity and honesty						
6. Follows the instructor's comments and suggestions to improve performance.						
7. Uses critical thinking strategies in decision-making, planning, and provision of care						
8. Appraise critically the work with clients and their families to promote client's health and improve their quality of life						
9. Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality nursing care						
10. Demonstrate a therapeutic relationship with the patient and family/support person						
11. Documentation: complete, concise and accurate data (Written work sheet, Nursing care plan, nursing record)						

Additional Comments:

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Clinical Preceptor Name.....

Signature ..... Date .....



### Form Q: Final Intern's Clinical Performance Evaluation

Intern's Name.....

Training Institution: .....

Area of Practice: .....

Date of Assessment: .....

Assessment Items	4 Distinguished	3 Highly satisfactory	2 Satisfactory	1 Below average	0 Poor	NA Not Applicable
Provide Quality Nursing Care						
1. Compare knowledge-based from healthcare and other disciplines that can be utilized in carrying out quality nursing care						
2. Build up the ability to practice various nursing roles to promote holistic and specialized nursing care to clients						
3. Apply the steps of the <i>nursing process</i> in the provision of advanced specialized and comprehensive nursing care to achieve optimal health care to patients						
4. Demonstrate effective assessment and analysis of patient's findings according to the pathophysiology of the disease and the nursing process						
5. Design a plan of nursing care based on findings & according to patients' priority.						
6. Demonstrate caring behavior towards patients and families						
7. Document accurate, complete, and pertinent information in a timely manner according to hospital guidelines.						
8. Provide holistic nursing care to patients						



Promote Professionalism						
9.	Adhere to professional dress code including hair, makeup, jewelry, and nails (Professional Appearance/Positive Image)					
10.	Protect and advocates patient rights (privacy, autonomy, confidentiality)					
11.	Adhere to guidelines of the Internship course					
12.	Demonstrate personal integrity and honesty					
13.	Carry out delegated responsibilities considering hospital policies and regulations					
14.	Interpret opportunities for learning (Initiative to Learn and accept instructions.					
15.	Attend beginning & end of shift endorsement					
16.	Utilize resources effectively					
17.	Apply code of ethics during clinical Practice and while providing care to patients					
18.	Follow up the development of nursing profession at the local, regional and global levels					
Critical Thinking						
19.	Uses critical thinking strategies in decision-making, planning, and provision of care					
20.	Appraise critically the work with clients and their families to promote client's health and improve their quality of life					
Communication skills						
21.	Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality nursing care					
22.	Demonstrate a therapeutic relationship with the patient and family/support person					



Perform Safe Practice						
23.	Analyze safety standards of nursing care governing nursing practices in various health care settings					
24.	Check for patient's ID and correct procedure manual at all times					
25.	Use universal/standard precautions (washing hands, wearing appropriate personal protective equipment's, avoiding needle sticks)					
26.	Maintains safe environment					
27.	Follow procedure manual in preparing, calculating and administering medications and I.V.F considering medication rights.					
Leadership abilities						
28.	Develop the ability to work effectively with the health care team					
29.	Demonstrate flexibility in adapting to changing situations					
30.	Collaborate with other health care team members regarding patient care needs (Effectiveness of Team Relationships)					
Implement Evidence based Practice						
31.	Describe basic concepts and knowledge of nursing science and care including adult health nursing, maternal and child health nursing, mental health nursing, community nursing, and Leadership					
32.	Utilize research findings and evidence-based practices to the intention to improve the quality of nursing care					

Overall performance of the intern	Excellent 100-90	V. Good 89-80	Good 79-70	Poor 69-60	Unsatisfactory Below 70
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Total score out of 128 scores



Final Evaluation: (any strength or weakness shown by the Intern intern) Preceptor:

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Preceptor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Nurse:

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Head nurse signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Nurse Educator (Hospital):

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Nurse Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern:

The evaluation has been explained to me: I agree  I disagree

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Intern signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship unit (University):

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Intern unit Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Program requirements fulfilled: Yes  No

Approved: \_\_\_\_\_ Date: \_\_\_\_\_



**Form R: Weekly Report Form/ Report Number ( ..... )**

Intern's Name.....

Training Institution: .....

Area of Practice: .....

Name of Faculty Member:.....

Name of Clinical Preceptor: .....

Date of Submission:.....

Intern's Signature ..... Date .....



### Form S: Case Presentation Rubric

Intern's Name: \_\_\_\_\_ ID: \_\_\_\_\_

Date: \_\_\_\_\_ Unit: \_\_\_\_\_

Hospital name: \_\_\_\_\_ Topic: \_\_\_\_\_

#### Rules of Case Presentation

1. Interview an actual patient and use the data to design your case presentation (can be the same as your care plan)
2. Do not use actual names. You may use initials (MAA) instead of the full name
3. Be prepared to present to the seminar group discussion according to determined week

1= Not mentioned, 2= Incomplete data 3= Complete data 4= Accurate and to the point

Items	1	2	3	4
<b>1. Personal Data:</b> clear, concise and complete				
<b>2. Reason of admission</b> (Chief Complaint may be different from reason for visit, reason the patient states for seeking care)				
<b>3. Current History</b>				
<b>4. Past history</b> , including hospitalizations, adult illnesses (medical or surgical, blood transfusion, allergy)				
<b>5. Patient's Family History</b>				
<b>6. Patient's life style:</b> smoking: when started, number of packs per year, when stopped, alcohol: what, how much, when, drug abuse, occupation, marital status and living conditions.				
<b>7. Medication:</b> prescribed or over counter <b>action and intervention</b>				
<b>8. Lab &amp; radiological investigation:</b> interpretation and analysis of patient's lab results and radiological reports				
<b>9. Physical Examination from head to toes:</b> detection of patient problems and needs using assessment techniques.				
<b>10. Prioritized List of Nursing diagnosis</b> for the patient.				
<b>11. Nursing intervention</b> appropriate and with rationale				
<b>12. Audio/Visual</b> <ul style="list-style-type: none"> <li>• Graphs/figures are clear and understandable.</li> <li>• The text is readable and clear.</li> <li>• Audio/Visual components support the main points of the talk.</li> <li>• Appropriate referencing of data that is/was not generated by presenter</li> </ul>				



Items	1	2	3	4
<b>13. Presentation style</b> <ul style="list-style-type: none"> <li>• Speaks clearly and at an understandable pace.</li> <li>• Maintains eye contact.</li> <li>• Limited use of filler words ("umm," "like," etc.).</li> <li>• Presenter uses body language appropriately.</li> <li>• Presenter uses the determined time.</li> <li>• Presenter is able to answer questions professionally.</li> <li>• Presenter is dressed appropriately.</li> </ul>				
<b>14. Organization</b> <ul style="list-style-type: none"> <li>• Clear objectives</li> <li>• Logical structure</li> <li>• Signposting</li> </ul>				
<b>15. Conclusion</b>				

Total score = 15 X 4= 60

then calculated it out of 5

Intern's Signature:

Evaluator Name:

Signature



## College of Nursing

Training and Clinical Affairs Department

### Regular leave form

#### 1/ For applicant & administration

Name	
Training Entity Hospital	
Trainee Request	<p>Dear Dr. ....</p> <p>I would like to grant me a regular leave for a period of..... (Day /Days).</p> <p>From / /20</p>
Signature	
Hospital Approval	<p>Approval of the direct manager in the hospital Date: / /20</p> <p><input checked="" type="checkbox"/> Approved ( if she is legally entitled )</p> <p><input type="checkbox"/> Rejected</p>
Responsible Name	
Signature	

#### 2/for or the Department of Training and Clinical Affairs at the College of Nursing

Reviewing of the Department of Training and Clinical Affairs in the College	<input type="checkbox"/> Eligible as per policy <input type="checkbox"/> Not eligible as per policy
Director of Training and Clinical Affairs	
Signature	



Faculty of Nursing

Training and Clinical Affairs Department

Form of authorization for SCFHS test

1/ For the Applicant and hospital administration

Name:	
Training placement	
Trainee Request	<p>Dear Dr.....</p> <p>I would like to be granted a leave for the test of the SCFHS, period of..... (Day-Days) as of / / 20</p>
Signature	<p>Signature.....</p> <p>Date: / / 20</p>
Hospital Approval	<p>Approval of the direct supervisor in the:</p> <p>Date: / / 20</p> <p><input type="checkbox"/> There is no objection to granting her the required leave if she is legally entitled</p> <p><input type="checkbox"/> I do not agree to the leave request.</p>
The name of the administrator.	
Signature	

2/ For the Department of Clinical Training in the College of Nursing

Reviewing of the Department of Training and Clinical Affairs in the College	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
Director of Training and Clinical Affairs	
Signature	



## Hospital completion letter

Insert here