



# Princess Norah bint Abdulrahman University

## College of Nursing

### Maternity and Pediatric Department

### Bachelor of Science in Midwifery

### Training and Clinical Affairs Administration

## Internship Handbook

Academic Year

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## Introduction

A midwifery program was established at Princess Nourah bint Abdulrahman University's College of Nursing 4 -year ago. The midwifery program emphasizes learning about women's social, psychological, and physical aspects and theories. It is based on evidence-based midwifery specialty and offers comprehensive clinical training. The curriculum also provides clinical training in the Simulation Center, the laboratories, and the clinical settings. The theoretical parts as well as the practicum to fulfill the program's vision and mission. The midwifery program is preparing the midwives to be competent and confident in hands-on practices, research skills, and professionalism. This contributes to meet the needs of the community and provide women with quality of healthcare that is grounded in professional and scientific standards.

### College Vision

To be a distinguished academic institution 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 midwives with research and leadership skills.

### Values

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

### Strategic Goals:

- 1- Promote and support students to graduate midwives 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 Midwifery Program

Midwifery is a profession that provides high quality of care for women and neonates. It has a unique body of knowledge, skills and professional attitudes drawn from different sciences and disciplines shared with other health professions. The midwifery role of practice is focusing on a professional framework of autonomy, partnership, ethics and accountability.

### Program Vision:

Pioneering the qualification of distinguished midwives, scientifically and professionally, in a way that contributes to developing the midwifery profession and meeting the needs of the labour market.

### Program Mission:

Preparing qualified, scientific, professional and research-proficient midwives to provide health care for women, based on professional standards, to contribute to the quality of services for the midwifery profession and meet the community's needs.

### Program Goals:

1. Provide midwifery students with a high-quality learning environment consistent with national and international standards.
2. Graduate competent midwives to provide high-quality midwifery health services to the community.
3. Develop midwifery 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 midwifery, by providing an academic and administrative environment to motivate education, learning, training and creative thinking.
2. Encourage continuous education and participation in professional 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 midwifery 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 Midwifery program:

1. Apply knowledge and skills in Midwifery practice to provide high quality of Midwifery care.
2. Work collaboratively with the other health team members to provide a comprehensive and family- centred care.
3. Value diversity in health believes and different cultural backgrounds.
4. The ability to practice leadership and management skills and professional development.
5. The ability to use of latest technology and practice innovation in different skills.
6. The ability to perform professional and ethical responsibility.
7. The ability to conduct research and apply evidence-based practice in the fields of midwifery.
8. The ability to provide health awareness services in different community settings.

## Midwifery Internship Handbook

This handbook for a midwifery 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 midwifery interns will be able to implement all the required procedures and be able to achieve the 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 fulfil this, and they can be assigned by the hospital training department to participate in the midwifery activities such as health days.

The internship provides clinical training opportunities for the midwifery 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 midwifery knowledge and skills in providing quality midwifery care to women with a variety of health problems. The intern will provide midwifery 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 midwife. This is an intensive hands-on training experience that will facilitate the midwife intern to better handle a variety of client's conditions utilizing critical thinking, the midwifery process, problem-solving, decision making and professional and management roles in the provision of midwifery 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	Certificate of attendance in symposiums, conferences, or workshops		
11	Internship Completion Letter		



## The General Aims of the Internship Year

The aim is to prepare Midwifery interns to their professional clinical midwifery 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 measure the following program of Bachelor of Sciences in Midwifery degree which includes 3 domains as following:

Knowledge and understanding	
1.1	Explain the trends and issues related to education, practice, management, and research
Skills	
2.1	Apply holistic care in variety of health care levels among women, neonates, and communities.
2.2	Communicate effectively with women, families, and other healthcare professionals.
2.3	Utilize technologies and informatics to improve quality of Midwifery care and outcomes for women and neonates.
Values	
3.1	Comply with ethical and legal standards governing the performance of Midwifery professionals.
3.2	Foster effective teamwork and decision making.
3.3	Exhibit self-directed lifelong learning and accountable professional development.

### Internship clinical area

Midwifery internship clinical rotation (12 months)

No	Department	Duration	Hours
1	Labour and Delivery Department	20 weeks	960 hours
2	Antenatal and High-Risk Pregnancy Department	4 weeks	192 hours
3	Postnatal Department	4 weeks	192 hours
4	NICU including Nursery	4 weeks	192 hours
5	Gynecological Department	2 weeks	96 hours
6	Operation Room (OR)	4 weeks	192 hours
7	Obstetrics and Gynecologic Emergency Department	2 weeks	96 hours
8	Outpatient Department (OPD) Antenatal, postnatal, gynecology, Ultrasound and breastfeeding (lactation) clinics	4 weeks	192 hours
10	Elective	4 weeks	192 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/midwife of the unit and the director of the facility's nursing and midwifery education department or clinical nurse/midwife educator.

### **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:

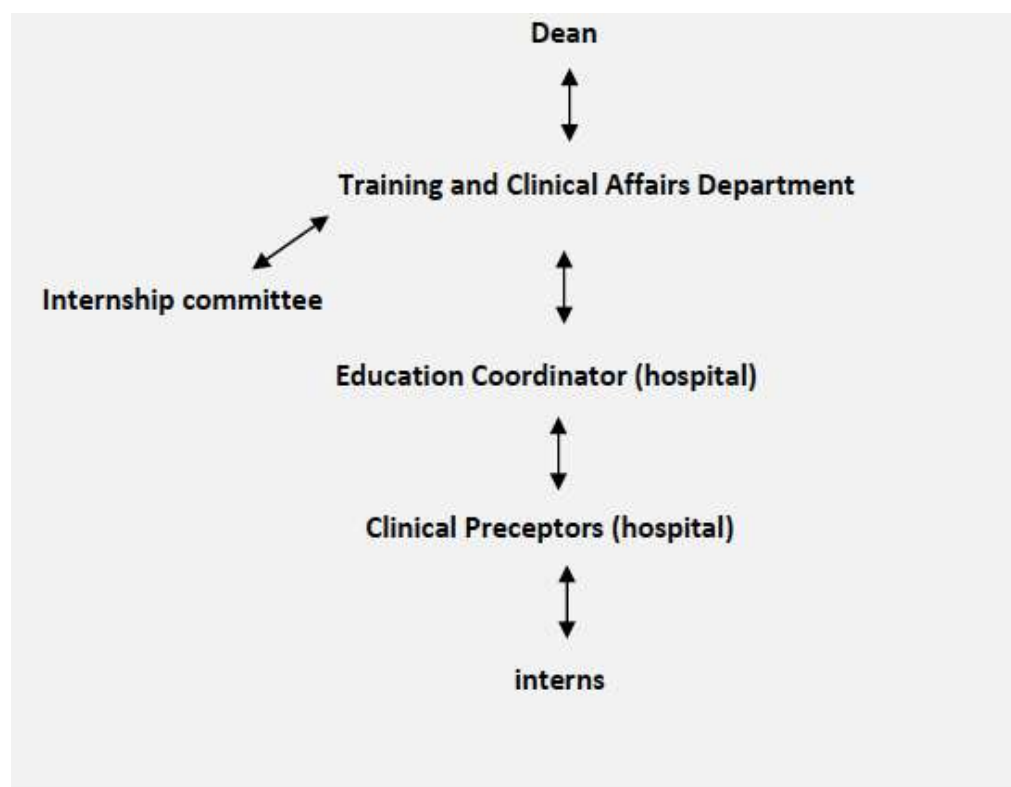
1. The Training and Clinical Affairs department arranges an annual internship orientation day with hospitals.
2. The student shall submit to the Training and clinical affairs department shortlist of the preferred hospitals.
3. The Training and Clinical Affairs department will evaluate the submitted list 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 Midwife Intern will function under the 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 Midwife 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 Midwife Intern are all sharing a joint accountability to provide safe quality patient and family care.
- 8- The Midwife Intern will accept personal responsibility for being able to provide safe quality midwifery care, and for knowledge and skill necessary to provide this care.
- 9- The Midwife Intern will follow patterns of behaviours, which follow the standards for midwifery practice.
- 10- The Midwife Intern is expected to meet performance criteria achieve each clinical placement specific objectives and competencies by the end of each clinical rotation.
- 11- The Midwife Intern will participate in the role responsibilities of the team leader, charge nurse/midwife or head nurse/midwife in and designated area, particularly as it relates to planning of care, assignment of staff, scheduling, and work organization.
- 12- The Midwife Intern will progress to take on a 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 to protect themselves and the patient.
- 16- The Midwife 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.



## Midwifery 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 the targeted training site.

## Rules & Responsibilities

### General rules:

- 1- Intern must start the Internship Program upon completing the Final exams of Level 8.
- 2- 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.
- 3- Intern must not start training prior to the date specified in the letter sent to the training hospital.
- 4- If the Intern desires to complete her training at a particular hospital, she must inform the internship unit at least 3 months before training starting date.
- 5- The Intern must follow the scheduled rotation in the assigned hospital as approved by the internship committee.
- 6- Any changes in the intern's hospital placement must be coordinated and approved through the internship unit. Changes in the hospital without official permission will not be accepted.
- 7- The Intern must follow the rules, regulations, and the policies of the training hospital, also considering the rules and regulations of the College and the University.
- 8- 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.

### Training Termination:

- a) 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.
- b) 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 unit 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.
- c) termination for any reason the hospital must submit a complete evaluation for the intern and attendance report for the period of training.

### 1- Intern Evaluation:

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

- a) Interns have the right to see their evaluation, and their strengths and weaknesses should be discussed with their evaluator(s).
- b) 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.

- 1- Internship Evaluation: The Intern must complete an evaluation of the internship program at the end of the training period.

### Training outside the Kingdom: The Intern must provide:

- 1- Agreement from the hospital
- 2- Providing documentation from (academic records, the training plan, and evaluation methods)
- 3- 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 unit 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/Midwife Preceptor and internship unit.
- 5- Maintaining weekly communication with the college's internship unit.
- 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 the hospital holidays/vacations policy.
- 8- Providing each Nurse/Midwife 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 midwifery 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.

### The college's internship unit's responsibilities

- 1- Receive and evaluate report follow-up assessments of learning outcomes
- 2- Receive variance in the intern schedule or unusual behaviours
- 3- Receive and evaluate the internship logbook, and inform students in writing for incomplete data.
- 4- Follows up on the implementation of the policies and guidelines of the midwifery internship program.
- 5- Follow up on student training activities
- 6- Assessment of learning outcomes
- 7- Maintains accurately all midwife intern's data and files.
- 8- Coordinates counselling of midwife interns if needed.

### Clinical instructor responsibilities

- 1- The clinical midwife coordinator coordinates schedules required trainings for interns within the facility and provides additional intern support and communication with the college's internship unit.
- 2- Provide college's internship unit of the internship program about specific issues and concerns.
- 3- Addresses any specific learning needs and provides feedback to the preceptor and the midwife intern.
- 4- Communicate with college's internship unit and participate in the evaluation of the interns' progress toward meeting goals and outcomes.
- 5- Participates in the unit orientation to all midwives' interns.
- 6- Meets the midwife 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 midwife intern's experience.
- 10- Makes herself available to the midwife intern for guidance.
- 11- Assesses and monitors the midwife 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/Midwife Preceptors will supervise, mentor, and assess interns' daily work, advise and support Interns, and report Intern absenteeism or unusual behaviours to the Nursing Training Department.
2. Uses good communication skills in the interactions with the intern.
3. She makes herself available to the Midwife Intern for assistance with assigned activities.
4. Monitors and assesses the Midwife Intern, in completing of the competency skill checklists.
5. Maintains daily records about the Midwife intern's performance.
6. Considers the safety and well-being of the patient in planning the learning experience.
7. Assesses and monitors the Midwife 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 midwife 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 midwife 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/midwives, deputy head nurses &/or charge nurses are authorized to sign the intern's attendance logbook.
- Head nurse/midwife, deputy head nurse/midwife and/or charge are authorized to request interns to make up for a late arrival at work on the day of occurrence. Unofficial or unexcused absence must be reported to the duty supervisor to coordinate counselling of the offending intern with the internship unit 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 unit:

### National and Public Holidays

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

- I. A justification letter must accompany any emergency leave request.
- II. Emergency leave period will be a maximum of 10 working days.
- III. According to the period of leave, the intern will be required to repeat the missing days at the end of the internship without pay.
- IV. 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.
- V. Duration of sick leave is determined by the authorized hospital and this leave for urgent surgical procedure with remake.

### Educational Leave

- I. Interns may apply for up to 5 days of educational leave to participate in workshops, symposiums, or conferences.
- II. Request must be submitted 1 month in advance of the educational program to the hospital and internship unit.
- III. A certificate of attendance or completion must be presented following the event as verification of participation.
- IV. The days for education leave must be repeated at the end of the internship without payment.

### Study Leave

- I. Interns have right to get 3 days as study leave for SCHS Exam without remake.

### **Tardiness:**

1. It is recommended that interns arrive at the training area 15 minutes before the scheduled time.
  - a. An Intern who reports to duty more than 5 minutes after the endorsement starts considered late.
2. If late for the endorsement or take extended breaks, the clinical nurse/midwife educator or preceptor will impose the following:
  - a. 1st offense
    - Intern should write a justification letter explaining the reason.
  - b. 2nd offense
    - 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
  - c. 3rd offense
    - 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  $\geq 25\%$  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- Midwifery 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 ER etc.
- 3- The intern should wear a scrub suit in (Light Green or Light Blue) or according to the hospital policy.
- 4- Interns must always wear their identification cards while inside the College and affiliating agencies during clinical trainings.
- 5- Intern is not allowed to use another intern's ID, when caught, a sanction will be imposed on both parties involved.
- 6- Wear a watch with second hand; bring stethoscope and penlight.
- 7- White shoes (no cloth shoes, open toe shoes, nor clogs).
- 8- Fingernails must be short and clean. Nail polish and artificial nails should not be worn.
- 9- Jewellery is limited to wedding rings only.

### **Use of Mobile Phones**

- Mobile phones are not allowed in clinical areas of the hospital.
- Mobile phones should be always kept on silent mode.
- 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 midwifery 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 midwifery 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 Midwifery program. Readmission to the program will be on an individual basis, with consideration of the seriousness of the “at risk” behaviour. The disciplinary sanction for “at risk” behaviour is given by the Dean of College of Nursing.

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

### Immunization Requirements

To be eligible for clinical placements midwifery 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

3. The allowance will be received 2 to 3 months after the Internship starts.
4. The repetition of certain areas will be without payment.

## Appendix 1 Clinical interns record

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

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

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





## Appendix 2 Clinical Competencies Forms

### Form C: Antenatal Speciality Competencies

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

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

Clinical Competency	Observed by the Intern	Demonstrated by the Intern		N/A
		Satisfactory	Unsatisfactory	
<b>1.Basic midwifery care</b>				
Receiving and handover of patient (end of shift endorsement)				
Admission procedures				
Discharge procedures				
Measuring & documentation vital signs				
Performing physical health assessment				
Measuring & recording weight, height				
Testing blood sugar using Glucometer				
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				
<b>2.Antenatal:</b>				
a. Palpate abdomen (abdominal maneuver)				
b. Measure and record fetal heart rate using Pinard or Doppler				
c. Test urine				
d. Observe and recognize P.V loss				
e. Administration of Oxytocin:				
i. At birth				
ii. For control of PPH continuous infusion				
f. CTG care:				
• Applying CTG machine				
• Monitoring contraction and fetal heart rate				
• Interpreting CTG reading & reporting abnormalities and 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 Prostin insertion				
f. Collecting cord blood sample				



<b>4.Postnatal Routine care:</b>				
a. Monitoring vital signs				
b. Checking uterus and lochia				
c. Monitoring pain level				
d. Assessment of lower legs				
e. Providing breast care				
f. Educating mothers on breast care				
<b>5.Documentation midwifery note</b>				

Some procedures may be demonstrated during the hospital orientation program

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

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

Head Nurse/Midwife Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Form D: Labor & Delivery Specialty Competencies

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

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

Clinical Competency	Observed by the Intern	Demonstrate by intern		N/A
		Satisfactory	Unsatisfactory	
1- Labour				
1. Basic midwifery care				
2. Admission of woman in labor				
3. Take history: Uterine contraction, Bloody show, State of membrane, Obstetric history, Gynaecological history, Family history				
4. Obtain vital signs				
5. Check urine test for ketone, protein and sugar				
6. Extract blood sample				
7. Administer intravenous fluid				
8. Perform abdominal examination				
9. Apply CTG machine				
10. Interpret CTG reading and report abnormalities and provide care as indicated				
11. Perform/assist in vaginal examination				
12. Monitor contraction and foetal heart rate				
13. Administer medications such as oxytocin				
4. Assist in administering narcotics as prescribed				
5. Administer Inhalation analgesia (Entenox)				
6. Fill in Partogram				
7. Perform urinary catheterisation				
8. Manage all stages of labour				
9. Prepare birth set				
0. Prepare suturing kit				
1. Perform Artificial Rupture of Membrane if indicated				
2- -Second stage of labour				
1. Assist in conducting normal vaginal birth				
2. Assist in suturing the perineum (episiotomy, 1st, 2nd degree tears)				
3. Prepare patient for emergency Caesarean Section				
3- Immediate newborn care				
1. Provide immediate newborn care				



2. Assist mother for skin-to-skin contact				
3. Assess the APGAR Score				
4. Check & prepare newborn resuscitation				
5. Participate in advanced resuscitation				
6. Perform suction the baby's mouth and nose				
7. Providing eye care				
8. Administering of oxygen as indicated				
9. Measuring the baby for Head circumference, Weight & Height				
10. Inspecting umbilical cord				
11. Applying identification of newborn				
12. Administration of Vitamin K				
13. Apply safety measure (PPE) as needed				
<b>4- Third stage of labour</b>				
1. Observe signs of placental separation				
2. Deliver the placenta with controlled cord traction (CCT)				
3. Inspection of placenta & collection of cord blood				
4. Weighting the placenta				
5. Record and report abnormal findings				
6. Checking uterus & lochia				
<b>5- Fourth stage of labour</b>				
1. Assist mother with breastfeeding				
<b>6- High risk pregnancies</b>				
1. Caring of Mother for: • Caesarean section • Foetal distress • Maternal distress • Cord prolapses • Antepartum haemorrhage • Uterine prolapse • Postpartum haemorrhage • Eclampsia				
2. Documentation • Filling in the birth register • Filling in the obstetrical booklet				

Some procedures may be demonstrated during the hospital orientation program

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

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

Head Nurse/Midwife Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Form E: Postnatal Care Specialty Competencies

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

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

Clinical Competency	Observed by the Intern	Demonstrate by the Intern		N/A
		Satisfactory	Unsatisfactory	
1. Perform admission of woman to postpartum ward				
2. Take comprehensive history <ul style="list-style-type: none"> <li>Personal history</li> <li>Obstetric and Gynaecological history</li> </ul>				
3. Measure and record vital signs				
4. Accurately charts vital signs/fluid intake and output on appropriate chart/record				
5. Undertake full physical postnatal assessment of the woman				
6. Obtain urine test for ketone, protein, sugar				
7. Extract blood sample				
8. Administer intravenous fluids				
9. Palpate and measure the level of the fundus				
10. Assess the consistency of the fundus (firm, soft or boggy)				
11. Assess the amount, colour and type of Lochia				
12. Assess perineal area for sutures				
13. Assess episiotomy for REEDA (Redness, Ecchymosis, Edema, Discharge, Approximation)				
14. Assess lower extremities (Homan's test for DVT)				
15. Undertakes the assessment of maternal mental well-being, identifying normal patterns of emotional changes in the postnatal period				
16. Recognise signs and symptom that may require discussion, intervention or referral and act accordingly				
17. Maintain sterile field-aseptic technique				
18. Ensure that the woman's pain is managed appropriately in the postnatal period				
19. Practises in a manner that prevents and control infection				
20. Undertakes appropriate pain management in the postnatal period				
21. Safely administer medication to women <ul style="list-style-type: none"> <li>orally</li> <li>by injection (IM or SC)</li> </ul>				
22. Initiate discussion about future reproductive choices and family planning options				
23. Educate mothers about:				



<ul style="list-style-type: none"> <li>• Importance of breastfeeding</li> <li>• Episiotomy and suture care</li> <li>• Breast care</li> <li>• After pain</li> <li>• Exercise</li> <li>• Nutrition</li> <li>• Newborn care</li> </ul>				
24. Undertakes full neonatal assessment safely and competently				
25. Support mothers to successfully breastfeed				
26. Documentation				

Some procedures may be demonstrated during the hospital orientation program

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

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

Head Nurse/Midwife Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Form F: Gynaecology Specialty Competencies

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

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

Clinical Competency	Observed by the Intern	Demonstrate by the Intern		N/A
		Satisfactory	Unsatisfactory	
1. Admission procedure				
2. Take comprehensive history				
• Personal history				
• Obstetric and Gynecological history				
3. Perform Physical Health Assessment				
4. Measure and record vital signs				
5. Obtain urine test for ketone, protein and sugar				
6. Extract blood sample				
7. Administer intravenous fluids				
8. Perform/assist in the insertion of urinary catheter				
9. Perform/assist in the removal of urinary catheter				
10. Perform pelvic examination				
11. Perform breast examination				
12. Prepare and assist in pelvic examination				
13. Assist in ultrasound				
14. Prepare and assist in vaginal suppositories or cream				
15. Prepare and assist in vaginal packing				
16. Prepare and assist in vaginal pack removal				
17. Care of gynaecology oncology patient (radiation, chemotherapy)				
18. Perform wound care				
19. Provide the Pre-Operative and Post-Operative Care for:				
• Vaginal/ Abdominal Hysterectomy				
• Anterior / posterior repair				
• Ectopic and molar pregnancies				
• Tubal ligation (abdominal & Laparoscopic)				
• Fistula repair				
• Cervical cerclage				
• Bartholin's cyst, Ovarian cyst				
• Pelvic inflammatory disease				
• Salpingectomy/Oophorectomy				
• Abortion				
20. Apply safety measure (PPE) as needed				
21. Documentation				



Some procedures may be demonstrated during the hospital orientation program

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

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

Head Nurse/Midwife Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Form G: Neonatal Intensive Care Competencies

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

For each skill/task demonstrated by intern, the preceptor/staff nurse/midwife trainer will sign in the appropriate column. The midwife 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- Daily midwifery care:				
a. Neonatal 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. Neonatal laboratory result				
vi. Assess of newborn reflexes				
2- Performance of physical health assessment				
a. Clinical assessment of gestational age.				
b. Perform physical assessment for a premature neonate (Very low birth or Low birth weight infants)				
c. New Ballard maturation assessment				
D. Term neonate				
e. Congenital anomalies (cardiac, respiratory, gastric, neurological, urinary tract and Hydrocephalus)				
f. Down Syndrome				
g. Communicable disease				
h. Respiratory disease and nephritic syndrome				
i. Neurological disorders, Seizures, unconscious, comatose				
j. Diabetic				
K. Haematological disorders				
L. Care with sepsis				
M. Care with necrotizing enterocolitis (NEC)				
3- Admission procedures				
4- Discharge procedures				
5- Patient safety:				
a. Using incubator & phototherapy				
b. Using restraints – when required				
c. Radiant warmer				



6- V therapy				
a. Care of IV (Heplock/cannula, cannula flashing and bloodexchange)				
b. Administering TPN/PPN				
7- 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				
8- Diagnostic preparation- follow protocol for various diagnostic procedure				
9- 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				
10- Care of newborn in incubator				
11- Collection of specimens (urine, blood, wound, CSF)				
12- Documentation				

Some procedures may be demonstrated during the hospital orientation program

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

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

Head Nurse/Midwife Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Form H: Emergency Department Specialty Competencies

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

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

Clinical Competency	Observed by the Intern	Demonstrate by the Intern		N/A
		Satisfactory	Unsatisfactory	
1. Basic midwifery care				
Take comprehensive clinical history				
• Personal history				
• Obstetric and Gynecologically history				
1. Check vital signs, height and weight				
2. Prompt identification and notification of the occurrence of an emergency event				
3. Acquainted with correct triaging of obstetric emergencies				
4. Skill in using personnel protective equipment				
5. Attendance to obstetric emergency drills				
6. Familiarity with emergency crash cart at work setting				
7. Awareness of specific roles and responsibilities during obstetrics emergencies				
• Resuscitation of the pregnant woman				
• The normal birth				
• Preterm labour				
• Breech delivery				
• Major Obstetric Haemorrhage				
• Hypertensive emergencies in pregnancy				
• Shoulder dystocia				
• Eclamptic seizure				
• Cord prolapse				
8. Insert large IV Catheter (18-gauge or bigger) and maintain IV infusion				
9. Provide Oxygen at 8-12 L/min				
10. Prepare for transfusion therapy				
11. Keep the airway patent: Turn the head to one side				
12. Observe and record convulsion activity.				
13. Use suction as needed				
14. Assist in administration of Magnesium Sulphate or anticonvulsant drug as ordered				
15. Perform/assist in the insertion of urinary catheter				



16. Monitor blood pressure				
17. Monitor foetal and uterine status				
18. Keep emergency tray with Calcium gluconate				
19. Keep Side rails up				
20. Documentation/verbal reporting				

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

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

Head Nurse/Midwife Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Form I: Operation Room Department Specialty Competencies

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

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

Clinical Competency	Observed by the Intern	Demonstrate by the Intern		Not Applicable
		Satisfactory	Unsatisfactory	
Preoperative care				
1. Proper Woman Identification				
2. Receive woman from the surgical department and provide psycho-social support for them				
3. Prepare the operation table.				
4. Signed-in				
5. Prepare operation instrument tables/trolleys (sterile field), sheets and instruments (circulating midwife).				
6. Anticipates, provides, and arranges properly the needed supplies and equipment for the operation.				
7. Position woman for cesarean section				
8. Perform surgical scrubbing using the correct technique and timeframe (scrub midwife)				
9. Perform sterile gowning and gloving (scrub midwife)				
During operation				
10. Keeps track of instruments as to location and numbers (scrub /circulating midwife)				
11. Anticipates the needs of the surgeon and the surgical team with confidence (scrub/circulating midwife)				
12. Accurately counts and promptly records sponges and instruments before the cutting time, and the closing time.				
13. Maintain sterile field-aseptic technique (maintains sterility of supplies, equipment, and area always)				
After the Operation				
14. Accurately counts and promptly records sponges and instruments after closing time (scrub /circulating midwife).				
15. Helps in the application of the dressing.				
16. Provide immediate post-operative care.				
17. Signed-out				
18. Assist in cleaning the OR suite/theatre after use in preparation of the OR for the next case/use.				

Some procedures may be demonstrated during the hospital orientation program

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

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

Head Nurse/Midwife Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Form J: Outpatient Department (OPD) Competencies

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

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

Clinical Competency	Observed by the Intern	Demonstrated by the Intern		N/A
		Satisfactory	Unsatisfactory	
<b>1. Take comprehensive clinical history</b>				
<ul style="list-style-type: none"> <li>Personal history</li> <li>Obstetric and Gynecological history</li> </ul>				
<b>2. Check vital signs, height and weight</b>				
<b>3. Antenatal Care</b>				
<ul style="list-style-type: none"> <li>Provide antenatal care</li> <li>Perform risk assessment</li> <li>Assist in ultrasound scan</li> <li>Establish duration of pregnancy</li> <li>Palpate abdomen (abdominal maneuver)</li> <li>Measure and record foetal heart rate using Pinard or Doppler</li> <li>Test urine for protein, ketone, and sugar</li> <li>Asses for the risk of Venous Thromboembolism (VTE)</li> <li>Carry out prenatal mental health assessment</li> <li>Check laboratory test results</li> <li>Provide appropriate health and antenatal education to pregnant women.</li> </ul>				
<b>4. Postnatal Care</b>				
<ul style="list-style-type: none"> <li>Provide postnatal care</li> <li>Changing and assessing wound dressing</li> <li>Monitoring vital signs</li> <li>Checking uterus and lochia</li> <li>Monitoring pain level</li> <li>Assessment of lower legs</li> <li>Providing breast care</li> <li>Educating mothers on breastfeeding</li> </ul>				
<b>5. Sexual and Reproductive Health Care</b>				
<ul style="list-style-type: none"> <li>Family planning including Insertion of IUCD</li> <li>Sexual screening, counselling and gynaecological exam                             <ul style="list-style-type: none"> <li>vaginal swab</li> <li>cervical swab and screening (Pap smear)</li> <li>Sexual Transmitted Infections (STI) Tests</li> </ul> </li> </ul>				
<b>6. Documentation midwifery note</b>				

Some procedures may be demonstrated during the hospital orientation program

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

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

Head Nurse/Midwife: \_\_\_\_\_ Date: : \_\_\_\_\_

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



### Form K: Periodic Assessment

Intern's Name: \_\_\_\_\_ Duration: \_\_\_\_\_ Date: \_\_\_\_\_  
Unit: \_\_\_\_\_ 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 analyse data to identify student health needs and nursing diagnoses						
4. Adhere to professional dress code including hair, makeup, jewellery, 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:**

\_\_\_\_\_  
\_\_\_\_\_  
**Clinical Preceptor Name**..... **Signature**..... **Date** .....



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

Intern's Name.....

Training Institution: .....

Area of Practice: .....

Date of Assessment: .....

Assessment Items		4 Distinguished	3 Highly	2 Satisfactory	1 Below average	0 Poor	NA Not Applicable
<b>Provide Quality Midwifery Care</b>							
1.	Compare knowledge-based from healthcare and other disciplines that can be utilized in carrying out quality midwifery care						
2.	Build up the ability to practice various nursing roles to promote holistic and specialized midwifery care to clients						
3.	Apply the steps of the <i>midwifery process</i> in the provision of advanced specialized and comprehensive midwifery 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 midwifery process						
5.	Design a plan of midwifery care based on findings & according to patients' priority.						
6.	Demonstrate caring behaviour towards patients and families						
7.	Document accurate, complete, and pertinent information in a timely manner according to hospital guidelines.						
8.	Provide holistic midwifery care to patients						
<b>Promote Professionalism</b>							
9.	Adhere to professional dress code including hair, makeup, jewellery, 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 midwifery profession at the local, regional and global levels						
<b>Critical Thinking</b>							
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						
<b>Communication Skills</b>							
21.	Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality midwifery care						
22.	Demonstrate a therapeutic relationship with the patient and family/support person						
<b>Perform Safe Practice</b>							
23.	Analyse safety standards of nursing care governing midwifery 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.						
<b>Leadership abilities</b>							
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)						
<b>Implement Evidence based Practice</b>							
31.	Describe basic concepts and knowledge of midwifery science and care including antenatal, postnatal, newborn care, community midwifery, and Leadership						
32.	Utilize research findings and evidence-based practices to the intention to improve the quality of midwifery care						

<b>Overall performance of the intern</b>	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/Midwife:**

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Head nurse/midwife signature: \_\_\_\_\_ Date: \_\_\_\_

**Clinical Nurse/Midwife Educator (Hospital):**

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Nurse/Midwife 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 M: Weekly Report Form/ Report Number.....

Intern's Name.....

Training Institution: .....

Area of Practice: .....

Name of Faculty Member: .....

Name of Clinical Preceptor: .....

Date of Submission: .....

Date/Shift	ILOs Achieved	Activities

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



### Form N: 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
1. <b>Personal Data:</b> clear, concise and complete				
2. <b>Reason of admission</b> (Chief Complaint may be different from reason for visit, reason the patient states for seeking care)				
3. <b>Current History</b>				
4. <b>Past history</b> , including hospitalizations, adult illnesses (medical or surgical, blood transfusion, allergy)				
5. <b>Patient's Family History</b>				
6. <b>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.				
7. <b>Medication:</b> prescribed or over counter <b>action and intervention</b>				
8. <b>Lab &amp; radiological investigation:</b> interpretation and analysis of patient's lab results and radiological reports				
9. <b>Physical Examination from head to toes:</b> detection of patient problems and needs using assessment techniques.				
10. Prioritized List of <b>Nursing diagnosis</b> for the patient.				
11. <b>Midwifery intervention</b> appropriate and with rationale				
12. <b>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. <u>Presentation style</u></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:



## Internship Logbook

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

### Purpose of the logbook

The clinical logbook of PNU is designed to facilitate and guide mentees learning and to provide support and direction for mentors in making judgments about the competence of trainees.

Mentees are responsible for entering the required information and recording the various activities and experiences as stipulated in the various modules of the logbook. Mentors should certify specified areas of competence of the mentees as they are attained.

All mentees entering the BSc Midwifery program are required to use this logbook. All the logbooks must be ***submitted to the College of Nursing.***

### ICM Competencies

1. General Competencies
2. Pre-Pregnancy and Antenatal
3. Care During Labour and Birth
4. Ongoing Care of Women and Newborns

## Form O: Midwifery Clinical Skills Logbook

This Logbook provides space to record the number of specific essential midwifery procedures undertaken. Midwife intern will gain experience in core midwifery skills. Experience should be gained in all settings. Specific numbers of certain important procedures must be achieved as in Figure.1. Both the learner and the registered midwife/physician who is in charge of the ward should sign clinical skills.

Figure 1

No.	Clinical skills	Minimum number	No. of actual achieved skills
1	Full initial examination of a pregnant woman including health assessment, history, physical examination, and abdominal palpation (Leopold's manoeuvre)	100	
2	Comprehensive health education to pregnant women	20	
3	Full care for women in labour	50	
4	Intravenous cannulation	20	
5	Vaginal examination	50	
6	Witness of normal births	5	
7	Monitoring of women in the first stage of childbirth	10	
8	Medio-lateral episiotomy including perineal infiltration with local anaesthetic if available	5	
9	Conduct normal birth under supervision including all stages of labour	40	
10	CTG monitoring	50	
11	Witness of complicated births	5	
12	Midwifery care of high-risk women across pregnancy, labour and birth	50	
13	Assist high risk births (Instrumental deliveries; Caesarean sections; multiple births, Breech birth; Shoulder Dystocia; Postpartum Haemorrhage; Cord prolapse)	50	
14	Provide immediate and continuing postnatal care	20	
15	Repair of perineum (1st & 2nd degree lacerations, episiotomy)	15	
16	Supporting women during breastfeeding	50	
17	Full assessment and examination of the newborn immediately after birth	50	
18	Provide immediate care for newborn	50	
19	Assessment and care of the neonate after a Caesarean section	10	
20	Resuscitation of a neonate	5	
21	Examination of women and their babies 6 weeks after birth	10	
22	Provide midwifery care of neonates without complications	20	
23	Provide midwifery care of high-risk neonates	10	
24	Immunisation of the newborn	50	
25	Provide midwifery care of women regarding abortion related health issues	10	
26	Care of women regarding pre-pregnancy and family planning issues (comprehensive history taking, preconception and family planning counselling with provision of commonly available family planning methods).	20	
27	Conduct PAP smears	10	
28	Insert/Assist of intrauterine contraceptive devices (IUCD).	5	
29	Pelvic assessment	5	
30	Postnatal examination and care (first 24 hours) including initial birth spacing advice	50	

- The episiotomy number is a guide only as women must undergo episiotomy for essential reasons only given the evidence that it is only advantageous for severe fetal compromise.
- Where the number of 40 births cannot be reached by the student owing to the lack of available women in labour, it may be reduced to a minimum of 30, provided that the student assists with 20 further births.



**Form P: Conduct normal birth under supervision, including all stages of labour**

No	Date	MRN	Name	G	P	A	L	GA	Time of birth	Gender	Wt.	APGAR Score	EBL	Perineum	Signature of midwife or Physician
1															
2															
3															
4															
5															
6															
7															
8															
9															
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39															
40															



## Perineal suturing

No of case	Date	Tick (v) in type of case		Woman Name	Condition of perineum	Physician/midwife signature
1		Assisted	Supervised			
2		Assisted	Supervised			
3		Assisted	Supervised			
4		Assisted	Supervised			
5		Assisted	Supervised			
6		Assisted	Supervised			
7		Assisted	Supervised			
8		Assisted	Supervised			
9		Assisted	Supervised			
10		Assisted	Supervised			
11		Assisted	Supervised			
12		Assisted	Supervised			
13		Assisted	Supervised			
14		Assisted	Supervised			
15		Assisted	Supervised			

## PAP smear

No	Date	MRN	Name	Age	Gynaecological history	Remarks	Registered Midwife/Physician
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

## Insertion of an Intrauterine contraception Device

No	Date	MRN	Name	Age	Gynaecological history	Remarks	Registered Midwife/Physician
1							
2							
3							
4							
5							



## Form Q: Annual Leave

### Regular leave form

<b>1/ For applicant &amp; administration</b>	
<b>Name</b>	
<b>Training Entity Hospital</b>	
<b>Trainee Request</b>	<p>Dear Dr. ....</p> <p>I would like to grant me a regular leave for a period of..... (Day /Days). From / /20</p>
<b>Signature</b>	
<b>Hospital Approval</b>	<p>Approval of the direct manager in the hospital Date: / /20</p> <p><input type="checkbox"/> Approved ( if she is legally entitled )</p> <p><input type="checkbox"/> Rejected</p>
<b>Responsible Name</b>	
<b>Signature</b>	
<b>2/ for or the Department of Training and Clinical Affairs at the College of Nursing</b>	
<b>Reviewing of the Department of Training and Clinical Affairs in the College</b>	<p><input type="checkbox"/> Eligible as per policy</p> <p><input type="checkbox"/> Not eligible as per policy</p>
<b>Director of Training and Clinical Affairs</b>	
<b>Signature</b>	

M.Alenazi



## Hospital completion letter

Insert here