Kingdom of Saudi Arabia Ministry of Education Shaqra University College of Applied Medical Sciences Nursing Department



# **Internship Program**

# **Clinical Practice Logbook**

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Graduation year	•				
Phone number: _					
Email:					

# Section 1: Introduction to the Internship Program

The internship program is an essential part of the Bachelor of Science in Nursing program of Shaqra University which takes place after the completion of the four years academic preparation. It covers the 12 months or a total of 48- week of hospital-based internship period in a duly recognized hospital that can provide proper training areas to achieve the objectives of the program. Also, it involves both clinical and theoretical experiences enabling the nurse intern to enact competencies in standards of care, professionalism, safe and legal practice and application of research.

#### Mission

The College of Applied Medical Sciences, Nursing Department, Internship Committee, is dedicated to promoting professional clinical nursing role of the nurse interns through quality nursing education and practice, leadership skills and research.

# Description

It is a mandatory intensive clinical practice involving the utilization of nursing knowledge to actual nursing tasks in a medical setting along with the application of leadership and basic research skills.

# Philosophy

As part of the curriculum of the Bachelor of Science in Nursing of the Shaqra University, the internship program adheres on the philosophy of the institution. Specifically, the program stands on the following viewpoints:

- Its focus should be on the promotion of high standard of safe and effective nursing practice through the application of proper knowledge, skills and attitude in the actual work environment.
- A collaboration of nursing service, nursing education and nursing research is substantially required to successfully accomplish goal attainment.
- Integrity, excellence, respect and diversity are highly valued.

### Goals

- 1. To facilitate the integration of appropriate knowledge, skills and attitude among new graduates in promoting competence in nursing practice of various setting.
- 2. To effectively function on the entry level and/ or first supervisory level through the application of basic skills in unit management in different areas

# Objectives

Upon completion of internship program, a nurse intern is expected to:

- 1. Be able to apply learned theoretical knowledge into practice effectively and safely in various clinical settings;
- 2. Competently provide compassionate and holistic nursing care that is culturally sensitive;
- 3. Have improved and refined their effective, affective, and therapeutic communication skills and professional relationships with members of the multidisciplinary health care providers, clients, and their families;
- 4. Show enhancement on the ability to act independently and as a member of a team;
- 5. Have acquired adequate skills and competencies qualifying her/ him as effective and efficient nurse specialist;
- 6. Perform basic management functions needed in provision of quality health care in a given unit;
- 7. Utilize advanced technology to promote improvement of quality care;
- 8. Educate clients and their significant others with regard to proper management of their health care needs;
- 9. Cooperate in activities i.e. seminars, training, conferences, related to health care industry;
- 10. Foster continuous growth as an individual, community member, and a professional health care provider.

# Authority

A partnership between the administrators of the Department of Nursing of the university and Department of Nursing Service of the training hospital will facilitate the supervision of the internship program.

# Section 2: Internship Experience

#### Practical

To fulfill the practical experience aspect of the program, a nurse intern will be rotated in different areas of a selected hospital, which will serve as the training setting, to be able to practice clinical skills. The coordinators of the internship program of the college and of the hospital are responsible for providing adequate training to fulfill the objectives of the internship program.

#### Theoretical

The theoretical experience portion of the program focuses on the case presentation, theoretical lecture, group discussion or any other type of research work by the nurse interns. This will serve as a valuable cognitive learning to link their experience in the elective area. Case or research presentation will be conducted at the end of the clinical rotation in their chosen area of specialization. This case or research output will be presented to the staff members in the unit, coordinator from the college and/ or training staff of the hospital. The evaluation of the activity will be included as part of the internship program final assessment.

Also, nurse interns are expected to be highly knowledgeable of their patients' diagnoses and nursing care plans. A clinical round will be conducted by the coordinators to assess their knowledge and skills regarding a patient's clinical case.

#### General

Nurse interns are expected to participate in hospital educational activities such as seminars, training, workshops, lectures, in- service educational programs, health days, projects. This could assist in promoting self and professional development and community awareness of public health education.

# **Section 3: Internship Rotation**

#### Schedule

The internship training begins within approximately two weeks after the end of the last semester of the students. However, if the student decides to delay the training period, he or she must write a letter of request to the dean.

# Nurse Interns are rotated in different clinical areas in their respective training hospital. Nurse Interns Clinical Assignment should include the following areas:

• Nursing program training areas include Medical areas, Surgical areas, Pediatric areas, Obstetric, outpatients' clinics, Nursery, Delivery room, Psychiatric, Emergency room, ICU, NICU, PICU, Operating room, Nursing Management, Dialysis and Endoscopy.

#### Internship training is directed and supervised by the university internship committee and hospital training department.

	Nursing Department.	Duration (Weeks Female \ Male)
1	Orientation	1\1
2	Medical Ward	5 \ 8
3	Medical Clinics	1 \ 2
4	Nursing Management	1 \ 2
5	Surgical Ward	5 \ 8
6	Surgical Clinics	1 \ 2
7	Pediatric Ward	4 \ 0
8	Pediatric Clinics	1 \ 2
9	Obstetric Ward	4 \ 0
10	Obstetric Clinics	1\0
11	Psychiatric Clinics	1\1
12	ICU\NICU\ PICU	3 \ 3
13	Operating room	2 \ 3
14	Dialysis	2 \ 3
15	Emergency	2 \ 4
16	Nursery	2 \ 0
17	Delivery Room	3 \ 0
18	Endoscopy	1\1
19	Elective Area	4 \ 4
20	Elective Area	4 \ 4
	TOTAL	48 \ 48 WEEKS

### Area of Choice (Elective)

Nurse interns are asked to give their preference as to their area of elective to be attached on the letter of request for training in a selected hospital. This will be facilitated by the coordinator of the internship committee/ Nursing Department of the college.

Among the identified elective areas are the following:

- ✓ Intensive care Units (ICU)
- ✓ Neonatal Intensive Care Units (NICU)
- ✓ Operating Room (OR) and Recovery Room
- ✓ Delivery Room (DR)
- ✓ Emergency Room (ER)
- ✓ Dialysis

# Evaluation

A periodic evaluation in the last week of every clinical rotation will be given to each nurse intern. A behavioral/ performance evaluation sheet based on predetermined criteria as shown on the evaluation form which will be sent by the College to appropriate personnel in the selected hospital. To be able to have a passing mark during evaluation in each area, a nurse intern is expected to have a least a total score of 60%. Failure to have the identified score, a nurse intern is obliged to repeat the rotation in the area. At the end of the internship program, the average of the scores in all assigned areas will be computed. The total grade of the nurse intern during the internship period is based on the 90% of the calculated mean of their evaluation from their respective assigned clinical areas and 10% will come from the grand case presentation which will take place at the end of the internship program. The grand case presentation will be the culminating activity of the internship program. The interns will be asked to prepare a case presentation of their choice (preferably special cases). The interns will present the case to a panel of experts who will be responsible for giving the marks. The format and evaluation sheets of case presentations are attached in appendices of this clinical logbook.

# **Section 4: Roles and Responsibilities**

# **Roles of the Hospital Nursing Coordinator for the Internship Program**

- Collaborates and coordinates the implementation and evaluation of the internship program with the personnel- in charge in the college
- Implements the internship program in accordance to its goals, objectives, rotation plan and institutional need
- Plans, organizes and conducts orientation program with regard to hospital and clinical related matters for all new nurse interns during the orientation period
- Monitors, assesses and evaluates nurse interns' performance with particular regard to providing feedbacks, advices, and instructions to help develop professional attitude, draw out special aptitudes, and motivate them to demonstrate their utmost capabilities
- Acts as a resource person for any request for information related to the nursing internship program in the hospital
- Facilitates clinical placement of nurse interns after receiving the schedule of rotations sent by the college and addresses issues concerning vacations and leave applications
- Communicates with nurse interns in each department for their needs and concerns related to training
- Deals with unit level problems involving nurse interns as well as their failure to follow rules, regulations, and policies of the hospital
- Maintains, completes and submits all the internship evaluation forms, attendance records and other related written reports to the college whether by email or post office at the end of the training period
- Provides objective evaluation of the Internship Program as a whole
- Encourages nurse interns to participate in any activities designed for advancement of knowledge and skills, self and professional development

# Role of the Nursing Coordinator of the College for the Internship Program

- Collaborates and coordinates the implementation and evaluation of the internship program with the hospital nursing coordinator.
- Arranges and follows up acceptance letter for the training and confirm that the selected hospital agrees on the college's conditions as internship training sites of Shaqra University
- Plans, organizes and conducts orientation program regarding internship program of the university
- Review on academic year basis the policies and guidelines of the internship program in cooperation with the hospital nursing coordinator for the internship program
- Acts as a resource person for any request for information related to the nursing internship program
- Plans and develops rotation schedule for the whole training period of the nurse interns
- Monitors and/or follows- up the implementation of internship program in the training hospital
- Meets and discusses with the hospital nursing coordinator the performance of the nurse interns on a regular basis
- Reports directly to the supervisor of the college for clinical and training affairs
- Accepts and/or follows- up completion of evaluation forms or any reports related to nurse intern's performance
- Reviews and approves the final clinical evaluation at the end of the training program and endorse for the issuance of certificate of completion
- Encourages nurse interns to participate in activities designed for advancement of knowledge and skills, self and professional development

# Role of the Head Nurse or Unit Manager

- Receives rotation plans for all nursing interns in the unit
- Ensures that each intern has comprehensive unit orientation including guidelines and procedures
- Assigns each intern to an appropriate staff (i.e. preceptor; experienced nursing staff) in every shift to provide guidance for clinical practice

- Provides complete performance evaluation tool of each intern before clinical rotation ends in the unit and discusses the strengths and weaknesses of his/her performance and emphasize ways to improve the quality of their performance
- Checks and maintains the attendance record (i.e. time in and out, meal break) of each intern and reports verbally unauthorized absences or unforeseen non- appearance during duty hours to the hospital internship program coordinator
- Gives feedback to the internship program coordinators of the hospital and college for any issues or concerns related to nurse interns' unit performance
- Acts as a resource person for any request for information related to the nursing internship program in their assigned units

# **Section 5: Nurse Intern Duties and Responsibilities**

# Organizational

- Fills out forms (i.e. data sheet, name of preferred hospital for training) required by the college for profiling of nurse intern.
- Attends orientation programs that takes place, whether in the hospital or college
- Signs a learning contract form during orientation in the college adhering the internship program's objectives and rules and regulations of the university and training hospital.
- Reports administrative and clinical matters as deemed necessary to the hospital and college nursing coordinators for internship program.
- Asks for permission/Informs the unit manager before leaving the assigned area for breaks, pray, meeting and so on.
- Strictly adheres to the hospital rules, regulations (including working hours and dress code) and safety procedures.
- Attends and leaves on time in with accordance with training area policy and training rotation schedules.
- Reports any emergent problem during working time to the hospital and college nursing coordinators for internship program, where the coordinators would followup student status on a regular basis in order to avoid any problems that may hinder his/her training.
- Reports to the hospital and college nursing coordinators for internship program about any absenteeism and leave using official forms both.

### Clinical

- Reports on duty at least 15 minutes before 7:00 am to attend the endorsement process in the unit and leaves the area when the "hand- over" is completed or according to hospital duty hours
- Gives/ assists in giving and receiving hand over shift report from the incoming and outgoing nurse, respectively.
- Participates in the patient care activities of the unit

- Carries out nursing care plan on assigned clients utilizing proper assessment, planning, implementation and evaluation, per hospital policy
- Prepares and administers medications with staff nurse supervision and according to hospital policy and monitors drug side effects
- Provides clear and readable records of patient in accordance with the hospital documentation policy
- Follows-up and carries out new orders in the patient's file
- Reports any unusual incidents during duty hours, per hospital policy
- Secures to have basic items necessary in client's physical assessment such as watch with second hand, stethoscope, penlight, tri-colored pen
- Follows the guidelines of institution's infection control

# Professional

- Attends and participates in educational programs (i.e. case conferences, seminars, workshops, training, research projects) within the hospital or other medical institutions that promote professional growth and development
- Commits to work harmoniously with other members of the health care team
- Acts ethically and professionally in dealing with the members of the healthcare team, patients, patients' family members and significant others, and other nurse interns
- Behaves properly and shows respect to everyone in the hospital

# Section 6: Nurse Intern's Rights

The training hospital and the university acknowledge and respect the rights of the nurse intern. During clinical rotation, the nurse intern has the following rights:

- The nurse intern has the right to practice and train in a safe and professional environment, which will provide a conducive avenue for abundant learning opportunities to enhance his/her nursing knowledge, skills, and attitude.
- The nurse intern has the right to be treated with respect by all members of the healthcare team, as well as the patients and relatives/visitors. The nurse intern has the right to report to the hospital authorities (training coordinators of the hospital or the university) any maltreatment he/she receives from any members of the team, patients, and family members.
- The nurse intern has the right for equal or fair treatment by the members of the health care team. No nurse interns must be treated unjustly in any circumstances by any member of the team.
- The nurse intern has the right for annual leave as stated in this clinical logbook.
- The nurse intern has the right to provide their preference for their area of elective as stated in this clinical logbook.
- The nurse intern has the right to know the evaluation that he/she received at each department.
- The nurse intern has the right to attend and participate in educational programs (i.e. case conferences, seminars, workshops, training, research projects)

# **Section 7: Policies and Regulations**

# **Nursing Intern Working Hours**

- Nurse interns must be scheduled to work 5 days per week with two days off or to follow the clinical schedule designated by the training hospital.
- Nurse interns are allowed to have the following break times during their assigned duty:
  - $\checkmark$  20 minutes for breakfast.
  - $\checkmark$  30 minutes for lunch break.
  - $\checkmark$  15 minutes for prayer time.
  - ✓ Number and duration of breaks may be applied according to the hospital policy
- Nurse interns should report on duty at least 15 minutes before 7:00 AM to receive endorsement from previous shift and leave the area at 3:00 PM or when "hand-over" and/or shift is finished.
- Interns are requested to accurately complete their "attendance sheet" (time- in and timeout) on a daily basis.

# **Use of Mobile Phone and/or other Electronic Device Policy**

- Nurse interns are not allowed to use their mobile phone or any other electronic device while on duty. Nurse interns may only use mobile phone during break time.
- Nurse interns must put their mobile phone in silent mode while in the hospital premises to avoid any distraction.

# **Uniform Policy**

Nurse interns should adhere to the prescribed uniform of the training hospital. However, if no such guideline exists, nurse interns are expected to wear the following:

- A light blue scrub suit with regular and decent fitting is the prescribed uniform. Females could wear undergarment and/or laboratory coats.
- Uniform must be clean and neatly pressed.
- Uniform should not be see-through and should not be plunging neckline.
- Shoes should be non-permeable entirely white or black and socks must be worn all the time.
- Slippers and canvas shoes (i.e. Crocs) are not allowed to be worn.
- Identification card (ID card) should be worn at all times during the clinical rotation.

### **Attendance Policy**

- The nurse interns are required to complete 12 months or 48 weeks clinical experience.
- The nurse interns must adhere at all time to the rules and regulation of the university and the hospital with regards to attendance, time-in, time-out and break times.

- The nurse interns are expected to report to their duties from Sunday to Thursday from 7:00 AM to 3:00 PM. However, if training hospital follows a different shift nurse interns must comply.
- The nurse interns are expected to report to their clinical areas 15 minutes before their scheduled duties to involve in the hand-over. Students who are unable to report 15 minutes before their scheduled clinical duty will be considered absent.
- The nurse interns and hospital training departments are expected to regularly log-in and log-out in the designated attendance (see attached form). The attendance sheet will be placed in the hospital's training department office or in a strategic place in the hospital, depending on the instructions of the training hospital.
- The Nursing Coordinators of the hospital and the college will be responsible in monitoring the attendance of nurse interns.

# **National Holidays**

The nurse interns are entitled to take National Holidays (Ramadan Eid, Hajj Eid, and National Day) throughout the training period and these days will be included in the total training weeks. The number of days and the dates allocated for each holiday will be determined by the university or according to the need of the training hospital.

### **Emergency leave**

Each nurse intern is entitled to 10 days emergency leave.

### **Urgent leave**

Intern is allowed to a maximum of two consecutive days of urgent leave. The nurse intern should made a phone call to the training head or the head of assigned unit before the beginning of the shift. Upon return from the emergency leave, the intern should report to the hospital training department and fill up the special form for urgent leave for the final approval of the leave. Any intern who fails to do so on the day of return from the urgent leave would be considered as having unauthorized absence.

### **Planned emergency leave**

A planned emergency leave of five (5) consecutive days could be granted to the intern. A letter of request should be submitted to the university and hospital training department one week prior to the date of the planned emergency leave. If the planned emergency leave exceeds the requested dates and constitute the 40% of the total clinical exposure in any area, the interns will repeat the clinical rotation at the end of the internship year.

# **Unauthorized Absence**

- If the intern is absent without informing the training head/training hospital or without any valid reason, the intern will be asked to repeat the missed day/s or period at the end of the internship year.
- If the intern is absent for more than three months, a written notification needs to be sent to him/her, and he/she should repeat the entire internship year. However, the Academic Council at the College may give exception if the intern provides an acceptable excuse, but the Internship Allowance would be deducted for the absent days.

# Sick leaves

If the intern is sick, she/he must inform the head nurse/training head. Upon return from leave, the interns must complete the sick leave form and attached the medical certificate. The medical certificate must be stamped and signed by the attending physician and medical director. The certificate will not be considered if no signature and/or stamp and absent will be recorded in such a case.

# **Compassionate Leave**

Nurse intern is entitled to a compassionate leave which can be taken when a member of the nurse intern's family or household dies or contracts or develops a life-threatening illness or injury.

### Maternity leaves

Maternity leave is 40 days; however, leave can be extended upon recommendation of attending physician. The nurse interns should compensate said absence and must be rotated to the area she missed at the end of the internship period. If the nurse interns' desires to shorten her maternity leave, she may inform the hospital training head and the university training in charge and she must present a medical certificate showing that she is already fit to work.

# **Disciplinary Actions for Misconduct Policy**

- All nurse interns must familiarize themselves to the hospital policies
- A misconduct is defined as an unacceptable or inappropriate behavior committed by the nurse interns during the duration of the internship program
- A disciplinary action committee will be formed to investigate and decide for any misconduct committed by the nurse interns during the internship program
- The committee will be composed of representatives from the hospital and the college
- Misconduct may include but not limited to the following:
  - ✓ Dishonesty
  - $\checkmark$  Theft of, misuse of, or damage to hospital properties

- ✓ Failure to comply with the hospital's policies
- ✓ Any actions that jeopardize the safety and/or threaten or put to danger any staff of the hospital, patients, patients' family or significant others, or other nurse interns
- ✓ Breech to any of the patient's rights
- ✓ Any form of workplace violence (e.g. verbal, physical) directed towards any staff of the hospital, patients, patients' family or significant others, or other nurse interns
- ✓ Unauthorized access to restricted areas in the hospital
- ✓ Habitual absenteeism and/or being late
- ✓ Wearing inappropriate uniform
- ✓ Any unethical or unprofessional behavior
- $\checkmark$  Any violation of the hospital's policies
- Disciplinary actions to any misconduct will be determined by the disciplinary action committee accordance with the hospital and university rules and regulations

# Section 8: Clinical Risk Management

International Patient Safety Goals (IPSG)

- To promote specific improvements in patient safety
- Highlight problematic areas in health care
- Describe evidence- and expert-based
- consensus solutions to these problems
- 1. Identify Patients Correctly
  - Using two patient identifiers, not including patient's room or location
  - Before administering medications, blood, or blood products
  - Before taking blood and other specimens for clinical testing
  - Before providing treatments and procedures
  - Policies and procedures support consistent practice in all situations and locations
- 2. Improve Effective Communication
  - The complete verbal and telephone order or test result is written down by the receiver of the order or test result.
  - The complete verbal and telephone order or test result is read back by the receiver of the order or test result.
  - The order or test result is confirmed by the individual who gave the order or test result.
- 3. Improve the Safety of High-Alert Medications

High-Alert Medications are

- Medications involved in a high percentage of errors and/or sentinel events
- Medications that carry a higher risk for adverse outcomes
- Look-alike/sound-alike medications
- Policies and/or procedures are developed to address the identification, location, labeling, and storage of high-alert medications.
- The policies and/or procedures are implemented.
- Concentrated electrolytes are not present in patient care units unless clinically necessary, and actions are taken inadvertent administration in those areas where permitted by policy.
- Concentrated electrolytes that are stored in patient care units are clearly labeled and stored in manner that restricted areas.
- Uses an instantly recognized mark for surgical-site identification and involves the patient in the marking process.

- 4. Ensure Correct-Site, Correct Procedure, Correct-Patient Surgery
  - Uses an instantly recognized mark for surgical-site identification and involves the patient in the marking process.
  - Uses a checklist or other process to verify preoperatively the correct site, correct procedure, and correct patient and that all documents and equipment needed are on hand, correct, and functional.
  - The full surgical team conducts and documents a time-out procedure just before starting a surgical procedure.
  - Policies and procedures are developed that support uniform process to ensure the correct site, correct procedure, and correct patient, including medical and dental procedures done in settings other than the operating theatre.
- 5. Reduce the Risk of Health Care-Associated Infections
  - The organization has adopted or adapted currently published and generally accepted hand-hygiene guidelines.
  - The organization implements an effective hand-hygiene program.
  - Policies and/or procedures are developed that support continued reduction of health care-associated infections.
- 6. Reduce the Risk of Patient Harm Resulting from Falls
  - Implements a process for the initial assessment of patients for fall risk and reassessment of patients when indicated by a change in condition or medications, among others.
  - Measures are implemented to reduce fall risk for those assessed to be at risk.
  - Measured are monitored for results, both successful fall injury reduction and any unintended related consequences.

# Appendices



# **Appendix A: Checklist for Nurse Interns Prior to Starting the Internship Program**

\* Nurse interns must complete the following before starting the Internship program

Item	
A copy of academic transcript	
A copy of valid national ID or	
passport.	
A copy of university ID	
A copy of bank account number (IBAN)	
Clinical Rotation Schedule	
Letter of Request	
Training hospital acceptance letter	
Nurse Intern's Information Sheet	

# **Appendix B: Orientation Period Checklist**

List	Observed by Intern Date & sign
1. Hospital and Departmental Organizational Charts	
2. Hospital Physical Setting and Map (Tour)	
3. Patients' and their Families Rights & Responsibilities	
4. General Hospital Policies & Procedures, Mission & Vision	
5. Mission, vision, Philosophy of Nursing Department	
6. Standard of Nursing Care and Code of conduct	
7. General & Specific Dress Code	
8. Job description of Nursing Interns	
9. Interns Health Screening and Vaccination	
10. Documentation Guidelines and Practical workshop	
11. Medication and Pharmacy workshop, Course and Test	
12. Risk Management	
13. Environmental and Safety Lectures	
14. Fire Drill and Disaster Drill Lectures	
15. Code Protocol / crash cart	
16. CPR Course	
17. Infection Control Lecture	
Nurse Intern Signature: I	Date:
	Date:



# Appendix C: Clinical Checklist for Maternal and Newborn Unit and Delivery Room

Intern Name	ID	
Starting Date	End Date	

Clinical skill task	Observed	Demonstrate by nurse intern		No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Prenatal Care				
Antenatal History Taking and				
Care				
Physical Examination During				
Pregnancy				
Abdominal Examination				
(Leopold's Examination)				
Breast Self-Examination, Breast				
Examination by the Nurse,				
Breast Care to the Breast-				
Feeding Mothers				
Assessment of Pitting Edema				
Urine and Pregnancy Test				
Perineal Care				
Assisting in Transvaginal				
Ultrasound				
Intrapartum Care				
Electronic-Fetal Monitoring				
Uterine Contraction				
Assessment				
Vaginal Examination				
Partograph				
Normal Labor				

Assisting in the Induction of		
Labor by Oxytocin Infusion		
Routine Episiotomy Care		
Care of Eclamptic Patient		
Administration of Magnesium		
Sulfate		
Post-Partum Care		
Examination of Placenta		
Uterine/Fundus and Lochia		
Examination		
Immediate Care of the		
Newborn		
Physical Assessment of the		
Newborn		
Gynecology		
Gynecological Instruments		
Papanicolaou Smear		
Dilatation and curettage		
Hysterosalpingography		
Laparoscopy		
Hysteroscopy		
Health Education		

Feedback from Head Nurse / Clinical	Feedback from Hospital Training
Instructor	Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	





# Appendix D: Clinical Checklist for Neonatal Intensive Care Unit (NICU) / Pediatric Intensive Care Unit (PICU)

Intern Name	ID	
Starting Date	End Date	

Clinical skill task	Observed	Demonstrate by nurse intern		No
	by nurse	Satisfactory	Unsatisfactory	opportunity
	intern			
Neonatal Assessment				
Identification of risk factors for				
development of neonatal complications				
(including maternal factors)				
Head to toe physical assessment of the				
newborn				
Assessment of newborn reflexes				
Assessment of gestational age				
Neonatal Technical Skills				
Initial umbilical cord care				
Administration of prophylactic				
medications (Vitamin K and eye				
ointment)				
Monitoring of vital signs (T, HR, RR and				
O2 saturation)				
Monitoring fluid balance				
Insertion of a nasogastric/orogastric tube				
IM injection (i.e. Vitamin K and				
Vaccination)				
Intra-dermal injection (i.e. BCG)				
Blood Sampling- heel prick				

Dia d Compline manimum strum			
Blood Sampling- venipuncture			
Insertion of IV line- peripheral			
Insertion of IV line- scalp			
Insertion of IV line- central (umbilical,			
PICC )			
Administration of IM/IV/Oral			
medications (including calculating,			
preparing, and drawing up doses)			
Use of syringe driver			
<b>Recognition and nursing management</b>			
of common neonatal issues			
Prematurity (<36 wks. gestation)			
Hypoxemia and oxygen therapy via nasal			
canula			
Oxygen therapy via CPAP			
Hyperbilirubinemia and phototherapy			
Neonatal Seizures			
Hypoglycemia			
Hypothermia management (additional			
clothing; heat lamp; skin-to-skin etc.)			
Thermoregulation with incubator			
Neonatal sepsis			
Neonatal Tetanus			
Management of a baby with an umbilical			
cannula			
Management of a baby undergoing			
PMTCT (Prevention of Mother to Child			
Transmission of HIV)			
Use of early warning systems (EWS)			
Neonatal resuscitation			
Resuscitation of the newborn- drying and			
stimulation			
Resuscitation of the newborn -			
suctioning			
Resuscitation of the newborn - bag &			
mask ventilation			
Resuscitation of the newborn - chest			
compressions			
Calculation and delivery of emergency			
medications			
Calculation of APGAR score			
Feeding			
Initiation of breast feeding			
Problem solving with breast feeding			
challenges (i.e. low supply, poor			
latching)			
Assisting a mother to hand express/use			
breast pump			 
Appropriate storage and utilization of			

expressed breast milk		
Timing of feeding		
Calculation of milk requirements for		
non-breast fed babies		
Kangaroo Mother Care (KMC)		
Oral feeding with syringe		
NG tube feeding		
Training health workers		
Neonatal Assessment		
Identification of risk factors for		
development of neonatal complications		
(including maternal factors)		

Feedback from Head Nurse / Clinical	Feedback from Hospital Training
Instructor	Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	



Ministry of Education Shaqra University College of Applied Medical Sciences at Al Dawadmi, Nursing Department

# **Appendix E: Clinical Checklist for Pediatric Ward**

Intern Name	ID	
Starting Date	<b>End Date</b>	

Clinical skill task	Observed	Demonstrate	by nurse intern	No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Basic nursing care				
Admission procedures				
Pediatric vital signs				
Taking and recording patient • Abdominal Girth • Weight • Length				
<ul> <li>Head circumference</li> <li>Pediatric laboratory result</li> </ul>				

Performance of physical		
health assessment and		
nursing management		
Cardiovascular		
• Respiratory		
Gastro-intestinal		
• Musculo-skeletal		
• Integumentary		
Neurological		
• Metabolic		
Hematology &		
Oncology		
• Endocrine		
Genitor –urinary		
Patient safety		
Using bedrails appropriately		
Using restraints when required Education of mother		
Education of mother		
IV therapy		
• Care of IV Hep-lock/		
cannula and cannula		
flashing		
Administering		
TPN/PPN		
Oxygen		
administration/respiratory		
therapy		
Simple face mask		
Nasal cannula		
Tracheostomy mask		
• Incentive spirometry		
Using Ambu - bagging		
(pediatric & neonate)		
• Insertion of oral airway		
Performing chest exercise		
Nebulizer		
Diagnostic preparation- follow		
protocol for various		
diagnostic procedure		
Discharge procedures		
Documentation and nurse		
note		

Feedback from Head Nurse / Clinical Instructor	Feedback from Hospital Training Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	



Ministry of Education Shaqra University College of Applied Medical Sciences at Al Dawadmi, Nursing Department

# **Appendix F: Clinical Checklist for Medical Ward**

Intern Name	ID	
Starting Date	<b>End Date</b>	

Clinical skill task	Observed	Demonstrate	by nurse intern	No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Follow Principles of				
procedures :				
Review physician orders     on a regular basis				
explain procedure and provide privacy				
Hand washing and aseptic technique				
History taking & physical examination				
Measuring & recording weight, height				
Measuring & documentation vital signs				
Measuring and recording     intake and out put				
Testing blood sugar using Glucometer				
Assisting with safe preparation				
and post procedure care for the				

following procedures:		
X-ray procedure		
CT Scan , MRI		
Ultrasound		
GIT endoscopy ( upper &		
lower)		
Thoracentesis		
Paracentesis		
Lumber puncher		
Biopsies - Liver biopsy		
collect specimen of :		
blood, urine, sputum		
• Others		
Preparation and		
Administration of Medications :		
I.V medication		
• I.V infusion , albumin,		
calcium gluconate,		
Intramuscular injection		
• SC. injection of insulin,		
vitamin k , others		
Oral medication		
blood transfusion		
• oxygen therapy via nasal		
canula, face mask,		
Nebulizer therapy		
Thrombolytic therapy		
Feeding through		
nasogastric tube, parental		
• Others		
Insertion & Removal of :		
I.V cannulation		
Nasogastric tube		
urinary cauterization		
Others		
Perform of :		
• oral care		
• Suctioning –		
Oropharyngeal,		
nasotracheal		
• ECG		
recording/interpretation		
Tuberculin skin test	 	
Others		
Nursing care and management		

of:	
Unconscious     patients/Glasgow Coma     Scale	
Chronic liver disease/encephalopathy	
<ul> <li>Diabetes / DKA</li> <li>Unstable angina &amp; ischemic heart</li> </ul>	
<ul> <li>Heart failure</li> <li>Cerebral vascular accident</li> </ul>	
Chronic renal failure/hemodialysis	
Asthmatic or COPD patient	
Patient with bleeding	
<ul><li>Patient with convulsion</li><li>Patient with hyperthermia</li></ul>	
Others	
Documentation nursing note	
Documents accurately on	
<ul><li>hospital forms</li><li>Writing nurses notes</li></ul>	

Feedback from Head Nurse / Clinical Instructor	Feedback from Hospital Training Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern Signature and Date:	



Ministry of Education Shaqra University College of Applied Medical Sciences at Al Dawadmi, Nursing Department

# **Appendix G: Clinical Checklist for Surgical Ward**

Intern Name	ID	
Starting Date	<b>End Date</b>	

Clinical skill task	Observed	Demonstrate by nurse intern		No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Assisting with safe preparation preoperatively with the following procedures:				
Check doctor's orders				
Patient preparation teaching				
Provide privacy				
• Surgical history and physical assessment				
Vital signs				
• Insertion of IV cannula				
Skin preparation				
• Enema preparation and administration				
• X-ray				
• MRI				
• Ultrasound				
• CT-scan				
Collection of specimen (urine, stool)				
•	Pre-medication			
----------	---	----------	------	---
•	NPO before surgery			
•	Others			
_	isting with safe preparation			
	toperatively with the following			
	cedures:			
•	Receiving patient			
•	Identifies actual and potential			
	health problems			
•	Positioning			
•	Airway management			
•	Pain management			
	(administering analgesic)			
•	Wound care			
•	Drain care (hemovac, T-tube,			
	penrose, etc.)			
•	Nephrostomy tube care			
٠	Nasogastric tube		 	
•	Tracheostomy care			
•	Colostomy care			
•	Stoma care			
•	Wet dressing			
•	Dry dressing			
٠	Continuous bladder irrigation			
•	Indwelling Foley catheter			
•	Early ambulation			
•	Others			
	paration and Administration of			
Me	dications :			
•	Oral medication			
•	I.V medication			
•	Intramuscular injection			
•	Blood transfusion (FFP, PRBC)			
•	Blood typing and cross			
	matching	ļ		
•	oxygen therapy via nasal			
	cannula, face mask,	<u> </u>		
•	Feeding through nasogastric			
	tube, parental			
• Dom	Others			
-	form:			
•	oral care			
•	Suctioning – Oropharyngeal, endotracheal			
-	ECG recording			
Pro	vide Nursing Care of the			
	owing:			
1010	· · · · · · · · · · · · · · · · · · ·	I		[

•	Integumentary (Burn)		
•	Endocrine (Thyroidectomy)		
•	Reproductive (Prostatectomy)		
•	Specific organ (Cholecystectomy)		
•	Gastrointestinal (Colostomy)		
•	Neurosurgical (Craniectomy)		
٠	Others		
Ort	thopedic Nursing Care		
•	Maintenance and care of traction		
•	Assisting and removal of cast/plaster		
٠	Care of fixators		
٠	Bandaging		
•	Health teaching of patient to do range of motion exercise (ROM) within traction/fixator's limits		

Feedback from Head Nurse / Clinical Instructor	Feedback from Hospital Training Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern Signature and Date:	



# **Appendix H: Clinical Checklist for Emergency Room**

Intern Name	ID	
Starting Date	<b>End Date</b>	

Clinical skill task	Observed	erved Demonstrate by nurse intern		No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Follow Principles of procedures:				
Basic nursing care				
Airway management				
Defibrillation /				
Cardioversion				
Performance of physical				
health assessment –				
adult/pediatric/ neonate-				
A,B,C,D,E for trauma				
patient				
• <b>Triage system :</b> prioritizing				
patient management				
Aware of hospital fire &				
disaster codes protocol				
Admissions procedure				
ICU - In – patient - Direct				
to OR Labor & delivery				
Respiratory /oxygen therapy				
• Ambu – bagging - Nasal				
Cannula - Venturi Mask -				

		<u>г</u> 1
Simple Face Mask with or		
without Aerosol		
Insertion of oral airway		
Multi-Trauma patient		
Care of patient with		
suspected cervical fracture		
Stabilization of fractures		
with splints		
Care of head injury patient		
Burn patient : Fluid		
resuscitation		
Dressings		
• Collect specimen of : blood ,		
urine, sputum		
Documentation/verbal		
reporting		
Assisting with safe preparation		
and post procedure care for the		
following procedures:		
Endotracheal Intubation		
Tracheostomy Insertion		
Chest Tube Insertion		
Pericardiocentesis		
Suprapubic Bladder Drainage		
(Cystostomy)		
Application & Removal of a		
Cast		
Insertion & Removal of:		
I.V cannulation		
Nasogastric tube		
urinary cauterization		
Preparation and Administration of		
Medications:		
I.V medication		
Emergency drugs such as		
epinephrine –atropine		
digoxin – triglycreal –		
sodium bicarbonate		
I.V infusion , albumin,		
calcium gluconate,		
Intramuscular injection		
SC. injection of insulin ,		
vitamin k, others		
Oral medication		
Blood transfusion	 	
Nebulizer therapy		
Thrombolytic therapy	 	
Feeding through nasogastric     tube parametel		
tube, parental		

Perform of:	
Monitoring vital signs	
Suctioning – Oropharyngeal, nasotracheal	
ECG recording/interpretation	
Cardio pulmonary resuscitation	
Nursing care and management of:	
<ul> <li>Unconscious patients/Glasgow Coma Scale</li> </ul>	
Chronic liver disease/encephalopathy	
Diabetes / DKA	
Unstable angina & ischemic heart	
Heart failure	
Cerebral vascular accident	
Chronic renal failure/hemodialysis	
Asthmatic or COPD patient	
• Patient with severe bleeding	
Patient with convulsion	
Patient with hyperthermia	
Documentation nursing note	
Documents accurately on hospital forms	
Writing nurses notes	

Feedback from Head Nurse / Clinical	Feedback from Hospital Training
Instructor	Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	



# **Appendix I: Clinical Checklist for Intensive Care Unit / Critical Care Unit**

Intern Name	ID	
Starting Date	End Date	

Clinical skill task	Observed	Demonstrate by nurse intern		No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Basic nursing care				
• Basic unit skill:				
Defibrillation /cardioversion				
Administration of thrombolytic therapy				
Temporary pacemaker transcutaneous /transvenous				
• Air way management:				
<ul> <li>Mechanical ventilator:</li> </ul>				
- Assist in initiating invasive				
& noninvasive mechanical ventilator				
- Providing care for patient with mechanical ventilator				
- Assist in weaning from MV				
<ul> <li>Air way tube:</li> </ul>				
- Assist in insertion of airway				
tube (endotracheal				
tracheostomy, nasopharyngeal				
- Providing care of air way				

tube		
- Suctioning of air way		
passage		
Central lines: Collection of		
equipment for insertion of		
central line		
central line		
- Discuss the normal		
parameters for CVP		
measurement		
- Determines and records		
CVP using a water		
-		
manometer and pressure monitor		
- Identifies chest landmarks		
for CVP measurement		
- The flushing of a central		
line		
- The administration of drugs		
and fluids		
- Aseptically change central		
IV line.		
- Aseptically change central		
IV lines dressing		
- Setting up a transducer		
- The safe removal of central		
lines		
- Use of Porta-caths &		
- Use of Porta-caths & Hichman catheter		
- Risks & complications of		
central lines		
- Intervention/troubleshoot		
complication of central		
lines		
Pulmonary artery catheters		
& arterial:		
- Take appropriate action to		
prevent or resolve		
complications of PA		
catheters & arterial lines		
- Sitting up a single and		
multiple transducer system		 
- Identify a PA and arterial		
trace on the cardiac		
monitor		
- Zeroing of PA & arterial		
lines		

		1
- The purpose for performance		
of an Allen's test		
- Correct technique for		
drawing blood from PA		
catheter & arterial lines		
- Supervised performance of a		
PAWP		
- Identify normal reading and		
waveform		
Chest		
physiotherapy/spirometry		
Feeding management:		
- Administration TPN		
- Administer tube feeding		
through tummy syringe		
Feeding pump		
Under water seal		
- Assisting in		
insertion/removal of		
underwater seal drainage		
- Care of underwater seal		
drainage		
Nursing care of patient:		
- Post CABG		
- Post valve		
reconstruction/replacement		
- Post-operative bleeding		
- Unconscious (general care to		
prevent of foot drop and		
contractures)		
- Post PTCA		
- Post cardiac catheterization		
Nursing care and		
Management of:		
- Intracranial surgeries		
- Fractures and osteoarthritis		
- Biliary and pancreatic disorder		
- MI/unstable angina		
- Intestinal obstruction,		
colonic surgery and		
ostomies		
Room/bed preparation		
pre/post-cardiac surgery		
Administration of		
medications (vasopressors,		
antiarrhythmic, inotropes,		
anticoagulation)		
• Use of electronic life support		
equipment		

- Respiratory support	
- Renal support	
- Intravenous/ syringe pump	
- Cardiac monitoring	
- Noninvasive continuous	
cardiac output monitor	
Recognition and	
interpretation of:	
- Critical patient signs and	
symptoms	
- Laboratory findings	
• Others	

Feedback from Head Nurse / Clinical Instructor	Feedback from Hospital Training Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	



### Appendix J: Clinical Checklist for Artificial Kidney Unit

Intern Name	ID	
Starting Date	<b>End Date</b>	

Clinical skill task	Observed	Demonstrate by nurse intern		No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Basic nursing care				
Measuring vital signs.				
Weighing patient.				
Obtain blood sample.				
Others				
Pre-dialysis				
Machine priming.				
Check laboratory blood works.				
Preparation of patient for				
hemodialysis.				
Predialysis patient assessment.				
Pre dialysis care of vascular				
access (AVF & catheter)				
Others				
During dialysis				
Checks prior to dialyzing a				
patient.				
Patient monitoring during				
dialysis.				
Infection control.				
Others				
Post dialysis				

Post dialysis care of vascular access.		
Patient teaching.		
Documentation		

Feedback from Head Nurse / Clinical Instructor	Feedback from Hospital Training Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	



### **Appendix K: Clinical Checklist for Psychiatric Unit**

Intern Name	ID	
Starting Date	<b>End Date</b>	

Clinical skill task	Observed	Demonstrate	by nurse intern	No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Review physician orders on a				
regular basis				
explain procedure privacy				
Hand washing and aseptic				
technique				
History taking & Physical				
Examination				
Measuring & recording				
weight, height				
Measuring & documentation				
vital signs				
Testing blood sugar using				
Glucometer				
Assisting with safe preparation				
and post procedure care for the				
following procedures:				
• ECT				
CT Scan, MRI				
Care for patient after ECT				
Preparation and Administration of				
Medications:				
I.V medication				

ECG		
recording/interpretation		
Intramuscular injection		
Oral medication		
Summarizes medications		
side effects		
Psychiatric assessment		
CHIEF COMPLAINT		
PRESENTING ILLNESS		
PERSONAL HISTORY		
FAMILY HISTORY		
MEDICAL/SURGICAL		
HISTORY		
MENTAL STATUS EXAM		
Nursing care and management of:		
Schizophrenia		
Depression		
Mania		
Alzheimer's disease		
• Bipolar disorder (I, II)		
Personality disorders		
Eating disorder		
Substance use and abuse		
disorders		
Care for patients with		
medication side effects		
Documentation nursing note		
Documents accurately on		
hospital forms		
Writing nurses notes		

Feedback from Head Nurse / Clinical	Feedback from Hospital Training
Instructor	Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	



# **Appendix L: Clinical Checklist for Operating Room**

Intern Name	ID	
Starting Date	<b>End Date</b>	

Clinical skill task	Observed	Demonstrate by nurse intern		No
	by nurse intern	Satisfactory	Unsatisfactory	opportunity
Principles of Safe, Effective and				
Efficient Operating Room Nurse				
Checks Consent signed				
Identifies the patient and re-check				
patients operative site properly mark				
Validates patients understanding				
towards surgery				
States the nursing diagnosis and the				
type of contemplated procedure				
Recognizes the members of the				
surgical team				
Explains the principles of sterile				
technique				
Identifies the operative position of				
the patient and the type of anesthesia				
used				
Categorizes the equipment needed				
Distinguishes the surgical				
instruments used				
Recommendations:				

	Г		
Assisting Surgical Procedure			
following the Principles of Sterile			
Technique			
Demonstrates surgical hand washing,			
scrubbing and gowning			
systematically			
Assists surgeon, nurses and surgical			
assistants in gowning and gloving			
Arrange the surgical instruments			
needed			
Performs counting of the surgical			
sponges, instruments and supplies			
before and after the procedure			
Executes proper instrument handling			
methodically Establishes safe and sterile operative	<u> </u>		
field			
Labels surgical specimens accurately			
Maintains sterility throughout the			
procedure			
Discards sharp instruments safely			
Demonstrates care in handling and			
using instruments, equipment and			
resources after the procedure			
Recommendations:			
Displays Nurse-Patient			
relationship in a professional			
manner			
Verbally expresses concern for the			
patient assigned			
Always take time to be with patient			
to allay fears			
Displays consistent gentleness and			
warmth to patient			
Follows standard rules/protocol in			
the operating room			
Observes precision in preparing			
equipment, instruments and			
materials			
Displays consistent attentiveness			
when assisting procedures			
Observes strict confidentiality in	<u> </u>		
each procedure			
Complies with ethical standards in			
the operating room			
<i>Recommendations</i>	┨────┤─		
Accommenaations			

Feedback from Head Nurse / Clinical	Feedback from Hospital Training
Instructor	Coordinator
Name:	Name:
Signature and Date:	Signature and Date:
Nurse Intern signature:	



# **Appendix M: Nurse Intern's Request Form**

Name of Student in English:		
Name of Student in Arabic:		
University Number:		
National ID Number:		
Mobile number:	Telephone Number:	
Start of Training:	_	

#### Please list at least three hospital you prefer for your internship program.

Name of Hospital	Telephone number	Email address
1.		
2.		
3.		

#### **Elective Area:**

Elective Area 1	Elective Area 2

Note: Please ensure that the name written above is the same with your passport or university document.

Name of St	udent:	 
Signature:		 
Date:		

التطييقية بالدوادمي	University	Shaqra	in Dawadmi
	نموذج بيائات شهادات طالبات الاه	متياز باللغة الحربية والإنجليزية	
	<ul> <li>السجل الدني:</li> </ul>		لم الجامعي:
	. المتوى		الجوال:
	الأسم باللغا	د الغربية	
الاسم الأول	اسم الأب	اسم الجد	أسم المائلة
	in English	Name i	
Family Nam	Grandfather Name	Father Name	First Name



### **Appendix O: Agreement Letter**

Please read carefully Rules, Regulations and Guidelines stated for internship year in *Applied Medical Sciences Colleges Internship Student Guide*. Sign the statement below to ensure that you understood all contents of internship and agree to adhere to the Rules, Regulations and Guidelines.

I have read, understood, and agree to adhere to the Rules, Regulations and Guidelines stated in Internship logbook. Any violation committed against the rules and regulation stipulated in this logbook will be taken against me and will have corresponding penalties.

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

University ID No: \_\_\_\_\_

Signature: \_\_\_\_\_



#### **Nursing Internship Program**

### Appendix P: Behavioral / Performance Periodic Evaluation (Hospital) 1

Name of Hospital: \_\_\_\_\_ University ID: \_\_\_\_\_ Rotation Period: from \_\_\_\_\_\_ to \_\_\_\_\_

Instructions to Evaluator: The columns indicate numerical grades (<60 to 100). Please indicate by assigning a numerical grade within one column, the level of competence at which the student performed in each category while on rotation in your laboratory. If you feel a category is not applicable to your clinical situation, please mark "N/A". If our form lacks one or more category please add them.

#### **OVERALL PERFORMANCE:**

Satisfactory ( $\geq 60$ )

**Unsatisfactory (<60)** 

#### If unsatisfactory, what recommendations would you like to make?

Repeat the training for whole rotation period | Repeat tasks for weeks

Evaluator's	Name:
Signature: _	
Date:	



### Nursing Internship Program

# Appendix Q: Behavioral / Performance Periodic Evaluation (Hospital) 2

Intern Name	ID	
Starting Date	End Date	
Unit/ward		

#			Observed by	Hospital	Precepto	or
	ITEM	1	2	3	4	5
	I I EM	Poor	Satisfactory	Good	Very Good	Excellent
	I. Direct Patient Care					
1	Provide holistic quality care.					
2	Practices within standard of nursing care, policies					
	and procedures and established protocols for the unit					
3	Demonstrate critical thinking, knowledge and skills					
	in the delivery of quality patient care					
4	Demonstrate confidence and safety in the					
	performance of nursing care					
	II. Health Teaching					
5	Utilizes appropriate teaching strategies.					
6	Identifies teaching needs for patients and families.					
7	Involves patients and family in health teaching.					
	III. Professionalism					
8	Always well-groomed and neat.					
9	Punctuality: Work on time, maintain good attendance					
	record and complete given assignment on time.					
10	Sense of responsibility and accountability.					
	IV. Communication and Documentation					

11	Demonstrate competence in documenting patient			
	care.			
12	Establishes and maintain professional and effective			
	communication with health team and patient.			
13	Respect preceptors and accepts constructive			
	criticisms.			
14	Listen to ideas and opinions of others.			
15	Utilizes appropriate chain of command in problem			
	solving.			
	V. Attitude			
16	Accepts work assignments.			
17	Display cooperative behavior.			
18	Display interpersonal relationship.			
	VI. Personal Competence			
19	Display ability to make decision.			
20	Demonstrate self confidence in her abilities and			
	knowledge as a professional.			
	<b>GRAND TOTAL= SUM OF ALL COLUMNS/20</b>		100	
	FINAL %			

Evaluator's Name:

Signature: \_\_\_\_\_

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



# **Appendix R: Summary of Nursing Internship Evaluation Form**

Intern Name	ID	
Starting Date	<b>End Date</b>	

No.	Clinical Discipline	Final Assessment		
		Percentage (%)	Grade	
1.	Orientation			
2.	Medical ward			
3.	Medical clinics			
4.	Management			
5.	Surgical ward			
6.	Surgical clinics			
7.	Paediatric ward			
8.	Paediatric clinics			
9.	Obstetric and gynecological ward			
10.	Obstetric and gynecological clinic			
11.	Operating room			
12.	ICU			
13.	Emergency			
14.	Nursery			
15.	Delivery room (DR)			
16.	Dialysis			
17.	Endoscopy			
18.	Elective Area(1)			
19.	Elective Area(2)			
20.	Educational Activity (Research in the			
	special training area)			
	Total percentage			
	Final Grade			

Remarks (if any):		
Name of Training Coordinator:		
Signature of Training Coordinator:	Date:	



# **Appendix S: Attendance Sheet**

Intern's name:	Batch#	_Unit
Evaluation Period:	_	

WEEK	DAY/DATE	TIME IN	TIME OUT	BRE TIN		SIGNATURE OF INTERN	SIGNATURE OF HOPSITAL TRAINING HEAD OR PRECEPTOR
	SUN			OUT	IN		
	MON						
1	TUE						
	WED						
	THU						
	SUN						
	MON						
2	TUE						
	WED						
	THU						
	SUN						
	MON						
3	TUE						
	WED						
	THU						
	SUN						
4	MON						
	TUE						
	WED						
	THU						



# **Appendix T: Excuse Application**

Name:
I.D.#:
Batch ( )
Present Clinical Area:
Request Date:
Reasons for Request:
Guardian's approval & Signature:
Guardian's approval & Signature:
Intern's Signature:
Approval of the Nursing Department:
Approval of Nursing College
Remarks:



# **Appendix U: Planned Emergency Leave**

Name:
I.D#:
Batch( ) Group( )
Present areaOrientation:
Request Date:
Reason for Leave:
Number of Days Applied:
From Date:
To Date:
Guardian's approval & Signature:
Intern's Signature:
Approval of the Nursing Department:
Approval of Nursing College
Remarks:



### **Appendix V: Nursing Case Presentation Format**

#### I. Nursing Health History

A.	Biographic Data
	Age:
	Nationality:
	Address:

Gender:	
Religion:	
Mobile No:	

B. Chief Complaint (Chief Complaint may be different from reason for visit) Reason for Visit (reason the patient states for seeking care)

- C. History of the Present Illness
- D. Past history
- General state of health
- childhood illnesses

• Immunizations

- adult illnesses
- psychiatric illness
- operations
- injuries
- hospitalizations
- current medications
- Allergies
- E. Family History of Illness
  - a. the age and health or age and cause of death of each immediate family member

\_\_\_\_\_

b. the occurrence within the family of any of the following conditions (diabetes, TB. heart disease, high blood pressure, stroke, kidney disease, cancer arthritis, anemia, mental patient)

\_\_\_\_\_

F. Menstrual and Obstetric History (if applicable)

### G. Lifestyle/ Activities of Daily Living

\_\_\_\_\_

\_\_\_\_\_

#### H. Social Data

#### I. Psychological Data

### **II.** Patterns of Functioning /Gordon's Functional Health Patterns

Functional Health Pattern	Before Hospitalization	During Hospitalization
Health Perception – Health		
Management Pattern		
Nutritional-Metabolic		
Pattern		
Elimination Pattern		
Activity Exercise Pattern		
Sleep –Rest Pattern		
Cognitive-Perceptual		
Pattern		
Self-Perception, Self- concept Pattern		
Role-Relationship Pattern		
Sexual-Reproductive Pattern		

Coping-Stress Tolerance Pattern	
Value-Belief Pattern	

### **III. Physical Assessment**

General Appearance:

Activity Level (Include developmental milestones as

appropriate):\_\_\_\_\_

Skin (Color, Appearance, Turgor, Integrity)/Nodes:

Head/Scalp (Fontanels if applicable):

Eyes (Reactivity/Acuity):

Ears (Acuity):

Mouth and Throat:

Chest (Quality of Respirations, Lung Sounds, Effort, Retractions, Cough):

Heart (Apical Rate & Rhythm, Heart Sounds, Pulses):

Abdomen (Shape, Tenderness, Bowel Sounds):

Musculoskeletal (Movement, Strength, symmetry, ROM):

Neurological (LOC, Reflexes, Speech)

# IV. Laboratory/ Diagnostic Examination Results LABORATORY (Applicable)

	Normal Ranges	Actual Value
Hemoglobin:		
Hematocrit:		
RBC:		
WBC:		
Glucose:		
Platelets:		
Tuberculin:		
Bilirubin:		

Lead:
Titers:
Stool (O&P):
Urinary Analysis:
Other:

Diagnostic Tests (X-Ray, ECG, Etc.):

### IV. Medications. IV infusions, Blood Transfusions, treatments given

Drug order	Mechanism of Action	Indications	Contraindications	Adverse Effects of the Drug	Nursing Responsibilitie s/precaution
Brand Name:					
Generic Name:					
<b>Classification:</b>					
Dosage:					
Route:					
Frequency:					
Brand Name:					
Generic Name:					
<b>Classification:</b>					
Dosage:					
Route:					
Frequency:					
Brand Name:					
Generic Name:					
<b>Classification:</b>					
Dosage:					
Route:					
Frequency:					
Brand Name:					
Generic Name:					
<b>Classification:</b>					
Dosage:					
Route:					
Frequency:					

VII. Anatomy and Physiology (Review of the organ system and its function related to illness of the client)

VIII. Pathophysiology of the disease (concept map)

\_\_\_\_\_

IX. Prioritized list of nursing problems

# X. Nursing Care Plan

Assessment	Nursing Diagnosis	Plan	Implementation	Evaluation
Problem				
Subjective Data:				
Objective Data:				

# XI. Discharge Plan

Medications	Exercise	Treatment	Health teaching	Outpatient (follow up consultation)	Diet	Sexual Activity or Spirituality



# **Appendix W: Nursing Case Presentation Evaluation Sheet**

Student's Name:	Patient's Name:
Date:	Diagnosis:

Criteria	Total	Student
	Grade	Grade
1. Patient Presentation	25%	
• Accurately states the patient's problem (chief complaint;		
History of present illness; Review of system; Physical		
Examination), report available.		
• Details are arranged chronologically.		
• Provides data needed for accurate assessment		
2. Knowledge	50%	
• Discuss pathophysiology including signs and symptoms and pertinent for sequelae for the disease.		
• Identify actual and potential nursing diagnosis appropriate for the patient		
• Prepares suitable nursing care plan		
• Discuss appropriate drug therapy for the disease		
Prepares discharge plans		
3. Presentation quality	25%	
• Delivers the presentation in a logical, organized sequence		
speaking clearly and making an eye contact with audience.		
Presentation is professionally prepared		
Responds to questions accurately and completely		
	100%	

Nursing faculty:	
Nursing faculty Signature: _	
Date:	