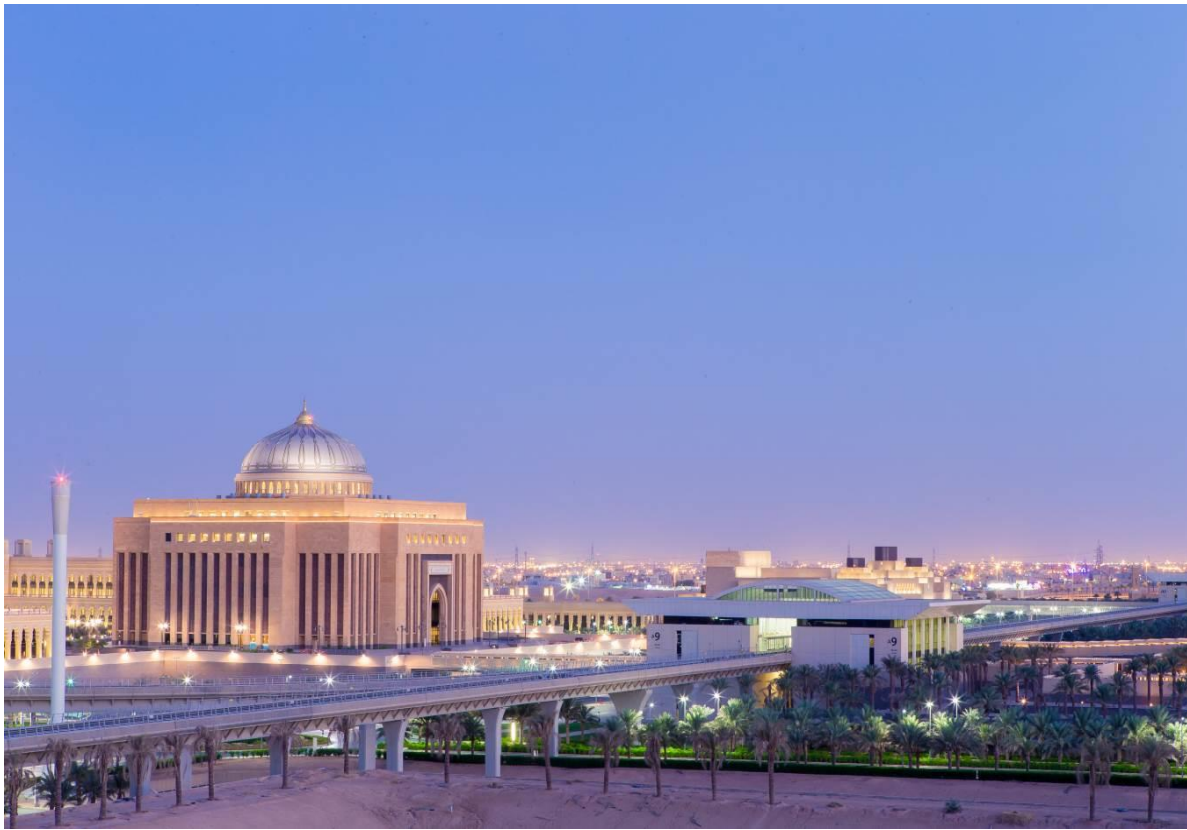




جامعة الأميرة نورة بنت عبد الرحمن
Princess Nourah bint Abdulrahman University



Nursing Internship Framework and Guide (NIFG)



Princess Nourah Bint Abdulrahman University

Riyadh-Kingdom Of Saudi Arabia

College of Nursing/ PNU

Internship is an obligatory training year for all bachelor nursing students in PNU. The aim is to provide nursing students with an opportunity to strengthen nursing skills, and apply their knowledge in various clinical practices and demonstrate competency in practical skill and procedure.

This year is requirement of Saudi Council for Health Specialties in Saudi Arabia for practicing the career. The students must spend 12 months in any recognized hospital that offers training program with direct supervision of college. At the end of each rotation the students' evaluation should send it to faculty of nursing. By successful completion of this internship period the graduate will be awarded the certificate. Wishing all the best for PNU nursing students.

Dr. Samira Ahmad Alsenany

Dean of Nursing College

Vision:

To be recognized as a center of excellence in nursing education, research and community services.

Mission:

To Promote the health and well-being of individuals and community local, national and global through provision of excellent nursing education and graduation of competent nurses with research and leadership skills.

Values:

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

Table of Contents	
Topics	Page No.
• Introduction	5
• The general aims of internship program	5
• Intended Learning Outcomes	6
• Internship training areas	9
• Rules, responsibilities & regulation	11
• Regulation and procedures	15
Forms	
- Form A: Nurse Intern Attendance Record; Working Hours	20
- Form B: Nurse Intern Attendance Tardiness & Absence	21
- Form C: Basic Nursing Skills Checklist	23
- Form D: Medical Specialty Skills Checklist	24
- Form E: Surgical Specialty Skills Checklist	26
- Form F-1: Maternity/Obstetric Specialty Skills Checklist	28
- Form F-2: Gynecology Specialty Skills Checklist	29
- Form G: Labor & Delivery Specialty Skills Checklist	31
- Form H: Pediatric Medical Specialty Skills Checklist	33
- Form I: Pediatric Surgical Specialty Skills Checklist	35
- Form J: Pediatric Neonatal Intensive Care Specialty Checklist	36
- Form K: General Intensive Care Specialty Skills Checklist	38
- Form L: Emergency Specialty Skills Checklist	41
- Form M: Operating Room Specialty Skills Checklist	42
- Form N: Dialysis Specialty Skills Checklist	43
- Form O: Faculty Evaluation	44
- Form P: Final Intern's Clinical Performance Evaluation	47
- Form Q: The Contract Form	51
- Form R: Weekly Report Form/ Report Number.....	52
- Form S: Case Presentation Rubric	53
Appendix I	55
Appendix II	56
References	57

Introduction

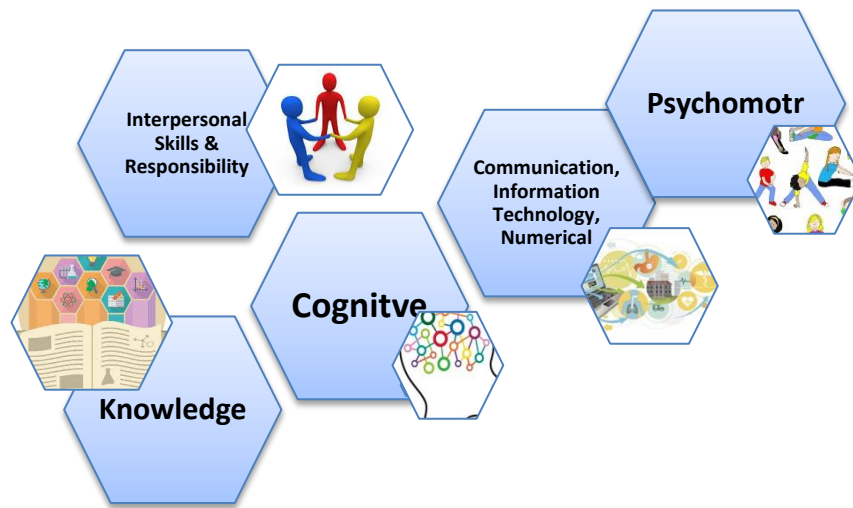
This handbook for nursing internship is intended as a guide for the interns during their training. It includes the clinical area rotation, objectives for each unit, policies, rules and clinical forms to ensure that nursing interns will be able to implement all the required procedures and be able to achieve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

The internship provides clinical training opportunity for the nursing interns in their last year to reinforce and integrate clinical skills and knowledge acquired during their study. The intern will spend 52 weeks in the training. The intern will utilize the necessary clinical and practical experience to consolidate professional nursing knowledge and skills in providing quality nursing care to patients with a variety of health problems. The intern will provide nursing care under the supervision of preceptors in the clinical areas of their choice with the guidance and indirect supervision of faculty members. The interns will be provide evidence of mastering the competencies required for a professional register nurse. This is an intensive hand-on training experience that will facilitate the nurse intern to better handle variety of patient's conditions utilizing critical thinking, nursing process, problem solving, decision making and professional and management roles in the provision of nursing care. During this period, the interns will be evaluated based on the following:

- Weekly report: every week through the 52 weeks
- Periodical Clinical Intern Performance Evaluation: by the end of each Rotation
- Case presentation (two cases): In week 25 & 50
- Comprehensive evaluation: in week 48

The General aims of Internship year

The aim is preparing interns to their professional clinical nursing role after graduation. It is designed to serve as a comprehensive clinical practice to enhance the interns' attainment of the program learning outcomes. Therefore the course's intended outcomes are those for the whole program of BSc degree in nursing which are 5 domains as following:



Domain 1: Knowledge

(The demonstration and utilization of knowledge and information in different health care setting)

Outcomes:

After completion of the internship year each intern will able to:

- 1.1 Utilize knowledge from healthcare and other disciplines that can be utilized in carrying out quality nursing care
- 1.2 Demonstrates theoretical knowledge provide independent nursing care safely
- 1.3 Indicate relevant concepts, principles, and theories to assess needs and provide appropriate nursing care.
- 1.4 Recognize legal and ethical responsibilities of different health care setting

Domain 2: Cognitive

(Demonstration of critical thinking and problem solving approach during the practicing on nursing competencies)

Outcomes:

After completion of the internship year each intern will able to:

- 2.1 Explain standards of nursing care governing nursing practices in providing nursing care at various health care settings.
- 2.2 Analyze relevant clinical data sources to provide the best evidence-based practice to diverse populations.

Domain 3: Interpersonal Skills & Responsibility

Outcomes:

After completion of the internship year each intern will able to:

- 3.1 Illustrate manner of professionalism in attendance, preparedness, and communication.
- 3.2 Show confidence in providing patient-centred care and nursing leadership skills at the bedside.
- 3.3 Utilize effective teaching skills while educating patients, families, and/or significant others.
- 3.1 Employ effective intra and inter personal communication skills while carrying out nursing activities at various health care settings.

Domain 4: Communication, Information Technology, Numerical

Outcomes:

After completion of the internship year each intern will able to:

- 4.1 Illustrate written and communication competence by showing examples to instructor and the RN mentor, as well as by reflecting on the communication experiences in the journals.
- 4.1 Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality nursing care.

Domain 5: Psychomotor

Outcomes:

After completion of the internship year each intern will able to:

- 5.1 Demonstrate abilities to perform clinical skills with supervision, within the scope of practice
- 5.2 Apply leadership and management concepts and skills in delivering safe and high quality nursing care.
- 5.3 Apply competence of effective coordination and collaborative skills in providing safe and high quality nursing care.

Domain 6: Professionalism

Outcomes:

After completion of the internship year each intern will able to:

- 6.1 Display professional and positive attitudes at all times.
- 6.2 Follow the ethical manner while working hours and working procedures of the host institution.
- 6.3 Demonstrates honesty, punctuality, courtesy, cooperative attitude, good grooming habits, and willingness to learn.
- 6.4 Protect and advocates patient rights (privacy, autonomy, confidentiality)

The Intended Learning Outcomes according the Clinical Skills Practice Areas:**By the completion of the each nursing specialty (Medical, Surgical, Maternity, Pediatric, Critical care and Emergency) the intern will be able to:**

- Demonstrates theoretical knowledge to provide independent nursing care safely to patients.
- Utilize knowledge from healthcare and other disciplines that can be utilized in carrying out quality nursing care to patients.
- Write a summary of the competencies met within the frameworks of ethical practice, caring, professionalism and critical thinking/decision-making.
- Exercise critical thinking to plan and evaluate patient care to patients.
- Utilize evidence-based practices to plan and evaluate patient care.
- Utilize research findings and evidence-based practices to the intention to improve the quality of nursing care.
- Prioritize the patient care appropriately.
- Distinguish principles of patient safety in diverse population.
- Demonstrate professionalism in manner, attendance, preparedness, and communication.
- Demonstrate confidence in providing patient-centered care and nursing leadership skills at the bedside.
- Demonstrate effective teaching skills for educating patients, families, and/or significant others.
- Appraise work with clients and their families to promote client's health and improve their quality of life.
- Illustrate written and communication competence by showing examples to instructor and the RN mentor, as well as by reflecting on the communication experiences in the journals.
- Employ effective intra and inter personal communication skills while carrying out nursing activities in different healthcare settings.
- Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality nursing care.
- Apply competence of effective coordination and collaborative skills in providing quality nursing care.
- Demonstrate abilities to perform clinical skills with supervision, within the scope of practice.
- Analyze standards of nursing care governing nursing practices in providing nursing care at various health care settings.

Internship Training Areas

Course Title	Main Rotations	Duration	Sub-Rotation/ Weeks				
Nursing Internship (NUR 541)	Adult Medical Department	4 weeks	3	Medical Unit	1	Administration	
	Adult Surgical Department	4 weeks	3	Surgical Unit	1	Administration	
	Maternity Department	8 weeks	2	Obstetric Emergency	1	Administration	
			1	Gynecology			
			1	Labor and Delivery			
	Pediatric Department	8 weeks	7	Neonatal and Pediatric Medical , Surgical and Intensive Care Unit		1	Administration
	Critical Care Department	16 weeks	4	Intensive Care Unit			
			4	Emergency			
4			Operating Room				
4			Dialysis Unit				
Elective area	8 weeks						

Elective Areas

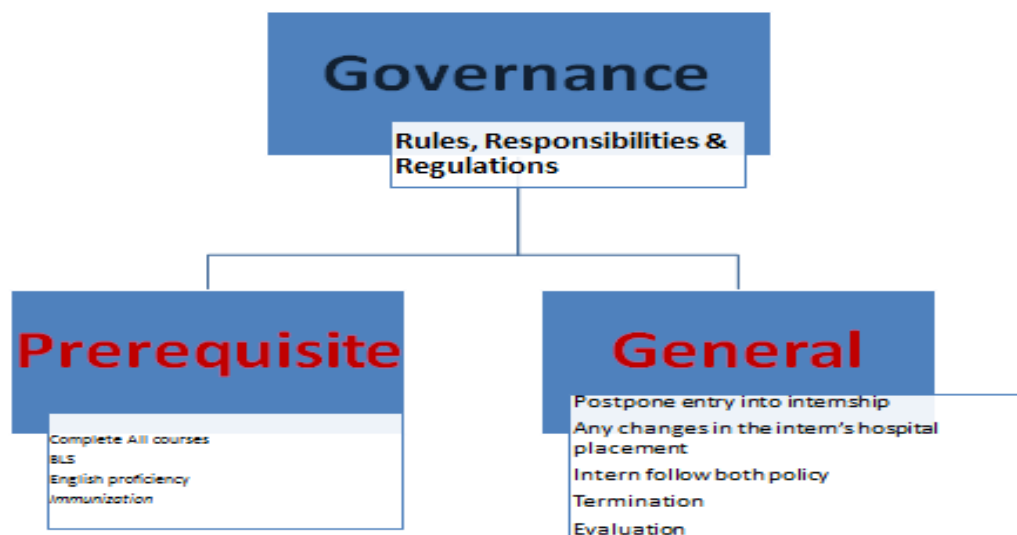
Interns will be allowed to practice in elective areas based upon the availability of the area and facility. Specific learning objective and outcomes for the elective areas should be developed by the intern and approved by the head nurse of the unit and the director of the facility’s nursing education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

Expectation from the Interns:

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

Rules, Responsibilities and Regulations

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



Nursing Internship Prerequisite

- Successful completion of all undergraduate courses
- Completion of medical report/immunization
- English proficiency
- Successful completion of basic nursing and medication administration exam.
- Basic life support certification (BLS).

Rules & Responsibilities

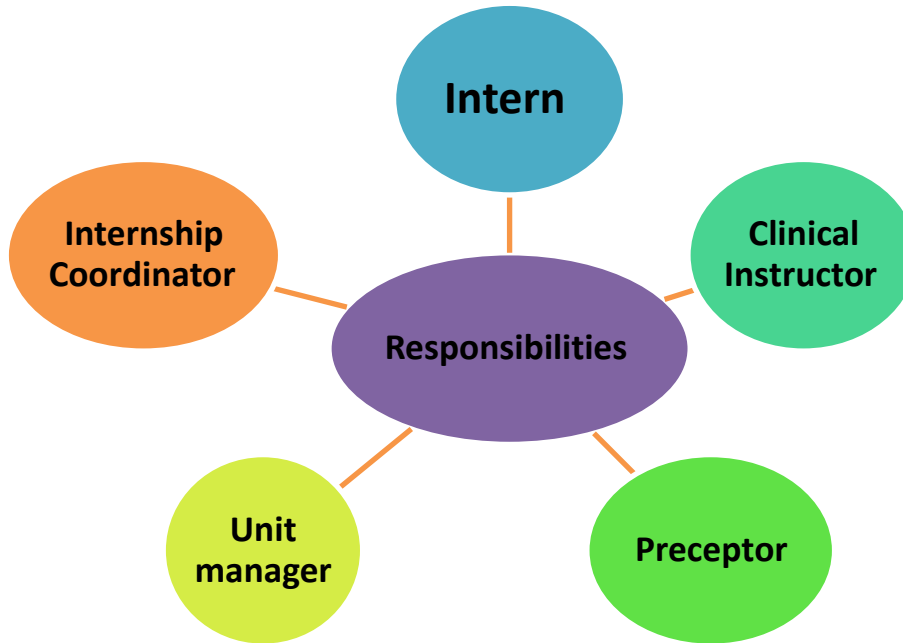
I- General rules:

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 forward a formal request. Interns are not allowed to postpone entry into internship course more than one semester.

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 coordinator 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 coordinator.
6. Any changes in the intern's hospital placement must be coordinated and approved through the internship coordinator. Changes in the hospital without official permission will not be accepted.
7. The Intern must follow the rules, regulations and the policies of the training hospital, also taking into account the rules and regulations of the College and the University.
8. Training Termination:
 - a) by the hospital: the hospital must inform the college in writing about the termination of the intern and provide a valid justification for termination. the college has right in verifying the cause.
 - 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 coordinator and provide a justification for her request. the decision to accept or reject the application is determined by the college. the hospital will be informed about the intern request.
 - c) termination for any reason the hospital must submit complete evaluation for intern and attendance report for the period of training.
9. 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.
10. Intern Evaluation: After completion of the internship period, the clinical nurse educator or Nursing Education Department designee, will complete the Evaluation Forms and send them back to the College through official means. Interns have the right to see their evaluation, and their strengths and weaknesses should be discussed with their evaluator(s). If the final evaluation is poor ($\leq 70\%$) the Intern must repeat the training period and will not be eligible to receive her internship bonus (Payment) for that period.
11. Internship Evaluation: The Intern must complete an evaluation of the internship program at the end the training period.
12. Training outside the Kingdom: the Intern must provide:
 - a) Agreement from the hospital
 - b) Providing documentation from (academic record, the training plan, evaluation methods)
 - c) The training outside the Kingdom for urgent causes and it must be approved from the college council.
 - d) Training outside the Kingdom, is only allowed for 3 months of the internship period and not allowed for the entire period.

13. Training in private hospital: the Intern must write an official letter requesting the training; if approved she will not have the right to receive the internship bonus (Payment).

II-Responsibilities



Intern responsibilities

1. Fill the appendix I the name of the training hospital preferred by the interns.
2. Sign a learning contract form (Q) with the faculty members for adhering the course’s policy and to achieve the learning outcomes. This contract must be signed early before starting internship training after reading all the course materials and policies.
3. Attends orientation program.
4. Submit clinical training requirements on a regular basis based on the rotation for the college’s internship coordinator prior to training, and any changes in their schedule.
5. Interns are responsible for reporting any absenteeism and leave using official forms to the Nurse Preceptor and Nurse Faculty
6. Maintaining weekly communication with the college’s internship coordinator. Knowing and following hospital policy and procedures, being responsible in selecting/requesting a clinical site considering shift schedules.
7. Providing each Nurse Preceptor with all required assessment/evaluation tools forms (O &P).
8. Reports to the unit manager/preceptor and ask for permission before leaving the assigned area for breaks, lunch, pray, or a meeting.
9. Accepts patient assignments, which complement the nursing internship clinical objectives.
10. Reports any unusual incidents/occurrence in the duty, according to hospital policy.
11. Adhere to the internship regulations of the hospital.

College's internship coordinator responsibilities

1. A arranges clinical placements for the intern, communicates with the nursing training department at each facility, coordinates placements and receives monthly follow up reports from the clinical training coordinator.
2. The nursing faculty maintains weekly communication with the intern via telephone or email and visits the intern and nurse preceptor monthly in the clinical setting.
3. College's internship coordinator will receive and evaluate reflective journals, report follow up assessments and any variance in intern schedule or unusual behaviors to the college's internship coordinator.
4. Follows up the implementation of the policies and guidelines of the nursing internship program.
5. Maintains accurately all nurse intern's personal data and files.
6. Coordinates counselling of nurse interns if needed.
7. Acts as a resource person for any enquiries related to the nurse intern program.
8. Collaborates and coordinates the implementation and appraisal of the internship program with the hospital nursing coordinator.
9. Approves the final evaluation of the nursing interns submitted by the hospital training department and issue the internship certificate signed by the Dean of the college.
10. Act as a resource person for all nursing interns.
11. Approves and submits counselling letters to the nursing interns who fails to follow or respect the rules, regulation and policies of the hospitals.

Clinical instructor responsibilities

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

- Adult Medicine (Medical Unit)
- Adult Surgery (Surgical Unit)
- Maternity (Obstetrics, Gynecology, Labor & Delivery)
- Pediatric (General Pediatric, Pediatric and/or Neonatal Intensive Care Unit)
- Critical Care (Emergency Room, Operating Room, Intensive Care Unit, Long term conditions, Dialysis)
- Elective Areas (Cardiac Catheterization Lab, Interventional Radiology, Diagnostic Labs- Bronchoscopy, GI, Sleep, etc.).

Preceptor's responsibilities

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

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

Unit manager's responsibilities

1. Provides complete unit orientation about the unit, unit guidelines and procedures.
2. Receives schedules of rotation for all nurse interns.
3. Maintains anecdotal record of each intern.
4. Ensures a formal evaluation is completed for each intern, prior to completion of their clinical rotation.
5. Conducts counselling to the nurse intern who fails to adheres 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

I- Intern Working Hours

- Interns shall be scheduled to work 5 days per week with two days off or according to the specific schedule for the designated hospital.

- Interns are authorized to have the following break times during their assigned duty:
 - 30 minutes for lunch break.
 - 15 minutes for prayer time.
- 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 log book" on a daily basis.
- Head nurses, deputy head nurses &/or charge nurses are authorized to sign the interns attendance log book.
- Head nurse / deputy head nurse and / or charge are authorized to request interns to makeup late arrival at work on the day of occurrence. Unofficial or unexcused absence must be reported to the duty supervisor in order to coordinate counseling of the offending intern with the coordinator of the nursing college.
- During the Holy month of Ramadan, nurse interns work 6 hours per day or per the host institution policy.

II- Vacations and Leaves

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

1- National & Public Holidays

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

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

- a. A justification letter must accompany any emergency leave request.
- b. Emergency leave period will be a maximum of 10 working days.
- c. According to the period of leave, the intern will be required to repeat the area at the end of the internship without pay.
- d. Duration of maternity leave is two (2) weeks (taking into account the exception of the physician with an official medical report).
- e. Following maternity leave, the assigned rotation should be repeated at the end of the internship without payment.

3- Educational Leave

- a. Interns may apply for up to 5 days of educational leave to participate in workshops, symposiums, or conferences held in KSA only.
- b. Request must be submitted 1 month in advance of the educational program to the hospital and faculty coordinator.

- c. A certificate of attendance or completion must be presented following the event as verification of participation.
- d. The days for education leave must be repeated at the end of the internship without payment.

III- Tardiness:

1. Interns should not be late. 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 educator or preceptor will impose the following:
 - a. 1st offense:
 - i. An Intern should write a justification letter explaining the reason.
 - b. 2nd offense
 - i. Interns 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.

IV- 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.

V- Uniform and Clinical Dress Code:

Nursing interns will dress according to College or hospital policy and demonstrate good personal hygiene.

1. Uniforms should be clean and neat. Lab coats shall be long to the middle of the knee and shall be always buttoned on the front, in the closed areas such as (ICU, CCU, ER etc.) the intern should wear scrub suit in (Light Green or Light Blue) or according to the hospital policy.
 - a. Interns must wear their identifications card at all times while inside the College and affiliating agencies during clinical trainings.

- b. Intern is not allowed to use another intern's ID, when caught, a sanction will be imposed on both parties involved.
 - c. Wear a watch with second hand; bring stethoscope and penlight.
 - d. White nursing shoes (no cloth shoes, open toe shoes, nor clogs).
2. Fingernails must be short and clean. Nail polish and artificial nails should not be worn.
 3. Jewelry is limited to wedding rings only.

VI- Use of Mobile Phones

- Mobile phones are not allowed in clinical areas of the hospital.
- Mobile phones should be kept in silent mode at all times.
- A violation report will be issued to any intern who uses mobile phone during duty hours.

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

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

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

1. Clinical misconduct that jeopardizes patient safety will not be tolerated and may result in immediate dismissal from the program.
2. The Intern must not threaten the physical and/or psychological well-being of a patient by her performance in the clinical area. If this occurs at any time, the Intern is in danger of failing the nursing course in which she is enrolled.
3. 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.
4. 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.

IX- At Risk Policy

Acts of professional misconduct may result in an investigation by the College, followed by disciplinary proceedings.

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

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

X-Immunization Requirements

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

XI- The Payment

1. The bonus will be received 2 to 3 months after Internship start.
2. The Intern has no right in payment if she is trained in private hospital or outside the kingdom.
3. The repetition of certain area will be without payment.

Form A

Nurse Intern Attendance Record; Working Hours

Intern Name: _____

Unit: _____

Month: _____

Date	Clinical unit	Time in	Time out	Clinical instructor's signature

Total Working Hours: _____

Form B
Nurse Intern Attendance Record
Tardiness & Absences

Intern Name: _____

Unit: _____

Month: _____

Date	Tardy		Days Absent				Clinical instructor's signature
	Hrs.	Min.	Sick	Excused	Unexcused	Vacation	

Total Hours Tardy/Absent: _____

Forms



Form C

Basic Nursing Skills Checklist

Intern Name: _____ Start Date: _____

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

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

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

Form D
Medical Specialty Skills Checklist

Intern Name: _____ Start Date: _____

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

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

b. Diabetes / DKA				
c. Cerebral vascular accident				

Form D
Medical Specialty Skills Checklist ...Cont'd

Clinical skill task	Observed by nurse intern	Demonstrate by nurse intern		Not applicable
		Satisfactory	Unsatisfactory	
d. Leukemia				
e. Unconscious patients/Glasgow Coma				
f. Chronic liver disease/encephalopathy				
g. Chronic renal failure/hemodialysis				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

Form E

Surgical Specialty Skills Checklist

Intern Name: _____ Start Date: _____

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

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

vi. Removal of sutures				
------------------------	--	--	--	--

Form E

Surgical Specialty Skills Checklist...Cont'd

Clinical skill task	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
vii. Removal of staples				
viii. Assisting in removal of chest drains				
c. Care of ostomies				
i. Cleaning of the stoma				
ii. Application of appliances (bags, wax bags)				
iii. Recording of condition of stoma				
iv. Educating patient				
d. Under water seal				
i. Care of underwater sealed drainage				
ii. Removal of chest tube				
6. Renal/Urologic Management				
a. Insertion of an indwelling catheter				
b. Continuous care of an indwelling catheter				
c. Maintenance of continuous bladder irrigation				
d. Care of nephrostomy tube				
7. Orthopedic and care of tractions				
a. Maintenance and care of traction				
b. Plaster cast care				
c. Application of bandages				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

**Form F -1
Maternity/Obstetric Specialty Skills Checklist**

Intern Name: _____ Start Date: _____

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

Clinical skill task	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
1.Basic nursing care				
2.Antenatal:				
a.Palpate abdomen (abd. maneuver)				
b.Measure & record fetal heart rate using Pinard & Doppler				
c.Test urine				
d.Observe and recognize P.V loss				
e.Administration of Oxytocin:				
i. At delivery				
ii. For control of PPH continuous infusion				
f. CTG care:				
i. Applying CTG machine				
ii. Monitoring contraction and fetal heart rate				
iii. Interpreting CTG reading & reporting abnormalities & providing care as indicated				
3.Care of high risk patient's:				
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				
4.Post natal Routine care:				
a. Monitoring vital signs				
b.Checking uterus & lochia				
c. Monitoring pain level				
d.Assessment of lower legs				
e. Providing breast care				
f. Educating mothers on breast care				
5.Documentation nursing note				

**Form F-2
Gynecology Specialty Skills Checklist**

Intern Name: _____ Start Date: _____

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

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

g. Tubal ligation (abdominal & Laparoscopic)				
h. Fistula repair				

**Form F-2
Gynecology Specialty Skills Checklist...Cont'd.**

Clinical skill task	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
i. Fistula repair				
j. Bartholin's cyst				
k. Ovarian cyst				
l. Cervical Cerclage				
m. Ectopic pregnancy				
n. Pelvic inflammatory disease				
o. Hydatidiform Mole				
p. Abortions (threatened, inevitable, complete, incomplete, missed)				
q. Salpingectomy/Oophorectomy				
r. IUFD (intrauterine fetal death)				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

**Form G
Labor & Delivery Specialty Skills Checklist**

Intern Name: _____ Start Date: _____

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

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

Form G
Labor & Delivery Specialty Skills Checklist...Cont'd

Clinical skill task	Observed by nurse intern	Demonstrate by nurse intern		Not applicable
		Satisfactory	Unsatisfactory	
5. Providing immediate newborn care:				
a. Checking & preparing newborn resuscitation				
b. Suction the baby				
c. Providing eye care				
d. Administering of oxygen as indicated				
e. Participate in advanced resuscitation				
f. Assessing Apgar score				
g. Examining the new born				
h. Measuring the baby for Head circumference, Weight & Height				
i. Inspecting umbilical cord				
j. Applying identification of newborn				
k. Filling in the proper documentation				
6. Caring of Mother for:				
l. Providing perineal – Episiotomy care				
m. Checking uterus & lochia				
7. Documentation:				
n. Filling in the birth register				
o. Filling in the obstetrical booklet				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

Form H

Pediatric Medical Specialty Skills Checklist

Intern Name: _____ Start Date: _____

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

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

Form H

Pediatric Medical Specialty Skills Checklist...Cont'd

Clinical skill task	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
10. Oxygen administration/respiratory therapy				
a. Simple face mask				
b. Nasal cannula				
c. Tracheostomy mask				
d. Incentive spirometry				
e. Insertion of oral airway				
11. Performing chest exercise				
12. Diagnostic preparation- follow protocol for various diagnostic procedure				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

**Form I
Pediatric Surgical Specialty Skills Checklist**

Intern Name: _____ Start Date: _____

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

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

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

Form J
Pediatric Neonatal Intensive Care Specialty Checklist

Intern Name: _____ Start Date: _____

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

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

b. Using restraints – when required				
c. Radiant warmer				

Form J
Pediatric Neonatal Intensive Care Specialty Checklist...Cont'd

Clinical skill task	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactory	
7. IV therapy				
a. Care of IV (Heplock/cannula , cannula flashing and blood exchange)				
b. Administering TPN/PPN				
8. Oxygen administration/ Respiratory therapy				
a. Simple face mask				
b. Nasal cannula				
c. Tracheostomy mask				
d. Incentive spirometry				
e. Using Ambu - bagging (pediatric & neonate)				
f. Insertion of oral airway				
g. Venture mask				
h. Head box				
i. Performing chest physiotherapy				
9. Diagnostic preparation- follow protocol for various diagnostic procedure				
10. Caring of patient in NICU				
a. Feeding				
i. Infant formula				
ii. TPN / PPN				
iii. Fluid requirement				
iv. Gavage feeding				
b. Medication				
i. Vasopressor				
ii. Prostaglandin				
iii. Radiant warmer				
iv. Cardiac monitor /ventilator				
11. Care of newborn in incubator				
12. Collection of specimen (urine, blood, wound, CSF)				
13. Documentation				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Nursing Internship Framework and Guide
Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

Form K

General Intensive Care Specialty Skills Checklist

Intern Name: _____ Start Date: _____

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

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

j. The safe removal of central lines				
k. Use of Porta-caths & Hichman catheter				
l. Risks & complications of central lines				
m. Intervention/troubleshoot complication of central lines				

Form K

General Intensive Care Specialty Skills Checklist...Cont'd

Clinical skill task	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactor	
5. Pulmonary artery catheters & arterial:				
a. Take appropriate action to prevent or resolve complications of PA catheters & arterial lines				
b. Sitting up a single and multiple transducer system				
c. Identify a PA and arterial trace on the cardiac monitor				
d. Zeroing of PA & arterial lines				
e. The purpose for performance of an Allen's test				
f. Correct technique for drawing blood from PA catheter & arterial lines				
g. Supervised performance of a PAWP				
h. Identify normal reading and waveform				
i. Care of wound drains/graft area				
6. Chest physiotherapy/spirometry				
7. Feeding management:				
a. Administration TPN				
b. Administer tube feeding through tummy syringe				
c. Feeding pump				
8. Under water seal				
a. Assisting in insertion/removal of underwater seal drainage				
b. Care of underwater seal drainage				
9. Nursing care of patient:				
a. Post CABG				
b. Post valve reconstruction/replacement				
c. Postoperative bleeding				
d. Unconscious (general care to prevent of foot drop and contractures)				
e. Post PTCA				
f. Post cardiac catheterization				

10. Nursing care and Management of:				
a. Intracranial surgeries				
b. Fractures and osteoarthritis				
c. Biliary and pancreatic disorder				
d. MI/unstable angina				

Form K

General Intensive Care Specialty Skills Checklist...Cont'd

Clinical skill task	Observed by intern	Demonstrate by intern		Not applicable
		Satisfactory	Unsatisfactor	
e. Intestinal obstruction , colonic surgery and ostomies				
11. Room/bed preparation pre/post-cardiac surgery				
12. Administration of medications (vasopressors, antiarrhythmic, inotropes, anticoagulation)				
13. Use of electronic life support equipment				
a. Respiratory support				
b. Renal support				
c. Intravenous/ syringe pump				
d. Cardiac monitoring				
e. Noninvasive continuous cardiac output monitor				
14. Recognition and interpretation of:				
a. Dysrhythmias				
b. Critical patient signs and symptoms				
c. Laboratory findings				
15. Psychosocial support of patient and family (specific to critical care situation)				
16. Post mortem care				

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

**Form L
Emergency Specialty Skills Checklist**

Intern Name: _____ Start Date: _____

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

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

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Nursing Supervisor Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

Form M

Operating Room Specialty Skills Checklist

Intern Name: _____ Start Date: _____

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

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

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

**Form N
Dialysis Specialty Skills Checklist**

Intern Name: _____ Start Date: _____

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

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

Some procedures may be demonstrated during the hospital orientation program

Nurse Intern Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Head Nurse Signature: _____ Date: _____

Clinical Nurse Educator Signature: _____ Date: _____

Form O

Faculty Evaluation (10 Scores)

Intern's Name.....

Training Institution:

Area of Practice:

Date of Assessment:

Assessment Items		4 Distinguished	3 Highly satisfactory	2 Satisfactory	1 Below average	0 Poor	NA Not Applicable
Provide Quality Nursing Care							
1.	Utilize knowledge-based from different disciplines that can be utilized in carrying out quality nursing care						
2.	Develop the ability to practice various nursing roles to promote holistic nursing care						
3.	Apply the <i>nursing process</i> in the provision of advanced specialized and comprehensive nursing care to achieve optimal health						
4.	Reports clinical experiences as well as assigned cases; including: therapeutic and diagnostic measures, skills, and knowledge.						
Promote Professionalism							
5.	Adhere to professional dress code including hair, makeup, jewelry, and nails (Professional Appearance/Positive Image)						
6.	Adhere to guidelines of the Internship course						

**Form O
Faculty Evaluation (10 Scores)...Cont'd**

Assessment Items		4 Distinguished	3 Highly satisfactory	2 Satisfactory	1 Below average	0 Poor	NA Not Applicable
7.	Demonstrate personal integrity and honesty						
8.	Follow up the development of nursing profession at the local, regional and global levels						
9.	Submit a comprehensive and realistic contract on time						
10.	Submit a signed training schedule regularly on time & before specified training shifts.						
11.	Submit Clinical Experience Report" on time and/or as agreed with the instructor.						
12.	Follows the instructor's comments and suggestions to improve performance.						
Critical Thinking							
13.	Uses critical thinking strategies in decision-making, planning, and provision of care						
14.	Appraise critically the work with clients and their families to promote client's health and improve their quality of life						
Communication skills							
15.	Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality nursing care						
16.	Demonstrate a therapeutic relationship with the patient and family/support person						
17.	Use clear and correct language, when						

	writing contract, schedule, case studies, and weekly clinical reports						
Assessment Items		4 Distinguished	3 Highly satisfactory	2 Satisfactory	1 Below average	0 Poor	NA Not Applicable
Perform Safe Practice							
18.	Analyze safety standards of nursing care governing nursing practices in various health care settings						
19.	Maintains safe environment free from hazards						
Leadership abilities							
20.	Develop the ability to work effectively with the health care team						
21.	Demonstrate flexibility in adapting to changing situations						
Implement Evidence based Practice							
22.	Describe basic concepts and knowledge of nursing science and care while providing care to clients						
23.	Utilize research findings and evidence-based practices to the intention to improve the quality of nursing care						

Additional Comments:-

Faculty member Name..... Signature..... Date

Form P
Final Intern’s Clinical Performance Evaluation (30 scores)

Intern’s Name.....

Training Institution:

Area of Practice:

Date of Assessment:

Assessment Items		4 Distinguished	3 Highly satisfactory	2 Satisfactory	1 Below average	0 Poor	NA Not Applicable
Provide Quality Nursing Care (15%)							
1.	Compare knowledge-based from healthcare and other disciplines that can be utilized in carrying out quality nursing care						
2.	Build up the ability to practice various nursing roles to promote holistic and specialized nursing care to clients						
3.	Apply the steps of the <i>nursing process</i> in the provision of advanced specialized and comprehensive nursing care to achieve optimal health care to patients						
4.	Demonstrate effective assessment and analysis of patient’s findings according to the pathophysiology of the disease and the nursing process						
5.	Design a plan of nursing care based on findings & according to patients' priority.						
6.	Demonstrate caring behavior towards patients and families						
7.	Document accurate, complete, and pertinent information in a timely manner according to hospital guidelines.						
8.	Provide holistic nursing care to patients						
Promote Professionalism (2%)							

9.	Adhere to professional dress code including hair, makeup, jewelry, and nails (Professional Appearance/Positive Image)						
10.	Protect and advocates patient rights (privacy, autonomy, confidentiality)						
11.	Adhere to guidelines of the Internship course						
12.	Demonstrate personal integrity and honesty						
13.	Carry out delegated responsibilities considering hospital policies and regulations						
14.	Interpret opportunities for learning (Initiative to Learn and accept instructions.)						
15.	Attend beginning & end of shift endorsement						
16.	Utilize resources effectively						
17.	Apply code of ethics during clinical practice and while providing care to patients						
18.	Follow up the development of nursing profession at the local, regional and global levels						
Critical Thinking (2%)							
19.	Uses critical thinking strategies in decision-making, planning, and provision of care						
20.	Appraise critically the work with clients and their families to promote client's health and improve their quality of life						
Communication skills (2%)							
21.	Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality nursing care						
22.	Demonstrate a therapeutic relationship with the patient and family/support person						
Perform Safe Practice							
23.	Analyze safety standards of nursing care governing nursing practices in various						

	health care settings						
24.	Check for patient's ID and correct procedure manual at all times						
25.	Use universal/standard precautions (washing hands, wearing appropriate personal protective equipment's, avoiding needle sticks)						
26.	Maintains safe environment						
27.	Follow procedure manual in preparing, calculating and administering medications and I.V.F considering medication rights.						
Leadership abilities (2%)							
28.	Develop the ability to work effectively with the health care team						
29.	Demonstrate flexibility in adapting to changing situations						
30.	Collaborate with other health care team members regarding patient care needs (Effectiveness of Team Relationships)						
Implement Evidence based Practice (2 %)							
31.	Describe basic concepts and knowledge of nursing science and care including adult health nursing, maternal and child health nursing, mental health nursing, community nursing, and Leadership						
32.	Utilize research findings and evidence-based practices to the intention to improve the quality of nursing care						

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

Change the score to be out of 30 scores

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

Preceptor:

Preceptor signature: _____ Date: _____

Head Nurse:

Head nurse signature: _____ Date: _____

Clinical Nurse Educator (Hospital):

Nurse Educator Signature: _____ Date: _____

Intern:

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

Intern signature: _____ Date: _____

Nurse Internship Supervisor (University):

Intern Coordinator Signature: _____ Date: _____

Intern Program requirements fulfilled: Yes No

Approved: _____ Date: _____

Form Q
The Contract Form

Intern's Name.....

Training Institution:

Name of Faculty Member:.....

Date of submission:.....

I will be assigned to _____ form ___ to ___ which is -----days per week

I am _____ an Intern registered for the internship training Course during the _____ semester of the academic year 201--/201— and agree for the following:

- Perform to the best of my ability those tasks assigned based on the learning outcomes.
- Follow all rules, regulations, and other standard requirements of the college and training institute.
- Fulfill the Learning Contract under the direction of the Faculty Supervisor and the hospital Supervisor and consult with them as needed for guidance and evaluation.
- Notify my Faculty Supervisor of any incidence, attendance or certain requirements.
- Responsible to achieve the intended learning outcomes for different nursing specialties as mentioned in this handbook

Intern's Signature:

College Coordinator Name:

Signature:

Form R
Weekly Report Form/ Report Number.....

Intern's Name.....

Training Institution:

Area of Practice:

Name of Faculty Member:.....

Name of Clinical Preceptor:

Date of Submission:.....

Date/Shift	ILOs Achieved	Activities

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

Form S
Case Presentation Rubric
Internship Course
9th Level

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. Personal Data: clear, concise and complete				
2. Reason of admission (Chief Complaint may be different from reason for visit, reason the patient states for seeking care)				
3. Current History				
4. Past history , including hospitalizations, adult illnesses (medical or surgical, blood transfusion, allergy)				
5. Patient's Family History				
6. Patient's life style: smoking: when started, number of packs per year, when stopped, alcohol: what, how much, when, drug abuse, occupation, marital status and living conditions.				
7. Medication: prescribed or over counter action and intervention				
8. Lab & radiological investigation: interpretation and analysis of patient's lab results and radiological reports				
9. Physical Examination from head to toes: detection of patient problems and needs using assessment techniques.				
10. Prioritized List of Nursing diagnosis for the patient.				
11. Nursing intervention appropriate and with rationale				
12. <u>Audio/Visual</u>				

<ul style="list-style-type: none"> • Graphs/figures are clear and understandable. • The text is readable and clear. • Audio/Visual components support the main points of the talk. • Appropriate referencing of data that is/was not generated by presenter 				
Items	1	2	3	4
13. Presentation style <ul style="list-style-type: none"> • Speaks clearly and at an understandable pace. • Maintains eye contact. • Limited use of filler words (“umm,” “like,” etc.). • Presenter uses body language appropriately. • Presenter uses the determined time. • Presenter is able to answer questions professionally. • Presenter is dressed appropriately. 				
14. Organization <ul style="list-style-type: none"> • Clear objectives • Logical structure • Signposting 				
15. Conclusion				

Total score = 15 X 4= 60

then calculated it out of 5

Intern’s Signature

Evaluator Name:

Signature

Appendix I

نموذج (٦)

نموذج بطاقة طالبة امتياز

الإجراء التابع: (إجراء رقم ١,٤)

بيانات طالبات الامتياز للعام الدراسي.....	الفصل الدراسي.....
الكلية	
الاسم الثلاثي للطالبة	
الاسم باللغة الإنجليزية	
رقم بطاقة الأحوال	
الرقم الجامعي	
الإيميل الجامعي	
المنطقة المراد التدريب فيها مع العلم بأنه بحسب امكانيات القبول	
هاتف	
البنك	
رقم حساب IBAN (رقم حساب الطالبة الخاص ولا يقبل أي حساب آخر)	
المعلومات البنكية	

الأوراق المطلوب تسليمها مع النموذج في موعد أقصاه

السيرة الذاتية - السجل الأكاديمي - صورة من الهوية - صورة من حساب الأيوان البنكي الخاص بالطالبة - الكشف الطبي والتطعيمات
أتعهد أنا الطالبة بتسليم جميع متطلبات التدريب في الموعد المحدد وأتحمل مسؤولية أي
 تأخير في تسليم متطلبات التدريب وما يترتب عليه من تأخر إجراءات قبولي في المستشفيات كما أوقع على صحة المعلومات والبيانات البنكية وأن
 حسابي مفعّل وأتحمل مسؤولية أي خطأ في الحساب وما يترتب عليه من تأخر لإيداع راتب الامتياز.

كلية التمريض

مكتب التدريب السريري

اولاً: الطلب

الاسم المستوى

جهة التدريب

المكرمة الدكتورة المحترمة

السلام عليكم ورحمة الله وبركاته وبعد

ارغب الترخيص لي باجازة اضطراريه لمدة (يوم /ايام) اعتبارا من / / ٢٠م

التوقيع..... التاريخ / / ٢٠م

التاريخ / / ٢٠م

ثانياً : موافقة الرئيس المباشر