

NURSING INTERNSHIP PROGRAM MANUAL

العام الجامعي 1442 - 1443 هـ

من الشمال...إلى الوطن



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Welcome Message

Dear Nursing Interns:

Training Office Field would like to welcome you to the internship period and congratulate your achievement in the academic courses at nursing college at Northern Border University.

During your internship, you will practice all the skills you learned during your nursing educational journey. You will expose to different clinical settings and gain new knowledge, policies, and abilities.

Our pleasure at the Training Office Field is to support you and guide your practical journey. We hope for your success and obtained sufficient knowledge that improves your skills for safe, professional practice.

Your internship start date will be on the day of your agreed-upon orientation, and the end date will be further determined by your supervisor, with whom you will discuss hours, scheduling, and projects.

Thanks a lot, and Kind Regards

Personal Information

نموذج تعريف شخصي

Intern Name:	الاسم:		
Batch#:	Group#:	المجموعة:	الدفعة:
ID #:	الرقم الجامعي:		
Nationality:	الجنسية:		
Email:	البريد الالكتروني:		
Home Address:	عنوان السكن:		
Home Telephone Number:	رقم هاتف المنزل:		
Mobile Telephone Number:	رقم الجوال:		
Emergency Contact Number:	رقم الاتصال في حالة الطوارئ:		
مكان التدريب: 1- داخل منطقة الحدود الشمالية			
2. خارج منطقة الحدود الشمالية			

أنا طالب/ طالبة الامتياز الموقع/ة أدناه:

أتعهد بالتالي:

1. جميع المعلومات المقدمة لمكتب الامتياز صحيحة.
2. تم تلقي التوجيهات الصحيحة والرد على الاستفسارات المتعلقة بالسياسات والإرشادات السريرية الحالية لبرنامج التدريب الداخلي.
3. أتعهد بالالتزام بالقوانين المكتوبة في كتيب التعريف والالتزام بالدوام الرسمي وعدم التغيب من غير عذر رسمي.
4. أتعهد ان التزم بالزي الرسمي الموحد.
5. أتعهد ان أحترم وألتزم بقوانين الممارسات التمريضية وأخلاقيات مهنة التمريض.
6. أتعهد أن ألتزم بحسن المعاملة وأخلاقيات المهنة السليمة مع رؤساء وزملاء العمل.
7. أتعهد أن أحافظ على نظافة وسلامة الملف الشخصي وإعادته عند الانتهاء من فترة الامتياز سليم.

I am a student of the signature below

I warrant the following:

- 1.all information provided to the internship committee is correct.
- 2.Received proper guidance and inquiries regarding current clinical policies and guidelines for the internship program.
3. I Pledge to abide by the laws written in the internship logbook, abide by the official working hours, and not be absent without official excuse.
4. I Pledge to abide by the official uniform.
5. I Pledge to respect and abide by the code and nursing ethics.
6. I Pledge to abide by good behavior and professional ethics with my bosses and my colleges.
7. I undertake to maintain the logbook's cleanliness and integrity and return it upon completion at the end of the internship period.

Intern Signature توقيع المتدرب/

:

Date: التاريخ

INTERNSHIP PROGRAM

INTRODUCTION

Following successful completion of the four years in the undergraduate nursing program, the student must spend 52 weeks of the hospital-based internship in a recognized hospital that can offer suitable training areas to meet the objectives of the internship program.

This period of practical managerial and theoretical experience will enable the graduate to acquire more competency and expertise to perform as an independent nurse specialist (per Saudi council for health specialties accreditation) and as a first-level nursing manager and will enable the student to adjust to real practical life in different units in the hospital settings.

By completing this internship, the graduate nurse is expected to fulfill the program's objectives and be awarded the certificate.

PURPOSE OF THE LOGBOOK:

1. To emphasize primary competencies and clinical skills in each unit rotation
2. To assist in the follow-up/progress of nurse interns throughout the internship program.

VISION:

Connect the practice in modern areas of nursing excellence with professional standards to safeguard the position of internship nurse.

MISSION:

Nursing college is committed to producing competent, compassionate professionals through a relevant, challenging, effective curriculum, instruction, and research-oriented environment that is align with global competitiveness.

GENERAL AIMS:

To enable new graduates to integrate knowledge, skills and attitudes to promote competence in nursing practice in different sitting.

Learning Outcome

By the end of each department (Medical, Surgical, Maternity, Pediatric, Critical care and Emergency) the intern will be able to:

1. Demonstrates theoretical knowledge to provide independent nursing care safely to patients.
2. Utilize knowledge from healthcare setting in carrying out quality nursing care to patients.
3. Utilize critical thinking and clinical reasoning to evaluate and plan a nursing care for patients.
4. Utilize research findings and evidence-based practices to improve the quality of nursing care.
5. Distinguish principles of patient safety in diverse population and prioritize the patient care appropriately
6. Demonstrate the ability to make ethical decisions about nursing care in complex sociological, economic, and biomedical situations.
7. Demonstrate professionalism in a manner of attendance, preparedness, and communication.
8. Demonstrate confidence in providing patient-centered care and nursing leadership skills at the bedside.
9. Demonstrate effective communication skills and sufficient knowledge to educate patients, families, and/or significant others.
10. Demonstrate the ability to collaborate with clients and healthcare professionals to provide general and specialized quality nursing care.
11. Apply competence of effective coordination and collaborative skills in providing quality nursing care.
12. Demonstrate abilities to perform clinical skills with supervision, within the scope of practice.
13. Demonstrate effective and competence in writing skills and documentation
14. Accept responsibility for self-directed lifelong learning, personal growth, and professional role development.

GENERAL RULES AND PROCEDURES FOR NURSING INTERNSHIP PROGRAM

GENERAL RULES

The Intern should:

1. Complete all the academic courses for the undergraduate successfully before commencing the internship program
2. Attend the college orientation day
3. Attend the hospital orientation program
4. Report to work exactly **(40)** hours per week. (Sunday to Thursday)
5. Follow the rules and regulations of the hospital where the training is taking place.
6. Notify the internship supervisor or coordinator for any problems.
7. The internship must be completed within one year and 6 months after passing the academic courses.
8. The intern student must attend 85% of the period for training in every area
9. Training period in any area will be repeated if the student absent more than 4 days in that area.
10. The intern students must approach 60% of evaluation percentage in each area.
11. Intern students are expected to stay in the department assigned until the time of endorsement; any students who are not found in their departments will be marked absent
12. The intern students will be evaluated by the Nurse supervisors according to the daily performance in logbook for each area.
13. The intern students will be evaluated by the Internship supervisors according to the weekly performance in logbook for each area. (The logbook contains)
 - Procedure check list for each area and its objective
 - Evaluation sheet that will be used by the college staff and head of departments in hospital

14.If the intern students will not strictly follow the hospital rules and regulations regarding internship training; the following sanctions will be applied;

- ✓ The investigation result from the hospital staff will be reviewed by the internship head and staff and consider whatever punishment they offer.
- ✓ The intern student will be given the chance to defend herself to the internship committee personally.
- ✓ If the act is misconduct/disobedience, the student will make a letter informing that the act will not be repeated.
- ✓ There will be 2 weeks clinical duty added to her internship training period and it should be done at the end of her internship training.
- ✓ And if the student intern will not follow the sanction agreement, then the student internship training will be discontinued not unless found not to be guilty of any accusations.

15.The internship program consists of 12 months “52 working weeks”

Dress Code Policy for internship Students
Nursing College
Northern Border University

DRESSCODE POLICIES FOR INTERNSHIP POSTINGS

Dress:

- ❖ Full hand White coat at the top.
- ❖ The coat should be 10 cm below the knee level.
- ❖ Two pockets at bottom of coat one at each side
- ❖ One pocket left side at the top of the coat
- ❖ **Green** skirt at the bottom. It should be wide and below the ankle level

(OR)

- ❖ **Green** pants at the bottom. It should be below the ankle level
- ❖ Slit in the skirt and coat is not permitted
- ❖ Cover the entire hair with Hijab
- ❖ Make up and nail polish are not allowed
- ❖ Long nails not permitted
- ❖ Wear Id card

Footwear:

- ❖ Wear clean Plain white shoes
- ❖ Wear plain long white socks

NOTE:

- For your reference picture of the uniform is attached with this.
- All must wear the uniform according to the criteria; otherwise, you are not allowed for the internship postings.
- If the uniform is not according to the requirements, you are subjected to change the uniform.
- The student must wear the approved dress; otherwise, they will take disciplinary actions

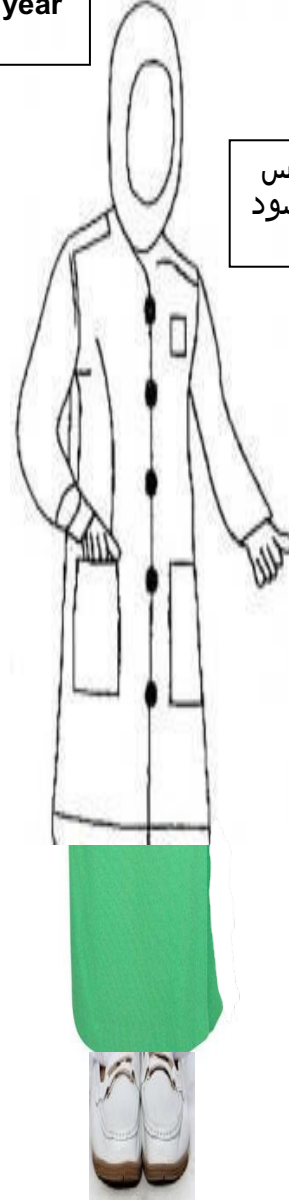
Dress Code Policy for internship Students
Nursing College
Northern Border University

**Uniform available to
students in internship year
1443/1444H**

White coat at the top with 10
cm below the knee



ارتداء غطاء للرأس
(حجاب) لونها أسود



Or

ممنوع طلاء
الأظافر و
وضع المكياج

Green pants at
below ankle level

DRESSCODE POLICIES FOR NURSING COLLEGE MALE STUDENTS

- ❖ **Green** pants at the bottom.
- ❖ Long nails not permitted
- ❖ Wear Id card

Footwear:

- ❖ Wear clean Plain white shoes
- ❖ Wear plain long white socks
- ❖ Follow the hairstyle that allowed in the work environment

NOTE:

- For your reference picture of the uniform is attached with this.
- All must wear the uniform according to the criteria; otherwise, you are not allowed for the internship postings.
- If the uniform is not according to the requirements, you are subjected to change the uniform.
- The student must wear the approved dress; otherwise, they will take disciplinary actions

DRESSCODE POLICIES FOR NURSING COLLEGE MALE STUDENTS

White coat must
be long

Wear clean plain white shoes
*Wear plain white long socks

يجب ان يكون
البالطو طويل



light green pants at
below ankle level

يجب ارتداء حذاء ابيض
اللون و جوارب بيضاء
اللون



STARTING INTERNSHIP PROGRAM

ORIENTATION PROGRAM

Overall purpose:

To provide new interns with a one-week General hospital orientation offered by hospital staff and internship unit in the college to practice nursing care in a safe environment, which follows the goals and objectives of the nursing internship program.

Objectives

On completion of the orientation program, each intern is expected to understand the following regulations:

1. Develop excellent knowledge of the organization and workgroup to create attitudes that make performing, adjusting, and remaining with the organization possible.
2. To avoid information overload for the student, determine the critical elements included in the orientation content.
3. Discuss the knowledge, skills, and abilities students would like to have after the orientation process.

Orientation Activities:

1. Orientation through the units and explain all rules and regulations for the internship program
2. Explain Hospital and Departmental Organizational Charts
4. Patients' and their Families Rights & Responsibilities
5. General Hospital Policies & Procedures, Mission & Vision
6. Mission, vision, Philosophy of Nursing Department
7. Standard of Nursing Care and Code of conduct
8. General & Specific Dress Code
9. Job description of Nursing Interns
10. Documentation Guidelines and Practical workshop
11. Environmental and Safety Lectures

12. Fire Drill and Disaster Drill Lectures
13. Code Protocol/crash cart
14. Infection Control Lecturer

Internship Clinical Rotation Schedule

Rotation	Minimal Duration of Posting	New Plan
Surgical Rotation	2 months	<ul style="list-style-type: none"> ❖ 4 Weeks Operation room ❖ 4 Weeks Female/ Male Surgical ward
Medical Rotation	2months	<ul style="list-style-type: none"> ❖ 2 Weeks Male or Female MedicalWard ❖ 2 Weeks Dialysis ❖ 2Weeks Oncology
Maternity Rotation	2months	<ul style="list-style-type: none"> ❖ 2 Weeks obstetric (Antenatal-Postnatal) ❖ 2 Weeks Obstetric ER ❖ 2 Weeks Labor & delivery ❖ 2 Weeks Maternity ICU
Pediatric Rotation	2months	<ul style="list-style-type: none"> ❖ 2 Weeks Pediatric ER ❖ 2Weeks Pediatric Ward ❖ 2 Weeks Pediatric Intensive Care Unit ❖ 2 Weeks Pediatric Neonatal IntensiveCare Unit(NICU)
Critical Care Rotation	2months	<ul style="list-style-type: none"> ❖ 2 Weeks Emergency room ❖ 4 Weeks intensive care unit (ICU) ❖ 4 Weeks Coronary Care Unit (CCU)
Administration	1month	<ul style="list-style-type: none"> ❖ 2 Weeks Nursing Office ❖ 2 Weeks Infection Control Unit/ Quality Department
Special Area	1 month	<ul style="list-style-type: none"> ❖ 4 Weeks at Psychiatric Hospital.

Internship FEMALE ROTATIONS include the following clinical areas:

Rotation	Minimal Duration of Posting	New Plan
Surgical Rotation	2.5 months	❖ 6 Weeks Operation room ❖ 4 Weeks Male Surgical ward
Medical Rotation	2.5 months	❖ 3 Weeks Male MedicalWard ❖ 3 Weeks Dialysis ❖ 4Weeks Oncology
Pediatric Rotation	2.5 months	❖ 2 Weeks Pediatric ER ❖ 2Weeks Pediatric Ward ❖ 3 Weeks Pediatric Intensive Care Unit ❖ 3 Weeks Pediatric Neonatal IntensiveCare Unit (NICU)
Critical Care Rotation	2months	❖ 2 Weeks Emergency room ❖ 4 Weeks intensive care unit (ICU) ❖ 4 Weeks Coronary Care Unit (CCU)
Administration	1month	❖ 2 Weeks Nursing Office ❖ 2 Weeks Infection Control Unit/ Quality Department
Special Area	1 month	❖ 4 Weeks at Psychiatric Hospital.

- ✓ Internship Consultation Group approved that the Internship students will do their Elective or Special Area posting at Psychiatric Hospital for the period of 4 weeks or Clinical elective shall be undertaken in any of the clinical rotation areas in the same hospital or any authorized government hospitals
- ✓ The intern has defined the elective area 2 months ahead to allow nursing department to communicate with the agencies.

KEYS

CCU: Coronary care unit

MICU: Medical intensive care unit

OR: Operating room

SICU: Surgical intensive care unit

ER: Emergency room

PICU: Pediatric intensive care unit

NICU: Neonatal intensive care unit

DR: Delivery room

PHC: primary health care

OB/GYN: Obstetrics and gynecology

Area of choice (Elective):

Nursing interns are required to give their preference for elective subject prior to the elective rotations at the orientation period. This is organized by the nursing department. Selected areas of choice are:

Elective Area
Intensive Care Units: MICU, SICU, PICU
Neonatal Intensive Care Unit
Cardiac Care Unit (CCU) and Cath lab
Operating Room (OR) and Recovery Room
Hemodialysis (HD) and Peritoneal Dialysis Unit
Delivery Room (DR) for female
Emergency Room (ER)
Endoscopy Unit

The selected hospital for nursing interns must involve the following criteria

- The hospital should be governmental
- The hospital must have an education and training unit/department
- The hospital must involve all the general care and critical care units to be able for the interns to complete all the clinical rotations
- The hospital should be accredited either JCI or CBAHI and promote compliance with regulations, statutes, and accreditation requirements
- The hospital should be emphasizing a safe environment with high standard of safe and effective practice setting.
- The hospital should be meet the objectives of the training for our students and interns to gain practical experience
- The hospital must conduct training courses in order to improve the staff. Or encourage professional self-

development.

JOB DESCRIPTION

Job Title:

Nursing Intern

Qualification

Graduate of BSN degree of nursing course in the Kingdom of Saudi Arabia.

Organizational Relationship:

- On arrival, the nurse intern shall report to the assigned units' head nurse or unit manager. If the head nurse is absent, inform the unit in charge.
- The nurse intern shall report all clinical matters to the head nurse or unit manager.
- The nurse intern shall report administrative matters to the Hospital Nursing Coordinator for the Internship Program or to the assigned Nursing College In-charge of the internship program.

Duties and Responsibilities of Nursing Interns:

- Sign promissory form
- The nurse intern is responsible for assessing patient needs, Nursing care plan, implementing a nursing care plan, and evaluating results of such care following the policies and standards of the nurse works under the direction of the Head Nurse or their designee; and in conjunction with other health care professionals and paraprofessionals contributing to patient care.
- To report on duty (according to the shifts) and to leave the area when "handover" is completed.
- To receive a "handover" shift report from the outgoing nurse of "allocated patients".
- To participate in the unit/patient care activities (e.g. bed making, morning care, drug administration).

- To prepare and administer medication or narcotic drug under staff nurse supervision and according to hospital policy and make relevant observation to drug side effects.
- To maintain a clear and legible patient's documents of assigned patient's records according to hospital documentation policy.
- To follow-up and carry out changes of orders in the patient's file.
- To report any unusual incidents occurrence in the duty, according to hospital policy.
- To be available in the unit all the time on duty except on break time.
- To give a "hand-over" shift report to the in-coming nurses before leaving the unit.
- To adhere to the internship regulations of the hospital.
- All nursing interns are expected to have a watch with second hand, a stethoscope, and a small pocket torch to aid in physical assessments of the patient.
- To participate in the activities those, promote and develop the nursing profession.
- To attend and participate in educational programs within the hospital that will foster professional growth and development (i.e. in-service committee, case conferences, continuing education)
- To follow guidelines/practices of infection control.
- To participate in disaster drill.
- To carry out nursing care plan on assigned patients according to patient's needs and prioritize and in line with the hospital policy

Students Intern Rights

1. The nursing college will assure that the students learn in a safe environment
2. The students will have their monthly reward from the university
3. The students have the right to objection and complaint any unacceptable behavior

Educational Training Program for Internship Students Proposal

I. Proposal Identification.

Title: Educational Training Program for Internship Students

Location: Maternity and Children's Hospital Training room

Proposal Duration: 3 Months.

Starting Date: / /

Responsibility: Internship and Training Committee

II. Justification:

It improves the level of the college rank in the Saudi Commission for Health Specialties and Increase cognitive skills through the development program.

III. Goals.

To achieve the learning outcomes with the strategic plan

- 1) Provide internship students with an opportunity experience by relating the academic studies to actual work situations.
- 2) Provide the internship students' feedback to accreditation from the Saudi Commission for Health Specialties
- 3) Participants between nursing professor and internship students to achieves the outcome nursing program.
- 4) Refreshment the cognitive and psychomotor experiences

No.	Sections	Subs-sections	Proportions		Pr
1	Nursing Fundamentals	Fundamentals of nursing	8%	20%	
		Physical assessment	6%		
		Pharmacology	4%		
		Clinical of nutrition	2%		
2	Adult Nursing	Medical nursing	10%	40%	
		Surgical nursing	10%		
		Critical care nursing	7%		
		Community nursing	8%		
		Mental / psychiatric nursing	5%		
3	Maternal-Child Nursing	Maternity nursing	11%	30%	
		Gynecology	2%		
		Neonatal nursing	4%		
		Pediatric medical	8%		
		Pediatric surgical	5%		
4	Nursing Management and Leadership	Resources to support and coordinate patient care	2%	10%	
		Quality and safe patient care at the frontline	4%		
		Nursing teams and interprofessional relations	2%		
		Nursing informatics for safe and legal delivery of patient care	2%		
Total			100%	100%	

HOLIDAYS

Regular Days

- ❖ An intern is allowed automatically to '**10 days**' holidays; it will be available after 6 months of internship. It should be submitted at least 1 week before.

Governmental holiday

- ❖ Allowed to merge more than one day after approval of the internship supervisor and internship committee.
- ❖ An intern is allowed automatically to "**1 day**" National day, "**1 day**" establish day "**4 days**" Haj or Ramadan holidays as per national calendar.
- ❖ If the intern wishes to work during public holidays, they will be replaced by one day off for each working day.
- ❖ Prior arrangement is required with hospital coordinator and faculty supervisor

Emergency leave

- ❖ An intern is entitled to have a maximum (**3**) days emergency leave during the internship year.
- ❖ Not allowed to merge more than two emergency days continually.
- ❖ An intern should contact the hospital coordinator immediately after return to provide request.

Sick leave

- ❖ The intern is entitled to absent due to illness for a maximum (**3**) day during the entire internship year.
- ❖ If intern need more than three days as sick leave, it must be compensated.

- ❖ A medical report should be attached with sick leave request and must be submitted to the office of Internship supervisor.

Maternity leave

- ❖ The pregnant intern should inform internship supervisor with her expected date of delivery to accommodate the schedule.

The intern is permitted for:

- ❖ Maximum of (30) days is allowed for maternity leave but should be compensated at the end of her internship year.
- ❖ The maternity leave may start on the day of delivery or before if there is a medical recommendation

Education leave

- ❖ An intern is allowed to have (5) days educational leave to attend or participate in symposia, workshops, or conferences except in area have 2 weeks training within KSA only.
- ❖ Request for attendance must be submitted in advance to hospital coordinator and faculty supervisor

Absent without valid excuse

- ❖ An attendance certificate is required.
- ❖ The intern is subject to disciplinary action by internship coordinator and a possible salary-deduction for a maximum 5 days without a valid excuse depending on the report submitted to the Assistant dean of nursing affairs office.
- ❖ Any absent day should be compensated at the end of internship year.

Postponing

- ❖ If the student wants to postpone her internship for month or two months, they must give a request at least three weeks before starting the internship year to dean assistant or internship supervisor.
- ❖ An intern intended to postpone the internship training must be approved by the internship committee.
- ❖ Postponing must not be less than **(one)** month

Changing

- ❖ Intern must follow the schedule rotation in the designated hospitals approved by the internship committee.
- ❖ Under **no circumstances** intern are allowed to change the scheduled rotation or hospital placements.
- ❖ Any change in the hospital without official permission from the clinical affairs office will not be accepted and that rotation will not be accepted and need to be repeated.

Grading

- ❖ Final grades for internship program will be assigned using either pass or fail.
- ❖ Interns who failed to pass (less than 60%) in the internship year overall evaluation will be required to repeat all or part of the internship rotation as designated by the internship committee without any salary.
- ❖ Evaluation forms brought to the office of dean assistant/ internship supervisor by interns will not be accepted unless the forms are delivered in an officially sealed envelope.

**CLINICAL OBJECTIVES FOR GENERAL UNITS
And
CLINICAL CHECKLIST**

**Nursing internship: 144.... - 144....
Attendance Record**

Nurse Intern Name: _____


Unit: _____

Month: _____

Date	Clinical unit	Time in	Time out	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				

_____ **Total hours worked: _**

Late Days		Absent			
Hrs.	Min.	Sick	Excused	Unexcused	Vacation

Kingdom of Saudi Arabia Ministry of Education Northern Border University College of Nursing		المملكة العربية السعودية وزارة التعليم جامعة الحدود الشمالية كلية التمريض
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INTERNSHIP PROGRAM

CLINICAL PERFORMANCE EVALUATION TOOL

Name of Intern: _____

Sl.No	Items to be Evaluated	Marks	Sun	Mon	Tues	Wed	Thurs
1.	Commitment to Practical Uniform & Grooming.	1					
2.	Commitment to Timelines of attendance.	1					
3.	Maintaining Good IPR & communication as a team.	1					
4.	Follows Safety & Security rule in Hospital.	1					
5.	Shows Interest in Taking Additional Responsibility.	1					
6.	Follows Proper Line of Authority.	1					
7.	Comply With the Instructions & Regulations of the Hospital.	1					
8.	Provides Health Education According to the Patient's needs.	1					
9.	Follows Ethical & Moral Principles while Providing Patient Care.	1					
10.	Respect peers and supervisors	1					
	TOTAL	10					
	Name & Signature of Faculty						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

Clinical Skills Checklist

Basic Nursing Care

Nurse Intern Name:

Started: from _____ To _____

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	Staff Nurse/Head nurse			Teachers In-charge		
	Score 2	Sign	Remarks	Score2	Sign	Remarks
1- Receiving and handover of patient (end of shift endorsement)						
2- Patient hygiene						
3- Admission procedures						
4- Discharge procedures						
5- Measuring & documentation of vital signs						
6- Performing physical health assessment						
7- Measuring & recording weight, height						
8- Testing blood sugar using Glucometer						
Medication						
9- Calculation of dosage						
10- Preparation and administration of oral medication						
11- Preparation and administration of subcutaneous medications						
12- Preparation and administration of Intravenous medications						
13- Preparation and administration of Intramuscular medications						

14- ROM and Chest Physiotherapy						
15- Following aseptic technique in each procedure						
16- Understanding Code blue management						
Documentation in nurses note						
17-Review physician orders on a regular basis						
18-Document accurately on hospital forms						
19-Writing nurses notes						
Total Score: 19X2=38						
Grade: A+(95-100%), A(90-94%) B+85-89%, B80-84, C+75-79, C70-74, D+65-69, D60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: FEMALE SURGICAL WARD

GENERAL OBJECTIVE:

At the end of the clinical posting of the internship students will enable to provide nursing care to clients with pre and post-operative, follow up health education and home care management.

Specific objectives:

1. Identify the three phases of peri-operative nursing
2. Prepare the patient for surgery
3. Practices checking preoperative checklist, assessment, and teaching eg- early ambulation and post-operative exercises
4. Transferring the patient to operation room and from recovery room.
5. Perform pre-procedural preparation of the patient
6. Identify legal and ethical considerations related to informed consent

7. Administer preoperative medications
8. Demonstrate immediate post-operative management
9. Identify common postoperative problems and its management
10. Demonstrate postoperative assessment like neurovascular assessment, GCS, Intake and output.
11. Enhance communication skills with patient families coworkers and other members of the health care team.
12. Demonstrate suture removal techniques, surgical dressing, wound care, care of stomies, underwater seal.
13. Demonstrate specific Nursing management for renal & urological, orthopedic and general surgery.
14. Preparing discharge plan after surgery.

Clinical Skills Checklist

Specific Area: Female Surgical Unit

Nurse Intern Name:

Started: from _____ To _____

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	Staff Nurse/Head Nurse			Teacher in charge		
	Score 2	Sign	Remarks	Score2	Sign	Remarks
1-Basic nursing care						
2-Preoperative Management						
❖ Checking pre-operative checklist						
❖ Patient preparation teaching						
❖ Preoperative skin preparation						
❖ Transfer patients to OR and from the recovery						
3- Medication						
4-Post-operativeManagement						
<u>Immediate post-operative care</u> (Positioning, Ambulation, Measuring I&O, Neurovascular observation)						
5-SurgicalDressing						
❖ <u>Setup of surgical field</u>						
❖ <u>Wound care</u> (Assessment& Changing Dressing)						
❖ Care of drains/hemovac						
❖ Removal of sutures Or staples						
❖ Assisting in removal of chest drains						
❖ Care of ostomies						
6-Renal/Urologic Management						
❖ Insertion of an indwelling catheter						
❖ Continuous care of an indwelling catheter						
❖ Maintenance of continuous bladder irrigation						
7- Orthopedic and care of tractions						
❖ Maintenance and care of traction						
❖ Plaster cast care						
❖ Application of bandages						
❖ Discharge teachings, Diet, Exercise, Follow upCare, Medication						
Total Score : 20X2=40						
Grade: A+(95-100%), A(90-94%) B+85-89%, B80-84, C+75-79, C70- 74, D+65-69, D60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: FEMALE MEDICAL WARD

General Objective:

At the end of clinical posting, the student will be enabled to provide nursing care to clients with various medical disorders and able to counsel and educate the patients.

Specific Objectives

The student will be able:

- To acquire the scientific knowledge for caring of patients with various medical problems
- To demonstrate skill in doing history collection and physical examination.
- To assess the patient's problems based on collected history, physical examination & the results of the diagnostic tests.
- To demonstrate skills in the patient preparation, teaching and follow up care appropriate for patients having diagnostic testing of various medical disorders like X-ray, CT scan, endoscopy and ultrasound
- To develop skills in the safe administration of medications in different routes including nebulization therapy, thrombolytic therapy and blood transfusion
- To formulate nursing care plan for patients with medical problems
- To carry out total comprehensive care to the patients based on their problems and to demonstrate the nursing procedures.
- To administer medications and treatments and identify the nurse's role in the administration.
- To record the nursing care given.
- To report the changes in patient's condition according to hospital policy.
- To implement a discharge plan.
- To maintain effective communication and interpersonal relationships with health team members, clients and their families.
- To provide health education & counseling to patients.

Clinical Skills Checklist

Specific Area: Female Medical Unit

Nurse Intern Name:

Started: from _____ To _____

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:

Clinical skilltask	Staff Nurse/Head Nurse			Teacher In-charge		
	Score2	Sign	Remarks	Score2	Sign	Remarks
1- Basic nursing care ❖ Monitoring and physical exam ❖ Personal hygiene ❖ Administration of medication						
2-Assisting with safe preparation and post Procedure care for the following procedures:						
❖ X-ray procedure						
❖ CT Scan						
❖ Endoscope						
❖ Ultrasound						
3. Assisting in insertion/removal of central lines						
4. Care of central lines						
5. CVP monitoring						
6. Administration of:						
❖ Nebulizer						
❖ Chemotherapy						
❖ Antihypertensive						
❖ Enteral feeding						
7. Cardiac management:						
❖ Cardiac monitoring						
❖ ECG recording/interpretation						
8. Nursing care and management of:						
❖ Diabetes/DKA						
❖ COPD						

❖ Pneumonia						
❖ Care of bedridden patients						
❖ Leukemia						
❖ Unconscious patient						
❖ Chronic liver disease/encephalopathy						
Total Score: 22X2=44						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: ARTIFICIAL KIDNEY UNIT

General Objective:

At the end of clinical posting of the internship students will be able to care patients with critical renal disease who is undergoing Dialysis.

Specific Objectives:

- Review chronic renal failure, and its management
- Demonstrates preparation of patient before, during and after dialysis
- Practices nursing care of dialysis vascular access (AVF-SC catheter)
- Demonstrate machine priming
- Care & maintenance of exist sites for peritoneal dialysis
- Understand and participate in infection control program in dialysis unit
- Identify the problems associated with the machine and measures to overcome it
- Provide psychological support to the patients and patient teaching.
- Enhance communication skills with patient families, co-workers and other members of the health care team

Clinical Skills Checklist

Specific Area: Dialysis Unit Rotation

Nurse Intern Name: _____

Started: from _____ To _____

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	Staff Nurse/Head Nurse			Teacher In-charge		
	Score2	Sign	Remarks	Score2	Sign	Remarks
Nursing care and management of						
1. Chronic renal failure/ hemodialysis						
2. Basic nursing care						
3. Machine priming						
4. Preparation of patient for i. hemodialysis						
5. Pre-dialysis patient assessment						
6. Pre & post dialysis care of vascular access						
7. Check patient prior to dialyzing apatient						
8. Patient monitoring during dialysis						
9. Assisting in peritoneal dialysis						
10. Care & maintenance of exit sites forperitoneal						
11. Infection control						
12. Patient teaching						
13. Follow laboratory blood works						
14. Obtain blood sample						
Total Score: 14X2=28						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: Emergency Room

General Objective:

At the end of clinical posting the students will be able to demonstrate critical thinking and independent judgment in utilizing the nursing process to manage and provide care directed toward meeting the needs of the client in the emergency department

Specific Objectives:

- Utilize the nursing process in the care of patient in hospital settings.
 - Assesses with client's condition/health status through interview, physical examination, interpretation of laboratory findings.
 - Identifies actual and potential nursing diagnosis.
 - Plans appropriate nursing interventions with clients and family for identified nursing diagnosis.
 - Implements plan of care with clients and family.
 - Evaluates the progress of client's condition and outcomes of care.
- To demonstrate skills needed in acute biologic crisis such as Crisis Management– Code Management, Basic Life Support, and Cardio Pulmonary Resuscitation (CPR).
- To demonstrate skills in emergency nursing such as first aid measure including emergency wound and trauma management.
- To demonstrate the correct electrode placement when monitoring the standard leads or chest leads with a five-electrode system and able to read normal ECG and identify abnormal findings.
- Describe the key points of using defibrillator.
- Demonstrate skill in suctioning including tracheostomy and endotracheal suctioning.
- Assist in endotracheal tube insertion for the patients.
- Do neurological assessment.
- Identify the signs and symptoms of shock and actively participate in the management of shock.
- Identify the principles and needs of intravenous parenteral therapy (IVT) management based on patients' condition.
- To identify various emergency medication and its uses.

- Demonstrate the nursing management for patients receiving oxygen therapy and nebulizer therapy.

Clinical Skills Checklist

Specific Area: Emergency room

Nurse Intern Name:

Started: from _____ To _____

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	Staff Nurse/Head Nurse			Teacher In-charge		
	Score 2	Sign	Remarks	Score 2	Sign	Remarks
1. Basic nursing care						
2. Defibrillation/Cardioversion and CPR						
3. Administration of thrombolytic therapy, vasopressin						
4. Performance of PHA– adult/pediatric/neonate						
a. A,B,C,D,E for trauma patient						
5. Triage system						
a. Demonstrates understanding re criteria for prioritizing patient management						
Aware of hospital fire & disaster protocol						
6. Admission procedure						
a. - ICU						
b. - In-patient						
c. - Direct to OR						
d. - Labor & delivery						
7. Police case:						
a. - Aware of clinical situations which should be reported to the police						
8. Respiratory/oxygen therapy						
a. - Ambu-bagging						
b. - Insertion of oral airway						
9. Mother in labor						
a. - Assessment of contraction						

b. - F.H.R						
c. - Obstetric examination						
10. Multi-Trauma patient						
11. Care of patient with suspected cervical fracture						
12. Stabilization of fractures with splints						
13. Care of head injury patient and spinal cord injury						
14. Care of Burn patient						
15. Gastric lavage						
16. End of Life Care						
17. Documentation/verbal reporting						
Total Score: 17X2=34						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: Intensive Care Unit

General Objective:

At the end of the internship program the students will perform and apply basic critical nursing care in the intensive care unit.

Specific Objectives:

1. Review and identify basic principles of critical nursing care in the intensive care unit.
2. Assess the patient's condition in the identification of a critical care nursing situation.
3. Perform basic critical nursing care procedures in assisting airway management such as assisting and providing care in the insertion and care of airway tube, assisting physician in the invasive and non-invasive in mechanical ventilation including care and weaning.
4. Demonstrate and perform technical skills in the management and care of patients with central lines and other cath devices.
5. Learn to interpret arterial blood gas measurements.
6. Perform nursing care of patients with (CSF, HF, COPD, RF, Trauma,DKA, Burn)
7. Perform nursing management care for patients receiving oxygen therapy, intermittent positive pressure breathing, nebulizer therapy, incentive spirometry and chest physiotherapy
8. Develop technical skills in dealing with advanced technology in critical care setting.
9. Communicate effectively with patients and family members and colleagues regarding patient's care.
10. Teach internship students on practicing nursing care within legal boundaries.

Clinical Skills Checklist

Specific Area: Female Surgical Unit

Nurse Intern Name:

Started: from _____ To _____

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	Staff Nurse/Head Nurse			Teacher In-charge		
	Score 2	Sign	Remarks	Score 2	Sign	Remarks
1- Basic nursing care						
2- Airway management: including insertion and care)						
3- Care of patient on Mechanical ventilator						
4- Central lines:						
❖ Determines and records CVP using a water						
❖ The administration of drugs and fluids						
❖ Central line site care						
❖ Intervention/trouble shoot complication of central lines						
5. ABG:						
a. Taking sample						
b. Analysis and interpretation						
6. Feeding management:						
❖ Administration of TPN						
❖ Administer tube feeding						
7. Under water seal						
❖ Care of patient with Under water seal drainagesystem						
9. Nursing care and Management of:						
❖ Patient with RTA						
❖ Patient with stroke						
❖ Intracranial surgeries						
❖ Patient with burn						
❖ Fractures and osteoarthritis						
Total Score 16X2=32						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: Coronary Care Unit

General Objective:

At the end of completion of internship year, the student will be able to demonstrate a expert skill in prioritization, organization and time management skills in delivery of nursing care to a patients with disorders of the cardiovascular system.

Specific Objectives:

1. Differentiate normal and abnormal pathological changes related to cardiac diseases for determine priorities to provide basic nursing care.
2. Review the patients' problems based on nursing history, physical assessment and the results of the diagnostic tests.
3. Complete reports and assessments, and collect data in a timely manner to the appropriate clinical site staff.
4. Demonstrate clinical judgment and critical thinking skills in monitoring the client with alteration in diagnostic evaluation (monitor hemodynamic, oxygenation, blood chemistry and acid base balance.).
5. Demonstrate competency in recognizing and interpretation of life-threatening arrhythmias, unstable /deteriorating patients signs and symptoms, and their management.
6. Administer cardiac medication as prescribed.
7. Integrate the knowledge from nursing science and utilize the nursing processto provide safe patient care in all cardiac conditions.
8. Demonstrate technical skills in dealing with advanced technology in cardiaccare setting.
9. Document patient care provided accurately and completely according toclinical site protocols.
10. Enhance communication skills with patients, families, coworkers and othermembers of the health care team.

Clinical Skills Checklist

Specific Area: Critical Care Unit

Nurse Intern Name:

Started: from _____ To _____

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 skillTask	Staff Nurse/Head nurse			Teacher In-charge		
	Score 2	Sign	Remarks	Score 2	Sign	Remarks
1. Assessment						
❖ Cardiac monitoring						
❖ Recognition & interpretation of laboratory findings						
❖ Recognition and Interpretation of Dysrhythmias						
❖ Recognition & interpretation of unstable/deteriorating patients signs and symptoms						
2. Emergency care and Management of:						
❖ MI/ unstable angina and ischemic heart						
❖ CHF						
❖ Arrhythmias						
3. Administration of medications (vasopressors, antiarrhythmic, inotrops, anticoagulation)						
4. Use of electronic life support equipment						
❖ Cardiac Monitoring						
❖ Non invasive continuous CO monitor						
5. Management of patient with :						
❖ Cardiac Surgery						
❖ Cardiac Catheterization						
❖ Critical patient signs and symptoms						
6. Psychosocial support of patient and family (specific to critical care situation)						
7. Post mortem care						

Total Score : 16X2=32						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: Nursing Administration and Management

Specific Objectives:

At the end of internship training, the interns are expected to:

1. Demonstrate the role of head nurse/ staff nurse in the different wards/units.
2. Construct staff development programs to the staff
3. Demonstrate leadership and management skills in the care of a group of clients in hospital setting
4. Apply concepts of health care and nursing practice and the nurses' responsibilities for personal and professional growth,
5. Develop the use of skill in leadership and management and to have a continued responsibility for self-directed learning.
6. Maintains a positive and enthusiastic image as a model to subordinates in the clinical setting.
7. Demonstrate and communicates sincere respect, concern, trust, and a sense of belongingness.
8. Serves as a role model by providing nursing care that meets or exceeds accepted standards of care.
9. Demonstrate creativity in identifying alternatives to problems and to become sensitive to timing in proposing planned change.

Clinical Skills Checklist

Specific Area: Critical Care Unit

Nurse Intern Name: _____

Started: from _____ To _____

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	Staff nurse/Head nurse			Teacher In-charge		
	Score 2	Sign	Remarks	Score2	Sign	Remark
Care Management						
a. Interns make sure that the patient's total needs are met by utilizing the five steps of nursing process in the management of patients care						
-Assessment						
- Planning						
- Implementation						
- Evaluation						
Staff Management						
a. Staff performance appraisal						
b. Initiation of new staff						
c. Staff utilization						
d. Time schedule						
e. Patient assignment						
f. Staff supervision						
g. Staff development						
Unit Management						
. Transcription of medical prescription						
Maintenance of records and reports						
Maintenance of supplies and						
Total Score: 14X2=28						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: Antenatal Ward

General Objective:

Midwives provide high quality antenatal care to maximize health during pregnancy and that includes early detection and treatment or referral of selected complications.

Specific Objectives:

At the end of this clinical experience the student will be able to:

- Take an initial and ongoing history each antenatal visit
- Perform a physical examination and explain findings to the woman
- Take and assess maternal vital signs including temperature, blood pressure, pulse
- Assess maternal nutrition and its relationship to fetal growth; give appropriate advice on nutritional requirements of pregnancy and how to achieve them.
- Perform a complete abdominal assessment including measuring fundal height, lie, position, and presentation
- Assess fetal growth using manual measurements
- Evaluate fetal growth, placental location, and amniotic fluid volume, using ultrasound visualization and measurement (if equipment is available for use)
- Listen to the fetal heart rate; palpate uterus for fetal activity and interpret findings
- Monitor fetal heart rate with doppler (if available)
- Perform a pelvic examination, including sizing the uterus, if indicated and when appropriate during the course of pregnancy
- Perform clinical pelvimetry [evaluation of bony pelvis] to determine the adequacy of the bony structures
- Calculate the estimated date of birth
- Provide health education to adolescents, women and families about normal pregnancy progression, danger signs and symptoms, and when and how to contact the midwife
- Teach and/or demonstrate measures to decrease common discomforts of pregnancy
- Provide guidance and basic preparation for labor, birth and parenting
- Identify variations from normal during the course of the pregnancy and institute appropriate first-line independent or collaborative management

based upon evidence-based guidelines, local standards and available resources for:

- Low and or inadequate maternal nutrition
- Inadequate or excessive uterine growth, including suspected oligo- or Polyhydramnios, molar pregnancy, elevated blood pressure, proteinuria, presence of significant edema, severe frontal headaches, visual changes, epigastric pain associated with elevated blood pressure
- Vaginal bleeding
- Multiple gestation, abnormal lie/ mal-presentation at term
- Intrauterine fetal death
- Rupture of membranes prior to term
- HIV positive status and/or aids
- Hepatitis b and c positive
- Prescribe, dispense, furnish or administer (however authorized to do so in the jurisdiction of practice) selected, life-saving drugs (e.g., antibiotics, anticonvulsants, antimalarials, antihypertensives, antiretrovirals) to women in need because of a presenting condition
- Identify deviations from normal during the course of pregnancy and initiate the referral process for conditions that require higher levels of intervention

Clinical Skills Checklist

Specific Area: Antenatal Ward

Nurse Intern Name:

Started: from _____ To _____

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

S.No	Clinical skill task in antenatal ward	Staff Nurse/Head Nurse			Teacher In-charge		
		Score2	Sign	Remarks	Score 2	Sign	Remarks
1.	Basic care						
2.	Antenatal history collection						
3.	Physical assessment (Head to Toe)						
4.	Abdominal examination <ul style="list-style-type: none"> • Inspection (size, shape, contour, umbilicus/flank, skin changes, fetal movements, scar) • Palpation (Leopold's maneuver) <ul style="list-style-type: none"> ❖ Fundal palpation to find out presentation ❖ Lateral palpation to identify the position ❖ Pelvic palpation to find out attitude, engagement, confirmation presentation and position, presenting part) ❖ Pawlik grip to find out engagement, presentation, position and presenting part • Auscultation to monitor fetal heart rate 						
5.	Breast self-examination (inspection, tactile palpation)						
6.	Drawing blood samples						
7.	Collecting urine sample for albumin and sugar						
8.	CTG monitoring for high risk cases						

9.	Antennal advice <ul style="list-style-type: none"> • Diet • Bathing • Exercise • Immunization • Oral care • Care of breast • Coitus • Minimizing minor discomforts • Warning signs • Signs and symptoms of prelabour 						
	Total Score: 9X2=18						
	Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: Labor Room & Delivery Room

General Objective:

Midwives provide high quality antenatal care to maximize health during pregnancy and that includes early detection and treatment or referral of selected complications.

Specific Objectives:

At the end of this clinical experience the student will be able to:

- Take a specific history and maternal vital signs in labor
- perform a focused physical examination in labor
- Perform a complete abdominal assessment for fetal position and descent time and assess the effectiveness of uterine contractions
- Perform a complete and accurate pelvic examination for dilatation, effacement, descent, presenting part, position, status of membranes, and adequacy of pelvis for birth of baby vaginally
- Monitor progress of labor using the partograph or similar tool for recording
- Provide physical and psychological support for woman and family and promote normal birth
- Facilitate the presence of a support person during labor and birth
- Provide adequate hydration, nutrition and non-pharmacological comfort measures during labor and birth
- Provide pharmacologic therapies for pain relief during labor and birth (in appropriate birth settings)
- Provide for bladder care including performance of urinary catheterization when indicated
- Promptly identify abnormal labor patterns and initiate appropriate and timely intervention and/or referral
- Stimulate or augment uterine contractility, using non-pharmacologic agents
- Stimulate or augment uterine contractility, using pharmacologic agents (in appropriate birth settings)
- Administer local anesthetic to the perineum when episiotomy is anticipated, or perineal repair is required
- Perform an episiotomy if needed
- Perform appropriate hand maneuvers for a vertex birth
- Perform appropriate hand maneuvers for face and breech deliveries
- Clamp and cut the cord

- Institute immediate, life-saving interventions in obstetrical emergencies (e.g., prolapsed cord, mal presentation, shoulder dystocia, and fetal distress) to save the life of the fetus, while requesting medical attention and/or awaiting transfer
- Manage a cord around the baby's neck at birth
- Support expectant (physiologic) management of the 3rd stage of labor
- Conduct active management of the 3rd stage of labor, following most current evidence-based protocol
- Inspect the placenta and membranes for completeness
- Perform fundal massage to stimulate postpartum uterine contraction and uterine tone
- Provide a safe environment for mother and infant to promote attachment (bonding)
- Estimate and record maternal blood loss
- Inspect the vagina and cervix for laceration repair an episiotomy if needed
- Repair 1st and 2nd degree perineal or vaginal lacerations
- Manage postpartum bleeding and hemorrhage, using appropriate techniques and uterotonic agents as indicated
- Prescribe, dispense, furnish or administer (however authorized to do so in the jurisdiction of practice) selected, life-saving drugs (e.g., antibiotics, anticonvulsants, antimalarials, antihypertensives, antiretrovirals) to women in need because of a presenting condition
- Perform manual removal of placenta
- Perform internal bimanual compression of the uterus to control perform aortic compression
- Identify and manage shock
- Insert intravenous line, draw blood for laboratory testing
- Arrange for and undertake timely referral and transfer of women with serious complications to higher level health facility, taking appropriate drugs and equipment and arranging for a companion care giver on the journey, in order to continue giving emergency care as required
- Perform adult cardio-pulmonary resuscitation

Clinical Skills Checklist

Specific Area: Labor Room & Delivery Room

Nurse Intern Name:

Started: from _____ To _____

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:

	Staff nurse/Head Nurse			Teacher In-charge		
	Score 2	Sign	Remarks	Score 2	Sign	Remarks
1. Admission of patient in labor						
2. Assess for Risk Factors						
3. Cervical Dilation and effacement						
4. Monitor uterine contraction						
Intrapartum Assessment						
5. Monitor and interpret CTG						
6. Maintain Partograph						
7. Identify indicators of fetal distress						
8. Assist Physician with Induction						
9. Assist in conduction of Delivery						
10. Placental Examination						
11. Suturing						
12. Perform perineal care						
13. Perform vaginal and perineal examination after delivery						
14. Prepare for emergency caesarean Section						
15. Immediate Newborn care (APGAR, Identification Process Bracelet / footprints, Physical Exam of Newborn,)						
16. Promote bonding process						
17. Transfer to Nursery						
Total Score: 17X2=34						

Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70- 74, D+:65-69, D:60-64. F <60						
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Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: POST NATAL WARD

General Objective:

Midwives provide high quality antenatal care to maximize health during pregnancy and that includes early detection and treatment or referral of selected complications.

Specific Objectives:

- Take a selective history, including details of pregnancy, labor and birth
- Perform a focused physical examination of the mother
- provide information and support for women and/or their families who are bereaved (maternal death, stillbirth, pregnancy loss, neonatal death, congenital abnormalities)
- Assess for uterine involution and healing of lacerations and/or repairs
- Initiate and support early breastfeeding (within the first hour)
- Teach mothers how to express breast milk, and how to handle and store expressed breast milk

- Educate mother on care of self and infant after childbirth including signs and symptoms of impending complications, and community-based resources
- Educate a woman and her family on sexuality and family planning following childbirth provide family planning services concurrently as an integral component of postpartum care
- Provide appropriate and timely first-line treatment for any complications detected during the postpartum examination (e.g., anemia, hematomas maternal infection), and refer for further management as necessary
- Provide emergency treatment of late post-partum hemorrhaged, and refer if necessary
- Assisting in performing manual vacuum aspiration of the uterus for emergency treatment of late post-partum hemorrhage (for specific cases)
- Give appropriate care including kangaroo mother care to the low birth weight baby and arrange for referral if potentially serious complications arise, or very low birth weight
- Perform a screening physical examination of the newborn for conditions incompatible with life
- Perform a gestational age assessment
- Position infant to initiate breast feeding within one hour after birth and support exclusive breastfeeding
- Educate parents about danger signs in the newborn and when to bring infant for care

Clinical Skills Checklist

Specific Area: Post Natal Ward

Nurse Intern Name:

Started: from _____ To _____

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	Staff Nurse/Head nurse			Teacher In-charge		
	Score2	Sign	Remarks	Score2	Sign	Remarks
1. Monitor vital signs						
2. Assessment of involution (fundal height)						
3. Assessment of Lochia						
4. Assessment of episiotomy (Reeda scale)						
5. Assessment of DVT (Homan's sign)						
6. Provide breast care						
7. Provide eye care, cord care for baby						
8. Provide kangaroo mother care						
9. Newborn examination						
10. Monitoring level of pain						
11. Educate mothers on breast care, breast feeding, danger signs of Puerperium, danger signs of newborn, family planning etc.,						
Total Score: 11X2=22						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: GYNECOLOGY EMERGENCY ROOM

General Objective:

Midwives provide high quality antenatal care to maximize health during pregnancy and that includes early detection and treatment or referral of selected complications.

Specific Objectives:

- Take an initial and ongoing history each antenatal visit
- Perform a physical examination and explain findings to the woman
- Take and assess maternal vital signs including temperature, blood pressure, pulse
- Assess maternal nutrition and its relationship to fetal growth; give appropriate advice on nutritional requirements of pregnancy and how to achieve them.
- Perform a complete abdominal assessment including measuring fundal height, lie, position, and presentation
- Assess fetal growth using manual measurements
- Evaluate fetal growth, placental location, and amniotic fluid volume, using ultrasound visualization and measurement (if equipment is available for use)
- Listen to the fetal heart rate; palpate uterus for fetal activity and interpret findings
- Monitor fetal heart rate with doppler (if available)
- Perform a pelvic examination, including sizing the uterus, if indicated and when appropriate during the course of pregnancy
- Perform clinical pelvimetry [evaluation of bony pelvis] to determine the adequacy of the bony structures
- Calculate the estimated date of birth
- Provide health education to adolescents, women and families about normal pregnancy progression, danger signs and symptoms, and when and how to contact the midwife
- Teach and/or demonstrate measures to decrease common discomforts of pregnancy

- Provide guidance and basic preparation for labor, birth and parenting.
- Identify variations from normal during the course of the pregnancy and institute appropriate first-line independent or collaborative management based upon evidence-based guidelines, local standards and available resources for:
 - Low and or inadequate maternal nutrition
 - Inadequate or excessive uterine growth, including suspected oligo- or Polyhydramnios, molar pregnancy,
 - Elevated blood pressure, proteinuria, presence of significant edema, severe frontal headaches, visual changes, epigastric pain associated with elevated blood pressure
 - Vaginal bleeding
 - Multiple gestation, abnormal lie/ malpresentation at term
 - Intrauterine fetal death
 - Rupture of membranes prior to term
 - HIV positive status and/or aids
 - Hepatitis B and C positive
- Prescribe, dispense, furnish or administer (however authorized to do so in the jurisdiction of practice) selected, life-saving drugs (e.g., antibiotics, anticonvulsants, antimalarials, antihypertensives, antiretrovirals) to women in need because of a presenting condition
- Identify deviations from normal during the course of pregnancy and initiate the referral process for conditions that require higher levels of intervention

Clinical Skills Checklist

Specific Area: Ante Natal/ OPD/ Obstetrics ER

Nurse Intern Name:

Started: from _____ To _____

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:

S.N o	Clinical skill task in antenatal ward	Staff Nurse/Head Nurse			Teacher In-charge		
		Score2	Sign	Remarks	Score2	Sign	Remarks
1.	Basic care						
2.	Antenatal history collection						
3.	Physical assessment (Head to Toe)						
4.	Abdominal examination <ul style="list-style-type: none"> • Inspection (size, shape, contour, umbilicus flank, skin changes, fetal movements, scar) • Palpation (Leopold's maneuver) <ul style="list-style-type: none"> ❖ Fundal palpation to find out presentation ❖ Lateral palpation to identify the position ❖ Pelvic palpation to find out attitude, engagement, confirmation presentation and position, presenting part) ❖ Pawlik grip to find out engagement, presentation, position and presenting part • Auscultation to monitor fetal heart rate 						
5.	Breast self-examination (inspection, tactilepalpation)						
6.	Drawing blood samples						
7.	Collecting urine sample for albumin and sugar						
8.	Assisting with ultrasound						

9.	CTG monitoring						
10.	Antenatal advice • Diet						
	Total Score: 10X2=20						
	Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

General Objective of Pediatric Clinical Rotation

General Objective:

Provide competent care to children during health and illness from birth to adolescence.

Specific Objectives:

After each of the following clinical rotations the student will be able to:

A. Objectives Of Medical Unit:

At the end of the clinical rotation the students will be able to:

- Take complete history of the child.
- Follow universal infection control precautions.
- Perform physical examination for every child correctly and completely.
- Check and record vital signs (temperature, pulse, respiration, BP).
- Perform physical care such as bathing, oral care and nail care.
- Assist with various investigations (specimens for urinalysis, stool and throat culture)
- Prepare the equipment and children for any procedure.
- Prepare the child for breast feeding and formula feeding.
- Provide nasogastric tube feeding.
- Administer medications to the child as doctor order.
- Provide health education to the mother as well as child when needed.
- Provide high quality nursing care using nursing process for common serious childhood illness (respiratory, GIT, endocrine, blood disease, etc...)

Clinical Skills Checklist

Specific Area: Pediatric Medical Unit Rotation

Nurse Intern Name:

Started: from _____ To _____

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 skills task	Staff Nurse/Head Nurse			Teacher In-charge		
	Score2	Sign	Remarks	Score2	Sign	Remarks
1-Admission/ health history						
2- Follow infection control techniques						
3-Basic nursing care						
4-Pediatric vital signs (T, PR, RR. BP, pain)						
5, Anthropometric measurement (Abdominal Girth, weight, length, HC						
6- Receive /interpret pediatric laboratory result						
7-Performance of physical health assessment and nursingmanagement for specific cases						
8—Diagnostic preparation- follow protocol for variousdiagnostic procedure						
9- Patient safety: -Using restraints when required						
10- Health education to the mother						
11- IV therapy						
12-Care of IV Heplock/ cannula and cannula flashing						
13-Administering TPN/PPN						
14- Oxygen administration/respiratory therapy (Simple facemask, Nasal cannula, Tracheotomy mask,Using Ambu - bagging (pediatric & neonate)						
15-Performing chest physiotherapy						
16-Nebulizer						
17- Documentation in nurses note						
18-Discharge process						
Total Score: 18X2=36						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

GENERAL OBJECTIVES FOR CLINICAL AREA

B. Pediatric Intensive Care Unit:

At the end of the clinical rotation the students will be able to:

1. Collect complete history of the child.
2. Follow universal infection control precautions. (hand washing, gloving and gowning while caring with the child).
3. Perform physical examination for every child correctly and completely.
4. Perform care for comatose child.
5. Prepare crash care.
6. Take blood samples.
7. Identify the functioning of various equipment.
8. Perform apparatus care which contacted with critical child.
9. Administer medications as doctor order
10. Monitoring of critically ill child.
11. Assist in cardio pulmonary resuscitation.
12. Perform bed bath.
13. Provide plans for discharge and follow up.

C. High Risk Neonatal and Newborn Units

At the end of the clinical rotation the students will be able to:

1. Assist with physical and physiological assessment of the newborn.
2. Follow universal infection control precautions.
3. Provide routine care of neonates.
4. Provide care measures specific to high-risk neonates' conditions.
5. Resuscitate the asphyxiated neonates.
6. Monitor growth using the growth chart.
7. Provide care for the baby on the incubator/warmer such as temperature regulations and maintaining cleanliness.
8. Perform phototherapy care to the child.
9. Perform baby bath, perform cord care and skin care.
10. Prepare the baby for breast feeding and formula feeding.
11. Perform nasogastric tube feeding.
12. Assist with various investigations
13. Maintain clear, concise, and accurate recording and reporting.
14. Prepare the neonates and his family for discharge.

Clinical Skills Checklist

Specific Area: Pediatric Intensive Care Unit Rotation

Nurse Intern Name:

Started: from _____ To _____

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 skills task	Staff Nurse/Head Nurse			Teacher In-charge		
	Score	Sign	Remarks	Score	Sign	Remarks
1-Admission/ health history						
2- Follow infection control techniques						
3- Daily nursing care: in PICU/NICU						
4- vital signs						
5- Growth measurement (wt,lth,hc,cc ...)						
6--Umbilical cord care (if neonate)						
7- Feeding (type... ..)						
8-Fluid requirement						
9-NGT insertion						
10- Receive /interpret pediatric laboratory result						
11-Assess of newborn reflexes						
12-Performance of physical health assessment andnursing management of specific diagnosis of high risk pediatric or neonates						
13- Assist in specific therapy e.g in surfactant therapy						
14- Patient safety: Using restraints – when required						
15- Care of newborn in warmer/incubator or underphototherapy						
16-Care of IV lines						
17-Administering TPN/PPN						
18- Oxygen administration/respiratory therapy						
19-Care of baby in ventilator						
20-Insertion of oral airway/ assist in ETT						
21-Performing chest physiotherapy						
22-Suctioning						
23-Assist diagnostic procedure						
24- Medication administration						
25-Collection of specimen (urine, blood, wound, CSF)						
26- Documentation						
27-Discharge procedures						
Total Score: 27X2=54						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

OBJECTIVES FOR CLINICAL AREA

SPECIFIC AREA: Pediatric Emergency Unit

General Objectives:

At the end of clinical posting the students will be able to demonstrate critical thinking and independent judgment in utilizing the nursing process to manage and provide care directed toward meeting the needs of the child in the emergency department

Specific Objectives:

At the end of the clinical rotation the students will be able to:

1. Take complete history of the child.
2. Follow universal infection control precautions.
3. Demonstrate skills in pediatric emergency nursing such as first aid measure including emergency wound and trauma management.
4. Demonstrate the correct electrode placement when monitoring the standard leads or chest leads with a five-electrode system and able to read normal ECG and identify abnormal findings.
5. To identify various emergency medication and its uses., in the emergency cart.
6. Perform physical examination for every child correctly and completely, with growth measurement
7. Check and record vital signs (temperature, pulse, respiration, BP) using nurses' notes
8. Demonstrate the nursing management for child receiving respiratory therapy (oxygen therapy and nebulizer therapy.....)
9. Assist with various investigations and diagnostic procedures (specimens for urinalysis, stool and blood study)
10. Prepare the equipment and children for any procedure.
11. Calculate and administer medications (IM, IV, S.C, oral,) to the child as doctor order as well as IVF.
12. Provide health education to the mother as well as child when needed.
13. Provide high quality nursing care using nursing process for common emergency childhood conditions

Clinical Skills Checklist

Specific Area: Pediatric Emergency Unit

Nurse Intern Name:

Started: from _____ To _____

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 skills task	Staff Nurse/Head Nurse			Teacher In-charge		
	Score2	Sign	Remarks	Score 2	Sign	Remarks
1-Health history						
2- Record pt. data in registration record						
3- Assess pt. needs						
4-Pediatric vital signs (T,PR,RR.BP.pain)						
5, Anthropometric measurement (Abdominal Girth, weight, length, HC) as needed						
6- Assist physician during examination						
7-Performance of physical health assessment andnursing management for specific cases						
8—Diagnostic preparation- follow protocol forvarious diagnostic procedure - withdraw blood sample as ordered - Demonstrate gluco-chek if needed - ECG if needed Other						
9- Patient safety and positioning: -Using restraints when required						
10- Oxygen administration/respiratory therapy (Simple facemask, Nasal cannula, Tracheotomy mask, Using Ambu – bagging (pediatric &/ neonate)						
11-Performing chest physiotherapy						
12-Nebulizer						
13- check emergency cart						
14- insertion IV cath.						
15-Priming and regulation of IV fluids						
16- Demonstrates the correct drug calculation						
17-Administering IM injection						
18- Administering IM injection						
19-Administering IV injection						

20-Administering SC injection						
21- Documentation in nurses note						
Total Score: 21X2=44						
Grade: A+:95-100%, A:90-94% B+85-89%, B:80-84, C+:75-79, C:70-74, D+:65-69, D:60-64. F <60						

Signature of Head Nurse/date: _____

Signature of Nursing Education Coordinator/ date: _____

1. Presentation given by the intern (scientific meeting)

Topic name	Date
1.	
2.	

2. Seminars, presentation or lectures attended by the intern

Topic name	Date
1.	
2.	
3.	

ATTACHMENTS

نموذج (1) طلب تدريب

تاريخ تقديم الطلب: يوم	التاريخ: / / 14هـ	الموافق: / / 20م
الاسم	الرقم الجامعي	
رقم الجوال	رقم المسجل المدني	
البريد الإلكتروني	المستشفى المطلوب التدريب فيه	
فترة الإمتياز	ابتداء من: / / 20م الى: / / 20م	
الدورات التي تم إنهاؤها		
النورة	التاريخ	
	من	إلى
		المكان
الدورات التي أرغب قضاؤها حالياً		
تعهد وإقرار:		
<p>1- أن جميع البيانات المذكورة أعلاه صحيحة وتحت مسؤوليتي وإمارة الكلية الحق في اتخاذ الإجراء اللازم إذا وجد خلاف ذلك .</p> <p>2- يجب أن أتكم بطلي هذا قبل بدء النورة بثلاثة أشهر .</p> <p>3- يجب أن تكون المستشفيات والتخصصات المذكورة أعلاه معتمدة من الهيئة السعودية للتخصصات الصحية.</p> <p>4- لا يحق لي أن أعتذر عن قضاء الفترة التدريبية في حال وصول رد القول .</p> <p>5- لا يحق لي تغيير الفترة التدريبية بعد اعتماد هذا النموذج من صاحب الصلاحية ومخاطبة الجهة المعنية</p> <p>6- يجب تقديم الطلب بنويا أو عن طريق البريد الإلكتروني لمكتب الإمتياز</p>		
الاسم :	التوقيع:	التاريخ: / / 14هـ

تعباً من قبل (طلب) طلبية (الإمتياز

سعادة :	مكتب الإمتياز
تفديكم بأن طلبية الإمتياز أعلاه هو أحد طلبية الإمتياز بجامعة الحدود الشمالية ويرغب بقضاء فترة للتدريب الموضحة تفصيلها بعاليه في مستشفاكم العامر , أملين من سعادتكم التكرم بالموافقة .	
الاسم : التوقيع : الختم : التاريخ : / / 14هـ	
مع التحية لسعادة رئيس مكتب أطباء الإمتياز	إدارة مركز الكليات
نفيد سعادتكم بما يلي : <input type="radio"/> بالموافقة <input type="radio"/> عدم الموافقة سبب عدم الموافقة	
الاسم : التوقيع : الختم : التاريخ : / / 14هـ	

FORM (2) INTERNSHIP APPLICATION

DATE OF SUBMISSION OF THE APPLICATION: / /			
NAME		ID	
NATIONAL ID		PHONE NUMBER	
TRAINING CENTER NAME		E-MAIL	
INTERNSHIP	Start on End on		
The courses I need			
courses	Start on	End on	TRAINING CENTER

Undertaking and approval:

1. All the above data are correct and under my responsibility and the college administration has the right to take the necessary action if found otherwise.
2. I must submit this application three months before the start of the training.
3. The above mentioned hospitals and specialties must be accredited by the Saudi Commission for Health Specialties.
4. I do not have the right to apologize for spending the training period if the acceptance response arrives.
5. I am not entitled to change the training period after adopting this form by the authorized person and contacting the concerned authority.
6. The application must be submitted manually or by e-mail to the internship office.

Name: _____ Signature _____ Date: _____

INTERNSHIP APPLICATION LETTER

<p>His Excellency Dean..... the respected</p> <p>We inform you that the above mentioned student is one of the internship students at the Northern Border University and wants to spend the training period detailed Above, in your full-fledged hospital, we hope your Excellency your kind approval.</p> <p>The name : Signature: Stamp: Date: 14 A.H.</p>	INTERNSHIP OFFICE
<p>Greetings to His Excellency the distinguished supervisor of the internship Office:</p> <p>We inform you of the following: Approval <input type="radio"/> Non-approval <input type="radio"/> The cause:</p> <p>The name : Signature: Stamp: Date: 14 A.H.</p>	TRAINING CENTRE

نموذج (3) مصوغات سنة الامتياز

الاسم Name of student	الرقم الجامعي Student ID
رقم الجوال Mobil NO	رقم ملف الطالب File NO

م	مصوغات سنة الامتياز	نعم	لا	ملاحظات
1	تعينة النماذج المطلوبة الخاصة بسنة الامتياز بالكلية			
2	إرفاق السجل الأكاديمي أو صورة منه (لا تقبل السجلات الإلكترونية).			
3	صورة من الهوية سارية المفعول بحد أدنى 12 شهر.			
4	صورة من جواز السفر سارية المفعول بحد أدنى 12 شهر.			
5	صورتين شمسييتين.			
6	تعبأ الاستمارات من قبل الطالب/ة و يتحمل الطالب/ة صحة و اكتمال البيانات.			
7	تقدم الاستمارة مع المرفقات في ملف إلى مكتب الامتياز بالكلية .			
8	صورة من رقم الحساب البنكي و الأيوان			

اعضاء مكتب الامتياز :

الاسم.....: التوقيع: التاريخ..... / / هـ

لاسم.....: التوقيع: التاريخ..... / / هـ

لاسم.....: التوقيع: التاريخ..... / / هـ

لاسم.....: التوقيع: التاريخ..... / / هـ

لاسم.....: التوقيع: التاريخ..... / / هـ

لن ينظر في طلبات بدأ تدريب سنة الامتياز الغير مكتملة

اسم مشرف مكتب الامتياز :-----: التوقيع:-----: التاريخ : / / 144هـ

يعتمد عميد/ة الكلية

نموذج (4) طلب تأجيل فترة الامتياز

تاريخ تقديم الطلب : يوم----- تاريخ / / 144 هـ الموافق / / 20 م Date of application: ----- the date of / / 144 H corresponding to / / 20		
Student ID الرقم الجامعي		Name of student الاسم
-File NO رقم ملف الطالب		Mobil NO رقم الجوال
ابتداء من: / / 144 هـ الموافق / / 20 م		فترة تأجيل الامتياز Period post pond internship
الي: / / 144 هـ الموافق / / 20 م		
ابتداء من: / / 144 هـ الموافق / / 20 م		الفترة البديلة للامتياز بعد التأجيل Time start internship
الي: / / 144 هـ الموافق / / 20 م		

تعهد و اقرار

- 1) أن جميع البيانات المذكورة اعلاه صحيحة و تحت مسؤوليتي و لادارة الكلية الحق في اتخاذ الاجراء اللازم إذا وجد خالف ذلك.
- 2) يجب أن أقدم بطلبي هذا قبل بدء التأجيل بمدة شهر.
- 3) في حال عدم وصول رد القبول فإبني على علم بأنني سوف يتم اعتماد بدء سنة الامتياز بعد اتمام الموافقات
- 4) لا يحق لك سحب أعتذر عن قضاء الفترة التدريبية في حال تمت الموافقة علي من مكتب الامتياز دون عذر مقبول .
- 5) لا يحق لي تغيير المدة المراد تأجيلها بعد اعتماد هذا النموذج من صاحب الصلاحية ومخاطبة الجهة المعنية

الاسم:----- التوقيع:----- التاريخ: / / 144 هـ

<input type="checkbox"/>	موافقة	<input type="checkbox"/>	عدم الموافقة
اسباب عدم الموافقة:----- <input type="checkbox"/>			
اعضاء مكتب الامتياز:			
الاسم:.....	التوقيع:.....	التاريخ:..... /	هـ
الاسم:.....	التوقيع:.....	التاريخ:..... /	هـ
الاسم:.....	التوقيع:.....	التاريخ:..... /	هـ
الاسم:.....	التوقيع:.....	التاريخ:..... /	هـ
الاسم:.....	التوقيع:.....	التاريخ:..... /	هـ

عميد/ة الكلية

يعتمد

Holiday Request Form (medical colleges)

نموذج (5) طلب اجازة

<u>Interns are allowed the following leaves:</u>		<u>طالب/ة الامتياز يسمح له/لها بالاجازات الاتية :-</u>	
1. Urgent 5days		1. 3 أيام اضطرارية	
2. Educational 5days		2. 5 أيام تعليمية	
3. Sick 3days		3. 3 أيام مرضيه	
4. 10 Days regular		4. 10 أيام اعتيادية	
5. Official Eid 4 days		5. 4 أيام اعياد رسمية	
INTERN'S INFORMATION		بيانات طالب/ة الامتياز	
Name:		الاسم	
Computer No:		الرقم الجامعي	
Mobile No:		رقم الجوال	
Leave type:	<input type="radio"/> Urgent <input type="radio"/> Educational <input type="radio"/> Sickness <input type="radio"/> Regular <input type="radio"/> Eid	اضطرارية تعليمية مرضية <input type="radio"/> <input type="radio"/> <input type="radio"/> رسمية اعتيادية <input type="radio"/> <input type="radio"/>	نوع الاجازة
Duration:	Days	ايام	مدة الاجازة
Start date:			تاريخ بدايتها
FOR USE OF TRAINING SUPERVISOR		لاستخدام جهة التدريب	
Current balance	Urgent.....Educational.....Sick... Regular.....Eid.....	اضطرارية..... تعليمية..... مرضيه..... اعتيادية..... اعياد.....	الرصيد
Requested:	Days	ايام	المطلوب
Remaining:	Urgent.....Educational.....Sick... Regular.....Eid.....	اضطرارية..... تعليمية..... مرضيه..... اعتيادية..... اعياد.....	المتبقي
FINAL APPROVAL		الموافقة النهائية	
Internship's Supervisor		Dean of College	
Dr.		Dr.	
Date:	signature:	Date:	signature:

Holidays are confirmed only after final approval by faculty internship office.

Educational: certificate of attendance is required for approval.

Sick: medical report is required for approval.

Student's feedback

Please answer the following questions:

1. Which experience in this rotation was most valuable? Why?
2. Which experience in this rotation was the least valuable? Why?
3. How many patients you are assigned independently (patient load/shift) in the rotation?
1-2 3-4 5
4. Are you satisfied with this number? Explain.
5. What suggestions would you make to improve the experience?

Contact us

Email: Nct.edu.nbu.sa


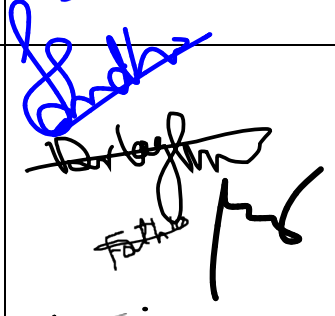

Telephone: 0544348591

AGREEMENTS

No	Committee members	Signatures
1		
2		
3		
4		
5		
6		
7		

INTERNAL EVALUATION AGREEMENT	
Name	Signature
EXTERNAL EVALUATION AGREEMENT	
Name	Signature

COLLEGE BOARD AGREEMENT	
Time	Number

	Name	Signature
Prepared by	Dr. Fadiyah Jadid Alanazi Vice Dean of Academic Affairs Head of Internship & Training Unit	
	Internship Committee Dr. Bindu Bharati Dt. Taghreed Hussein Dr. Fathia Gamal Ms. Leticia Lopez	
Revised by	Dr. Ingrid Jacinto-Caspillo Ms. Samiyah Alanazi	
Approved by Created on 18/9/2022 22/2/1443	The College Council	