



جامعة المجمعة
Majmaah University



2nd Edition 2014/2015

College of Applied Medical Sciences\ Department of Nursing

INTERNSHIP TRAINING LOGBOOK

Nurse Intern Name:

Clinical Setting:

Start Date of Current Internship Setting:

Complete date for Current Internship Setting:

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INTRODUCTION

- The Internship Clinical Experience is designed to support the student nurse's transition to professional practice. During this experience the student works with an individual preceptor(s) to synthesize knowledge and skills gained from previous coursework over the past four years and apply them to various patient populations. Emphasis is placed on refining nursing process skills with particular attention given to prioritization of care. The practice provides an opportunity for the student to enact professional practice and demonstrate competency in standards of care, application of evidence, professionalism, and safe and legal practice.
- All instructions the graduate student needs are included in this logbook. It includes policies and instructions, a list of major skills/procedures to ensure the achievement of clinical objectives of each specific unit, and guidance to professional conduct and evaluation procedures. The skills and competencies were arranged per area of practice that included nursing care and skills in Adult Nursing, Emergency and Critical Care, Pediatric and Maternity Care, Neonatal care, and Dialysis care. The student will acquire the competency of the clinical skill by observing the preceptor or the staff nurse and then practice those several times to be considered as either passed or failed.

PURPOSE OF THE INTERNSHIP LOGBOOK

- The purpose of the logbook is to provide graduate students with a detailed guide to what is required of them during the Internship period that will facilitate their transition to professional roles; the follow up and progress of the students throughout the entire training period by professional preceptors; and the evaluation process of their performance.

OBJECTIVES OF THE INTERNSHIP TRAINING PROGRAM

Upon completion of internship program, the professional nurse intern will:

- Be acquainted with various hospital policies and procedures.
- Be able to apply learned theoretical knowledge into practice in various clinical setting.
- Have improved and refined their effective and therapeutic communication skill and professional relationships with patients and members of the multidisciplinary health care providers.
- Have improved their the ability to act independently and as a member of a team in providing professional nursing care.
- Have developed the necessary skills and competencies that make them safe practitioners

INTERNSHIP CLINICAL ROTATION

Internship rotations include the following clinical areas:

ROTATION SCHEDULE			
	ROTATION	DURATION OF ROTATION	TOTAL GRADES FOR ROTATION
1	Surgical rotation	1.5	10
2	Medical rotation	1.5	10
3	Emergency room rotation	1	5
4	Critical care rotation	1	5
5	Operating room and recovery rotation	1	5
6	Hemodialysis rotation	1	5
7	Pediatric rotation	1	10
8	Antepartum, intrapartum & postpartum rotation	3	15
9	Neonatal Intensive rotation	1	5
	Total ▶	12 Month	70

PRECEPTOR'S MANUAL INSTRUCTION

All clinical preceptors need to apply the following *key Assessment Procedure* in assessing students' performance on each skill in the manual:

- 1- **Performed by nurse intern:** The nurse intern has performed the skill task independently (including team-work skills, as part of the team). Performance is measured on two dichotomy:
 - a. **Satisfactory:** the nurse intern has completed the skill task successfully
 - b. **Unsatisfactory:** The nurse intern has failed to perform the skill task successfully
- 2- **Not Applicable:** The skill is either not available at clinical setting or the nurse intern was not able to observe it

TABLE (1): BASIC NURSING SKILLS

This category of clinical skills should be assessed in all Clinical Rotations of the nurse intern. The nurse intern should make copy of these skills available to the Clinical Assessor on each rotation unit

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Admission and discharge procedures			
2. Measuring & documenting vital signs			
3. Performing psycho-social and physical assessment			
4. Formulating appropriate nursing care plan and discharge plan			
5. Receiving & handover of patient			
6. Meeting hygienic needs of the patient			
7. Testing blood sugar using Glucometer			
8. Interpreting basic lab results			
9. Perform standardized patients positioning			
10. Perform standardized moving and handling technique			
11. Providing professional health education regarding therapeutic diet and nutritional requirements			
12. Medication			
• Dosage calculation			
• Preparation and administration of oral medication			
• Preparation and administration of Subcutaneous medication			
• Preparation and administration of Intravenous medication			
13. Continuous care of an indwelling catheter			
14. Maintenance of continuous bladder irrigation			
15. Following aseptic technique in each procedure			
16. Understanding hospital Code-management			
17. Documentation of nursing notes			
• Review physician orders on a regular basis			
• Documents accurately on hospital forms			
• Writing nurses care plans and notes			
18. Comply with hospital health and safety measures			
19. Management of procedural informed patients consent			
20. Management of legal aspects of control drugs			
21. Comply with hospital policies and procedures			
22. Maintains patients' confidentiality at all times			
23. Use effective therapeutic communication skills			

TABLE (2): BASIC LEADERSHIP AND MANAGEMENT NURSING SKILLS

This category of clinical skills should be assessed in all Clinical Rotations of the nurse intern. The nurse intern should make copy of these skills available to the Clinical Assessor on each rotation unit

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Personal and professional conduct			
<ul style="list-style-type: none"> Punctuality 			
<ul style="list-style-type: none"> adheres to professional standers of legal and ethical practices in providing culturally sensitive care that respects patients' rights, values customs and religious beliefs 			
<ul style="list-style-type: none"> uses effective therapeutic communication skills 			
<ul style="list-style-type: none"> Adhere with hospital RN job description 			
<ul style="list-style-type: none"> Accept guidance, encouragement, instructions & feedback effectively. 			
<ul style="list-style-type: none"> Serve as a role model and demonstrates leadership qualities. 			
2. Professional behavior (Planning and assigning)			
<ul style="list-style-type: none"> Prepares daily assignment sheet. 			
<ul style="list-style-type: none"> Plan and attend meetings 			
3. Staffing and Directing			
<ul style="list-style-type: none"> Understanding and Utilizing the philosophy of the rotation setting 			
<ul style="list-style-type: none"> Determine Organizational structure of the rotation setting 			
<ul style="list-style-type: none"> Preparing schedule by utilizing necessary skills. 			
<ul style="list-style-type: none"> Using principles of delegation and reporting 			
4. Controlling and supervising:			
<ul style="list-style-type: none"> Conduct intra-shift report , Oral and written 			
<ul style="list-style-type: none"> Write and report incidence according to hospital appropriately 			
<ul style="list-style-type: none"> Able to take appropriate decision when needed. 			
<ul style="list-style-type: none"> Demonstrates and utilizes conflict resolution strategies. 			
<ul style="list-style-type: none"> Display assertiveness in dealing with team members and clients. 			
<ul style="list-style-type: none"> Properly completes various department requests. 			
<ul style="list-style-type: none"> Identify and analyzes performance problems of team members & perfectly evaluates them 			

SURGICAL ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Preoperative Management			
• Organizing a pre-chest x-rays, ECG& lab investigations			
• Pre and Post-operative education			
• Checking pre-operative checklist			
• Preoperative skin preparation			
• Transfer patients to OR and from the recovery room			
4. Post-operative Management			
• Immediate post-operative care			
• Positioning			
• Ambulation			
• Neurovascular observation			
• Measuring intake and output			
• Assisting in removal of drains			
5. Surgical Dressing			
• Assessment and wound care			
• Care of drains			
• Removal of sutures and staples			
6. Care of Ostomies:			
• Care of the stoma			
• Application of appliances (bags, wax bags)			
• Educating patient on ostomy care			
• Recording the condition of stoma			
7. Care of patient with Orthopedic surgeries			
• Application and care of traction			
• Application of plaster cast and care			
• Application of bandages			
8. Care of the patient with splint			
9. Care of fractures with external fixation			

MEDICAL ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Assisting with safe preparation and post procedure care for the following procedures:			
• X-ray procedure			
• CT Scan			
• Endoscope			
• Ultrasound			
• Nuclear medicine			
• Removal of Quinton catheter			
• Nebulizer			
• Percutaneous Endoscopic Gastrostomy (PEG) feeding			
4. Cardiac management:			
• ECG recording/interpretation			
• Recognizing basic & life threatening dysrhythmias			
• Recognition & interpretation of unstable/deteriorating patients signs and symptoms			
5. Care of the patient with:			
• Diabetic ketoacidosis (DKA)			
• Unconscious patients/Glasgow Coma Scale			
• Fluid and electrolyte imbalances (Hypokalemia, Hypokalemia, metabolic and respiratory acidosis and alkalosis, dehydration, edema)			
• Seizures			
• Anaphylactic shock			
• Deep vein thrombosis			
• Nephrostomy tube			
• AV Fistula/ AV Graft			
• Supra-Pubic Catheter			
• Peritoneal Dialysis			

EMERGENCY ROOM ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Nursing care and management of airway			
3. Basic leadership and management nursing skills (refer to table 2)			
4. Nursing care of patient undergoing defibrillation and Cardioversion			
5. Management of the CADE for trauma patient			
6. Management of Triage system			
7. Management of respiratory conditions			
• Oxygen therapy			
• Ambo - bagging			
• Insertion of oral airway			
• Intubation and Tracheostomy			
8. Nursing care for patients with multiple injuries and traumas			
9. Assisting the Code Blue Team in resuscitation procedure before, during and after			

CRITICAL CARE ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Assist in basic unit skills:			
• Chest physiotherapy/ Spirometry			
• Defibrillation / Cardioversion			
• Administration of thrombolytic therapy			
• Temporary pacemaker transcutaneous/trans-venous			
4. Air way management:			
• Mechanical ventilator			
• Assist in initiating invasive & noninvasive mechanical ventilator			
• Providing care for patient on mechanical ventilator			
• Assist in weaning from MV			
• Assist in insertion of airway tube			
• Providing care of air way tube (endotracheal , tracheostomy, nasopharyngeal)			
• Suctioning of air way passage			
5. Central lines:			
• Preparation of equipment for insertion of central line			
• Observed the normal parameters for CVP measurement			
• Determines and records CVP measurements			
• Provide central line care			
• The administration of drugs and fluids			
• Aseptically change central IV lines and perform dressing			
• Use of Porta-caths & Hichman catheter			
• Maintenance of IV and central lines			
6. Pulmonary artery catheters & arterial:			
• Maintenance and Nursing Care of Pulmonary Artery (PA) catheters & Arterial Lines(AL)			
• Performance of an Allen's test			
• Drawing blood from PA catheter & AL			
7. Feeding management:			
• Administration of Total Parenteral Nutrition (TPN), Tomy's syringe and feeding pump			
8. Under water seal drainage			
• Assisting in insertion/removal of underwater seal drainage			
• Care of underwater seal drainage			
9. Nursing care and Management of:			
• Myocardial Infarction(MI), unstable angina			

• Intestinal obstruction , colonic surgery and ostomies			
• Post-operative bleeding			
• Unconscious patient			
10. Nursing care of patients receiving (Vasopressors, Antiarrhythmic, Inotropes, anticoagulation)			
11. Recognition and interpretation of dysrhythmias and critical patient signs and symptoms			
12. Psychosocial support of patient and family in critical care situation			
13. Post mortem nursing care			

OPERATING ROOM AND RECOVERY ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Use of electronic life support equipment			
4. Performing sponge, sharp and instruments counts			
5. Maintain sterile field-aseptic technique			
6. Receiving patient from surgical unit			
7. Positioning patients for operative procedures – standard surgical positions			
8. Procedural Sedation adult & pediatric			
9. Psycho-social support of patients			
10. Assist in preparing sterile tray for different operation and procedures			
11. Maintaining patient safety in all situations			
12. Maintain air way and record vital signs			
13. Check wound and drains status			
14. Check and record level of consciousness			
15. Check and record Glasgow Coma Scale			

HEMODIALYSIS ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Care of the patient with:			
• Machine priming			
• Preparation of patient for hemodialysis			
• Pre-dialysis patient assessment			
• Pre & post-dialysis care of vascular access (AVF, SC catheter)			
• Patient monitoring during dialysis			

PEDIATRIC ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Performing comprehensive pediatric assessment			
4. Perform basic pediatric measurements:			
• Auscultation (rate, rhythm, volume)			
• Blood pressure/non-invasive			
• Heart sounds/murmurs			
• Perfusion			
• Abdominal and middle arm Girths			
• Weight			
• Length			
• Head circumference			
• Pediatric laboratory result			
5. Interpretation of lab results:			
• Arterial blood gases			
• Hemoglobin & hematocrit			
6. Management of pediatric medications			
• Administer IM, IV ,and Oral medication			
• Care of IV line			
• Administering TPN/PPN			
• Respiratory therapy and oxygen administration			
• Simple face mask			
• Nasal cannula			
• Tracheostomy mask			
• Incentive Spirometry			
• Using Ambo - bagging (pediatric & neonate)			
• Insertion of oral airway			
• Calculation of pediatric doses			
• Eye/ear installations			
• Metered dose inhaler			
7. Safety measures in pediatrics (bedrails, falls, foreign body insertion. Cot death)			

ANTEPARTUM, INTRAPARTUM & POSTPARTUM ROTATION

ANTEPARTUM

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Performing psycho-social and physical assessment			
• Assess for comfort			
• Breathing/relaxation techniques			
• Positioning			
• Palpate abdomen (abd. maneuver)			
• Measure & record fetal heart rate using Pinard & Doppler			
• Test urine for protein			
• Urine dipstick for ketones & glucose			
• Observe and recognize P.V loss			
4. Equipment & procedures			
• Delivery table set-up			
5. Administration of Oxytocin:			
• At delivery			
• For control of PPH continuous infusion			
• CTG care:			
○ Applying CTG machine			
○ Monitoring contraction and fetal heart rate			
○ Interpreting CTG reading & reporting abnormalities & providing care as indicated			
6. Care of high risk patient's:			
• A lower (uterine) segment Caesarean section (LSCS)- preparing for Cesarean			
• Observing vaginal bleeding			
• Assisting with prostaglandin insertion			
• Collecting cord blood sample			
• Care of patients with hyperemesis Gravidarum			
• Care of patients with diabetes in pregnancy			

INTRAPARTUM

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Admission of patient in labour:			
• Palpate the abdomen			
• Assessing contractions			
• Test urine for protein & glucose			
• Administering Fleet enema			
4. Management of patient in labour:			
• Applying and interpreting cardiotocography (CTG) machine, reading & reporting abnormalities & providing care as indicated			
• Fill in Partogram			
• Preparing trolley for:			
○ Delivery and Suture			
• Perform vaginal examination (under supervision)			
• Inserting urinary catheter			
• Assist with normal vaginal delivery			
• Inspection of placenta & collection of cord blood			
• Prepare patient for emergency Caesarian Section			
5. Care of the patient with:			
• Pre-eclampsia			
• Hemorrhage (ante/postpartum)			
• Fetal distress			
6. Providing immediate newborn care:			
• Checking & preparing newborn resuscitation			
• Suction the baby			
• Providing eye care			
• Administering of oxygen as indicated			
• Participate in advanced resuscitation			
• Assessing Apgar score			
• Examining the new born			
• Measuring the baby for following:			
○ Head circumference			
○ Weight			
○ Height			
• Inspecting umbilical cord			
• Applying identification of newborn			
• Filling in the proper documentation			
• Neonatal resuscitation			
• Obtain hematocrit			

• Obtain neonatal toxicology screen			
• Phototherapy			
• Promote bonding behaviors			
• Suctioning			
• Bulb			
• Medications & Administration:			
○ Eye prophylaxis			
○ Vitamin K			
7. Mother care for:			
• Providing Perineal and Episiotomy care			
• Checking uterus & lochia			
8. Documentation by filling in the obstetrical booklet			

POSTPARTUM			
Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Performing psycho-social and physical assessment			
• Bladder distention			
• Breast feeding			
○ Latch-on			
○ Positioning			
• DVT (Deep vein thrombosis)			
• Episiotomy			
• Fluid balance			
• Fundal height			
• Fundal massage			
• Lochia color and amount			

GYNECOLOGY UNIT

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Admission procedure			
4. Pre-operative OB/Gyne care:			
• Pre-operative shaving			
• Perform catheterization			
5. Post-operative OB/Gyne care:			
• Removal of vaginal pack			
• Assist in removal of urinary catheter			
• Dilatation & Curettage			
• Vaginal/ Abdominal Hysterectomy			
• Anterior / posterior repair			
• Tubal ligation (abdominal & Laparoscopic)			
• Fistula repair			
• Bartholin's cyst			
• Ovarian cyst			
• Cervical Cerclage			
• Ectopic pregnancy			
• Pelvic inflammatory disease			
• Hydatidiform Mole			
• Abortions (threatened, inevitable, complete, incomplete, missed)			
• Salpingectomy / Oophorectomy			
• Intrauterine Fetal Death (IUFD)			
• Hydatidiform Mole			

NEONATAL INTENSIVE ROTATION

Clinical Skill Task	Performed		Skill NOT-applicable
	Satisfactory	Unsatisfactory	
1. Basic nursing care (refer to table 1)			
2. Basic leadership and management nursing skills (refer to table 2)			
3. Performing psycho-social and physical assessment (Full & Pre, and Post Term baby):			
4. Neonatal safety:			
• Using incubator & phototherapy			
• Radiant warmer			
5. Providing Care:			
• Pediatric vital signs			
• Umbilical cord care			
• Pediatric laboratory result			
6. Medication administration:			
• Calculation of dosage			
7. Care of the patient with:			
• Congenital anomalies (cardiac, respirator, gastric, neurological, urinary tract and Hydrocephalus)			
• Dawn syndrome			
• Seizures			
• Jaundice			
• Respiratory surfactant disorder			
• NG Feeding and formula			
• Total Parenteral Nutrition (TPN) and Peripheral Parenteral Nutrition (PPN)			
• Fluid requirement			
• Gavage feeding			
• Cardiac monitor /ventilator			
• Collection of specimen (urine, blood, wound, CSF)			

FINAL EVALUATION SHEET

Student Name: **University No:** ()

Hospital of Internship Placement:

	Department	Student Grade	Grade Weight	Remarks
1	Surgical rotation		10	
2	Medical rotation		10	
3	Emergency room rotation		5	
4	Critical care rotation		5	
5	Operating room and recovery rotation		5	
6	Hemodialysis rotation		5	
7	Pediatric rotation		10	
8	Antepartum, intrapartum & postpartum rotation		15	
9	Neonatal Intensive rotation		5	
	Total ▶		70	

Continuing Education Officer

Student

Name:

Name:

Date: / / H

Date: / / H

Signature:

Signature: