



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:

TABLE OF CONTENTS

1. Introduction	4
2. Purpose of the log book	4
3. Objectives of the internship training program	4
4. Internship clinical area rotation	5
5. Preceptor's manual instruction	5
6. Table (1): basic nursing skills	6
7. Table (2): basic leadership and management nursing skills	7
8. Clinical skills checklist for:	
a. Surgical rotation	8
b. Medical rotation	9
c. Emergency room rotation	10
d. Critical care rotation	11
e. Operating room and recovery rotation	13
f. Hemodialysis rotation	14
9. Final evaluation sheet	15

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	2	15
2	Medical rotation	3	15
3	Emergency room rotation	3	10
4	Critical care rotation	2	10
5	Operating room and recovery rotation	1	10
6	Hemodialysis rotation	1	10
	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			

<ul style="list-style-type: none"> • Intestinal obstruction , colonic surgery and ostomies 			
<ul style="list-style-type: none"> • Post-operative bleeding 			
<ul style="list-style-type: none"> • 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			

FINAL EVALUATION SHEET

Student Name: University No: ()

Hospital of Internship Placement:

	Department	Student Grade	Grade Weight	Remarks
1	Surgical rotation		15	
2	Medical rotation		15	
3	Emergency room rotation		10	
4	Critical care rotation		10	
5	Operating room and recovery rotation		10	
6	Hemodialysis rotation		10	
	Total ▶		70	

Continuing Education Officer

Student

Name:

Name:

Date: / / H

Date: / / H

Signature:

Signature: