

Kingdom of Saudi Arabia
Ministry of Higher Education
University of Tabuk
Faculty of Nursing
Clinical Training & Internship Unit



المملكة العربية السعودية
وزارة التعليم العالي
جامعة تبوك
كلية التمريض
وحدة التدريب والامتنياز

Nursing Internship Manual

Fourth Edition

Clinical Training & Internship Unit

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Overview of the Internship Year

The Internship Year is designed to provide nurse interns with essential clinical and practical experience through hands-on training in hospital settings, including both in-patient and ambulatory care departments. This immersive experience enables interns to develop the competencies necessary to perform independently as nurse specialists, in accordance with the standards of the Saudi Commission for Health Specialties.

This manual serves as a comprehensive guide for nurse interns throughout their internship year. It includes detailed descriptions, policies and guidelines, roles and responsibilities, and procedural checklists to help ensure that interns successfully complete all required tasks and achieve the clinical objectives for each assigned ward.

The Internship Year is a one-year comprehensive clinical practicum intended for fifth-year nursing students completing their Baccalaureate program. Its primary objective is to enhance students' competencies in professional nursing practice. Through intensive, hands-on clinical training, nurse interns gain a practical understanding of the healthcare delivery system, build confidence in managing a variety of health conditions, apply critical thinking to ethical and clinical decision-making, and integrate professional roles in delivering nursing care.

The Internship Year is conducted in selected healthcare institutions recognized by both the government and the university. It is thoughtfully structured to offer students broad exposure to diverse clinical areas, supplementing the clinical training received during their third and fourth years of study. This experience further hones their terminal competencies, preparing them to function effectively as staff nurses in general and specialty units, and to begin developing roles as nurse practitioners, researchers, and managers.

Before entering the Internship Year, students must complete four years of general education and professional nursing courses. Completion of the one-year internship is a requirement for earning the Bachelor of Science in Nursing (BSN) degree.

Upon successful completion of the Internship Year, the nurse intern will be awarded a **Certificate of Completion**.

FACULTY OF NURSING

الرؤية Vision

Excellence in nursing education, research, and community services.

التميز في تعليم التمريض والبحث العلمي وخدمة المجتمع

الرسالة Mission

To graduate competent nurses who are able to enhance healthcare services through high quality educational standards and innovative research that addresses the health needs of the community.

تخريج ممرضين أكفاء قادرين على تعزيز الرعاية الصحية من خلال معايير تعليمية عالية الجودة وأبحاث مبتكرة تلبي الاحتياجات الصحية

للمجتمع

الاهداف Goals

1. Achieve excellence in nursing education through an advanced educational environment that promotes creativity and innovation 2. Facilitate research activities that addresses the challenges in health care. 3. Provide community services that promote optimal health services.	1. تحقيق التميز في تعليم التمريض من خلال بيئة تعليمية متطورة تنمي الإبداع والابتكار 2. تسهيل الأنشطة البحثية التي تتناول التحديات في مجال الرعاية الصحية. 3. تقديم الخدمات المجتمعية التي تعزز الخدمات الصحية المثلى.
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القيم Values

1. Loyalty and Affiliation	1. الولاء والانتماء
2. Mutual Respect	2. الاحترام المتبادل
3. Seeking Quality and Excellence	3. السعي للجودة والتميز
4. Transparency and Accountability	4. الشفافية والمساءلة
5. Collaboration and Teamwork	5. التعاون والعمل الجماعي
6. Creativity and Innovation	6. الإبداع والابتكار
7. Integrity and Responsibility	7. النزاهة والمسؤولية
8. Community Service	8. خدمة المجتمع

Graduate Attributes

Attribute	Description
1. Discipline Knowledge	Possess in-depth knowledge, understanding, and skills for nursing practice in a multi-professional context.
2. Technologically Proficient	Apply information technology effectively in nursing practice.
3. Lifelong Learner	Address personal educational needs and adapt to evolving changes in nursing and healthcare environments.
4. Skilful Communicator	Communicate ideas and information clearly across various audiences and contribute positively to team goals.
5. Culturally Oriented & Religiously Aware	Interact respectfully and responsibly with individuals from diverse cultures and uphold religious values and norms.
6. Responsible	Demonstrate accountability for personal behaviour, well-being, and professional actions.
7. Responsive Community Advocate	Embrace civic duties and actively contribute to the improvement of diverse communities.
8. Professionalism & Team Leader	Exhibit professional conduct and demonstrate leadership potential across nursing roles.

Accreditation Standards for Training Institutions

1. Training Institutions within KSA	Must be governmental health institutions, specialized medical centers, or medical administration affiliated with Tabuk University.
2. Training Institutions outside KSA	Must be approved by the department and college, and align with program outcomes and internship objectives, including clinical practice.
3. General Accreditation Standards	
1. Learning Outcomes	The institution must support the achievement of training course and internship year learning outcomes.
2. Capacity	The number of trainees must be appropriate to the institution's capacity.
3. Academic Affairs Office	The institution must have an academic/training office with a designated training officer responsible for supervision and college liaison.
4. Preferred Standards	
1. Specialized Training Management	Preferably, the institution should have a dedicated training management department.
2. External Accreditation	Preferably, the institution holds accreditation from specialized bodies or has a quality certification relevant to its field of work.

INTERNSHIP ROTATION

Area of Assignment	Female Rotation (Weeks)	Male Rotation (Weeks)
Medical Ward	8	8
Surgical Ward	8	8
Operating Room	2	4
Recovery Room	2	4
Intensive Care Unit (ICU)	8	10
Emergency Room (ER)	4	6
Paediatric Ward	4	—
Maternity Ward	4	—
Psychiatric Unit	4	4
Health Center / OPD	4	4
Total Weeks	48	48

Qualifications for Admission in the Internship Year:

- ✓ GPA not lower than 2.0
- ✓ Completed and passed all academic subjects.
- ✓ Completed needed documents for internship.
- ✓ Passed the BLS provider course.
- ✓ Should take the pre and post Internship Assessment Examinations.
- ✓ Should attend General Orientation given by the Internship Committee, Faculty of Nursing and of the Host Institution.

Training Period

Duration of Internship

- All nursing interns enrolled in the **regular Baccalaureate Program** are required to complete a **twelve-month (12) internship period**, equivalent to **one Gregorian year**.
- Interns must work a total of **40 hours per week** throughout the internship year.

Commencement of Training

- The internship year will begin on a date **determined by the host institution**, in coordination with the Faculty of Nursing.
- Schedules may vary depending on the academic calendar and hospital availability.

Coordination and Oversight

- The internship program is jointly overseen by:
 - The **Internship Coordinator** from the **Faculty of Nursing**, and
 - The **Training Coordinator** from the **designated hospital**.
- Together, they are responsible for:
 - Assigning appropriate clinical training areas.
 - Ensuring that placements align with the **learning objectives** and **clinical competencies** required by the program.
 - Supervising and evaluating intern performance.

Educational Enrichment

- Nurse interns are encouraged to participate in a variety of **professional development activities**, including:
 - Seminars
 - Workshops
 - In-service education
 - Academic lectures
- These opportunities are designed to:
 - Promote **continuous professional growth**
 - Support the development of **lifelong learning habits**
 - Strengthen clinical and theoretical nursing knowledge

Educational Leave

- Interns may be granted **educational leave days** by the host institution to attend approved educational activities.
- Such leave must be:
 - Pre-approved by the Internship and Training Coordinators
 - Documented and aligned with program goals

Role of the Training & Internship Unit

The **Training & Internship Unit** plays a vital role in ensuring the **successful planning, implementation, monitoring, and evaluation** of the Nursing Internship Program. Through its coordinated efforts, the committee ensures that the internship year meets its educational objectives and adheres to institutional standards.

Key Responsibilities of the Faculty of Nursing Internship Committee

1. **Planning and Organization**
 - Designs and structures the internship year in alignment with academic and clinical objectives.
2. **Coordination with Host Institutions**
 - Establishes and maintains effective communication and collaboration with partner healthcare institutions.
3. **Policy Implementation Oversight**
 - Ensures consistent adherence to the approved **policies and guidelines** governing the internship year.
4. **Intern Records Management**
 - Maintains up-to-date **personal data and training files** for each intern.
5. **Counselling and Support**
 - Coordinates the provision of **academic and personal counselling** for interns as needed.
6. **Information and Guidance**
 - Serves as a **resource entity** for addressing inquiries related to all aspects of the internship year.
7. **Evaluation and Collaboration**
 - Works closely with the Hospital Nursing Coordinator to implement and evaluate the effectiveness of the internship program.

Expected Roles of the Head Nurse

Outcome	Strategies
1. Provides an orientation for the intern	<i>Develops and implements an orientation plan that includes:</i> - Physical layout of the unit, equipment, supply access, charting process, shift schedules, staff rotation, and unit routine - Orientation to emergency protocols and special codes
2. Maintains a current knowledge base and serves as a resource nurse	<i>Explains policies and procedures, emphasizing key points:</i> - Coaches the intern in clinical problem-solving and progression from novice to expert - Directs the intern to additional resources for problem-solving- Observes clinical skills and supports competency development - Incorporates adult learning principles and seeks feedback - Explains unit philosophy and integrates it into practice
3. Models professional nursing practice	- Demonstrates procedures and coaches' complex skills- Provides guidance in problem-solving and use of resources - Assists with setting priorities and delegating tasks - Coaches verbal and written communication, emphasizing relevance - Promotes professional socialization and collegial interactions - Demonstrates professional accountability by explaining care decisions - Maintains availability and provides constructive support- Coaches on earning peer respect
4. Provides clinical supervision	- Collaborates on daily assignments with the intern - Assigns appropriate learning activities based on ability- Creates a supportive learning environment - Assists with completing procedural checklists
5. Assists the intern in adapting to the professional role	- Provides forums to ease anxiety during role transition- Schedules regular feedback and review meetings - Accepts and gives constructive feedback for mutual development
6. Contributes to the evaluation of intern performance	- Reviews progress based on goals and objectives - Observes performance with attention to knowledge and skill- Submits formal written evaluations per program standards - Maintains ongoing communication about progress and expectations
7. Communicates with the Internship Coordinator and intern	- Maintains open communication to support preceptorship - Understands and follows the process for contacting the Internship Coordinator when needed

Nurse Intern's Responsibilities

#	Responsibility
1	Reports to the Head Nurse/Preceptor and seeks permission before leaving the assigned area for breaks, lunch, prayer, or meetings.
2	Accepts patient assignments that align with the clinical objectives of the nursing internship.
3	Provides quality nursing care to patients using the nursing process.
4	Actively participates in unit and patient care activities.
5	Takes on larger caseloads and functions with less supervision as the internship progresses.
6	Performs nursing procedures confidently and safely.
7	Participates in shift endorsement reports from outgoing and incoming nurses for allocated patients.
8	Reports any unusual incidents or occurrences during duty in accordance with hospital policy.
9	Remains in the assigned unit throughout duty hours, except during scheduled breaks.
10	Complies with all internship regulations set by the hospital.
11	Consistently displays professional behaviour and a positive attitude.
12	Attends all mandatory in-service training programs related to nursing practice.
13	Follows the work hours and operational procedures of the host institution.
14	Participates in the official internship orientation program.
15	Ensures a complete endorsement to the designated preceptor for all patients under care before leaving the clinical area.
16	Demonstrates honesty, punctuality, courtesy, a cooperative attitude, professional grooming, and a willingness to learn.

Terms and Conditions of Internship Student in Health Facilities

1. The nursing intern will be treated as an employee regarding attendance and leave, following official hospital working hours.
2. The nursing intern must commit to the training plan prepared by the Department of Academic Affairs and Training in Tabuk Health.
3. The nursing intern must complete the training period continuously without interruption. Unexcused absence for 5 days leads to suspension until an official excuse letter is submitted.
4. The nursing intern must follow instructions and policies given by the Nursing Education and Training Office.
5. The nursing intern must wear the designated uniform (gray mid-leg lab coat) and identification card at all times.
6. Male nursing interns are strictly prohibited from wearing jeans.
7. Female nursing interns must wear the designated hospital uniform with decency.
8. Smoking inside health facilities is prohibited; interns must maintain a professional appearance.
9. Nursing interns must undergo blood tests and necessary immunizations.
10. Mobile phones are prohibited during duty hours; photography or video recording inside the facility is not allowed.
11. Any problems during duty should be reported to the Nursing Education and Training Office for documentation.
12. Nursing interns must fully comply with the rules and regulations of the clinical training area.

EXPECTATIONS

1. The Faculty of Nursing, the clinical training area, and the Nurse Intern share joint accountability for providing safe, quality patient and family care.
2. The Nurse Intern will function under the supervision of the designated Preceptor/Head Nurse throughout the entire internship year.
3. The Nurse Intern will not perform duties outside the scope of their practice. Should this occur, the intern will accept all consequences of their actions.
4. The Nurse Intern will adhere to behavioural standards consistent with professional nursing practice.
5. The Nurse Intern is personally responsible for providing safe, quality nursing care and for maintaining the knowledge and skills necessary to do so.
6. The Nurse Intern is expected to meet performance criteria and achieve the specific objectives and competencies of each clinical placement by the end of each rotation.
7. The Nurse Intern will participate in the roles and responsibilities of the Team Leader, Charge Nurse, and Head Nurse in the designated area, particularly regarding care planning, staff assignment, scheduling, and work organization.
8. The Nurse Intern will progressively take on larger caseloads and work with decreasing levels of supervision as the internship advances.
9. The Nurse Intern will work day shifts only during the first three months of the program, subject to changes according to hospital policy.

Policies and Regulations for Holidays, Leave, and Absence

Type of Leave	Details
National Holidays	Interns are entitled to official government holidays in Saudi Arabia (Ramadan Eid, Hajj Eid, National Day).
Casual Leave	Interns may take up to 5 casual leave days during the 12-month training year. No more than 2 consecutive days allowed.
Annual Leave	Interns are entitled to 14 days of regular leave after completing the first 3 months of training.
Educational Leave	5 days allowed annually to attend conferences; workshops related to their specialization.
Maternity Leave	Pregnant interns may take 14 days of maternity leave with compensation.
Sick Leave	Sick leave must be supported by an original signed and stamped medical committee decision. Copies must be submitted to the training supervisor and Clinical Training Unit.
Hospitalization Leave	Leave must be supported by documents indicating hospitalization duration and required rest period after discharge.
Absence with Excuse	Absences with acceptable excuses must be made up at the end of the training year.
Absence without Excuse	Absence of 5 or more consecutive days without excuse will result in notification to Clinical Training Unit and possible sanctions such as non-payment or retraining.
Coming Late	Five instances of lateness are equivalent to 1 unexcused absence, requiring 1 day of make-up time.

ASSESSMENT & EVALUATION

The assessment and evaluation will be done after each area of assignment on the following assessment criteria and corresponding percentage with a total of 100%:

Assessment Criteria	Percentage
Attendance	15%
Behavior	15%
Competency	70%
TOTAL	100%

Nursing Internship Competency Checklist

Surgical Nursing Clinical Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance progress is slow and inconsistently proper

0 = Progress Unacceptable – Performance is ineffective and inefficient

Category	Rating (0-3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Obtains comprehensive client information from charts		
2. Interviews the client and/or significant others to gather history and subjective data		
3. Performs physical and/or neurological assessments accurately		
4. Utilizes laboratory/diagnostic results in problem analysis		
5. Formulates appropriate nursing diagnoses		
6. Sets measurable and attainable objectives		
7. Implements nursing interventions based on identified needs		
8. Evaluates care outcomes and revises goals/actions accordingly		
9. Engages in creative problem solving		
10. Performs preoperative and postoperative patient teaching		
TECHNICAL SKILLS		
11. Identifies patient correctly and ensures safety		
12. Assesses and monitors vital signs, LOC, pain, etc.		
13. Performs surgical dressing and wound care procedures		
14. Maintains patency of IVs, drains, and other contraptions		
15. Demonstrates infection control practices		
16. Transfers and positions patients safely		
17. Prepares and uses appropriate equipment/materials		
18. Performs physical assessments and neurological observations		
19. Documents procedures and observations accurately		
20. Provides teaching on medications, diet, and procedures		
21. Provides immediate postoperative care including positioning and ambulation		
22. Sets up surgical field and performs surgical dressing		
23. Evaluates wounds, changes dressing, packs wound, selects dressing material		
24. Cares for drains; removes sutures, staples, and chest drains		
DOCUMENTATION		
25. Maintains accurate, timely, and clear documentation		
26. Documents patient data and nursing interventions properly		

27. Completes handovers and endorsements effectively		
28. Submits reports and hospital forms accurately		
29. Uses proper channels for communication		
VALUES AND ATTITUDE		
30. Wears complete uniform and is well-groomed		
31. Observes institutional policies and protocols		
32. Demonstrates honesty, punctuality, and accountability		
33. Responds to constructive feedback positively		
34. Manages time and workload efficiently		
35. Maintains professionalism and bedside manners		

TOTAL SCORE: _____ $\times 100 \times$ _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Medical Nursing Clinical Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

- 3 = Competent – Student performs consistently in an effective and efficient manner
- 2 = Progress Acceptable – Performance is usually effective and efficient but not always
- 1 = Needs Improvement – Performance progress is slow and inconsistently proper
- 0 = Progress Unacceptable – Performance is ineffective and inefficient

Category	Rating (0-3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Obtains comprehensive client information from charts		
2. Interviews the client and/or significant others to gather history and subjective data		
3. Performs physical and/or neurological assessments accurately		
4. Utilizes laboratory/diagnostic results in problem analysis		
5. Formulates appropriate nursing diagnoses		
6. Sets measurable and attainable objectives		
7. Implements nursing interventions based on identified needs		
8. Evaluates care outcomes and revises goals/actions accordingly		
9. Engages in creative problem solving		
TECHNICAL SKILLS		
10. Identifies patient correctly and ensures safety		
11. Monitors and records vital signs accurately		
12. Performs comprehensive health assessments		
13. Administers medications: oral, ID, SC, IM, IV, per NGT, topical, eye/nasal drops, nebulization		
14. Adheres to narcotics/controlled substances protocol		
15. Demonstrates knowledge of IV therapy including set-up and pump operation		
16. Performs glucose and urine testing accurately		
17. Follows infection control principles including PPE use and isolation protocol		
18. Provides wound care, surgical site monitoring, and dressing changes		
19. Provides respiratory therapies (O2 therapy, suctioning, chest physiotherapy, spirometry)		
20. Demonstrates body mechanics and safe patient positioning/transferring		
21. Performs procedures for feeding (NGT setup and care, enteral feeding, IV nutrition)		
22. Collects specimens properly (urine, blood, sputum, etc.)		

23. Assists with diagnostic procedures (CT, MRI, ultrasound, etc.)		
24. Prepares and maintains documentation and hospital forms		
DOCUMENTATION		
25. Maintains accurate, timely, and clear documentation		
26. Completes patient care records, medication charts, and reports correctly		
27. Uses appropriate handover procedures and hospital documentation systems		
28. Communicates effectively with team members		
VALUES AND ATTITUDE		
29. Wears complete uniform and is well-groomed		
30. Adheres to institutional rules and protocols		
31. Demonstrates accountability, punctuality, and professionalism		
32. Responds positively to feedback and supervision		
33. Manages time and responsibilities effectively		
34. Maintains courteous and respectful conduct		

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Operating Room (OR) Nursing Clinical Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance progress is slow and inconsistently proper

0 = Progress Unacceptable – Performance is ineffective and inefficient

Category	Rating (0-3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Reviews patient chart thoroughly		
2. Gathers history and subjective data		
3. Performs appropriate preoperative assessments		
4. Applies diagnostic/lab test results in analysis		
5. Establishes relevant nursing diagnoses		
6. Sets appropriate goals and nursing care plans		
7. Implements perioperative care effectively		
8. Evaluates care outcomes and updates interventions		
TECHNICAL SKILLS		
9. Follows OR policies and protocols accurately		
10. Wears correct OR attire (Scrub/Circulating Nurse)		
11. Performs proper surgical scrubbing		
12. Conducts sterile gowning and gloving confidently		
13. Maintains sterility throughout procedures		
14. Prepares OR table, sheets, and instruments correctly		
15. Anticipates surgical needs and supplies		
16. Tracks instruments and sponges before, during, after surgery		
17. Applies aseptic techniques in handling instruments		
18. Assists in patient transfer, positioning, and post-op care		
19. Supports OR cleaning and preparation post-operation		
20. Demonstrates teamwork during surgical cases		
DOCUMENTATION		
21. Maintains accurate surgical counts and records		
22. Documents intraoperative events clearly		
23. Completes OR records and reports properly		
24. Ensures confidentiality and proper storage of records		
VALUES AND ATTITUDE		
25. Maintains professional appearance and hygiene		
26. Follows institutional and OR-specific policies		
27. Demonstrates accountability and punctuality		

28. Accepts feedback and performs self-correction		
29. Works efficiently and effectively under pressure		
30. Respects all team members and contributes positively		

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Recovery Room Nursing Clinical Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance progress is slow and inconsistently proper

0 = Progress Unacceptable – Performance is ineffective and inefficient

Category	Rating (0-3)	Category
UTILIZATION OF THE NURSING PROCESS		
1. Obtains comprehensive information from client chart		
2. Interviews client/significant others for history and data		
3. Performs physical and neurological assessments		
4. Utilizes lab and diagnostic results		
5. Formulates nursing diagnoses based on assessment		
6. Sets attainable and measurable care objectives		
7. Provides age-specific nursing interventions/comfort care		
8. Implements appropriate nursing interventions		
9. Evaluates nursing care outcomes and revises plan		
10. Engages in creative problem solving		
TECHNICAL SKILLS		
11. Prepares stretcher and equipment for incoming patient		
13. Positions patient properly during immediate post-op		
14. Applies safety measures (e.g. raising side rails)		
15. Assesses consciousness, vital signs, oxygen saturation		
16. Provides respiratory care (O2, suctioning, chest physio, etc.)		
17. Attaches and monitors cardiac equipment		
18. Assesses and manages pain effectively		
19. Manages wound site and dressing changes		
20. Administers medications and manages IV therapy		
21. Maintains NPO, removes oral airways as indicated		
22. Monitors intake/output and transfusions		
23. Prepares patient for transfer and completes endorsement		
24. Documents care data clearly, accurately, and promptly		
DOCUMENTATION		
25. Documents care data clearly, accurately, and promptly		
26. Maintains privacy/confidentiality of records		
27. Refers complications and abnormal findings to physician		
28. Assesses and records Post-Anaesthesia Recovery Score		
VALUES AND ATTITUDE		
29. Wears full uniform and is well-groomed		

30. Follows institutional protocols		
31. Demonstrates honesty, punctuality, and accountability		
32. Responds to feedback and self-corrects		
33. Demonstrates time management and bedside manners		

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Emergency Nursing Clinical Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance progress is slow and inconsistently proper

0 = Progress Unacceptable – Performance is ineffective and inefficient

Category	Rating (0-3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Checks client chart for complete information		
2. Interviews the client/significant others for subjective data		
3. Performs physical and neurological assessments accurately		
4. Analyzes client issues using lab results		
5. Formulates actual, risk, and potential nursing diagnoses		
6. Sets measurable and attainable objectives		
7. Implements appropriate nursing interventions		
8. Evaluates care outcomes and revises care plans		
COMMUNICATION AND DOCUMENTATION		
9. Communicates therapeutically with clients and family throughout care		
10. Collaborates effectively within an interdisciplinary team		
11. Provides discharge teaching to patient and family		
12. Documents patient care clearly, accurately, and promptly		
13. Maintains privacy and confidentiality of information		
14. Assists in patient handover (endorsement)		
TECHNICAL SKILLS		
15. Assists with diagnostic investigations and procedures		
15.1. X-ray procedures: Upper/Lower GI, IVP, Cholecystography		
15.2. CT scan, MRI, ERCP, Ultrasound, Angiogram		
15.3. Biopsies, Lumbar Puncture, Bone Marrow Aspiration		
16. Performs diabetes management and teaching		
16.1. Glucose monitoring, glucometer use, urine tests		
16.2. Foot care, patient/family education		
17. Administers insulin therapy		
17.1. Single, Mixed, and Insulin Infusion		
18. Conducts emergency assessments		
18.1. Primary and Secondary Assessment		
19. Performs patient triage and prioritization		
20. Provides life-saving interventions		
20.1. BLS, CPR, First Aid, Fluid Resuscitation		
21. Performs airway management and life-maintaining procedures		

VALUES AND ATTITUDE		
22. Wears complete uniform and is well-groomed		
23. Adheres to institutional, academic, and clinical policies		
24. Demonstrates honesty and accountability		
25. Responds positively to constructive feedback		
26. Reports for duty punctually and consistently		
27. Submits all requirements on time		
28. Demonstrates effective time management		
29. Exhibits bedside manners and professional courtesy		

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Critical Care Nursing Competency Checklist (ICU / CCU)

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance is too slow or inconsistent

0 = Progress Unacceptable – Performance is consistently ineffective

Category	Rating (0-3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Obtains comprehensive client information via chart review and direct interview		
2. Conducts physical and neurological assessments thoroughly and accurately		
3. Utilizes lab and diagnostic results for problem identification and analysis		
4. Formulates appropriate nursing diagnoses (actual, risk, potential)		
5. Sets measurable and patient-centered care objectives		
6. Plans and implements interventions based on critical needs		
7. Evaluates care effectiveness and modifies care plan accordingly		
COMMUNICATION AND DOCUMENTATION		
8. Demonstrates therapeutic communication with patients and families		
9. Collaborates effectively with the interdisciplinary team		
10. Participates in pre- and post-conferences actively		
11. Uses appropriate channels for communication and referrals		
12. Maintains accurate, complete, timely, and confidential documentation		
TECHNICAL SKILLS		
13. Prepares, checks, and utilizes PPE and ICU/CCU equipment properly		
14. Applies aseptic techniques consistently		
15. Performs GCS scoring, cardiac monitoring, and ECG tracing		
16. Recognizes and responds to alarms and machine errors (e.g. dialysis machine, ventilator)		
17. Performs suctioning, chest physiotherapy, and manages tracheostomies		
18. Assists in insertion, maintenance, and weaning from invasive and non-invasive ventilators		
19. Assists in insertion, monitors and maintains central lines, CVP measurement, and flushing		

20. Sets up and manages transducer systems and interprets waveforms		
21. Draws blood from PA catheters and arterial lines, and performs Allen's test		
22. Administers and monitors TPN, enteral feeding via syringe and feeding pump		
23. Assists in insertion/removal and care of underwater seal drainage		
24. Cares for post-CABG, post-valve surgery, post-PTCA, and cardiac catheterization patients		
25. Manages unconscious patients to prevent complications (e.g. foot drop, contractures)		
26. Provides care for neuro, cardiac, GI, orthopedic, and renal patients (e.g. MI, stroke, CHF, ESRD, burns, fractures, etc.)		
27. Recognizes and responds to postoperative bleeding and complications		
28. Prepares ICU/CCU room and bed pre- and post-surgery		
29. Administers emergency and maintenance medications (e.g. vasopressors, inotropes, anticoagulants, antiarrhythmics)		
30. Operates and troubleshoots life support equipment (ventilators, renal support, infusion pumps, cardiac output monitors)		
31. Interprets dysrhythmias, lab results, and signs/symptoms of deterioration		
32. Performs psychosocial care and support for critically ill patients and their families		
33. Provides culturally sensitive and ethical post-mortem care		
VALUES AND ATTITUDE		
34. Displays proper uniform and professional grooming		
35. Follows all institutional, academic, and clinical protocols		
36. Demonstrates accountability, punctuality, and integrity		
37. Accepts and applies constructive feedback		
38. Exhibits time management and prioritization skills		
39. Upholds patient dignity and demonstrates professional bedside manners		
40. Reports for duty regularly and submits documentation promptly		

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Maternity Nursing Clinical Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance progress is slow and inconsistently proper

0 = Progress Unacceptable – Performance is ineffective and inefficient

Category	Rating (0-3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Checks client chart for complete information		
2. Interviews client/significant others for data		
3. Performs physical and neurological assessments		
4. Uses lab results to analyze client issues		
5. Formulates appropriate nursing diagnoses		
6. Sets measurable, attainable care objectives		
7. Implements nursing interventions		
8. Evaluates care outcomes		
COMMUNICATION AND DOCUMENTATION		
9. Uses therapeutic communication at all care stages		
10. Collaborates with interdisciplinary team		
11. Provides discharge teaching to clients/family		
12. Documents care clearly and accurately		
13. Maintains confidentiality		
14. Assists with patient handover		
TECHNICAL SKILLS		
15. Admits and assesses antepartum patients		
16. Performs obstetric exam, Leopold's maneuver, CTG monitoring (normal/abnormal)		
17. Provides care for high-risk pregnancies (toxemia, APH, GDM, anemia, cardiac, renal, etc.)		
18. Manages complicated pregnancies (IUGR, PROM, IUFD, premature labor)		
19. Conducts postnatal assessments (fundus, lochia, perineum, vitals)		
20. Assists with assisted and cesarean deliveries		
21. Teaches newborn care, breastfeeding, formula preparation, immunization schedule		
22. Performs and documents labor care: contractions, FHR, CTG, portogram, VE, blood work		

23. Administers analgesics (narcotics, inhalation) and observes effects		
24. Manages third stage of labor: delivery of placenta, cord blood collection		
25. Handles obstetric emergencies (cord prolapse, APH, eclampsia, ruptured uterus, PPH, etc.)		
26. Resuscitates newborn, performs Apgar scoring and blood collection		
27. Performs perineal care and recognizes postpartum complications		
28. Provides complete gynecological care: D&C, hysterectomy, tubal ligation, fistula repair, etc.		
29. Manages conditions like ectopic pregnancy, PID, abortions (threatened, incomplete, missed), oncology		
VALUES AND ATTITUDE		
30. Wears full uniform and is well-groomed		
31. Adheres to institutional and academic policies		
32. Demonstrates honesty and accountability		
33. Accepts constructive feedback		
34. Reports for duty on time and regularly		
35. Submits required outputs on time		
36. Demonstrates effective time management		
37. Maintains professional bedside manners		

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Paediatric Nursing Clinical Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance progress is too slow or inconsistent

0 = Progress Unacceptable – Performance is consistently ineffective

Category	Rating (0-3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Reviews patient chart and collects history from caregivers		
2. Performs comprehensive physical and neurological assessments		
3. Analyzes lab/diagnostic results to determine nursing problems		
4. Formulates age-appropriate nursing diagnoses		
5. Sets measurable, realistic objectives for pediatric care		
6. Implements appropriate interventions based on patient needs		
7. Evaluates care outcomes and adjusts care plan as needed		
COMMUNICATION AND DOCUMENTATION		
8. Communicates therapeutically with child and family		
9. Collaborates with pediatric care team		
10. Provides age-specific discharge instructions		
11. Documents data and interventions accurately and promptly		
12. Maintains confidentiality and performs accurate handovers		
TECHNICAL SKILLS		
13. Performs admission and discharge procedures for pediatric patients		
14. Conducts detailed physical assessment from head-to-toe by system		
15. Performs developmental assessment: high-risk, normal infant, toddler, preschool, school-age, adolescent		
16. Measures and records temperature, pulse, BP, respiratory rate, O2 sat, height, weight, and head circumference		
17. Calculates and records intake/output		
18. Ensures child safety including use of appropriate restraints		
19. Conducts IV therapy: cannula insertion, maintenance, care		
20. Performs nasogastric tube insertion and feeding		
21. Administers oxygen via various methods: face mask, venture, nasal cannula, tracheotomy mask, bag-valve-mask		
22. Performs suctioning: tracheal, oropharyngeal, nasopharyngeal		
23. Conducts blood sugar testing: glucometer, urine ketones/glucose		
24. Prepares children for diagnostic procedures and collects specimens		

25. Provides perioperative care including wound care and suture removal		
26. Manages blood transfusion procedures and reactions		
27. Administers medications: oral, IM, ID, SC, IV, eye, ear, topical, nebulizer		
28. Positions, lifts, and transports children using safe techniques		
29. Implements infection control: waste disposal, asepsis, isolation		
30. Applies and monitors phototherapy; interprets lab results		
31. Regulates temperature in neonates using radiant warmer		
32. Provides neonatal suctioning, Ambo-bagging, aseptic technique		
33. Performs full neonatal head-to-toe physical assessment		
34. Assesses gestational age and categorizes (preterm, term, post-term, IUGR, VLBW, LGA)		
35. Evaluates neonatal respiratory status (apnea, grunting, nasal flaring, retractions, etc.)		
36. Assesses CV status: apical pulse, perfusion, capillary refill, BP cuff placement		
37. Monitors neuro status: LOC, fontanelles, reflexes, activity		
38. Assesses GIT, elimination, bowel sounds, meconium		
39. Evaluates GU system: fluid balance, signs of infection		
40. Assesses integument: skin turgor, temperature, lanugo, milia		
41. Identifies normal/abnormal skin color and VS ranges for preterm and term		
42. Provides routine newborn care (cord care, bathing, hygiene)		
43. Uses pulse oximeter and recognizes abnormal readings		
44. Follows neonatal isolation protocols properly		
VALUES AND ATTITUDE		
45. Wears full uniform and is well-groomed		
46. Adheres to institutional, academic, and clinical rules		
47. Demonstrates honesty, accountability, punctuality		
48. Accepts constructive feedback		
49. Demonstrates effective time and task management		
50. Maintains compassionate bedside manners		

IUGR – Intrauterine Growth Restriction, VLBW – Very Low Birth Weight, LGA – Large for Gestational Age, CV: Cardiovascular, GU – Genitourinary, GIT – Gastrointestinal Tract

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Psychiatric Nursing Competency Checklist

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

3 = Competent – Student performs consistently in an effective and efficient manner

2 = Progress Acceptable – Performance is usually effective and efficient but not always

1 = Needs Improvement – Performance progress is too slow or inconsistent

0 = Progress Unacceptable – Performance is consistently ineffective

Category	Rating (0–3)	Remarks
UTILIZATION OF THE NURSING PROCESS		
1. Checks client chart for complete information.		
2. Interviews client and/or significant others to gather history and subjective data		
3. Executes physical and neurological assessments competently and accurately		
4. Analyzes client issues using laboratory test results		
5. Formulates nursing diagnosis (actual, risk, and potential)		
6. Sets attainable and measurable objectives		
7. Implements appropriate nursing interventions		
8. Evaluates nursing care outcomes		
COMMUNICATION AND DOCUMENTATION		
9. Effectively communicates therapeutically with clients and significant others		
10. Effectively collaborates in an interdisciplinary team		
11. Provides discharge teaching to patient and family members		
12. Documents data on client care clearly, concisely, accurately, and timely		
13. Maintains privacy and confidentiality		
14. Assists in patient handover (endorsement) procedures		
TECHNICAL SKILLS		
15. Admit Psychiatric Patient		
16. Identify and handle patients with psychiatric disorders including anxiety, schizophrenia, mood disorders, personality disorders, substance abuse, eating disorders, somatoform disorders, child and adolescent disorders, cognitive disorders		
17. Perform physical examination (head to toe)		
18. Vital signs recording		
19. Collection of specimens (urine, blood, pregnancy test, sperm specimen for rape victim)		
20. Perform mental status and neurological examination		

21. Use different psychological approaches to identify and assess		
22. Therapeutic communication (verbal and non-verbal)		
23. Psychopharmacology: drug analysis, indications, contraindications, nursing implications		
24. Administration of medication: controlled medicines, injections		
25. Psychiatric nursing care plan: assessment, nursing diagnosis, planning, intervention, evaluation		
26. Treatment setting and therapeutic program		
27. Health education: discharge plan, medication follow-up, next check-up		
28. Emergency intervention: fire evacuation, handling assaultive/absconded patient, restraint, electroconvulsive therapy		
VALUES AND ATTITUDE		
29. Wears complete uniform and well-groomed at all times		
30. Follows policies, procedures, and guidelines		
31. Demonstrates honesty and accountability		
32. Changes behavior in response to constructive criticism		
33. Reports for duty on time and regularly		
34. Submits requirements on time		
35. Demonstrates effective time management		
36. Observes bedside manners and courtesies		

TOTAL SCORE: _____ × 100 × _____ % = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

COMMUNITY HEALTH NURSING COMPETENCY CHECKLIST

Name of Student: _____

Unit/Department Assigned: _____

Dates of Exposure: _____

Rating Scale:

- 3 = Competent – Student performs consistently in an effective and efficient manner
 2 = Progress Acceptable – Performance is usually effective and efficient but not always
 1 = Needs Improvement – Performance progress is too slow or inconsistent
 0 = Progress Unacceptable – Performance is consistently ineffective

Category	Rating (0–3)	Remarks
I. UTILIZATION OF THE NURSING PROCESS		
PROVISION OF BASIC HEALTH SERVICES		
A. ASSESSMENT		
1. Assesses with the client (individual, family, population group, and/or community) one's health status through:		
a.1 Interview utilizing appropriate data gathering methods and tools guided by the type of setting requisites.		
a.2 Vital signs, height, weight, and BMI		
a.3 Analyses data gathered		
a.4 Enumerates identified health needs of the client using the typology of health care		
a.5 Identifies priority learning needs of the client		
B. PLANNING		
1. Formulates with the client a plan of care to address the health condition, needs, and problems based on priorities		
2. Plans and integrates health promotion into all aspects of community health nursing		
C. IMPLEMENTATION		
1. Performs hand washing before and after every procedure		
2. Explains procedure in a comprehensive manner to the client and support system		
3. Applies safety principles, evidence-based practice, and appropriate protective devices when providing nursing care		
4. Implements safe and quality nursing interventions utilizing appropriate and available resources		
5. Maternal Health Care		
a. Addresses actual concerns of pregnant mother respectfully		
b. Fills out maternal care book properly and accurately		
c. Computes EDC and AOG correctly and accurately		
d. Administers tetanus toxoid with appropriate route and dosage		
e. Gives appropriate health teaching		
6. Under Five/Child Health Care		

a. Performs growth and development monitoring (height, weight, head circumference)		
b. Administers proper vaccines safely		
c. Gives appropriate health teaching		
7. Chronic Care		
a. Decides and implements nursing care in accordance with nursing standards		
b. Performs independent nursing care (e.g., glucose monitoring, wound care, first aid, TSB)		
8. Implements nursing care during pre-, intra-, and post-diagnostic/treatment procedures		
9. Conducts health education for promotive, preventive, curative, and rehabilitative care		
10. Uses strategies to promote client independence in maintaining health		
D. EVALUATION		
1. Evaluates effectiveness of nursing care with the client based on expected outcomes		
2. Documents client's responses to nursing care		
3. Uses research and evaluation to improve quality of community health		
II. VALUES AND ATTITUDE		
1. Wears complete uniform and is well groomed at all times		
2. Follows the policies, procedures, and guidelines of the course, department, university, and agencies		
3. Demonstrates honesty and accountability		
4. Changes behavior in response to constructive criticism		
5. Reports for duty on time		
6. Submits requirements on time		
7. Demonstrates effective time management		
8. Observes bedside manners and courtesies		
9. Reports to duty regularly		

TOTAL SCORE: _____ × 100 × _____% = _____

Instructor's Remarks and Suggestions:

Student's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

Acknowledgment Form

Date: _____

I, _____, bearing Student ID No. [_____] , a Nursing Internship student, hereby acknowledge that I have read, understood, and agree to comply with all the guidelines, policies, and procedures outlined in the *Nursing Internship Manual*.

I understand that it is my responsibility to uphold and follow the standards and expectations specified in the manual throughout the course of my internship.

Signature over Printed Name of Student

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