

**Lyna M N Hutapea SKep Ners MSc (PHN) PhD**

Author



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# ADVANCED AND PROFICIENT CLINICAL SKILLS AND COMPETENCIES



## UU No 28 tahun 2014 tentang Hak Cipta

### **Fungsi dan sifat hak cipta Pasal 4**

Hak Cipta sebagaimana dimaksud dalam Pasal 3 huruf a merupakan hak eksklusif yang terdiri atas hak moral dan hak ekonomi.

### **Pembatasan Pelindungan Pasal 26**

Ketentuan sebagaimana dimaksud dalam Pasal 23, Pasal 24, dan Pasal 25 tidak berlaku terhadap:

1. Penggunaan kutipan singkat Ciptaan dan/atau produk Hak Terkait untuk pelaporan peristiwa aktual yang ditujukan hanya untuk keperluan penyediaan informasi aktual;
2. Penggandaan Ciptaan dan/atau produk Hak Terkait hanya untuk kepentingan Karya Ilmiah ilmu pengetahuan;
3. Penggandaan Ciptaan dan/atau produk Hak Terkait hanya untuk keperluan pengajaran, kecuali pertunjukan dan Fonogram yang telah dilakukan Pengumuman sebagai bahan ajar; dan
4. Penggunaan untuk kepentingan pendidikan dan pengembangan ilmu pengetahuan yang memungkinkan suatu Ciptaan dan/atau produk Hak Terkait dapat digunakan tanpa izin Pelaku Pertunjukan, Produser Fonogram, atau Lembaga Penyiaran.

### **Sanksi Pelanggaran Pasal 113**

1. Setiap Orang yang dengan tanpa hak melakukan pelanggaran hak ekonomi sebagaimana dimaksud dalam Pasal 9 ayat (1) huruf i untuk Penggunaan Secara Komersial dipidana dengan pidana penjara paling lama 1 (satu) tahun dan/atau pidana denda paling banyak Rp100.000.000 (seratus juta rupiah).
2. Setiap Orang yang dengan tanpa hak dan/atau tanpa izin Pencipta atau pemegang Hak Cipta melakukan pelanggaran hak ekonomia Pencipta sebagaimana dimaksud dalam Pasal 9 ayat (1) huruf c, huruf d, huruf f, dan/atau huruf h untuk Penggunaan Secara Komersial dipidana dengan pidana penjara paling lama 3 (tiga) tahun dan/atau pidana denda paling banyak Rp500.000.000,00 (lima ratus juta rupiah).

**ADVANCED AND PROFICIENT  
CLINICAL SKILLS AND COMPETENCIES**

**Penulis**

**Lyna M. N. Hutapea, SKep, Ners, MSc (PHN), PhD**

**Penerbit**

**CV. GREEN PUBLISHER INDONESIA**



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PUBLISHER**

**ADVANCED AND PROFICIENT  
CLINICAL SKILLS AND COMPETENCIES**

Diterbitkan oleh:

CV. Green Publisher Indonesia  
PENERBIT CV. GREEN PUBLISHER INDONESIA  
(Grup Publikasi CV. Green Publisher Indonesia)

Anggota IKAPI : 443/JBA/2022

Alamat Redaksi:

Jl. Pangeran Cakrabuana Greenland Sendang

Blok F02 Sumber Cirebon, 45611

Telp. 083824629864

Email: [greenpublisher.id@gmail.com](mailto:greenpublisher.id@gmail.com)

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**ADVANCED AND PROFICIENT  
CLINICAL SKILLS AND COMPETENCIES**

**ISBN:**

978-623-8254-82-8

**Penulis:**

Lyna M. N. Hutapea, SKep, Ners, MSc (PHN), PhD

**Editor:**

Komarudin

Agiz

**Penyunting:**

Komarudin

**Desain Cover:**

Radin Surya

**Tahun Terbit Buku:**

2020

Penerbit:



CV. GREEN  
PUBLISHER

CV. Green Publisher Indonesia

# Advanced and Proficient Clinical Skills and Competencies

Lyna M. N. Hutapea, SKep, Ners, MSc(PHN), PhD  
2020

# PERSONAL IDENTITY

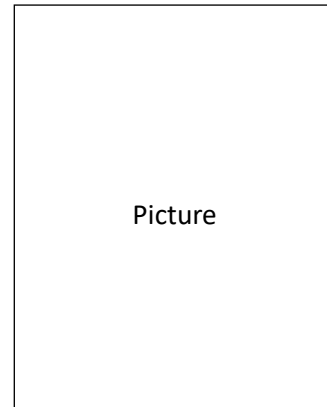
Name:

Place/Date of Birth (dd/mm/yyyy):

Batch/Year:

Semester:

ID #:



## AUTHOR’S REMARKS

This handbook is intended to provide you with user – friendly information that will facilitate your success in the nursing clinical program.

As a nursing student, you are expected to function in an increasingly professional manner and some of your education is designed specifically to mold you into the role of a professional nurse. You also are expected to assume responsibility to complete the program.

Student, before you do your clinical work, let this be your prayer: Lord, I pray for wisdom in all I do today. I’m ready to take on my assignment. Help me to rely on You, to seek Your face, to follow Your glory. Fill me with patience and kindness, to give each patient a tender word and touch in Your name. Grant me the endurance to shoulder the physical challenges and the clarity to use my clinical skills to their utmost advantage to complete all that needs to be accomplished. At the end of each day, I want to hear your praise, “Well done, good and faithful student.” Amen.

Lyna M. N. Hutapea, SKep, Ners, MSc (PHN), PhD



# Go Light Your World

There is a candle in every soul  
Some brightly burning, some dark and cold  
There is who brings a fire  
Ignites a candle and makes his home

So carry your candle, run to the darkness  
Seek out the hopeless, confused and torn  
Hold out your candle for all to see it  
Take your candle, and go light your world  
Take your candle, and go light your world

Frustrated brother, see how he's tried to  
Light his own candle some other way  
See now your sister, she's been robbed and lied to  
Still holds a candle without a flame

So carry your candle, run to the darkness  
Seek out the lonely, the tired and worn  
Hold out your candle for all to see it  
Take your candle, and go light your world  
Take your candle, and go light your world

'Cause we are a family whose hearts are blazing  
So let's raise our candles and light up the sky  
Praying to our Father, in the name of Jesus  
Make us a beacon in darkest times

So carry your candle, run to the darkness  
Seek out the helpless, deceived and poor  
Hold out your candle for all to see it  
Take your candle, and go light your world

So carry your candle, run to the darkness  
Seek out the hopeless, confused and torn  
Hold out your candle for all to see it  
Take your candle, and go light your world  
Take your candle, and go light your world



## THE FLORENCE NIGHTINGALE PLEDGE

I solemnly pledge myself before God  
And in the presence of this assembly  
To pass my life in purity  
And to practice my profession faithfully  
I will abstain from whatever is deleterious and mischievous  
And will not take or knowingly administer any harmful drug  
I will do all in my power to maintain and elevate  
The standard of my profession  
And will hold in confidence all personal matters  
Committed to my keeping  
And all family affairs coming to my knowledge  
In the practice of my calling  
With loyalty will I endeavor  
To aid the physician in his work  
And devote myself to the welfare  
Of those committed to my care



# Nursing Student Agreement to Abide by the Clinical Skills and Competencies Practice Rules

The under sign, have read and therefore understand the written Clinical Skills Practice Rule, and hereby willing to:

1. Wear a complete nurse's uniform, which includes: white uniform, white shoes, name tag, whitecap, and white stocking for Female, and white socks for male. All of them should be clean and neat.
2. Keep natural hair clean (no coloring hair) and neat when entering the hospital: For female: not wearing hair ornament, except hairnet. Keep the hair above the collar. For male: keep the hair short, not wearing moustache or beard.
3. Wear certain outfit as specified by each department.
  - O.R: Wear O.R gown, cap and mask. Bring personal rubber sandal.
  - ICU: Wear personal lab gown outside white uniform. Bring personal rubber sandal.
  - R.U: same with ICU
4. Carry objective book; procedure book and lab book, daily, as required by the Clinical Practice Experience.
5. Carry no music players.
6. Turn off hand phone during practice hours.
7. Stay courteous and polite.
8. Participate in the clinical orientation activities:
  - Per department, which is given by the head department, at the beginning the rotation to that department.
9. Come and leave on time, as scheduled, and fill the attendance record daily.
10. Report Clinical Instructor on duty for the day, if unable to practice because of ill condition or other emergency, at least on hour to the time scheduled.
11. Not leave the practicum area without permission from Clinical Instructor, Head Nurse, or Nurse in Charge.
12. Not change schedule without permission from Clinical Instructor, Head Nurse, or Nurse in Charge.

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# CLINICAL SKILLS AND COMPETENCIES - ADVANCED LEVEL

- Pre-Clinical Medical Abbreviation and Terminology
- Pre-Clinical Competencies of Diseases: Integument System, Musculoskeletal System, Endocrine System, Psychiatric
- Clinical and Competencies: Outpatient Dept., Emergency Dept., Community, Psychiatric
- Management Client with: Family Nursing, Community, Musculoskeletal System, Geriatric System, Integument System, Endocrine System
- Notes
  1. NAR (Nursing Assignment Report)
  2. NAR Submission
  3. Practical Performance
  4. Attendance Report and Hour of Practice
  5. Anecdotal Records Evaluation
  6. Department Performance Evaluation
  7. Lab Day Performance Evaluation
  8. Mid & Final Performance Evaluation
  9. Approval Sheet

PRE-CLINICAL MEDICAL ABBREVIATION AND TERMINOLOGY – ADVANCED  
LEVEL

Competencies	Approval	
	Date	CI Signature
<b>Integument System:</b>		
1. Alopecia		
2. Cautery		
3. Comedo		
4. Debridement		
5. Decubitus ulcer		
6. Diaphoresis		
7. Ecchymosis		
8. Erythema		
9. Furuncle		
10. Hirsutism		
11. Ichthyosis		
12. Keloid		
13. Keratosis		
14. Pediculosis		
15. Petechiae		
16. Pruritus		
17. Purpura		
18. Urticaria		
19. Vitiligo (etc↓ )		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
<b>Musculoskeletal System:</b>		
1. Ankylosis		
2. Asthenia		
3. Ataxia		
4. Athetosis		
5. Atrophy		
6. Avulsion		
7. Chvostek's sign		
8. Contracture		
9. Fracture		
10. Isometric		
11. Isotonic		
12. Kinesthesia		

Competencies	Approval	
	Date	CI Signature
13. Spasm		
14. Strain		
15. Trosseau's sign		
16. Arthroscopy		
17. Herniated disk		
18. HNP		
19. Kyphosis		
20. Laminectomy		
21. Lordosis		
22. Myelogram		
23. Orthopedics		
24. Osteoarthritis		
25. Prosthesis		
26. Rheumatoid Arthritis		
27. Scoliosis		
28. Spondylosis		
29. Sprain		
30. Traction (etc↓)		
31.		
32.		
33.		
34.		
35.		
Endocrine System:		
1. Acromegaly		
2. Cretinism		
3. Exophthalmos		
4. Glycosuria		
5. Goiter		
6. Ketoacidosis		
7. Ketosis		
8. Myxedema		
9. Tetany		
10. ACTH		
11. ADH		
12. DM		
13. FBS		
14. GTT		
15. IDDM		
16. NIDDM		
17. SIADH		
18. TSH		

Competencies	Approval	
	Date	CI Signature
19. T3		
20. T4 (etc.↓ )		
21.		
22.		
23.		
24.		
25.		
Psychiatry:		
1. Anxiety		
2. Catatonia		
3. Compulsion		
4. Euphoria		
5. Hypochondriasis		
6.		
7.		
8.		
9.		
10.		



PRE-CLINICAL COMPETENCIES OF DISEASES – ADVANCED LEVEL

Competencies	Approval	
	Date	CI Signature
Integument System:		
1. Burn		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Dermatitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Herpes Simplex		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Herpes Zoster		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Morbilli		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Pruritus		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7. Psoriasis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8. Ulcus Decubitus		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
9. Varicella		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
10. Osteoporosis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Competencies	Approval	
	Date	CI Signature
11. Paget's disease		

a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others		
12.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
13.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Endocrine System:		
1. Addison's Disease		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Cushing's Syndrome		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Diabetes Mellitus		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Hyperthyroidism		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Pancreatitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		

Competencies	Approval	
	Date	CI Signature
Psychiatry:		
1. Autism		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Delusion		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Depression		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Hallucination		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Neurosis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Paranoia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7. Psychosis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8. Schizophrenia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
9.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
10.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		

## CLINICAL SKILLS AND COMPETENCIES OF DISEASES – ADVANCED LEVEL

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Outpatient Department:														
1. Taking Anamnesis														
2. Preparing and Delivering Immunization:														
a. BCG														
b. DPT														
c. Polio														
d. Hepatitis														
e. MMR														
f. Tetanus														
3. Preparing and Delivering Contraception Injection														
4. Assisting Doctors:														
a. EENT														
b. Pulmonist														
c. Gastreterologist														
d. Cardiologist														
e. Psychiatrist														
f. Orthopedist														
g. Obstetrician and Gynecologist														
5. Perform Snellen Test														
Emergency Room:														
A. Responsible to the ER nurses (AM and PM) and to the ER supervisor														
B. Tasks														
1. Documenting patient's registration														
2. Assisting the doctor in client's preparation														
3. Taking vital signs														
4. Assisting nurses to prepare needed instruments														
5. Assisting in ER Supplies preparation														
6. Keeping ER cleanliness and tidiness														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
7. Perform Triage														
8. Identify the signs and symptoms of febrile convulsions and its management														
9. Identify the signs and symptoms of shock and its management														
a. Hypovolemic shock														
b. Anaphylactic shock														
c. Cardiogenic shock														
d. Neurogenic shock														
e. Sepsis shock														
10. Knowing the rule of nine, burns degree, and its management														
11. Performing appropriate action of wound care and stop bleeding														
12. Perform wound wrapping and splinting														
13. Identify the signs and symptom of dehydration and its management														
14. Identify the signs and symptom of toxicity and its management														
15. Managing airway obstruction and applying O <sub>2</sub> therapy														
16. Performing basic life support														
17. Others:														

Management Client with:  
 Family Nursing, Community Health Program,  
 Musculoskeletal System, Geriatric, Integument System and  
 Endocrine System Disorders

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Family Nursing:														
Understanding the importance of knowing clients:														
a. Ethnicity background														
b. Environmental homogenous														
c. Culture														
d. Diet habits														
e. Clothing habits														
f. Traditional and modern authority														
g. Communication language														
h. Nursing services														
i. Religious beliefs														
j. Recreation														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Community Health Services (PUSKESMAS):														
1. Caring and maintaining:														
a. Pregnant woman														
b. Labor woman														
c. Lactating mother														
d. Babies														
e. Pediatrics (5 years)														
2. Knowing the proper pregnancy planning														
3. Knowing the contraceptives and its working mechanism														
4. Knowing the good nutrition guide for community														
5. Knowing the proper maintenance of clean and health environment														
6. Knowing the maintenance of self-hygiene and cleanliness														
7. Giving urgent care for accidents														
8. Knowing the importance of understanding the meaning of health and sick for family, specific groups and community														
9. Knowing how to give health teachings for school age children (7-21 years)														
10. Knowing the importance of exercise in supporting the health levels and life quality														
11. Knowing the importance of the safety for the workers in their working environment														
12. Caring and maintaining teeth and mouth health														
13. Knowing the psychiatric abnormalities														
14. Caring and maintaining eyes health														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Community Health Services (PUSKESMAS):														
15. Knowing the simple laboratory tests at the PUSKESMAS and their purposes														
16. Knowing how to give I health teachings for geriatrics (>55 years)														
17. Others:														



Competencies	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>		4 <sup>th</sup>		5 <sup>th</sup>		6 <sup>th</sup>		CI Approval	
	Performance		Performance		Performance		Performance		Performance		Performance		Performance	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the Client with Musculoskeletal System disorders:														
1. Perform complete physical assessment of musculoskeletal system														
2. Manage the client with:														
a. Cast														
b. Splint/brace														
c. Traction														
d. Assisting client for ambulation using:														
• Crutches														
• Walker														
• Other														
3. Health Teaching														
a. Non weight bearing														
b. Prevent Osteoporosis														
c. Others														
4. Care for post-operative clients														
a. Amputation														
b. Spinal surgery														
c. Post ORIF:														
• Radius														
• Ulna														
• Tibia														
• Fibula														
• Humerus														
• Clavicle														
5. Managing post op, clients with:														
a. Tendon repair														
b. Removing plate and screw														

Competencies	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>		4 <sup>th</sup>		5 <sup>th</sup>		6 <sup>th</sup>		CI Approval	
	Performance		Performance		Performance		Performance		Performance		Performance			
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the Client with Geriatric disorders:														
1. Perform complete physical assessment for geriatric														
a. Musculoskeletal disorders														
b. Neurologic disorders														
c. Sensory disorders:														
• Smelling impairment														
• Hearing impairment														
• Vision impairment														
• Tasting impairment														
• Touching impairment														
d. Cardiovascular disorders														
e. Reproductive System disorders														
• Male														
• Female														
f. GI disorders														
g. Endocrine System disorders														
h. Genitourinary System disorders														
i. Pain														
j. Sleeping disturbances														
k. Alcohol abuse														
2. Managing the geriatric clients with:														
3. End of life care														
4. Others:														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
	Management of the Client with Integument System Disorders:													
1. Perform complete physical assessment for integument system														
2. Care the Client with:														
a. Burn														
b. Dermatitis														
c. Herpes Simplex														
d. Herpes zoster														
e. Pediculosis														
f. Pruritus														
g. Tinea capitis														
h. Ulcus Decubitus														
i. Varicella														
3. Prepare of Client for Change Dressing														
4. Health Teaching														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the Client with Endocrine System Disorders:														
1. Perform complete physical assessment for endocrine system														
2. Care the Client with:														
a. Addison's Disease														
b. Ca Thyroid														
c. Cushing Syndrome														
d. Diabetes Mellitus														
e. Hyperthyroidism														
f. Pancreatitis (etc.↓)														
g.														
h.														
i.														
3. Prepare of Client for Change Dressing														
4. Health Teaching														

# NOTES

- NAR (Nursing Assignment Report)
- NAR Submission
- Practical Performance
- Attendance Report and Hour of Practice
- Anecdotal Record Evaluation
- Department Performance Evaluation
- Lab Day Performance Evaluation
- Midterm and Final Evaluation
- Approval Sheet

FACULTY OF NURSING BSN PROGRAM/DIPLOMA PROGRAM\*  
 NURSING ASSIGNMENT RECORD

MONTH \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

LEVEL\* B I A P CNP\* B I A P

NAME \_\_\_\_\_

DEPT	DIAGNOSIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL									
																																	CASE	DAY								

Note: B: Beginner, I: Intermediate, A: Advanced, P: Proficient \*: Circle one

## SUMMARY OF ASSIGNMENT RECORD

NON-SEGREGATED SERVICE	NO. OF CASE		CALENDER DAYS	SEGREGATED SERVICE	CALENDER DAYS
	M	S			
Basic Nursing Practice				UPPKM	
Cardiovascular System				Psychiatric Nursing	
Respiratory System				Pediatric Nursing	
Digestive System				Obstetric Nursing	
Nervous System				Laboratory Department	
Sensory (Eye, Ear, Nose, Throat) System				Diet and Nutrition Department	
Musculoskeletal System				Family Nursing	
Genitourinary System				Renal Unit	
Endocrine System				Outpatient Department (OPD)	
Integumentary System				Emergency Department	
Immunology System				Surgery Room	
Hematology System				Chaplain Department	
Geriatric Unit					
Intensive Care Unit				TOTAL	
High Care Unit				Class	
SEGREGATED SERVICE	CALENDER DAYS			Off	
Leadership and Management				Sick Leave	
Medicine Department				Excuse Absent	
Physiotherapy				Unexcused Absent	
Neonatal Intensive Care Unit				Vacation	
Community Health Nursing				IPD	
				Total days in a month	

Coordinator's Signature : \_\_\_\_\_

Date Submitted : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

M : Medical  
 S: : Surgical  
 CNP : Clinical Nursing Practice  
 IPD: In Patient Department

\*Circle one

FACULTY OF NURSING BSN PROGRAM/DIPLOMA PROGRAM\*  
NURSING ASSIGNMENT RECORD

MONTH \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

LEVEL\* B I A P CNP\* B I A P

NAME \_\_\_\_\_

DEPT	DIAGNOSIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL					
																																	CASE	DAY				

Note: B: Beginner, I: Intermediate, A: Advanced, P: Proficient \*: Circle one



## SUMMARY OF ASSIGNMENT RECORD

NON-SEGREGATED SERVICE	NO. OF CASE		CALENDER DAYS	SEGREGATED SERVICE	CALENDER DAYS
	M	S			
Basic Nursing Practice				UPPKM	
Cardiovascular System				Psychiatric Nursing	
Respiratory System				Pediatric Nursing	
Digestive System				Obstetric Nursing	
Nervous System				Laboratory Department	
Sensory (Eye, Ear, Nose, Throat) System				Diet and Nutrition Department	
Musculoskeletal System				Family Nursing	
Genitourinary System				Renal Unit	
Endocrine System				Outpatient Department (OPD)	
Integumentary System				Emergency Department	
Immunology System				Surgery Room	
Hematology System				Chaplain Department	
Geriatric Unit					
Intensive Care Unit				TOTAL	
High Care Unit				Class	
SEGREGATED SERVICE	CALENDER DAYS			Off	
Leadership and Management				Sick Leave	
Medicine Department				Excuse Absent	
Physiotherapy				Unexcused Absent	
Neonatal Intensive Care Unit				Vacation	
Community Health Nursing				IPD	
				Total days in a month	

Coordinator's Signature : \_\_\_\_\_

Date Submitted : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

M: Medical  
 S: Surgical  
 CNP: Clinical Nursing Practice  
 IPD: In Patient Department

\*Circle one

FACULTY OF NURSING BSN PROGRAM/DIPLOMA PROGRAM\*  
 NURSING ASSIGNMENT RECORD

MONTH \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

LEVEL\* B I A P CNP\* B I A P

NAME \_\_\_\_\_

DEPT	DIAGNOSIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL											
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## SUMMARY OF ASSIGNMENT RECORD

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Musculoskeletal System				Family Nursing	
Genitourinary System				Renal Unit	
Endocrine System				Outpatient Department (OPD)	
Integumentary System				Emergency Department	
Immunology System				Surgery Room	
Hematology System				Chaplain Department	
Geriatric Unit					
Intensive Care Unit				TOTAL	
High Care Unit				Class	
SEGREGATED SERVICE	CALENDER DAYS			Off	
Leadership and Management				Sick Leave	
Medicine Department				Excuse Absent	
Physiotherapy				Unexcused Absent	
Neonatal Intensive Care Unit				Vacation	
Community Health Nursing				IPD	
				Total days in a month	

Coordinator's Signature : \_\_\_\_\_

Date Submitted : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

M: Medical  
 S: Surgical  
 CNP: Clinical Nursing Practice  
 IPD: In Patient Department

\*Circle one

# NAR SUBMISSION

## CLINICAL SKILLS AND COMPETENCIES - ADVANCED LEVEL

Month	Submissions (*)	CI's Signature

(\*) give a check mark (√)

Practicing Date: \_\_\_\_\_

\_\_\_\_\_  
Student Clinical – Advanced Level  
Faculty of Nursing Science

\_\_\_\_\_  
Clinical Practice Coordinator  
Advanced Level

\_\_\_\_\_  
Chairperson, Faculty of Nursing Science

\_\_\_\_\_  
Dean, Faculty of Nursing Science

## PRACTICAL PERFORMANCE

NAME:

NO.	DESCRIPTION	TOTAL WEEKS	TOTAL DAYS	TOTAL HOURS
1	Community Health Nursing			
2	Emergency Room			
3	Endocrine Disease			
4	Family Health Nursing			
5	Integument Disease			
6	Outpatient Department			
7	Psychiatric			
	TOTAL			

\_\_\_\_\_  
Dean, Faculty of Nursing Science

**NOTES**  
**ATTENDANCE REPORT AND HOUR OF PRACTICE**  
**CLINICAL SKILLS AND COMPETENCIES – ADVANCED LEVEL**

	Quantity	Explanation	CI's Signature
Absent			
Absent with permission			
Sick leave			
Accident Slip			
Total Hour Clinical Advanced Level		<ul style="list-style-type: none"> <li>• Medical Surgical Ward : 5 days = 1 week = 40 hours</li> <li>• Lab Day : 5 days = 1 week = 40 hours</li> <li>• OPD Dept. : 5 days = 1 week = 40 hours</li> <li>• ER Dept. : 10 days = 2 weeks = 80 hours</li> <li>• Psychiatric : 10 days = 2 weeks = 80 hours</li> <li>• Community/PKMD : <u>10 days = 2 weeks = 80 hours</u></li> </ul> <p style="text-align: right;">Total : 45 days = 9 weeks = 360 hours</p> <ul style="list-style-type: none"> <li>• Assignment performance/ : 2 hrs/day preparation weeks = 2 hrs X 40 days = 80 hrs/8 = 10 hrs/week</li> </ul>	

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Clinical Practice Coordinator  
Advanced Level

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Chairperson, Faculty of Nursing Science

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Dean, Faculty of Nursing Science

# ANECDOTAL RECORD EVALUATION

Date	Description	CI's Signature

Notes: Contains of progress notes which an objective written descriptions of observed student performance or both negative and positive behaviors that may impact care.

## DEPARTMENT PERFORMANCE EVALUATION

No	Department	Date	Score	CI Signature
1	Outpatient Department			
2	Emergency Room			
3	Community			
4	Psychiatric			
5	Geriatric			
6	LAB DAY			

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Clinical Practice Instructor  
Advanced Level



### Student Attitude Evaluation Form

Student Name :

Program / Level :

Date of Practice :

Date of Evaluation :

Department :

Please tick one column (number 1, 2, 3, 4) according to your perception/judgement.

No	Aspect Evaluated	Score
1.	Honesty and frankness (4) Task performed honestly (3) Reports and tries to correct mistakes (2) Does not report mistakes (1) Tells lies	
2.	Attendance (4) Always comes on time (never been late) (3) On time late with acceptable reason (2) One time late without reason (1) In spite of correction late still	
3.	Responsibility (4) Does more than required task (3) Accomplishes what is required/Does not accomplish required task with sound reason (2) Does not accomplish the task without reason, sometimes (1) Does not accomplish the required task without sound reason, frequently	
4.	Creativity (4) Accomplishes task based on principle, creatively (3) Overcomes problem based on principle, routinely (2) Overcomes problem without on principle, routinely (1) Overcomes problem based on other people's advice	
5.	Motivation for learning/personal development (4) Eager to know (pays attention, asks question, tries to do new things) (3) Learn things when asked (2) Learns something new when encouraged required (1) No interest to know important things	
6.	Attitude toward idea or constructive criticism (4) Accepts and respects other's ideas (3) Respect constructive criticism (2) Defensive attitude toward constructive criticism (1) Reject constructive criticism	
7.	Good appearance (clean, neat): wears complete, neat and clean uniform. Without body odor, short nail. For woman: hair above collar of the uniform; for man: short hair and clean shave. (4) Neat and clean, always	

	(3) Neat and clean, usually (2) Neat and clean, sometimes (1) Neat and clean, never	
8.	Intrapersonal (4) No complain from the clients, colleagues, or supervisor (3) Is reprimanded, seldom (2) Gets correction reprimanded, sometimes (1) Gets correction reprimanded, often	
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	Total score	

Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)

### Student Attitude Evaluation Form

Student Name :

Program / Level :

Date of Practice :

Date of Evaluation :

Department :

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Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)

### Student Attitude Evaluation Form

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Program / Level :

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Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)

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Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)



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Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)

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	Total score	

Comment:

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Signature:

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(Head Unit/Head Department/Head Nurse/CI)

## LAB DAY PERFORMANCE EVALUATION

Met	Not met	Assessment
		1. Obtains an accurate health history.
		2. Completes a problem focused physical exam.
		3. Completes a comprehensive well child or adult physical exam.
		4. Identifies age, gender and cultural differences.
		5. Assesses support resources for patient and/or caregiver.
		6. Selects age and condition specific diagnostic tests and screening procedures.
Met	Not met	Diagnosis
		1. Identifies signs and symptoms of common physical and emotional illnesses.
		2. Appropriately analyses collected historical, physical and diagnostic data.
		3. Differentiates relevant from irrelevant diagnostic cues.
		4. Formulates differential diagnoses.
Met	Not met	Plan and Implementation
		1. Initiates interventions based on select patient outcomes.
		2. Plans appropriate non-pharmacological interventions.
		3. Prescribes appropriate medication therapy-properly written and legible.
		4. Therapeutic plan allows for differences in age, gender and culture.
		5. Plans care in the context of safety, cost, and appropriateness.
		6. Promotes self-care for individuals as appropriate.
		7. Initiates referrals to other disciplines based on patients need.
		8. Implements the therapeutic plan for the assigned patient(s).
Met	Not met	Evaluation
		1. Uses outcome measures to evaluate effectiveness of therapeutic plan.
		2. Modifies plan or care based on evaluation.
Met	Not met	Patient Relationship
		1. Establishes therapeutic rapport with patient family.
		2. Assists patient in resolving troubling issues.
		3. Assists patient with health promotion decision making.
Met	Not met	Teaching
		1. Provides anticipatory guidance, teaching, counselling, and information to patients.
		2. Provides patient specific educational materials, as appropriate.
		3. Identifies special learning needs of clients, families/caregivers.
Met	Not met	Professional Role
		1. Demonstrates commitment to caring for patient and family.
		2. Maintains standards of professional behaviour, dress and decorum.
		3. Relates well to patients and their family significant others, staff and preceptors/faculty.
		4. Accepts responsibility for own actions and learning.

Met	Not met	Communication
		1. Language is appropriate for client's age and culture.
		2. Oral report to preceptor is effective and accurate.
		3. Written record is complete, organized and legible.

Comments:

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## LAB DAY PERFORMANCE EVALUATION

Met	Not met	Assessment
		1. Obtains an accurate health history.
		2. Completes a problem focused physical exam.
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		2. Oral report to preceptor is effective and accurate.
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Comments:

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## LAB DAY PERFORMANCE EVALUATION

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		6. Promotes self-care for individuals as appropriate.
		7. Initiates referrals to other disciplines based on patients need.
		8. Implements the therapeutic plan for the assigned patient(s).
Met	Not met	Evaluation
		1. Uses outcome measures to evaluate effectiveness of therapeutic plan.
		2. Modifies plan or care based on evaluation.
Met	Not met	Patient Relationship
		1. Establishes therapeutic rapport with patient family.
		2. Assists patient in resolving troubling issues.
		3. Assists patient with health promotion decision making.
Met	Not met	Teaching
		1. Provides anticipatory guidance, teaching, counselling, and information to patients.
		2. Provides patient specific educational materials, as appropriate.
		3. Identifies special learning needs of clients, families/caregivers.
Met	Not met	Professional Role
		1. Demonstrates commitment to caring for patient and family.
		2. Maintains standards of professional behaviour, dress and decorum.
		3. Relates well to patients and their family significant others, staff and preceptors/faculty.
		4. Accepts responsibility for own actions and learning.

Met	Not met	Communication
		1. Language is appropriate for client's age and culture.
		2. Oral report to preceptor is effective and accurate.
		3. Written record is complete, organized and legible.

Comments:

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## LAB DAY PERFORMANCE EVALUATION

Met	Not met	Assessment
		1. Obtains an accurate health history.
		2. Completes a problem focused physical exam.
		3. Completes a comprehensive well child or adult physical exam.
		4. Identifies age, gender, and cultural differences.
		5. Assesses support resources for patient and/or caregiver.
		6. Selects age and condition specific diagnostic tests and screening procedures.
Met	Not met	Diagnosis
		1. Identifies signs and symptoms of common physical and emotional illnesses.
		2. Appropriately analyses collected historical, physical, and diagnostic data.
		3. Differentiates relevant from irrelevant diagnostic cues.
		4. Formulates differential diagnoses.
Met	Not met	Plan and Implementation
		1. Initiates interventions based on select patient outcomes.
		2. Plans appropriate non-pharmacological interventions.
		3. Prescribes appropriate medication therapy-properly written and legible.
		4. Therapeutic plan allows for differences in age, gender, and culture.
		5. Plans care in the context of safety, cost, and appropriateness.
		6. Promotes self-care for individuals as appropriate.
		7. Initiates referrals to other disciplines based on patients need.
		8. Implements the therapeutic plan for the assigned patient(s).
Met	Not met	Evaluation
		1. Uses outcome measures to evaluate effectiveness of therapeutic plan.
		2. Modifies plan or care based on evaluation.
Met	Not met	Patient Relationship
		1. Establishes therapeutic rapport with patient family.
		2. Assists patient in resolving troubling issues.
		3. Assists patient with health promotion decision making.
Met	Not met	Teaching
		1. Provides anticipatory guidance, teaching, counselling, and information to patients.
		2. Provides patient specific educational materials, as appropriate.
		3. Identifies special learning needs of clients, families/caregivers.
Met	Not met	Professional Role
		1. Demonstrates commitment to caring for patient and family.
		2. Maintains standards of professional behavior, dress and decorum.
		3. Relates well to patients and their family significant others, staff and preceptors/faculty.
		4. Accepts responsibility for own actions and learning.

Met	Not met	Communication
		1. Language is appropriate for client's age and culture.
		2. Oral report to preceptor is effective and accurate.
		3. Written record is complete, organized and legible.

Comments:

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## MID AND FINAL PERFORMANCE EVALUATION

Professional Domain Practice within legal boundaries according to standards	MID TERM			FINAL	
	Satisfactory	Unsatisfactory	Not Observed	Satisfactory	Unsatisfactory
Uses professional nursing standards to provide patient safety					
Follows nursing procedures and institutional policy in delivery of patient care					
Displays professional behaviors with staff, peers, instructors, patient system					
Demonstrates ethical principles of respect for person and confidentiality					
Participates appropriately in clinical conferences					
Reports on time, follows procedures for absenteeism					

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Clinical Practice Coordinator - Advanced Level

### SKILL PERFORMANCE OF PRACTICAL EXPERIENCE – ADVANCED LEVEL

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Geriatric Nursing:														
1. Perform complete physical assessment for geriatric														
2. Managing the geriatric clients with:														
a. Musculoskeletal disorders														
b. Neurologic disorders														
Sensory disorders:														
– Smelling impairment														
– Hearing impairment														
– Vision impairment														
– Tasting impairment														
– Touching sensory impairment														
c. Cardiovascular disorders														
d. Reproductive System disorders														
– Male														
– Female														
e. GI disorders														
f. Endocrine System disorders														
g. Genitourinary System disorders														
h. Pain														
i. Sleeping disturbances														
j. Alcohol abuse														
3. End of life care														

## FACULTY OF NURSING SCIENCE

These Clinical Skills and Competencies of Advanced Level, accomplished by

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Has been examined and approved by the Clinical Instructors Faculty of Nursing Science.

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Clinical Practice Coordinator - Advanced Level

Accepted / Unaccepted as partial fulfilment of the requirements in continuing to Proficient Level

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Chairperson, Faculty of Nursing Science

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Dean, Faculty of Nursing Science

# CLINICAL SKILLS AND COMPETENCIES - PROFICIENT LEVEL

- Pre-Clinical Medical Abbreviation and Terminology
- Pre-Clinical Competencies of Diseases: Blood and Immunity system, Genitourinary system, Reproduction system, Department of Pediatric and Obstetric.
- Clinical Skills and Competencies: ASHN, Team Leader, Pediatric Dept., Obstetric Dept., Renal Unit Dept.
- Management of the Client with: Genitourinary system
- Notes
  1. NAR (Nursing Assignment Report)
  2. NAR Submission
  3. Practical Performance
  4. Attendance Report and Hour of Practice
  5. Anecdotal Records Evaluation
  6. Department Performance Evaluation
  7. Lab Day Performance Evaluation
  8. Mid & Final Performance Evaluation
  9. Approval Sheet



**PRE-CLINICAL MEDICAL ABBREVIATION AND TERMINOLOGY – PROFICIENT  
LEVEL**

Competencies	Approval	
	Date	CI Signature
Blood and Immunity System:		
1. Allergen		
2. Antibody		
3. Anticoagulant		
4. Antigen		
5. Antihistamine		
6. Coagulation		
7. Cytopenia		
8. Ecchymosis		
9. Erythrocyte		
10. Fibrinogen		
11. Hemoglobin		
12. Hemolysis		
13. Hemostasis		
14. Hyperalbuminemia		
15. Hypersensitivity		
16. Hypoproteinemia		
17. Immunity		
18. Immunosuppression		
19. Leucocyte		
20. Leukopenia		
21. Lymphocyte		
22. Lymphocytopoietic		
23. Macrophage		
24. Megakaryocyte		
25. Petechiae		
26. Phagocytosis		
27. Plasma		
28. Platelet		
29. Purpura		
30. Serum		
31. Stem cell		
32. T cell		
33. Azot/o		
34. APPT		
35. BT		
36. CBC		
37. Diff		
38. ESR		
39. Hb		
40. Ht		
41. MCH		
42. MCV		

43. Ox/y		
44. PCV		
45. PT		
46. PTT		
47. RBC		
48. TT		
49. WBC (etc.↓ )		
50.		
51.		
52.		
53.		

Competencies	Approval	
	Date	CI Signature
Genitourinary System:		
1. ADH		
2. Anuria		
3. Azotemia		
4. CAPD		
5. Cystectomy		
6. Dehydration		
7. Diuresis		
8. Dysuria		
9. Enuresis		
10. ESWL		
11. Glycosuria		
12. Hematuria		
13. Hydronephrosis		
14. Incontinence		
15. Nocturia		
16. Oliguria		
17. Polydipsia		
18. Polyuria		
19. Pyuria		
20. Uremia		
21. Urinary stasis (etc.↓)		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		

Competencies	Approval	
	Date	CI Signature
Reproductive System:		
1. Androgen		
2. BPH		
3. Circumcision		
4. Contraception		
5. D&C		
6. Estrogen		
7. FSH		
8. Gamete		
9. Gonad		
10. Herniorrhaphy		
11. Hysterectomy		
12. Insemination		
13. IUD		
14. LG		
15. Mammography		
16. Mastectomy		
17. Menarche		
18. Menstruation		
19. Ovulation		
20. Pap smear		
21. PID		
22. PMS		
23. Progesterone		
24. Prostatectomy		
25. Puberty		
26. STD		
27. Testosterone		
28. TPUR		
29. Vasectomy		
30. VDRL (etc. ↓ )		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
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39.		
40.		
41.		
42.		
43.		

Competencies	Approval	
	Date	CI Signature
Development:		
1. Amniocentesis		
2. Antepartum		
3. Apgar score		
4. Embryo		
5. Fetus		
6. Gravida		
7. Hydramnios		
8. Intrapartum		
9. Lactation		
10. Lochia		
11. Meconium		
12. Neonate		
13. Obstetrics		
14. Oligohydramnios		
15. Oxytocin		
16. Para		
17. Pediatrics		
18. Postpartum		
19. Premature		
20. Preterm		
21. Puerperium		
22. AB		
23. C section		
24. FHR		
25. FHT		
26. GA		
27. HCG		
28. LMP		
29. NICU (etc. ↓ )		
30.		
31.		
32.		
33.		
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41.		

## PRE-CLINICAL COMPETENCIES OF DISEASES – PROFICIENT LEVEL

Competencies	Approval	
	Date	CI Signature
Blood and Immunity System:		
1. Acute Lymphoblastic Leukemia (ALL)		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. AIDS		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Anemia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Dengue High Fever (DHF)		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Idiopathic Thrombocytopenic Purpura (ITP)		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Systemic Lupus Erythematosus (SLE)		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7. Thrombotic Thrombocytopenic Purpura (TTP)		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
9.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
10.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		

Competencies	Approval	
	Date	CI Signature
Reproductive System:		
1. Benign Prostatic Hyperplasia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Breast Cancer		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Cancer of the Female Reproductive Tract Pelvic		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Cancer of the Prostate		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Cryptorchidism		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Endometriosis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7. Infertility		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8. Inguinal Hernia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
9. Menstrual disorder		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
10. Orchitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		

Competencies	Approval	
	Date	CI Signature
Genitourinary System:		
1. Acute Renal Failure		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. BPH		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Chronic Renal Failure		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Cystitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Urinary Tract Infection		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Urolithiasis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
9.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
10.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		



Competencies	Approval	
	Date	CI Signature
Reproductive System:		
11. Inflammatory Disease		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
12. Sexually Transmitted Disease		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others		
13.		
d. Definition		
e. Etiology		
f. Signs and Symptoms		
14.		
d. Definition		
e. Etiology		
f. Signs and Symptoms		
15.		
d. Definition		
e. Etiology		
f. Signs and Symptoms		
Development System:		
1. Cystic Fibrosis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Down Syndrome		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Hemophilia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Rubella		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others		

## CLINICAL SKILLS AND COMPETENCIES OF DISEASES – PROFICIENT LEVEL

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Assistant Head Nurse:														
1. Giving orders and set tasks to subordinates/nurses/student														
2. Evaluating the task result														
3. Checking the cleanliness and tidiness of tools in client's rooms, bathrooms, and utility room														
4. Make a report in shift exchange:														
a. AM														
b. PM														
c. Night														
5. Taking doctor's order														
6. Knowing "R" order for every surgery														
7. Knowing "R" as providence for every X-Ray performance														
8. Checking client medical record perfectly on:														
a. AM care														
b. PM care														
c. Night care														
d. Medicine Record														
e. Nurses note														
f. Laboratory reports														
g. X-Ray reports														
h. Surgical permit														
9. Assisting doctor in "Round"														
10. Helping and tiding up client's necessity to be discharged														
11. Providing blood transfusion														
12. Watching visitors														
13. Others:														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Team Leader:														
1. Staffing fresh nursing student														
2. Guiding fresh nursing student to implementing nursing care:														
a. Ambulation														
b. Bed making														
c. Elimination														
d. Infection Control														
e. Nutrition														
f. Personal hygiene														
g. Vital signs														
3. Supervise fresh nursing student with documentation														
4. Assisting the clinical instructor with pre and post conference for fresh nursing student														
5. Other:														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Pediatric Department:														
1. Perform physical assessment														
2. Assessing vital signs:														
a. Temperature														
b. Pulse														
c. Respiration														
3. Bathing:														
a. Baby (0-1 year)														
b. Child (1-14 years)														
4. Measurements														
a. Weight														
b. Height														
5. Inserting NGT for baby														
6. Feeding via:														
a. NGT														
b. Bottle														
7. Collecting urine for specimen:														
a. Baby in incubator														
b. Baby with blue light														
8. Drug therapy														
9. Sterilize baby's utensils														
10. Others:														

Competencies	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>		4 <sup>th</sup>		5 <sup>th</sup>		6 <sup>th</sup>		CI Approval	
	Performance		Performance		Performance		Performance		Performance		Performance			
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Obstetrics and Gynecology (OB):														
1. Ante-natal care:														
a. Physical examination to the pregnant														
b. Leopold maneuver														
c. Fetal assessment														
d. Breast care														
e. Personal hygiene														
f. Health Teaching (nutrition and ante natal care)														
2. Intra-natal care														
a. Physical examination														
b. Monitoring uterine contraction														
c. Monitoring fetal heart rate														
d. Preparing instruments														
e. Monitoring vital signs during labor														
f. Positioning the mother														
g. Emptying the bladder														
h. Identify the placenta														
i. Observe the bleeding														
j. Bathing														
k. Applying the under pad														
l. Cleaning the instruments														
3. Newborn care:														
a. Suctioning														
b. Physical Examination														
c. Measuring weight														
d. Monitoring vital signs														
e. Bathing with oil and Daravine														
f. Administering eye drop														
g. Umbilical care														
h. Putting personal ID on the baby														
i. Feeding test														
j. Assisting breast feeding														
k. Providing formula feeding														
l. Burping the baby after feeding														
m. Checking the reflexes														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
	4. Post-natal care:													
a. Observation and massaging the fundus uteri														
b. Observe the vagina condition														
c. Monitoring the elimination														
d. Breast care														
e. Vulva hygiene														
f. Health Teaching:														
• Breast feeding for the baby														
• Usage of the breast feeding														
• Caring for the baby														
• Nutrition														
• Promoting for immunization														
5. Others:														

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Renal Unit:														
1. Pre-HD														
a. Machine preparation:														
• Identifying and preparing reverse Osmosis														
• Identifying and preparing hemodialysis machine														
b. Instruments preparation:														
• Preparing pre-Priming instruments														
• Performing Priming														
• Preparing instruments before Blood Access performance														
c. Monitoring the elimination														
• Measuring weight and vital signs														
• Identify, note, and report objective and subjective complaints														
2. Hemodialysis performance														
a. Assisting in blood accessing and connecting circulation														
b. Counting TMP, bicnat dose														
c. Perform HD monitoring														
d. Identifying and managing complications during HD														
3. Post-HD														
a. Assisting in HD accomplishment														
b. Obtaining and documenting weight and vital signs post-HD														
c. Sterilizing HD instruments														
4. Others:														

## Management of The Clients With: Genitourinary System Disorders

Competencies	1 <sup>st</sup> Performance		2 <sup>nd</sup> Performance		3 <sup>rd</sup> Performance		4 <sup>th</sup> Performance		5 <sup>th</sup> Performance		6 <sup>th</sup> Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the clients with Genitourinary System Disorders:														
1. Perform physical assessment for Genitourinary system														
2. Catheterization														
a. Regular catheter														
b. Retention catheter														
3. Bladder Irrigation														
4. Health Teaching														
a. Increasing Fluid Intake														
b. Fluid intake limitation														
c. Others (based on clients need)														
5. Monitoring intake and output														
6. Wound Care														
a. Nephrostomy Care														
b. Sterile wound														
c. Others														
7. Maintaining the patency of the three-way closed irrigation and drainage														
8. Others:														



# NOTES

- NAR (Nursing Assignment Report)
- NAR Submission
- Practical Performance
- Attendance Report and Hour of Practice
- Anecdotal Record Evaluation
- Student Attitude Evaluation Form
- Department Performance Evaluation
- Lab Day Performance Evaluation
- Midterm and Final Evaluation
- Approval Sheet

FACULTY OF NURSING BSN PROGRAM/DIPLOMA PROGRAM\*  
NURSING ASSIGNMENT RECORD

MONTH \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

LEVEL\* B I A P CNP\* B I A P

NAME \_\_\_\_\_

DEPT	DIAGNOSIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL							
																																		CASE	DAY					

Note: B: Beginner, I: Intermediate, A: Advanced, P: Proficient \*: Circle one

## WORK HOURS REPORT

NON-SEGREGATED SERVICE	NO. OF CASE		CALENDER DAYS	SEGREGATED SERVICE	CALENDER DAYS
	M	S			
Basic Nursing Practice				UPPKM	
Cardiovascular System				Psychiatric Nursing	
Respiratory System				Pediatric Nursing	
Digestive System				Obstetric Nursing	
Nervous System				Laboratory Department	
Sensory (Eye, Ear, Nose, Throat) System				Diet and Nutrition Department	
Musculoskeletal System				Family Nursing	
Genitourinary System				Renal Unit	
Endocrine System				Outpatient Department (OPD)	
Integumentary System				Emergency Department	
Immunology System				Surgery Room	
Hematology System				Chaplain Department	
Geriatric System					
Intensive Care Unit				TOTAL	
High Care Unit				Class	
SEGREGATED SERVICE			CALENDER DAYS	Off	
Leadership and Management				Sick Leave	
Medicine Department				Excuse Absent	
Physiotherapy				Unexcused Absent	
Neonatal Intensive Care Unit				Vacation	
Community Health Nursing				IPD	
				Total days in a month	

Date Submitted : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Chairperson, Faculty of Nursing Science

\_\_\_\_\_  
Dean, Faculty of Nursing Science

M : Medical  
S : Surgical  
CNP : Clinical Nursing Practice  
IPD : In Patient Department

\*Circle one

FACULTY OF NURSING BSN PROGRAM/DIPLOMA PROGRAM\*  
NURSING ASSIGNMENT RECORD

MONTH \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

LEVEL\* B I A P CNP\* B I A P

NAME \_\_\_\_\_

DEPT	DIAGNOSIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL					
																																	CASE	DAY				

Note: B: Beginner, I: Intermediate, A: Advanced, P: Proficient \*: Circle one

## WORK HOURS REPORT

NON-SEGREGATED SERVICE	NO. OF CASE		CALENDER DAYS	SEGREGATED SERVICE	CALENDER DAYS
	M	S			
Basic Nursing Practice				UPPKM	
Cardiovascular System				Psychiatric Nursing	
Respiratory System				Pediatric Nursing	
Digestive System				Obstetric Nursing	
Nervous System				Laboratory Department	
Sensory (Eye, Ear, Nose, Throat) System				Diet and Nutrition Department	
Musculoskeletal System				Family Nursing	
Genitourinary System				Renal Unit	
Endocrine System				Outpatient Department (OPD)	
Integumentary System				Emergency Department	
Immunology System				Surgery Room	
Hematology System				Chaplain Department	
Geriatric System					
Intensive Care Unit				TOTAL	
High Care Unit				Class	
SEGREGATED SERVICE			CALENDER DAYS	Off	
Leadership and Management				Sick Leave	
Medicine Department				Excuse Absent	
Physiotherapy				Unexcused Absent	
Neonatal Intensive Care Unit				Vacation	
Community Health Nursing				IPD	
				Total days in a month	

Date Submitted : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Chairperson, Faculty of Nursing Science

\_\_\_\_\_  
Dean, Faculty of Nursing Science

M: Medical  
S: Surgical  
CNP: Clinical Nursing Practice  
IPD: In Patient Department

\*Circle one

**FACULTY OF NURSING BSN PROGRAM/DIPLOMA PROGRAM\***  
**NURSING ASSIGNMENT RECORD**

MONTH \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

LEVEL\* **B I A P** **CNP\* B I A P**

NAME \_\_\_\_\_

DEPT	DIAGNOSIS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL								
																																	CASE	DAY							

Note: B: Beginner, I: Intermediate, A: Advanced, P: Proficient \*: Circle one

## WORK HOURS REPORT

NON-SEGREGATED SERVICE	NO. OF CASE		CALENDER DAYS	SEGREGATED SERVICE	CALENDER DAYS
	M	S			
Basic Nursing Practice				UPPKM	
Cardiovascular System				Psychiatric Nursing	
Respiratory System				Pediatric Nursing	
Digestive System				Obstetric Nursing	
Nervous System				Laboratory Department	
Sensory (Eye, Ear, Nose, Throat) System				Diet and Nutrition Department	
Musculoskeletal System				Family Nursing	
Genitourinary System				Renal Unit	
Endocrine System				Outpatient Department (OPD)	
Integumentary System				Emergency Department	
Immunology System				Surgery Room	
Hematology System				Chaplain Department	
Geriatric System					
Intensive Care Unit				TOTAL	
High Care Unit				Class	
SEGREGATED SERVICE			CALENDER DAYS	Off	
Leadership and Management				Sick Leave	
Medicine Department				Excuse Absent	
Physiotherapy				Unexcused Absent	
Neonatal Intensive Care Unit				Vacation	
Community Health Nursing				IPD	
				Total days in a month	

Date Submitted : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Chairperson, Faculty of Nursing Science

\_\_\_\_\_  
Dean, Faculty of Nursing Science

M: Medical  
S: Surgical  
CNP: Clinical Nursing Practice  
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\*Circle one

# NAR SUBMISSION

## CLINICAL SKILLS AND COMPETENCIES – PROFICIENT LEVEL

Month	Submissions (*)	CI's Signature

(\*) give a check mark (√)

Practicing Date: \_\_\_\_\_

\_\_\_\_\_  
Student Clinical – Proficient Level  
Faculty of Nursing Science

\_\_\_\_\_  
Clinical Practice Coordinator  
Proficient Level

\_\_\_\_\_  
Chairperson, Faculty of Nursing Science

\_\_\_\_\_  
Dean, Faculty of Nursing Science



## PRACTICAL PERFORMANCE

NAME:

NO.	DESCRIPTION	TOTAL WEEKS	TOTAL DAYS	TOTAL HOURS
1	Assistant Head Nurse			
2	Genitourinary			
3	Obstetric (Maternity, Delivery Room, Gynecology, Nursery)			
4	Pediatric Nursing			
5	Renal Unit			
	TOTAL			

\_\_\_\_\_  
Dean, Faculty of Nursing Science

**ATTENDANCE REPORT AND HOUR OF PRACTICE  
CLINICAL SKILLS AND COMPETENCIES – PROFICIENT LEVEL**

	Quantity	Explanation	CI's sign
Absent			
Absent with permission			
Sick leave			
Accident Slip			
Total Hour Clinical Proficient Level		<ul style="list-style-type: none"> <li>• Medical Surgical Ward : 5 days = 1 week = 40 hours</li> <li>• Lab Day : 5 days = 1 week = 40 hours</li> <li>• Pediatrics : 5 days = 1 week = 40 hours</li> <li>• Team Leader (TL) : 10 days = 2 weeks = 80 hours</li> <li>• Assistant of Head Nurse : 5 days = 1 week = 40 hours</li> <li>• Renal Unit Dept. : 5 days = 1 week = 40 hours</li> <li>• OB Dept. : 10 days = 2 weeks = 80 hours</li> </ul> <p style="text-align: right; margin-right: 20px;">Total : 45 days = 9 weeks = 360 hours</p> <ul style="list-style-type: none"> <li>• Assignment performance/ preparation weeks : 2 hrs/day = 2 hrs X 40 days = 80 hrs/8 = 10 hrs/week</li> </ul>	

\_\_\_\_\_  
Clinical Practice Coordinator  
Proficient Level

\_\_\_\_\_  
Chairperson, Faculty of Nursing Science

\_\_\_\_\_  
Dean, Faculty of Nursing Science

# ANECDOTAL RECORD EVALUATION

Date	Description	CI's Signature

Notes: Contains of progress notes which an objective written descriptions of observed student performance or both negative and positive behaviors that may impact care.

## DEPARTMENT PERFORMANCE EVALUATION

No	Department	Date	Score	CI Signature
1	Pediatric Department			
2	OB Department			
3	ASHN			
4	Team Leader			
5	RU Department			
6	LAB DAY			

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Clinical Practice Instructor  
Proficient Level

### Student Attitude Evaluation Form

Student Name :

Program / Level :

Date of Practice :

Date of Evaluation :

Department :

Please tick one column (number 1, 2, 3, 4) according to your perception/judgement.

No	Aspect Evaluated	Score
1.	Honesty and frankness (4) Task performed honestly (3) Reports and tries to correct mistakes (2) Does not report mistakes (1) Tells lies	
2.	Attendance (4) Always comes on time (never been late) (3) On time late with acceptable reason (2) One time late without reason (1) In spite of correction late still	
3.	Responsibility (4) Does more than required task (3) Accomplishes what is required/Does not accomplish required task with sound reason (2) Does not accomplish the task without reason, sometimes (1) Does not accomplish the required task without sound reason, frequently	
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6.	Attitude toward idea or constructive criticism (4) Accepts and respects other's ideas (3) Respect constructive criticism (2) Defensive attitude toward constructive criticism (1) Reject constructive criticism	
7.	Good appearance (clean, neat): wears complete, neat and clean uniform. Without body odor, short nail. For woman: hair above collar of the uniform; for man: short hair and clean shave. (4) Neat and clean, always (3) Neat and clean, usually	

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	Total score	

Comment:

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Signature

\_\_\_\_\_  
(Head Unit/Head Department/Head Nurse/CI)

### Student Attitude Evaluation Form

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 Program / Level :  
 Date of Practice :  
 Date of Evaluation :  
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Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)



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Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)

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Comment:

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Signature

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Comment:

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Signature

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	Total score	

Comment:

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Signature

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(Head Unit/Head Department/Head Nurse/CI)



## LAB DAY PERFORMANCE EVALUATION

Met	Not met	Assessment
		1. Obtains an accurate health history.
		2. Completes a problem focused physical exam.
		3. Completes a comprehensive well child or adult physical exam.
		4. Identifies age, gender and cultural differences.
		5. Assesses support resources for patient and/or caregiver.
		6. Selects age and condition specific diagnostic tests and screening procedures.
Met	Not met	Diagnosis
		1. Identifies signs and symptoms of common physical and emotional illnesses.
		2. Appropriately analyses collected historical, physical and diagnostic data.
		3. Differentiates relevant from irrelevant diagnostic cues.
		4. Formulates differential diagnoses.
Met	Not met	Plan and Implementation
		1. Initiates interventions based on select patient outcomes.
		2. Plans appropriate non-pharmacological interventions.
		3. Prescribes appropriate medication therapy-properly written and legible.
		4. Therapeutic plan allows for differences in age, gender and culture.
		5. Plans care in the context of safety, cost, and appropriateness.
		6. Promotes self-care for individuals as appropriate.
		7. Initiates referrals to other disciplines based on patients need.
		8. Implements the therapeutic plan for the assigned patient(s).
Met	Not met	Evaluation
		1. Uses outcome measures to evaluate effectiveness of therapeutic plan.
		2. Modifies plan or care based on evaluation.
Met	Not met	Patient Relationship
		1. Establishes therapeutic rapport with patient family.
		2. Assists patient in resolving troubling issues.
		3. Assists patient with health promotion decision making.
Met	Not met	Teaching
		1. Provides anticipatory guidance, teaching, counselling, and information to patients.
		2. Provides patient specific educational materials, as appropriate.
		3. Identifies special learning needs of clients, families/caregivers.
Met	Not met	Professional Role
		1. Demonstrates commitment to caring for patient and family.
		2. Maintains standards of professional behaviour, dress and decorum.
		3. Relates well to patients and their family significant others, staff and preceptors/faculty.
		4. Accepts responsibility for own actions and learning.
Met	Not met	Communication
		1. Language is appropriate for client's age and culture.
		2. Oral report to preceptor is effective and accurate.
		3. Written record is complete, organized and legible.

Comments:

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## MID AND FINAL PERFORMANCE EVALUATION

<b>Professional Domain Practice within legal boundaries according to standards</b>	MID TERM			FINAL	
	Satisfactory	Unsatisfactory	Not Observed	Satisfactory	Unsatisfactory
Uses professional nursing standards to provide patient safety					
Follows nursing procedures and institutional policy in delivery of patient care					
Displays professional behaviors with staff, peers, instructors, patient system					
Demonstrates ethical principles of respect for person and confidentiality					
Participates appropriately in clinical conferences					
Reports on time, follows procedures for absenteeism					

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Clinical Practice Coordinator - Proficient Level

## FACULTY OF NURSING SCIENCE

These Clinical Skills and Competencies of Proficient Level, accomplished by

.....

Has been examined and approved by the Clinical Instructors Faculty of Nursing Science

---

Clinical Practice Coordinator – Proficient Level

Accepted as partial fulfilment of the requirements for “Bachelor Science of Nursing”.

---

Chairperson, Faculty of Nursing Science

---

Dean, Faculty of Nursing Science

## REFERENCES

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- Diana, Meli., dkk. (2015). Panduan Kompetensi Praktek Klinik Keperawatan Medikal Bedah dan Keperawatan Gawat Darurat. Akademi Keperawatan Kerta Cendekia Sidoarjo.
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# ADVANCED AND PROFICIENT CLINICAL SKILLS AND COMPETENCIES

In the book "Advanced and Proficient Clinical Skills and Competencies," readers are presented with a comprehensive guide designed specifically to help healthcare professionals achieve a high level of clinical expertise. This book delves deeper into the world of medical practice, assisting readers in understanding and mastering the clinical skills and competencies necessary to deliver high-quality healthcare.

The book covers a wide range of critical topics, including cutting-edge diagnostics. Readers are guided to delve further into diagnosing diseases and health conditions by harnessing the latest diagnostic technologies and gaining a profound understanding of various clinical symptoms. This knowledge empowers healthcare professionals to make more accurate and timely diagnoses.

For medical professionals involved in surgical practice, the book reviews state-of-the-art surgical techniques and tactics, providing insights into advanced surgical procedures. Additionally, it offers guidance on post-operative care, ensuring that patients receive comprehensive support throughout their recovery journey.

In the complex world of healthcare, managing patients with rare, complex, or chronic diseases can be challenging. This book equips readers with strategies for effective patient management, offering practical guidance for providing top-notch care to those with unique healthcare needs. It also emphasizes the importance of communication skills and empathy in patient care, helping readers become practitioners who connect more deeply with their patients.

Furthermore, the book discusses strategies for self-development and lifelong learning, encouraging healthcare professionals to continually enhance their competencies. It serves as an essential resource for physicians, nurses, and other healthcare practitioners seeking to elevate their clinical expertise and make a meaningful impact on the lives of their patients.

"Advanced and Proficient Clinical Skills and Competencies" inspires readers to pursue a healthcare career characterized by excellence, compassion, and a commitment to providing the highest quality of care to patients in need.

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ISBN 978-623-8254-82-8



9 786238 254828