

Lyna M N Hutapea SKep Ners MSc (PHN) PhD

Author



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BEGINNER AND INTERMEDIATE 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).

**BEGINNER AND INTERMEDIATE
CLINICAL SKILLS AND COMPETENCIES**

Penulis

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

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

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PERSONAL IDENTITY

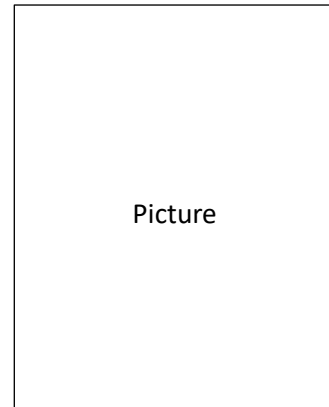
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AUTHOR’S REMARKS

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 situation, 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 - BEGINNER LEVEL

- Pre-Clinical Medical Abbreviation and Terminology
- Pre-Clinical terms of Disease
- Pre-Clinical Competencies of Diseases: Respiration system, Cardiovascular system, Gastrointestinal system
- Clinical Skills and Competencies
- Management of the client with: Respiratory, Cardiovascular and Gastrointestinal 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. Lab Day Performance Evaluation
 7. Mid & Final Performance Evaluation
 8. Approval Sheet

MEDICAL ABBREVIATION AND TERMINOLOGY – BEGINNER LEVEL

Competencies	Approval	
	Date	CI Signature
Common Symbols:		
1. 1 ^o		
2. 2 ^o		
3. 3 ^o		
4. Δ		
5. Ø		
6. Ψ		
7. <		
8. >		
9. ≈		
10. #		
11. “		
12. ↑		
13. ↓		
14. =		
15. ≠		
16. ≥		
17. ≤		
18. ♂		
19. ♀		
20. Ω		
21. @		
22. α		
23. β		
24. □		
25. Abd		
26. A&O		
27. BM		
28. BSA		
29. BVM		
30. C		
31. CA		
32. CBC		
33. CC		
34. Cc		
35. Cm		
36. CO		
37. CO ₂		
38. DOB		
39. Dx		
40. ETA		

Competencies	Approval	
	Date	CI Signature
Common Symbols:		
41. GI		
42. HR		
43. Hr		
44. HTN		
45. Hx		
46. Kg		
47. L		
48. LLQ		
49. LUQ		
50. LMP		
51. LOC		
52. Lpm		
53. M		
54. Min		
55. MI		
56. Mm		
57. Na		
58. NC		
59. Neg		
60. N&V		
61. O ₂		
62. □		
63. PE		
64. Pt		
65. Px		
66. R		
67. RBC		
68. RLQ		
69. RUQ		
70. R/O		
71. Rx		
72. □		
73. SOB		
74. Temp		
75. Tx		
76. VS		
77. WBC		
78. w/		
79. w/o		
80. w/c		
81. wt		
82. yr		
Competencies	Approval	
	Date	CI Signature

Terminology:		
1. acro-		
2. ad-		
3. -algia		
4. Amni		
5. -amnios		
6. An		
7. -an		
8. Ana-		
9. Ankyl		
10. Ante-		
11. Anti-		
12. Auto-		
13. Az		
14. Bi-		
15. Brady-		
16. Calcul		
17. -carcinoma		
18. -cardia		
19. -cele		
20. -centesis		
21. -chalasia		
22. Cholangi/o		
23. Cholecyst/o		
24. Chromat/o		
25. Circum-		
26. Cirrh/o		
27. -clasis		
28. Contra-		
29. -crine		
30. -cyesis		
31. -cytosis		
32. -ectasis		
33. -ectomy		
34. -edema		
35. -emesis		
36. -emia		
37. -esis		
38. gram		
39. -graph		
40. graphy		
41. -gravida		

Meaning: In front : Prefix
At the back : Suffix

Competencies	Approval	
	Date	CI Signature
Terminology:		
42. Hemi-		
43. Hyper-		
44. Hypo-		
45. -ia		
46. -iasis		
47. In-		
48. Infra-		
49. Inter-		
50. Intra-		
51. -ion		
52. -ior		
53. -ism		
54. -ist		
55. -itis		
56. -lepsy		
57. -listhesis		
58. -logy		
59. -lysis		
60. -malacia		
61. -mania		
62. -megaly		
63. Meta-		
64. -meter		
65. -metry		
66. Micro-		
67. Mono-		
68. Neo-		
69. -oid		
70. -oma		
71. -opsy		
72. -opsia		
73. -orexia		
74. -ose		
75. -osis		
76. -ous		
77. Pan-		
78. Para-		
79. -para		
80. -paresis		
81. -pathy		
82. -penia		

Meaning: In front : Prefix
At the back : Suffix

Competencies	Approval	
	Date	CI Signature
Terminology:		
83. -pepsia		
84. Per-		
85. Peri-		
86. -pexy		
87. -phagia		
88. -phobia		
89. -phylaxis		
90. -plasm, -plasia		
91. -plasty		
92. -plegia		
93. -pnea		
94. -poiesis		
95. Pre-		
96. Pro-		
97. -ptosis		
98. -ptysis		
99. Quadri-		
100. Re-		
101. rrhage, -rrhagia		
102. rrhaphy		
103. -rrhea		
104. -rrhexis		
105. -salpinx		
106. -sarcoma		
107. -sclerosis		
108. -scope		
109. -scopy		
110. -spadias		
111. -spasm		
112. -stalsis		
113. -stasis		
114. -stenosis		
115. -sthenia		
116. -stomy		
117. Sub-		
118. Supra-		
119. Syn-		
120. Tachy-		
121. tension		
122. -theraphy		
123. -thorax		

Meaning: In front : Prefix
At the back : Suffix

Competencies	Approval	
	Date	CI Signature
Terminology:		
124. -thymia		
125. -tion, -ization		
126. -tocia		
127. -tome		
128. -tomy		
129. -tresia		
130. -tripsy		
131. -trite		
132. -trophy		
133. Uni-		
134. -uria (etc. ↓)		
135.		
136.		
137.		
138.		
139.		
140.		
Anatomical Planes of the Body		
1. Anterior		
2. Posterior		
3. Midline		
4. Midclavicular		
5. Midaxillary		
Directional Terms of The Body		
1. Right		
2. Left		
3. Lateral		
4. Medial		
5. Superior		
6. Inferior		
7. Proximal		
8. Distal		
9. Dorsal		
10. Ventral		
11. Palmar		
12. Plantar		
13. Quadrant		

Meaning: In front : Prefix
At the back : Suffix

Competencies	Approval	
	Date	CI Signature
Acute Pain:		
1. Onset		
2. Duration		
3. ANS response		
4. Relevance to healing		
5. Response to analgesic		
Chronic Pain:		
1. Onset		
2. Duration		
3. Ar response		
4. Relevance to healing		
5. Response to analgesic		
Key Pain Definition:		
1. Pain management		
2. Acute pain		
3. Chronic pain		
4. Addiction		
5. Physical dependence		
6. Tolerance		
7. Pseudo addiction		
8. Pseudo tolerance		
Referred Pain:		
1. Heart		
2. Lungs		
3. Diaphragm		
4. Liver		
5. Spleen		
6. Stomach		
7. Kidney		
8. Pancreas		
9. Gallbladder		
10. Ovaries		
11. Appendix		
12. Ureters		
13. Bladder (etc. ↓)		
14.		
15.		
16.		

TERMS OF DISEASE – BEGINNER LEVEL

Competencies	Approval	
	Date	CI Signature
Respiration System:		
1. Anoxia		
2. Apnea		
3. Asphyxia		
4. Aspiration		
5. Atelectasis		
6. Bronchoscope		
7. Cheyne-Stokes Respiration		
8. Cyanosis		
9. Epistaxis		
10. Fremitus		
11. Hemoptysis		
12. Hemothorax		
13. Hypercapnia		
14. Hyperpnea		
15. Hyperventilation		
16. Hypoventilation		
17. Hypoxia		
18. Intubation		
19. Kussmaul breathing		
20. Lobectomy		
21. Mantoux test		
22. Rale		
23. Ronchi		
24. Spirometer		
25. Stridor		
26. Tachypnea		
27. Thoracentesis		
28. Tracheostomy		
29. Tracheotomy		
30. Wheeze		
31. ABGs		
32. AFB		
33. ARDS		
34. ARF		
35. BVM		
36. CPR		
37. ENT		
38. IPPB		
39. JVD		

Competencies	Approval	
	Date	CI Signature
Respiration System:		
40. PPD		
41. RDS		
42. SOB		
Cardiovascular System:		
1. Aneurysm		
2. Arrhythmia		
3. Bradycardia		
4. Cyanosis		
5. Diastole		
6. Dyspnea		
7. Edema		
8. Embolism		
9. Embolus		
10. Hypertension		
11. Hypotension		
12. Infarction		
13. Ischemia		
14. Palpitation		
15. Phlebitis		
16. SA node		
17. Stenosis		
18. Systole		
19. Tachycardia		
20. Thrombosis		
21. Thrombus		
22. AF		
23. AR		
24. ASD		
25. AT		
26. BP		
27. CABG		
28. CAD		
29. CHF		
30. CPR		
31. EKG		
32. HDL		
33. JVP		
34. LDL		
35. PMI		
36. VT		

Competencies	Approval	
	Date	CI Signature
Gastrointestinal System:		
1. Anorexia		
2. Aphagia		
3. Appendicitis		
4. Ascites		
5. Constipation		
6. Defecation		
7. Dyspepsia		
8. Flatus		
9. Icterus		
10. Melena		
11. Obstipation		
12. Ostomy		
13. Regurgitation		
14. stoma		
15. -chalasia		
16. -chezia		
17. -emesis		
18. -lithotomy		
19. -pepsia		
20. -pexy		
21. Calcul/o		
22. Chol/e		
23. Cholangi/o		
24. Cholecyst/o		
25. Choledoch/o		
26. Bm		
27. ERCP		
28. GERD		
29. GI		
30. IBS		
31. N&V		
32. TPN (etc.↓)		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		

Meaning: In front : Prefix
At the back : Suffix

PRE-CLINICAL COMPETENCIES OF DISEASES – BEGINNER LEVEL

Competencies	Approval	
	Date	CI Signature
Respiration System:		
1. Asthma		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. COPD		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Pleura Effusion		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Pneumonia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Pneumothorax		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. TBC		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others:		
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		

Competencies	Approval	
	Date	CI Signature
Cardiovascular System:		
1. Angina Pectoris		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Congestive Heart Failure		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Coronary Artery Disease		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Hypertension		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Myocardial Infarction		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Premature Ventricular Contraction		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7. Ventricular Fibrillation		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8. Ventricular Tachycardia		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others:		
9.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
10.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		

Competencies	Approval	
	Date	CI Signature
Gastrointestinal System:		
1. Appendicitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Cirrhosis Hepatitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Cholelithiasis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Gastritis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Hemorrhoid		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Hepatitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7. Tonsilitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8. Typhoid Fever		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others:		
9.		
d. Definition		
e. Etiology		
f. Signs and Symptoms		
10.		
d. Definition		
e. Etiology		
f. Signs and Symptoms		

CLINICAL SKILLS AND COMPETENCIES – BEGINNER LEVEL

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
1. Demonstrate Bed Making:														
a. Open Bed														
b. Occupied Bed														
c. Surgical Bed														
2. Promote Personal Hygiene:														
1. Oral Care														
• Assisting independent patient														
• Assisting dependent patient														
• Patient with unconsciousness/coma														
• Denture (s)														
2. Bathing														
• Complete bed bath														
• Assisting with shower														
3. Back care														
• Using oil														
• Using alcohol														
4. Perineal care														
5. Hair care														
• Hair wash														
• Pediculosis care														
6. Hands, foot and nail care														
3. Promoting Nutrition:														
a. Serving food for independent														
b. Feeding for dependent														
c. Feeding with LTF														
4. Assisting with Elimination:														
a. Providing and emptying bedpan														
b. Providing and emptying urinal														
c. Inserting urine catheter for:														
• Male														
• Female														
a. Applying condom catheter														
b. Administering enema:														
• Glycerin Smit														
• Cleansing enema														
c. Collecting urine for specimen														
d. Collecting stool for specimen														
5. Assessing Vital Sign:														
a. Temperature														

• Per Axilla															
• Per Oral															
• Per Rectum															
b. Respiration															
c. Pulse															
• Peripheral															
• Apical															
d. Blood Pressure															
• Using Memory Sphygmomanometer															
• Using Sphygmomanometer															
• Using Digital Sphygmomanometer															
e. Note patient's weight															
6. Promoting Activities and Mobility															
a. Transfer client from bed to chair															
b. Transfer client from bed to wheelchair															
c. Transfer client from bed to stretcher															
d. Assisting with moving and positioning:															
• Semi Fowler's position															
• Fowler's position															
• Side to side position															
• Prone position															
• Ambulation															
7. Promoting Infection Control:															
a. Hand washing															
b. Using disposable clean & sterile glove															
c. Terminal cleaning															
8. Promoting with oxygenation:															
a. Administering oxygen with canula															
b. Administering oxygen with masker															
9. Maintaining Fluid and Electrolyte Balance:															
a. Inserting infusion															
b. Changing infusion bottle															
c. Removing (off) infusion															
d. Monitoring intake & output															
10. Others:															

Management of The Client With: Respiratory, Cardiovascular and Gastrointestinal Tract

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the Client with Respiratory System Disorders:														
1. Perform Respiratory System Examination														
2. Applying O ₂ therapy:														
a. With oxygen canula														
b. With simple mask														
c. With rebreathing mask														
d. With non-breathing mask														
e. With venturi mask														
3. Applying Nebulizer														
4. Collecting Sputum for Specimens:														
a. AFB														
b. Culture and Sensitivity														
5. Postural Drainage														
6. Health Teaching														
a. Deep Breathing Exercise (DBE)														
b. Deep Breathing Coughing Exercise (DBCE)														
c. Others														
7. Mantoux Test														
8. Suctioning														
9. Wound care														
a. Tracheostomy care														
b. Water sealed drainage care														
10. Others:														

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the Client with Cardiovascular System Disorders (CVCU):														
1. Perform Cardiovascular System Examination														
2. Preparing patient for ECG:														
3. Operating ECG (12 lead) machine & recording the ECG														
4. Perform Suctioning														
5. Perform Adult CPR														
6. Observing Oxygen Saturation														
7. Obtaining Vital Signs														
8. Observing the medicines titration														
a. Dopamine														
b. Adrenalin														
c. KCI														
d. Bicnat														
e. Sulfas atropine inj														
f. Valium inj														
g. Cedocard tab														
h. Xylocard tab														
i. Lidocaine in														
9. Operating														
a. Syringe pump														
b. Infusion pump														
c. Respiratory machine														
10. Measuring CVP														
11. Measuring Jugularis Venous distention														
12. Preparing instruments in ETT insertion														
13. Observing client's LOC														
14. Interpreting Cardiac Dysrhythmias														
a. Sinus Tachycardia														
b. Sinus Bradycardia														
c. Premature Atrial Contraction														
d. Paroxysmal Atrial Tachycardia														
e. Atrial Flutter														
f. Atrial Fibrillation														

g. Premature Ventricular Contraction																				
h. Ventricular Bigeminy																				
i. Ventricular Tachycardia																				
j. Ventricular Fibrillation																				
k. First-Degree A V Block																				
l. Second-Degree A V Block																				
m. Third-Degree A V Block																				
15. Others:																				

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the Client with GI tract disorders:														
1. Perform GIT Examination														
2. Health Promotion: Health Teaching for GI clients														
3. Management with:														
a. Nasogastric Tube														
b. Inserting NGT														
c. Gastric Irrigation														
d. Feeding via NGT														
e. Removing NGT														
4. Feeding via gastrectomy tube														
5. Feeding via duodenostomy tube														
6. Administer TPN														
7. Changing TPN tubing														
8. Management with flatulence														
a. Applying pincel oil														
b. Applying hot water bottles														
c. Inserting Rectal Tube														
9. Wound Care														
a. Sterile wound														
b. Drainage wound														
c. Stoma Care														
d. Colostomy Care														
• Irrigating														
• Change Dressing														
e. All suture out														
f. Alternate suture out														
g. Hot sit bath														
10. Others:														

NOTES

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

FYH

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	

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

FYH (For Your Health)

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	

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

WORKING 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	
Geriatrics 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	

Date Submitted : _____
 Signatures : _____

Student's Signature : _____

 Coordinator's

 Chairperson, Faculty of Nursing Science

 Dean, Faculty of Nursing Science

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

*Circle one

NAR SUBMISSION

CLINICAL SKILLS AND COMPETENCIES – BEGINNER LEVEL

Month	Submissions (*)	CI's signature

(*) give a check mark (√)

Practicing Date: _____

Student Clinical – Beginner Level
Faculty of Nursing Science

Clinical Practice Coordinator
Beginner Level

Chairperson, Faculty of Nursing Science

Dean, Faculty of Nursing Science

PRACTICAL PERFORMANCE

NAME :

NO.	DESCRIPTION	TOTAL WEEKS	TOTAL DAYS	TOTAL HOURS
1	Pre-Clinical			
2	Respiration System			
3	Cardiovascular System			
4	Gastrointestinal System			
	TOTAL			

, _____

Dean, Faculty of Nursing Science

ATTENDANCE REPORT AND HOUR OF PRACTICE CLINICAL SKILLS AND COMPETENCIES – BEGINNER LEVEL

	Quantity	Explanation	CI's Signature
Absent			
Absent with permission			
Sick leave			
Accident Slip			
Total Hour Clinical Beginner Level		<ul style="list-style-type: none"> • Basic Clinical (Orientation): 10 days = 2 weeks = 80 hours • Medical Surgical Ward : 20 days = 4 weeks = 160 hours • Lab Day : 10 days = 2 weeks = 80 hours <li style="text-align: right;">Total : 40 days = 8 weeks = 320 hours <ul style="list-style-type: none"> • Assignment performance/ preparation weeks : 2 hrs/day = 2 hrs X 40 days = 80 hrs/8 = 10 hrs/week 	

Clinical Practice Coordinator
Beginner 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.

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	
9.	Emotional stability (4) Able to control emotion (3) Shows emotional instability on duty, seldom (2) Shows unsound emotion (complain, anger) (1) Shows unstable emotion	
10.	Working management (4) Accomplishes work task on time (3) Accomplishes task, usually (2) Accomplishes the procedure, sometimes (1) Does not accomplish tasks, frequently	
11.	Health teaching (4) Gives health teaching based in client's need, always (3) Gives health teaching not based in client's need (2) Does not gives health teaching to client, sometimes (1) Does not gives health teaching to client, often	
	Total score	

Comment:

Signature

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

Student Attitude Evaluation Form

Student Name :

Program / Level :

Date of Practice :

Date of Evaluation :

Department :

Please tick one column (number 1, 2, 3,) 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	
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	Total score	

Comment:

Signature

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

Student Attitude Evaluation Form

Student Name :

Program / Level :

Date of Practice :

Date of Evaluation :

Department :

Please tick one column (number 1, 2, 3,) 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	
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	Total score	

Comment:

Signature

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

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	
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10.	Working management (4) Accomplishes work task on time (3) Accomplishes task, usually (2) Accomplishes the procedure, sometimes (1) Does not accomplish tasks, frequently	
11.	Health teaching (4) Gives health teaching based in client's need, always (3) Gives health teaching not based in client's need (2) Does not gives health teaching to client, sometimes (1) Does not gives health teaching to client, often	
	Total score	

Comment:

Signature

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

LAB DAY PERFORMANCE EVALUATION

RESPIRATORY SYSTEM

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:

LAB DAY PERFORMANCE EVALUATION

CARDIOVASCULAR SYSTEM

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:

LAB DAY PERFORMANCE EVALUATION

GASTROINTESTINAL SYSTEM

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:

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					

FACULTY OF NURSING SCIENCE

These Clinical Skills and Competencies of Beginner Level, accomplished by

.....

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

Had taken this practical experience Beginner Level with this following grade:

Skill Performance	:
Attitude	:
Daily Reports	:
Practical Examination	:
Total	:
Grade	:

Clinical Practice Coordinator – Beginner Level

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

Chairperson, Faculty of Nursing Science

Dean, Faculty of Nursing Science

CLINICAL SKILLS AND COMPETENCIES - INTERMEDIATE LEVEL

- Pre-Clinical Medical Abbreviation and Terminology
- Pre-Clinical Terms of Disease
- Pre-Clinical Competencies of Diseases: Neurology and Sensory Perception
- Clinical Skills and Competencies: Basic Skills, Laboratory Dept., Diet Dept., Medicine Nurse, OR Dept., ICU Dept.
- Management of The Client With: Neurology System and Sensory Perception 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

MEDICAL ABBREVIATION AND TERMINOLOGY – INTERMEDIATE LEVEL

Competencies	Approval	
	Date	CI Signature
Common Symbols:		
1. ac		
2. bid		
3. Cap		
4. Gtt		
5. hs		
6. im		
7. iv		
8. IVPB		
9. NGT		
10. Od		
11. Os		
12. Ou		
13. pc		
14. Po		
15. pm		
16. q		
17. q12h		
18. q2h		
19. q3h		
20. q4h		
21. q6h		
22. qAM		
23. qd		
24. qh		
25. qid		
26. qod		
27. qPM		
28. s&s		
29. sc		
30. sdm/tbsp/C		
31. sdt/tsp/cth		
32. Sol		
33. stat		
34. supp		
35. susp		
36. syr		
37. tid		
38. d/c		
39. GCS		
40. Gt		
41. Gtt		
42. Im		

43. Inj		
44. IO		
45. IV		
46. IVFD		
47. kvo/ko		
48.		
49.		
50.		

Formulas:

$$\text{Lb} = \text{kg} \times 2.2$$

$$\text{Kg} = \text{lb} \times 0.45$$

$$\text{F} = (\text{C} \times 1.8) + 32$$

$$\text{C} = (\text{F} - 32) \times 5/9$$

Metric Measurements:

Fluid

$$15 \text{ gtts} = 1 \text{ ml}$$

$$1 \text{ tsp} = 5 \text{ ml}$$

$$1 \text{ tbsp} = 15 \text{ ml}$$

$$1 \text{ oz} = 30 \text{ ml}$$

$$1 \text{ cup (8 oz)} = 240 \text{ ml}$$

$$1 \text{ pint (16 oz)} = 473 \text{ ml}$$

$$1 \text{ quart (32 oz)} = 946 \text{ ml}$$

Solid

$$1 \text{ mg} = 1000 \text{ mcg}$$

$$1 \text{ g} = 1000 \text{ mg}$$

$$1 \text{ gr} = 60 \text{ mg}$$

$$1 \text{ kg} = 2.2 \text{ lb}$$

$$1 \text{ L of water} = 1 \text{ kg}$$

$$1 \text{ oz} = 28 \text{ g}$$

TERMS OF DISEASE

Competencies	Approval	
	Date	CI Signature
Sensory Perception		
Hearing System:		
Aural		
1. Cerumen		
2. Gustation		
3. Olfaction		
4. Otoscope		
5. Tinnitus		
6. AC		
7. AD		
8. AS		
9. BC		
10. OM		
11. -cusis, -acusis		
12. -salpinx		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
Vision System:		
1. Accommodation		
2. Astigmatism		
3. Mydriasis		
4. Myopia		
5. Nystagmus		
6. Presbyopia		
7. Strabismus		
8. IOL		
9. IOP		
10. OD		
11. OS		
12. OU		
13.		
14.		

Meaning: In front : Prefix
 At the back : Suffix

Competencies	Approval	
	Date	CI Signature
Nervous System:		
1. Amnesia		
2. Aphasia		
3. Apraxia		
4. Ataxia		
5. Babinski's reflex		
6. Bell's palsy		
7. Concussion		
8. Convulsion		
9. Delirium		
10. Dementia		
11. Dysarthria		
12. Dysmetria		
13. Hemiplegia		
14. Hemiparesis		
15. Hydrocephalus		
16. Lethargy		
17. Paralysis		
18. Paraplegia		
19. Parasympathetic nervous system		
20. Romberg's sign		
21. Seizure		
22. Stupor		
23. Sympathetic nervous system		
24. Tremor		
25. ALS		
26. ANS		
27. CBF		
28. CNS		
29. CVA		
30. CVA		
31. CVD		
32. EEG		
33. ICP		
34. LP		
35. MS		
36. NREM		
37. OA		

Meaning: In front : Prefix
At the back : Suffix

CLINICAL SKILLS AND COMPETENCIES OF DISEASES – INTERMEDIATE LEVEL

Competencies	Approval	
	Date	CI Signature
Sensory System:		
1. Blepharitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Cataract		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Conjunctivitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Glaucoma		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
5. Hordeolum		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
6. Nasal Polyp		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
7. Nose Cancer		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
8. Otitis Media		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
9. Sinusitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
10. Tinnitus		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
11. Tonsillitis		

a. Definition		
b. Etiology		
c. Signs and Symptoms		
12. Trachoma		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others		
13.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Neurology System:		
1. Head Injury		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2. Meningitis		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3. Stroke		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
4. Transient Ischemic Attack		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
Others		
1.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
2.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		
3.		
a. Definition		
b. Etiology		
c. Signs and Symptoms		

Meaning: In front : Prefix
At the back : Suffix

CLINICAL SKILLS AND COMPETENCIES – INTERMEDIATE LEVEL

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Basic Skills:														
1. Bathing														
a. Complete bed bath														
b. Assisting with shower														
2. Back care														
a. Using oil														
b. Using alcohol														
3. Perineal care														
4. Hair care														
a. Hair wash														
b. Pediculosis care														
5. Hands, foot and nail care														
6. Promoting Nutrition:														
a. Serving food for independent														
b. Feeding for dependent														
c. Feeding with LTF														
7. Assisting with Elimination:														
a. Providing and emptying bedpan														
b. Providing and emptying urinal														
c. Inserting urine catheter for:														
• Male														
• Female														
d. Applying condom catheter														
e. Administering enema:														
• Glycerin Sput														
• Cleansing enema														
f. Collecting urine for specimen														
g. Collecting stool for specimen														
8. Assessing Vital Sign:														
a. Temperature														
• Per Axilla														
• Per Oral														
• Per Rectum														
b. Respiration														
c. Pulse														
• Peripheral														
• Apical														
d. Blood Pressure														
• Using Memory Sphygmomanometer														

• Using Sphygmomanometer																			
• Using Digital Sphygmomanometer																			
e. Measure patient's weight																			
9. Promoting Activities and Mobility																			
a. Transfer client from bed to chair																			
b. Transfer client from bed to wheelchair																			
c. Transfer client from bed to stretcher																			
d. Assisting with moving and positioning:																			
• Semi Fowler's position																			
• Fowler's position																			
• Side to side position																			
• Prone position																			
• Ambulation																			
10. Promoting Infection Control:																			
a. Hand washing																			
b. Using disposable clean & sterile glove																			
c. Terminal cleaning																			
11. Promoting with oxygenation:																			
a. Administering oxygen with canula																			
b. Administering oxygen with masker																			
c. Others																			
12. Maintaining Fluid and Electrolyte Balance:																			
a. Inserting infusion																			
b. Changing infusion bottle																			
c. Removing (off) infusion																			
d. Monitoring intake & output																			
13. Making Bed:																			
a. Open Bed																			
b. Close Bed																			
c. Surgical Bed																			
d. Occupied Bed																			

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Laboratory Department:														
1. Filling Laboratory slip as ordered														
2. Collecting and preparing blood specimen for:														
a. Complete Blood Count (CBC)														
b. ESR														
c. Hemoglobin														
d. Bleeding time and Prothrombin time														
e. Clotting time														
f. Electrolyte														
g. Blood Gas Analysis														
h. Blood Glucose														
i. Widal														
j. Gall Culture														
k. Blood Type (ABO group)														
3. Preparing Stool specimen for the examination of:														
a. Parasite														
b. Amoeba														
c. Bacteria														
d. Fat Bubble														
e. Occult Blood														
4. Preparing Urine specimen for the examination of														
a. Macroscopic														
b. Microscopic														
c. Culture and Sensitivity														
d. PG Test														
5. Preparing Sputum specimen for examination														
6. Preparing Swab specimen:														
a. Throat (diphtheria)														
b. Pus														
7. Interpreting Result														
8. Others														

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Diet Department:														
1. Cook and preparing for:														
a. Regular Diet														
b. DM Diet														
c. Peptic Ulcer Diet														
d. Liver Diet														
e. Typhoid Diet														
f. CRF Diet														
g. Low Fat Diet														
h. Low Salt Diet														
i. Low Fiber Diet														
j. High Protein & Calorie Diet														
k. Levine Tube Feeding (LTF) Diet														
l. Low Purine Diet														
2. Others														
Medicine Nurse:														
1. Interpreting Medicine Card														
2. Preparing and Delivering Medication														
A. Non-Parenteral														
a. Oral medications														
• Tablet/Capsule														
• Syrup														
• Troches/Lozenges														
• Powder/Pulpus														
b. Buccal Mucosae Polypeptide Oxytocin Hormone														
c. Sublingual														
B. Parenteral Medication														
C. Administering Chemotherapy Drugs														
D. Administering Transfusion with Blood Products:														
a. Whole Blood														
b. Platelets														
c. Packed Red Cell (PRC)														
3. EENT Medication														
a. Eye: ointment/Drop														
b. Nasal Spray														
4. Inhalation Medication														
5. Right Documentation														

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Operation Room:														
1. Circulate nurse:														
a. Assisting in preparing instruments														
b. Assisting in preparing sterile linen, gown, gloves, towel and minor sheet														
c. Put cap and gown to the patients														
d. Remove client's nail polish														
e. Remove the lipstick, dentures and jewelries														
f. Checking the inform consent/legal implications														
g. Checking pre-op medication														
h. With circulating nurse anticipate needs of the sterile team														
i. With circulating nurse prepare for the next case & lose no time between them														
2. Scrub nurse														
a. Perform surgical preps														
b. Scrubbing														
c. Opening the bundle														
d. Preparing minor tray														
e. Wearing gloves														
f. Assisting the surgeon to wear the sterile gown and gloves														
g. Assisting the scrub nurse in supplying the instrument to the surgeon														
h. Counting the gauzes before and after surgery														
i. Dressing the incision														
j. Transferring the patient to the recovery room														
k. Note time of surgery termination														
3. Knowing the asepsis and the principles of sterile techniques														
4. Knowing the positions														
5. Knowing the room and table set up														
6. Knowing kinds of suture														
7. Knowing kinds of anesthesia														

8. Preparing and supplying goods and instrument																				
9. Making gauzes and cotton balls																				
10. Making bundle for sterilization																				
Catheter set																				
Minor surgery																				
Linens																				
Instruments																				
11. Operating autoclave																				
12. Recovery Room																				
a. Observing patient's airway																				
b. Applying oxygen therapy																				
c. Monitoring Vital Signs																				
d. Assessing the signs of:																				
• Cyanotic																				
• Shock																				
• Pain																				
• Anemia																				
13. Suctioning																				
14. Monitoring IV fluid																				
15. Observe of patient's consciousness																				
16. Observe of special Equipment																				
a. WSD																				
b. Vacuum drain																				
c. Silicon drain																				
d. Penrose drain																				
e. Dripping																				
f. NGT																				
g. CVP																				
h. Catheter																				
i. IV																				
j. Documenting patient's condition																				
17. Others:																				

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of the Client with Cardiovascular System Disorders (CVCU) / ICU Dept.:														
1. Perform Cardiovascular system Examination														
2. Preparing Patient for ECG														
3. Operating ECG (12 lead) machine & recording the ECG														
4. Perform Suctioning														
a. Performing Adult CPR														
b. Observing Oxygen Saturation														
5. Obtaining Vital Signs														
6. Observing the medicines titration														
a. Dopamine														
b. Adrenalin														
c. KCI														
d. Bicnat														
e. Sulfas atropine inj.														
f. Valium inj.														
g. Cedocard tab														
h. Xylocard tab														
i. Lidocaine in														
7. Operating														
a. Syringe pump														
b. Infusion pump														
c. Respiratory machine														
8. Measuring CVP														
9. Measuring Jugularis Venous distention														
12. Preparing instruments in ETT insertion														
13. Observing client's LOC														
14. Interpreting Cardiac Dysrhythmias														
a. Sinus Tachycardia														
b. Sinus Bradycardia														
c. Premature Atrial Contraction														
d. Paroxysmal Atrial Tachycardia														
e. Atrial Flutter														
f. Atrial Fibrillation														
g. Premature Ventricular Contraction														
h. Ventricular Bigeminy														

i. Ventricular Tachycardia														
j. Ventricular Fibrillation														
k. First-Degree A V Block														
l. Second-Degree A V Block														
m. Third-Degree A V Block														
Others:														

Management of Clients with: Neurologic System and Sensory Perception Disorders

Competencies	1 st Performance		2 nd Performance		3 rd Performance		4 th Performance		5 th Performance		6 th Performance		CI Approval	
	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign	Date	Sign
Management of Clients with Neurologic System and Sensory Perception Disorders:														
1. Perform physical assessment neurologic system														
2. Health Teaching														
3. Preparing clients for:														
a. CT Scan														
b. MRI														
c. Cerebral angiography														
d. Myelography														
e. Lumbar puncture														
4. Preparing instruments for Lumbar puncture														
5. Preparing clients for Encephalography														
6. Measuring client's GCS														
7. Determining client's LOC														
8. Performing superficial reflex test														
9. Performing assessment of Cranial Nerves Function														
a. Olfactory														
b. Optic														
c. Oculomotor														
d. Trochlear														
e. Trigeminal														
f. Abducens														
g. Facial														
h. Vestibulocochlear														
i. Glossopharyngeal														
j. Vagus Accesory														
k. Spinal														
l. Hypoglossal														
10. Performing Deep reflex test														
a. Biceps reflex														
b. Triceps reflex														
c. Brachioradialis reflex														
d. Quadriiceps reflex														
e. Achilles reflex														
11. Performing Brudzinski's test														

12. Performing Kernig's test														
13. Performing Babinski's test														
14. 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

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 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	

Coordinator's Signature : _____

Date Submitted : _____

Student's Signature : _____

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

*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 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	

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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	

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 - INTERMEDIATE LEVEL

Month	Submissions (*)	CI's Signature

(*) give a check mark (√)

Practicing Date: _____

Student Clinical Intermediate Level
Faculty of Nursing Science

Clinical Practice Coordinator
Intermediate Level

Chairperson, Faculty of Nursing Science

Dean, Faculty of Nursing Science

PRACTICAL PERFORMANCE

NAME:

NO.	DESCRIPTION	TOTAL WEEKS	TOTAL DAYS	TOTAL HOURS
1	Diet Therapy and Nutrition			
2	Eyes, Ears, Nose and Throat			
3	Intensive Care Unit			
4	Laboratory			
5	Medicine Nurse			
6	Neurology			
7	Operating Room			
	TOTAL			

Dean, Faculty of Nursing Science

NOTES
ATTENDANCE REPORT AND HOUR OF PRACTICE
CLINICAL SKILLS AND COMPETENCIES INTERMEDIATE LEVEL

	Quantity	Explanation	CI's Signature
Absent			
Absent with permission			
Sick leave			
Accident Slip			
Total Hour Clinical Intermediate Level	<ul style="list-style-type: none"> • Intensive Care Unit • Operating Room • Laboratory Dept. • Nutrition Dept. • Medical Surgical Ward • Medicine Nurse • Lab Day 	<ul style="list-style-type: none"> : 5 days = 1 week = 40 hours : 10 days = 2 weeks = 80 hours : 5 days = 1 week = 40 hours : 5 days = 1 week = 40 hours : 5 days = 1 week = 40 hours : 10 days = 2 weeks = 80 hours : 5 days = 1 week = 40 hours : <u>45 days = 9 weeks = 360 hours</u> : 2 hrs/day : = 2 hrs X 40 days = 80 hrs/8 = 10 hrs/week 	

Clinical Practice Coordinator
Intermediate 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.

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	
9.	Emotional stability (4) Able to control emotion (3) Shows emotional instability on duty, seldom (2) Shows unsound emotion (complain, anger) (1) Shows unstable emotion	
10.	Working management (4) Accomplishes work task on time (3) Accomplishes task, usually (2) Accomplishes the procedure, sometimes (1) Does not accomplish tasks, frequently	
11.	Health teaching (4) Gives health teaching based in client's need, always (3) Gives health teaching not based in client's need (2) Does not gives health teaching to client, sometimes (1) Does not gives health teaching to client, often	
	Total score	

Comment:

Signature

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

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
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DEPARTMENT PERFORMANCE EVALUATION

No	Department	Date	Score	CI Signature
1	INTENSIVE CARE UNIT			
2	OPERATING ROOM			
3	LABORATORY			
4	DIET THERAPY AND NUTRITION			
5	MEDICAL SURGICAL WARD			
6	MEDICINE NURSE			
7	LAB DAY			

Clinical Practice Instructor
Intermediate Level

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:

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					

Clinical Practice Coordinator
Intermediate Level

FACULTY OF NURSING SCIENCE

These Clinical Skills and Competencies of Intermediate Level, accomplished by

.....

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

Had taken this practical experience Intermediate Level with this following grade:

- a. Skill Performance :
- b. Attitude :
- c. Daily Reports :
- d. Practical Examination :
- Total :
- Grade :

Clinical Practice Coordinator - Intermediate Level

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

Chairperson, Faculty of Nursing Science

Dean, Faculty of Nursing Science

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BEGINNER AND INTERMEDIATE CLINICAL SKILLS AND COMPETENCIES

The book "Beginner and Intermediate Clinical Skills and Competencies" is a comprehensive guide designed to assist individuals who are either entering the field of healthcare or are at the early stages of their healthcare careers. It offers a thorough understanding of fundamental principles in patient care, emphasizing effective communication, medical ethics, and healthcare laws. Readers will learn essential patient care techniques, including vital sign monitoring, IV insertion, and wound care. Additionally, the book highlights the significance of clear and compassionate communication with patients, while also covering the operation of various medical equipment. It addresses the importance of accurate patient data management and offers insights into specialized patient care for diverse conditions. Lastly, it provides valuable guidance on career advancement within the healthcare industry. "Beginner and Intermediate Clinical Skills and Competencies" is an invaluable resource for those looking to build a strong foundation in healthcare, equipping them with the skills and knowledge necessary for success in their medical careers.

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