

T8. Field Experience Specification

Institution: Najran university	Date of Report: 4/7/1439
College: College of Nursing	Department: Nursing education and administration
Program: Bachelor of Nursing	Track: NA

A. Field Experience Course Identification and General Information

1. Field experience course title and code: Internship program.																				
2. Credit hours (if any): No credit hours.																				
3. Name and title of faculty or teaching staff member responsible for the field experience: Mrs: Samia Mohamed "Internship coordinator".																				
4. Dates and times allocation of field experience activities: a. Dates: 12 months "5days /week from Sunday to Thursday" b. Times: 8hours /day "from 7.30 am to 3.30 pm".																				
5. Level or year of the field experience. After successful completion of all the requirements of the eight levels of the program.																				
6. List names, addresses, and contact information for all field experience locations.																				
<table border="1"> <thead> <tr> <th></th> <th>Name and Address of the organization</th> <th>Name of Contact Person</th> <th>Contact Information (email address or mobile)</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>King Khaled hospital</td> <td>Mr. Abdullah Mana</td> <td>0567090666</td> </tr> <tr> <td>b.</td> <td>Maternal and child hospital(MCH)</td> <td>Mr. Mutarad Manafea</td> <td>0503723130</td> </tr> <tr> <td>c.</td> <td>Najran new hospital</td> <td>Mr.Hussien Mohamed</td> <td>0558925556</td> </tr> <tr> <td>d.</td> <td>Najran university hospital</td> <td>Mr. Mohamed Hadi</td> <td>050955688</td> </tr> </tbody> </table>		Name and Address of the organization	Name of Contact Person	Contact Information (email address or mobile)	a.	King Khaled hospital	Mr. Abdullah Mana	0567090666	b.	Maternal and child hospital(MCH)	Mr. Mutarad Manafea	0503723130	c.	Najran new hospital	Mr.Hussien Mohamed	0558925556	d.	Najran university hospital	Mr. Mohamed Hadi	050955688
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The student has the right to choose any other public hospital if she/he is not living in Najran. If choosing a place other than the aforementioned four public hospitals for training, the student has to have the approval from Najran nursing college and from the main training department in the city which he/she wants before officially starting her/ his internship program in this place.																				

B. Learning Outcomes

Learning Outcomes for field experience in Domains of Learning, Assessment Methods and Teaching Strategy.

Program Learning Outcomes, Assessment Methods, and Teaching Strategy work together and are aligned. They are joined together as one, coherent, unity that collectively articulate a consistent agreement between student learning and teaching.

The *National Qualification Framework* provides five learning domains. Learning outcomes are required in the first four domains and sometimes are required in the Psychomotor Domain. On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable learning outcomes required in each of the learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each program learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process.

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge		
1.1	1-Explain principle factors contributing to health /disease and appropriate nursing interventions	Discussion group.	oral exam
1.2	2-Describe signs, symptoms and complications of the most diseases and appropriate nursing interventions.	Discussion group.	oral exam
2.0	Cognitive Skills		
2.1	1-Defferentiate among basic nursing interventions and procedures.	Discussion group.	oral exam
2.2	2-Develop appropriate health promotion and disease prevention plans to meet the needs of diverse patients	Discussion group.	oral exam
3.0	Interpersonal Skills & Responsibility		

3.1	Participates in Nursing activities, which promote Continued professional growth and competency.	Coaching during internship cooperative learning	Oral case presentation & written assignment.
4.0	Communication, Information Technology, Numerical		
4.1	1-Communicate professionally with the health team members, patients, clients and family members.	Coaching during internship	Observation checklist
4.2	2-Use modern technology as well as numerical skills in managing patient care.	Coaching during internship- Discussion group.	Observation checklist
5.0	Psychomotor		
5.1	Implement nursing procedures and interventions with respect to patients' right.	Coaching during internship	*Log book containing different checklist for different nursing procedures

C. Description of Field Experience Activity

1. Describe the major student activities taking place during the field experience.

Major student activities during the internship

- Responsibilities and duties include but are not limited to the following:

PATIENT CARE - Deliver safe, direct care to an assigned group of patients, under the supervision field experience trainer

POLICIES - Work within Hospitals, Nursing division and departmental policies

CARE PLAN - Use nursing processes to work in collaboration with the healthcare team, implementing and documenting individualized nursing plans of care incorporating age specific considerations, including discharge planning and patient/family teaching

MEDICATION - Administer medication under the supervision of field trainer

LAB INVESTIGATIONS - Assistance in the extraction of different laboratory tests and samples

EMERGENCY MEASURES - Assist in providing first aid for emergency cases mild and moderate degree

ENVIRONMENT - Maintain a safe, comfortable, and therapeutic environment for patients/families in accordance with Hospitals standards through keeping bedside rails raised, practice infection control procedures such as hand hygiene. Teach patients and their watcher how to avoid infection causing practices

PROFESSIONAL DEVELOPMENT - Enhance professional growth and development through participation in educational

programs, reading current literature, attending in-services, meetings and workshops .

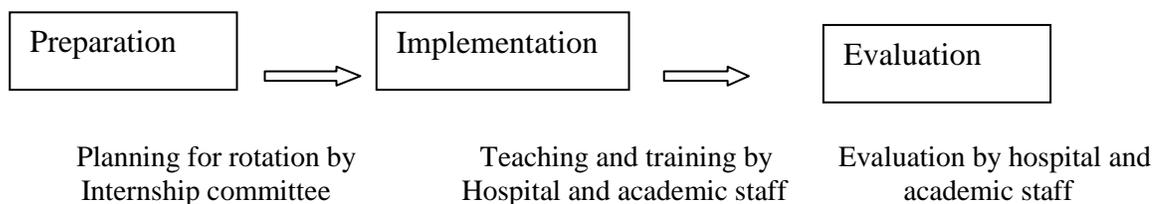
2. List required assignments, projects, and reports

- Oral Exam conducted at the end of each area of training
- One Oral Case presentation to be done at the end of area of training
- At least one Written assignments related to medications, instruments, diseases.....etc submitted to the academic supervisor at the end of area of training
- Completion of nursing skills logbook during each area of training
- Communication observational checklist

3. Follow up with students. What arrangements are made to collect student feedback?

- Regular meeting with students at least one time for each area of training.
- WhatsApp group has been done for student to collect their feedback and provide support for them.
- Questionnaire is distributed by the end of the internship year to collect their feedback.

4. Insert a field experience flowchart for responsibility and decision-making (including a provision for conflict resolution)



Responsibilities of internship committee:

- Plan and coordinate internship activities.
- Coordination between hospital and college.
- Develop and monitor compliance with the rules and regulations of internship.
- Provide counseling and support for the interns.
- Evaluation, study of strengths and weaknesses of the internship program to establish improvement plans.

Responsibilities of Supervisory Staff in the field:

- Distribution of students on different clinical areas.
- Supervising care provided by a group of students while they complete their clinical rotation in areas of specialty.
- Coordinating with students at the clinical site to make assignments.
- Teaching students how to perform duties in the clinical site and answering their questions.
- Evaluating students' clinical work.
- Facilitate learning environment to enhance quality of internship program
- Ensure that student log book is completed
- Ensure a formal evaluation is completed
- Deal with managerial problems related to student performance.

Responsibilities of clinical Supervisory from the college:

- 1) Directly observes and guides students' learning activities in different areas.
- 2) Provide ongoing feedback to intern student regarding appropriate attitudes and professional appearance
- 3) Provide timely and ongoing feedback to internship coordinator regarding individual intern and group performance in accomplishment of the course's outcomes.
- 4) Provide feedback to internship coordinator regarding the clinical setting's effectiveness in supporting intern's accomplishment of the course and program outcomes.
- 5) Serves as a liaison between the clinical agency and college of nursing.
- 6) Collaborate and coordinate the implantation and appraisal of internship program with hospital nursing coordinator & training department.
- 7) Review and approve the clinical evaluation for nursing interns at the end of each clinical rotation.
- 8) Deal with managerial problems related to student performance.
- 9) Ensure that student log book is completed.
- 10) Assist in the implementation of exit exam and related activities.

5- Supervisory Responsibilities

	Student	Field Teaching Staff	Program Faculty and Teaching Staff
Student Activities			
transport to and from site	√		
demonstrate learning outcome performance	√		
completion of required tasks, assignments, reports, and projects	√		
Supervision Activities			
field site – safety		√	
student learning activities		√	√
learning resources		√	√
administrative (attendance)		√	
Planning Activities			
student activities		√	√
learning experiences		√	√
learning resources		√	√
field site preparations		√	

student guidance and support		√	√
Assessment Activities			
student learning outcomes		√	√
field experience		√	√
field teaching staff	√		√
program faculty and teaching staff	√		
field site	√		√
learning resources	√		√

b. Explain the student assessment process:

- * During internship interns are assigned to specific areas of training as planned previously.
- * Continuous evaluation is conducted for each student for each area following the evaluation criteria. and collected by hospital training center at the end of training area.
- *Evaluation submitted to academic staff who also evaluate student according to evaluation criteria.
- *Student must get 70% in each area in order to succeed.
- *All evaluation for all areas for the same student are collected by the end of internship and final total evaluation is conducted.

Topic of Evaluation	Time of evaluation	Weight of evaluation	The evaluator
Oral Exam (knowledge &cognitive domains)	One by the middle and another one by the end of training area	20%	Academic staff
Case presentation(interpersonal)	By the end of training area	5%	Field training staff
Assignment(interpersonal)	By the end of training area	5%	Academic staff
Observational checklist(interpersonal)	One by the middle and another one by the end of training area	10%	Field training staff
Observational checklist(communication)	One by the middle and another by the end of training area	20%	Field training staff & Academic staff
Log book (psychomotor domain)	By the end of the area	40%	Field training staff

c. Explain the resolution of differences process (If the field teaching staff and the program faculty and teaching staff share responsibility for student assessment, what process is followed for resolving differences between them?)

1-For each assessment tool there is a rubric to which every evaluator is adheres to.

2- If any conflict in evaluation is present, between teaching staff and field trainer the whole issue will be referred to program coordinator who is responsible for checking the variation by meeting both of the field trainer and teaching staff discussing their rationales of variation and solve the conflict in the light of the performance of the interns for nursing procedure recorded in her/his logbook and the intern attendance sheet.

D. Planning and Preparation:

1. Identification of Field Locations

List Requirements for Field Site Locations (IT, equipment, labs, rooms, housing, learning resources, clinical)	List Safety Standards	List Specialized Criteria
<p>Field training place should contains all training specialties as medical, surgical wards, pediatric, maternity ward, emergency department, hemodialysis, burn unit ,delivery room, neonatal intensive care unit ,adult intensive unit ,diabetic clinic that are included in the internship program</p>	<p>Generally speaking, field training "either during advanced levels of the study or during the internship" is only conducted in governmental hospitals under supervision of ministry of health, which means compliance with all the safety standards imposed by ministry of health for public hospitals.</p> <p>The followings should be assured:</p> <ul style="list-style-type: none"> • Adequate ventilation in enclosed and Semi enclosed areas. • No leaking or emission of air pollutants into the work place beyond the allowable limits of the environmental standards. • Areas where hazardous wastes are generated or stored 	<p>In compliance with the standards, rules and regulations of the ministry of health.</p>

	<p>outfitted with appropriate collection and spill prevention systems.</p> <ul style="list-style-type: none"> Regular fire and disaster drills. 	
Facilities and services, such as, training centre, infection control department, library, quality department, cafeteria etc....	<p>In compliance with the standards imposed by ministry of health.</p> <p>The followings should be assured:</p> <ul style="list-style-type: none"> Provision of fire safety equipment. Availability of emergency exit. 	In compliance with the standards imposed by ministry of health.
Availability of supplies and equipment, patient care equipments such as intravenous catheters, infusions, medication equipments, dressing equipment, crash cart etc....	<p>In compliance with the standards imposed by ministry of health.</p> <p>The followings should be assured:</p> <ul style="list-style-type: none"> All hazardous equipment should have LABEL. Keeping of product labels, material safety data sheets (MSDS). 	In compliance with the standards imposed by ministry of health.

Explain the decision-making process used to determine appropriate field experience locations.

Internship committee is responsible to choose field experience locations, which will assist in meeting the intended learning outcomes of the program, availability of clinical instructors, training center, and basic training departments.

2. Identification of Field Staff and Supervisors:

List Qualifications	List Responsibilities	List Training Required
a. Bachelor of nursing with at least two years of clinical experience and	- Help in organization of orientation for newly interns	- Effective interpersonal and communication skills

<p>at least one year experience in the area where supervision will occur</p>	<ul style="list-style-type: none"> - Monitor compliance of the interns to the rules and regulations of the program and hospitals in which they spend the internship - Solve daily matters and challenges facing the interns - Keep records of the interns - Continuous communication with coordinators of the internship to keep them informed with progress of the students and any challenges hindering their performance. 	
<p>Master degree with at least two years of clinical experience and at least one year experience in the area where supervision will occur</p>	<ul style="list-style-type: none"> - Provide orientation for newly interns. -Provide instructions and follow up the performance of the interns in executing all the required nursing procedure in area of specialty. - Help the intern to construct required self and cooperative learning activities of the internship. - Continuous evaluation of the performance and revision of the logbook. - Provide frequent feedback to the interns about their performance - Provide help in solving daily issues and problems facing the interns - Submit weekly reports for the 	<ul style="list-style-type: none"> - Occupational safety measures - Strategies for teaching and evaluation of clinical competencies

	coordinators of the internship including progress of the interns, challenges and recommendations.	
<p>Doctorate degree</p> <p>at least one 5 experience in the area where supervision will occur</p>	<ul style="list-style-type: none"> - Design and present the orientation of the interns. - Demonstrate advanced nursing procedure in field of specialty. - Help the coordinator to make decision related to the issues revealed from weekly and periodic follow up reports. - Refer the interns to the suitable resources to develop and improve the required active learning activities - Conduct the final evaluation of the interns after ending of specialty area. - Provide constructive feedback about performance. - Compile the required data and information about the cohort of interns and help the coordinator for preparing the annual internship reports including improvements plan. - Help the coordinator in monitoring execution of improvements measures and plans recorded in the previous reports to assure closing of the quality loop. 	<ul style="list-style-type: none"> _ Strategies for teaching and evaluation of clinical competencies. <ul style="list-style-type: none"> - Quality managements of higher education's programs
<p>1. Explain the decision- making process used to determine appropriate field staff and supervisors.</p> <ul style="list-style-type: none"> -The program coordinator examines the qualifications of the teaching and field staff and their compliance with the approved rules and regulations of the program - Complied members are reexamined for their area of specialty - Teaching and field staff are assigns to different groups of the students according to their qualification and specialty areas. 		

3. Identification of Students

List Pre-Requisite Requirements	List Testing Requirements	List Special Training Required
a. Successful completion of all courses of the program of nursing (123 credit hours).	Basic life support(BLS)	Attended orientation program done by college, which include policies and procedures related to internship training.
b. physically fit(free from physical handicap and major infectious diseases) by medical check up and performing lab investigation such as hepatitis B&C-VDRL	-----	- Stress management lecture
c. Internship official Letter and rotation plan	-----	
d. Start internship within 3months of graduation	-----	

4. Safety and Risk Management

List Insurance Requirements	List Potential Risks	List Safety Precautions Taken	List Safety Training Requirements
Insurance provided	Biological Nurses can be exposed to contagious and infectious diseases including those that can be transmitted through the air (e.g., TB – tuberculosis, hepatitis-).	Hepatitis vaccination. Mask protection.	1.Hand washing 2. Personal protective equipment (PPE). 3. Infection control program.
	Chemical e.g. Drugs or medications, Latex (in gloves and equipment).	Have a LABEL indicating "HAZARDOUS WASTE". Keeping of product labels, material safety data sheets (MSDS).	1. Education programs about Workplace hazardous Materials &Information System.
	Ergonomic There are many situations where physical demands involve force, repetition, awkward postures and	Follow instructions for proper Lifting or carrying. Follow body mechanics	1. Safe patient handling program.

	prolonged activities, these include walking or standing for long periods, lifting or carrying.	techniques.	
	Safety In hospital, there are many situations where there is equipment in various places, liquid on floors, etc. The main hazards from these situations are slips. Nurses may also be exposed to burns or scalds from hot sterilizing equipment, and stabs or cuts from sharp objects.	Selection of footwear and respiratory protection. Follow hospital safety rules.	1. Proper techniques to avoid needle stick injuries.

Explain the decision-making process used to protect and minimize safety risks.

- Regarding the interns

All students should pass the orientation offered by the program and training hospital” including precautions, prevention, control and first aid measures)

Students are informed about responsible bodies to refer to and report any risk faced during their field experience in the hospitals

-Regarding training hospitals

Internship is generally restricted to general governmental hospital under supervisions of ministry of health
Each hospital has training center who is completely in charge for training and informing the students before assigning for the predetermined area.

5. Resolution of Differences in Assessments. If supervising staff in the field location and faculty from the institution share responsibility for student assessment, what process is followed for resolving any differences between them?

Resolution of Differences in Assessments:

1-For each assessment tool there is a rubric to which every evaluator is adheres to.

2- If any conflict in evaluation is present, between teaching staff and field trainer the whole issue will be referred to program coordinator who is responsible for checking the variation by meeting both of the field trainer and teaching staff discussing their rationales of variation and solve the conflict in the light of the performance of the interns for nursing procedure recorded in her/his logbook and the intern attendance sheet.

E. Evaluation of the Field Experience

1. Describe the evaluation process and list recommendations for improvement of field experience activities

a. Students

Describe evaluation process:

- Periodic evaluation by providing feedback to teaching staff during meetings and focus groups.
- Interns' response to the evaluation questionnaire by the end of internship year.

List recommendations for improvement

To be reported in periodic reports

b. Supervising staff in the field setting

- Periodic evaluation by providing feedback to teaching staff during meetings and focus groups.
- Supervisory staff response to the evaluation questionnaire by the end of internship year.

List recommendations for improvement:

To be reported in periodic reports

c. Supervising faculty from the institution

Describe evaluation process

- Periodic evaluation by providing feedback to the coordinator of the internship and program coordinator.
- Faculty response to the evaluation questionnaire by the end of internship year.

List recommendations for improvement

To be reported in periodic reports

e. Others—(e.g. graduates, independent evaluator, etc.)

Describe evaluation process

NA

List recommendations for improvement

NA

2. Action Plan for Next Semester/Year

Action plan is designed in the light of the periodic reports and evaluation of achievement; it varies from one semester to another.

Actions Recommended for further improvement (List from E.1 above)	Intended Action Points (should be measurable)	Start Date	Completion Date	Person Responsible
a- Provision of more frequent visits and meetings with the interns by teaching staff.	Involve clinical preceptors in the process of following up the interns with specific roles.	Beginning of the next semester	Before starting the internship of the next cohort	Program coordinator
b- Improve the activities of active learning.	Training the interns for efficient use of the available learning resources. More frequent follow up for the interns' accomplishment of their assigned activities	continuous	continuous	Academic staff

Name of field experience teaching staff:

Mrs. Samia Mohamed

Signature:

Department coordinator:

Dr. waffa taha

Signature

Date Report Completed:

Program coordinator :

Dr. Nahid Khalil

Signature

Date Report Completed:

College Dean:

Awad Al-Qahtani

Signature

Date Report Completed: