

**KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES (KSAU-HS)
COLLEGES OF NURSING (CON)
INTERNSHIP UNIT**



**INTERN PERFORMANCE EVALUATION
(ASSESSOR GUIDE)**

DIRECTIONS FOR USE

- Performance Evaluation shall take place during the last two weeks of medical, surgical and phase II clinical rotations, and the last week of Pediatric & Maternity rotations.
- Nursing Education Department in the hospital (or equivalent) shall coordinate the evaluations times, dates, and venues with the concerned clinical teaching units and inform CON- Internship Unit (CON-IU) accordingly.
- Participating hospitals will be committed to continuous evaluation and documentation of a Nurse Intern Performance according to the CON requirements.
- Each Nurse Intern will have ***a Non-graded Mid-rotation Evaluation of performance*** conducted by key nursing staff involved with her clinical practice such as the Nurse Manager, Clinical Resource Nurse (or equivalent), & the Primary Preceptor. Evaluation will be conducted utilizing tools provided by CON. Findings of this Evaluation will be utilized to enhance performance improvement of a Nurse Intern and help early remediation if needed.
- When concerns about the intern's performance arise, the Nurse Manager shall report it to CON-IU as observed in writing.
- When an end of rotation evaluation is due, a member from CON-IU will call the evaluation panel to order. The panel will comprise the following representation: a member from CON-IU (as the Chairperson), the concerned intern, Nurse Manager, Clinical Resource Nurse (or equivalent), and the preceptor.
- Prior to the evaluation, each intern is expected to complete the self assessment form provided by the CON.
- The panel shall consider the intern Self assessment as a baseline for performance evaluation. The clinical area feedback will be also considered supported by appropriate documentations.

- Evaluators to follow the following Code of Completion to evaluate each intern:

Met	A Nurse Intern is able to achieve the behavior independently within own scope of practice and level of educational preparation. Continued growth regarding stated behavioral objectives is expected (pass score)
Needs Improvement	A Nurse Intern is able to achieve the behavior most of the time with minimal direction /assistance (comment in writing is required)
Not Met	A Nurse Intern is able to achieve the behavior with constant direction and assistance (comment in writing is required)
NA	Not Applicable (comment in writing is required)

- The Evaluation Panel will give a **Pass Grade** when:

1. An Intern meets **all** of the behavioral performance criteria outlined in the intern performance evaluation tool.
2. An Intern completes **all** rotation specific clinical competencies and skills.
3. An intern comply with the rotation attendance requirements
4. An intern conducts self professionally.

- In situations where one or all of the above conditions are not met, the Panel will either give *Fail* or an *Incomplete Grade* . Either ways, the panel shall approve a management plan aimed at improving the Nurse Intern performance. The approved management plan will be individualized and based on the interns learning pace, it may include extending the clinical rotation time for a definite time period or repeating the entire rotation depending on the evaluation panel collective approval.
- The intern's signature on the evaluation forms indicates that the evaluation panel has convened and that her performance has been discussed thoroughly with her. However, the intern has the right to appeal to the CON Dean regarding the decision of the evaluation panel. The appeal process then will follow internal CON policies.
- Assessors to use the following specific learning outcomes to assess each Behavioral Performance Criteria:

Behavioral Performance Criteria	Learning Outcomes
A. Direct patient care	<ul style="list-style-type: none"> • Applies nursing process in caring for patient and families. • Obtains accurate nursing history • Identifies physical, psychosocial, & spiritual patient problems derived from assessment data • Anticipates possible medical emergencies and makes provision to respond to them in conjunction with the charge nurse • Activates the medical care plan accurately and efficiently • Adjusts and updates the plan of care based on observations, changing needs of patients, and available data obtained by members of the health care team.
A.1. Provides holistic patient care	
A.2. Practices within standards of nursing care, policies, procedures and established protocols for the unit.	
A.3. Creates and maintains a safe environment of care.	

A.4. Demonstrates effective critical thinking skills and knowledge in nursing care delivery	<ul style="list-style-type: none"> • Analyses patient data accurately • Demonstrates critical thinking abilities in planning and implementing patient care. • Identifies scientific principles that support the selection of nursing actions • Investigates unfamiliar procedures, techniques and medications • Demonstrates ability to transfer skills and knowledge to a variety of circumstances and settings • Is proactive and confident in recommending changes in nursing interventions using evidence-based findings. • Utilizes Nursing informatics and technology in day-to-day nursing care.
B. Communication and Documentation	<ul style="list-style-type: none"> • Follow the hospital policies related to documentation and patient record keeping. • Records accurate and concise Nursing observations as per unit standards • Demonstrates an understanding of the legal aspect of documentation • Is able to complete relevant Nursing records. • Is able to maintain and track patient's Paper and Electronic Medical Record.
B.1. Demonstrates competence in documenting patient care	
B.2. Demonstrates effective communication skills	
B.3. Establishes collaborative roles within the multidisciplinary team	
C. Health Education	
C.1. Creates and utilizes opportunities to promote the health and well being of patients, and families.	<ul style="list-style-type: none"> • Assesses educational needs of patient/family • Utilizes teaching plans to facilitate delivery of care and discharge. • Evaluates patient's response to teaching and modifies plan as needed • Helps patient and family to make informed decisions

D. Clinical Management:	<ul style="list-style-type: none"> • Delivers care systematically • Anticipates the resources needed for patient care • Acts as shift coordinator for at least three times in each Medical, Surgical rotation and five times during the phase II. • Manages time efficiently and effectively according to amount of work • Participates in monitoring for quality improvement and modifies own actions accordingly
D.1 Demonstrates effective basic leadership skills in the unit.	
E. Professionalism	<ul style="list-style-type: none"> • Conduct self professionally all the time • Practice within her defined scope of practice • Exercise professional conflict management skills • Comply to the organization code of ethics
E.1. Punctuality & Attendance	<ul style="list-style-type: none"> • Punctual and displays respect to duty time • Uses sick call time appropriately and follow notification of absence to placement site as per protocol. • Plans leave and uses vacation within the established guidelines for the Nurse Interns. • Completes the time attendance sheet. • Actively functions on a 5/7 or 24/7 roster
E.2. Adheres to CON & Hospital Dress Code.	<ul style="list-style-type: none"> • Adheres to CON and hospital Dress Code
E.3. Demonstrates commitment to the need for continuing professional development in order to enhance knowledge, skills, values and attitudes needed for safe and effective nursing practice	<ul style="list-style-type: none"> • Motivated to learn. • Recognizes own areas of strength and areas in need of improvement. • Seeks educational and clinical experience opportunities. • Takes action to meet any identified knowledge and skills deficit likely to affect the delivery of care • Seeks support and guidance. • Assumes responsibility for own decisions and actions • Assists in achieving unit goals • Utilizes educational leave days • Conducts one presentation for the unit staff for each clinical placement.