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| PNC protect nursing profession and strengthen Health care system. - Daily  Parliament Times | **PAKISTAN NURSING COUNCIL****……** |

**GUIDELINES FOR INTERNSHIP PROGRAM**

**INTRODUCTION**

Following successful completion of the four years in the undergraduate nursing program, the student must spend 52 weeks of hospital based internship period in a PNC recognized hospital that can offer a PNC specified clinical experiences to meets the objectives of the internship program. This period of practical and theoretical experience will enable the student to acquire competency and experience to perform as an independent nurse and will enable her to adjust to the real practical life in different units in the hospital settings. By the successful completion of this internship period the student is expected to fulfil the objectives of the program and will be awarded internship certificate. On successful completion of the internship period the student will be eligible to write licensing examination.

**Definition of Nursing Internship Program:**

The Internship program is of one year duration after completion of fourth year of BSN program. Generic BScN Graduate Internship Program provides skill-building opportunities to new nurses as they enter their respective assigned workplace. In contrast to a typical orientation, this program offers systematic guidance to the Generic BScN nurses and establishes the value of organizational training and professional development, which prepares them to provide quality care to their patients. Moreover, the internship program assists in the socialization of the new nurses to the culture and values of the organization. The internship program must be well organized and supportive during adaptation in the new clinical environment

**GOAL**

* The goal of this internship program is to provide opportunities that support the development of a competent and professional nurse. It assists in the transition of the new nurse into a specialty area of practice by integrating the knowledge, skills and attitudes they have acquired in nursing school and with additional competence in nursing practice in different setting before practicing independently.

**Objectives:**

1. The program will provide novice nurse with the opportunity to apply theoretical knowledge to the clinical setting by:
* Encouraging them to function as a member of the multidisciplinary health care team.
* Provide total nursing care to the patients in the hospital under close supervision of preceptor/senior Registered Nurse.
* Enhancing communication and relationship skills.
* Strengthening assessment and clinical skills
1. Making smooth transition from advanced beginner to future role as competent professional nurse in the clinical environment
2. Developing effective decision-making and critical thinking skills related to clinical judgment and performance
3. Providing clinical nursing leadership at the point of care
4. Strengthening a commitment to nursing as a professional career choice
5. Linking research-based evidence to practice outcomes and then incorporating these principles into the care provided.
6. Impacting on growth and empowerment of new graduates
7. The focus of the program to bridge the gap between theory & practice and smoothened the journey from student nurse to professional nurse and become independent practitioner.
8. Internship program is essential for increasing the retention rate and reducing turnover
9. Assist the nurse interns to increase their ability in analytical assessment of situation leading to effective decision making for problem solving
10. Assist the nurse intern to further develop and use of her written and verbal communication skills in the field of human relations with patients families and allied health disciplines and community at large.
11. Collaborate with other members of the health team to reach health goals.
12. Initiate change to improve nursing in the assigned area.
13. Apply advanced technology to improve quality of care.
14. Teach patients, families and when needed significant others and other members of the team.
15. Participate in planned teaching activities as seminars conferences, round, etc.
16. Seek opportunities for continuous growth as a person, a citizen and a professional nurse
17. Appreciate that the program is beneficial for organization as well as for nurse intern.

**Preceptorship**

Preceptor role is vital for new graduate. Preceptors assist interns to adjust in a new role development, learn new competences and achieve job satisfaction, build confidence, provide one to one teaching and learning environment and prepare novices for safe, competent and ethical practices. Preceptors evaluate students and provide constructive critical feedback for improvement

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| **Subject** | **Requirement** |
| Preceptor Qualification | * 2 year Post RN Bachelor OR
* 4 year Generic Bachelor of Science in nursing OR
* MSN
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| Preceptor Experience | * Generic BScN with at least 3 years of experience
* Post RN BScN with at least 2 years of experience
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| Preceptor Qualities | * Establishing effective working relationships
* Facilitation of learning
* Assessment and accountability
* Evaluation of learning
* Creating an environment for learning
* Context of practice
* Evidence-based practice
* Leadership
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**Responsibilities of Preceptor at Clinical Area:**

* Share knowledge of patient care and act as a positive role model
* Observe students practicing skills under the appropriate level of supervision
* Provide reflection and feedback to students timely
* Monitoring and documenting of a student’s progress with strategies to improve dexterity in skills
* Assess competence and patient safety,
* Give students constructive feedback, with suggestions on how to make improvements to promote progress report in any untoward incidents or concerns

**Responsibility of Preceptee:**

* Willing to learn
* Able to accept feedback; Uses feedback for growth
* Able to identify own goals
* Positive attitude
* Value time spent with preceptor
* Show appreciation
* On completion of Internship Program report to parent educational institution with a copy of internship certificate

**Effects of Preceptorship:**

It increases:

* Access to information
* Self –esteem & confidence
* Job satisfaction
* Empowerment to cope
* Professionalism

It Decreases:

* Stress
* Frustration
* Lack of initiative
* Absenteeism

**Mentorship**

Non evaluative relationships between experience nurse as a mentor and novice nurse as a mentee

The primary goal is professional growth of a mentee. This relationship is dynamic and volunteer, supportive and nurturing and as informal relationship. Senior nurses availability, proper knowledge of policies and unit orientation play big role in learning.

**Details of Internship Period:**

**Duration: One year (52 weeks)**

**Vacations: 4 weeks (including of public holidays)**

**Internship rotation 46 weeks including orientation**

**Examination Preparation 2 weeks**

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| Total working hours of each day | Clinical hours should be as per one regular shift duty of the institution |
| Hours per week | Minimum 40 hours (should not exceed 45/week) |
| Total hours of internship period | Total hours per week 40 x 46 weeks = 1760 hours |
| Total hours of theory instruction | 4 hours per week (total of 200 hours) |
| Clinical Rotation | 46 weeks including orientation |
| Examination Preparation | 2 weeks |

**Breakup of Clinical Experience**

The student should be rotated in all clinical areas in the hospital during the internship program. Rotation in different specialty units improves professional identity and clarifies the different roles of nursing, nursing care plans and documentation; this improves learning by guiding the care with patients with different diagnosis. The interns are able to prioritize, organize the task, and develop confidence and independency in their practice in the presence of preceptors and mentors

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|  | **Areas of internship rotation** | **Time duration** |
| 1. | Orientation | 2 weeks |
| 2. | Medical Nursing (adult) | 4 weeks |
| 3. | Surgical Nursing (adult) | 4 weeks |
| 4. | Obstetric Nursing/ Gynecology Nursing | 4 weeks |
| 5. | Pediatric Nursing | 8 weeks |
| 6. | Psychiatric Nursing/ | 4 weeks |
| 7. | Nursing Management | 4 weeks |
| 8. | **Area of Choice (Elective):**Critical Care Nursing(Medical & surgical ICU, CCU, Emergency and trauma, Operating and recovery, Oncology Nursing | 16 weeks |
|  | **TOTAL** | 46 weeks |

Preceptor should submit the report of the internee by the end of each rotation to the Director/ Chief Nursing Superintendent/ Nursing Superintendent who will issue the certificate to the intern at the end of internship period.

**Role of educational institution**

The educational institutions should plan prior to beginning of internship program:

1. Obtain approval internship experience with PNC approved hospital and provide them list of eligible interns
2. In collaboration with the hospital, nursing services develop evaluation tool/Performa for the interns
3. Upon the completion of the internship period the educational institution will provide the list of eligible interns to PNC along with required documents in order to appear for licensure examinations (clinical rotation, educational sessions during internship, attested copy (Dean, Director, Principal of internship certificate)

**Role of Teaching Hospital**

1. Nursing Director/Chief Nursing Superintendent/Nursing Superintendent / of the identified hospital is responsible for providing a proper training area to meet the objectives of the internship program.
2. Nursing Director/ Chief Nursing Superintendent/Nursing Superintendent should designate a coordinator to oversee the program and troubleshoot problems
	1. Plan, organize and conduct orientation program for all interns
	2. Acts as a resource person for all nursing interns
	3. Responsible for planning the clinical placement of nursing interns after receiving the master schedule for rotations from the nursing college.
	4. Ensures the distribution of the clinical schedules to the nursing administration, nursing supervisor office, head nurse and nursing interns.
	5. Collects the final evaluation of the nursing interns submitted by the Preceptor/Senior Registered Nurse after each clinical rotation
	6. Initiates and maintains all records for nursing interns attendance and submits reports by the end of the rotation along with the interns final evaluation to the Nursing Director/ Chief Nursing Superintendent/Nursing Superintendent
	7. Deal with "troubleshoot" unit level problems, as required.
	8. Issues counselling letters to the nursing interns who fails to follow or respect the rules, regulation and policies of the hospitals after approval of competent authority
	9. **The student should be paid scholarship/stipend equal to basic salary of staff nurse**
	10. Motivates interns to participate in the implementation of continuing education program for the advancement of knowledge, professional growth and self-development.

**Role of the Nursing College In-Charge for the Internship**

1. Identify and prepare preceptors/Senior RN for teaching and supervision of interns
2. Ensure that interns rotate in all specified clinical areas as per PNC guidelines
3. Ensure that all interns get 200 hours of theoretical sessions as specified by PNC guidelines.
4. The Interns are expected to seek educational opportunities such as (seminars, workshops, lectures, and in-service educational programs) to promote their self-development and continuous education.
5. An intern should be assigned by the Department of Nursing Services to participate in the hospital educational activities (e.g. health days, projects etc.) All of these extra educational activities will promote their sense of self improvement and community awareness of public health education.
6. Ensure and monitor the attendance of interns on the clinical rotations as well as all theory sessions
7. Assign a preceptor to teach, monitor, provide constructive feedback and evaluate on a given Performa/tool
8. Issue an Internship Certificate to the intern on successful completion of the Internship period

**Role of Head Nurse/Unit Manager**

Receives schedules of rotation for all nursing interns.

1. Ensures that each intern receives a complete unit orientation and basic instructions about

unit guidelines and procedures

1. Ensures that each intern is assigned to an appropriate staff (i.e. experienced nursing staff/

preceptor) to supervise and provide guidance for clinical practice.

1. Ensure that the nurse interns are given clinical opportunities where possible to achieve unit specific clinical objectives.
2. Maintains anecdotal record of each interns in their file
3. Ensure a formal evaluation is completed for each intern prior to completion of their clinical rotation.
4. Initiates counselling letters to the nursing interns who fails to follow or respect the rules,

regulations and policies of the hospitals

1. Provide feedback to the assigned Nursing College In-charge for the internship program for specific issues or concerns.
2. Monitors and maintain the attendance record of each interns i.e. arrival for duty, departure from duty, meal breaks.
3. Reports verbally unauthorized absences from the workplace to the Internship program coordinator in the hospital. the students are required to have 100 % attendance, 85% maybe allowed under special circumstances
4. Acts as resource person for the interns in their respective units.
5. Motivates the interns in identifying and participating in new clinical learning opportunities.

**Role of PNC**

* Review on yearly basis, the policies and guidelines of Internship Program
* Upon receipt of internship report PNC should permit the student to appear in the licensing examination as soon as possible