

## T8. Field Experience Specification توصيف الخبرة الميدانية

For direction on the completion of this template, refer NCAAA guidebooks.

للإرشادات حول اكمال هذا النموذج يجب الرجوع الى الأدلة الإرشادية للهيئة الوطنية للتقويم والاعتماد الأكاديمي.

Institution المؤسسة	Najran university	Date of Report	2/9/1438
College الكلية	College of Nursing	Department القسم	Nursing education and administration
Program البرنامج	Bachelor of Nursing	Track المسار	NA

### A. Field Experience Course Identification and General Information تعريف مقر الخبرة الميدانية ومعلومات عامة عنه

1. Field experience course title and code اسم ورمز مقر الخبرة الميدانية Internship program			
2. Credit hours (if any) (ان وجدت) الساعات المعتمدة No credit hours			
3. Name and title of faculty or teaching staff member responsible for the field experience. الاسم والمسمى الوظيفي لعضو هيئة التدريس المسئول عن الخبرة الميدانية. Mrs: Samia Mohamed Internship coordinator			
4. Dates and times allocation of field experience activities التواريخ والأوقات المحددة لأنشطة الخبرة الميدانية. a. Dates: 12 months_5days /week from Sunday to Thursday b. Times: 8hours /day from 7.30am to 3.30pm			
5. Level or year of the field experience المستوى أو السنة التي تقدم فيها الخبرة الميدانية. (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. ادرج قائمة بأسماء وعناوين ومعلومات الاتصال لجميع مواقع الخبرة الميدانية			
	Name and Address of the organization اسم وعنوان الجهة (الموقع)	Name of Contact Person اسم الشخص الذي يتم التواصل معه	Contact Information (email address or mobile) معلومات التواصل (البريد الإلكتروني أو الجوال)
a.	King Khaled hospital	Miss. Gerlie Allera	00966532368302
b.	Maternal and child hospital(MCH)	Mrs. grace	0557473817
c.	Najran new hospital	Miss.Hend	00966556722251

The student has the right to choose any other hospital if she is not living in Najran. Which approved by college. The hospital should be in main city and under supervision of clinical instructors as possible
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## B. Learning Outcomes

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

مخرجات تعلم الخبرة الميدانية في مجالات التعلم. أساليب التقييم واستراتيجيات التدريس.

### B. Learning Outcomes

1. Explain principle factors contributing to health /disease and appropriate nursing interventions
2. Describe signs, symptoms and complications of the most diseases and appropriate nursing interventions.
3. Differentiate among basic nursing interventions and procedures.
4. Develop appropriate health promotion and disease prevention plans to meet the needs of diverse patients
5. Participates in nursing activities which promote continued professional growth and competency.
6. Communicate professionally with the health team members, patients, clients and family members
7. Use modern technology as well as numerical skills in managing patient care.
8. Perform nursing procedures and interventions with respect to patients' right

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.

تتوافق مخرجات تعلم البرنامج وأساليب التقييم واستراتيجيات التدريس وتعمل مع بعضها البعض في تناغم كمنظومة واحدة تبلور التوافق بين تعليم وتعلم الطلبة.

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.

يحدد الإطار الوطني للمؤهلات خمسة مجالات تعليمية، من المطلوب وضع مخرجات تعلم في المجالات الأربع الأولى وأحيانا بعض البرامج والتخصصات تتطلب أيضا وضع مخرجات تعلم تحت المجال الخامس النفسحركي.

On the table below are the five NQF Learning Domains, numbered in the left column.

الجدول التالي يوضح الخمس مجالات تعلم وفقا للإطار الوطني للمؤهلات، وهي مرقمة في العمود الأيسر.

**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.

أولاً، قم بإدراج مخرجات التعلم المناسبة والقابلة للقياس تحت كل مجال من مجالات التعلم (انظر الى المقترحات أسفل الجدول). ثانياً، قم بإدراج استراتيجيات التدريس الداعمة التي تتوافق وتتماشى مع أساليب التقييم ومخرجات التعلم المستهدفة. ثالثاً، قم بإدراج أساليب التقييم المناسبة التي تقيس بدقة وتقيم مخرج التعلم. كل مخرج تعلم للبرنامج، أسلوب التقييم، واستراتيجية التدريس يجب تتوافق معا كعملية متكاملة للتدريس والتعلم. يتناغم كل مخرج تعلم للبرنامج، وطريقة تقييمه، واستراتيجية تدريسه وتتكامل معا في منظومة واحدة ومتكاملة في عملية التعليم والتعلم.

	<b>NQF Learning Domains and Learning Outcomes</b> مجالات التعلم وفق الوطني للمؤهلات ومخرجات التعلم	<b>Teaching Strategies</b> استراتيجيات التدريس	<b>Assessment Methods</b> أساليب التقييم
<b>1.0</b>	<b>Knowledge</b> المعرفة		
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
<b>2.0</b>	<b>Cognitive Skills</b> المهارات الادراكية		
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
<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b> مهارات التعامل مع الآخرين وتحمل المسؤولية		
3.1	Participates in Nursing activities, which promote Continued professional growth and competency.	Coaching during internship	Oral case presentation & written assignment.
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b> مهارات الاتصال و تقنية المعلومات والمهارات العددية		
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
<b>5.0</b>	<b>Psychomotor</b> المهارات النفسحركية		
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 وصف أنشطة الخبرة الميدانية

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

صف الأنشطة الأساسية التي يقوم بها الطالب خلال فترة الخبرة الميدانية

All activities will be performed under the direct supervision of a Registered Nurse. Work within the nursing process to provide direct nursing care to assigned patients. Serve as a role model to promote a positive work environment and quality patient care. Ensure adherence to hospitals and departmental policies and procedures. Patient care assignment may include Neonate, Pediatric, Adolescent, Adult and Geriatric age groups.

### **ESSENTIAL FUNCTIONS**

- Essential and other responsibilities and duties may include but are not limited to the following:

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

**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, including IV medication, via the ten Rights; document and communicate clinical findings

**TESTS AND PROCEDURES** - Assist with special tests and procedures, ensure proper consent has been obtained

**EMERGENCY MEASURES** - Assist with or institute emergency measures for sudden, adverse developments in patients

**ENVIRONMENT** - Maintain a safe, comfortable, and therapeutic environment for patients/families in accordance with Hospitals standards

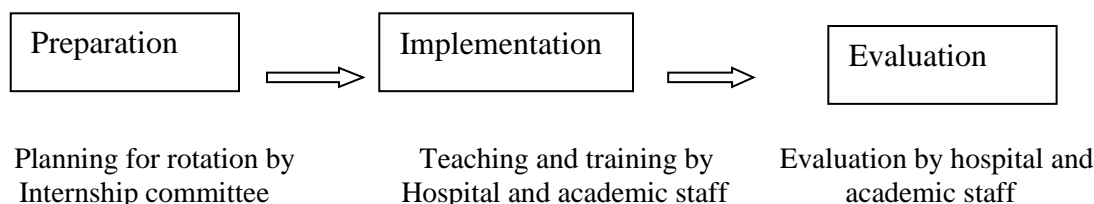
**PROFESSIONAL DEVELOPMENT** - Enhance professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops

**RELATED WORK** - Perform related duties and responsibilities as required

**PATIENT SAFETY** - Follow patient safety-related policies, procedures and protocols & Identify and report/correct environmental conditions and/or situations that may put a patient at undue risk & Encourage patients to actively participate in their own care by asking questions and reporting treatment or situations that they don't understand or may "not seem right"

2. List required assignments, projects, and reports أدرج قائمة التكاليفات، المشروعات، والتقارير المطلوبة
a. Oral Exam conducted at the end of each area of training
b. One Oral Case presentation to be done at the end of area of training
c. At least one Written assignments related to medications,instruments,diseases.....etc submitted to the academic supervisor at the end of area of training
d. Completion of nursing skills logbook during each area of training
e. Communication observational checklist
3. Follow up with students. What arrangements are made to collect student feedback? متابعة الطلبة. ما هي الترتيبات المتبعة للحصول على التغذية الراجعة من الطلبة؟
-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) (أدرج المخطط الانسيابي للمسئولية وصنع القرار للخبرة الميدانية (متضمنا عمليات حل النزاعات)



#### **Responsibilities of internship committee:**

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

#### **Responsibilities of Supervisory Staff in the field:**

- 1) Distribution of students on different clinical areas.
- 2) Supervising care provided by a group of students while they complete their clinical rotation in areas of specialty.
- 3) Coordinating with students at the clinical site to make assignments.
- 4) Teaching students how to perform duties in the clinical site and answering their questions.
- 5) Evaluating students' clinical work.
- 6) Facilitate learning environment to enhance quality of internship program
- 7) Ensure that student log book is completed
- 8) Ensure a formal evaluation is completed
- 9) 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 . المسئوليات الإشرافية	Student الطالب	Field Teaching Staff طاقم التدريس الميداني	Program Faculty and Teaching Staff طاقم أعضاء هيئة التدريس بالبرنامج تدريس والقائمين با
Student Activities الأنشطة الطلابية			
transport to and from site الانتقال من وإلى موقع التدريب	√		
demonstrate learning outcome performance إظهار الأداء المطلوب لمخرج التعلم	√		
completion of required tasks, assignments, reports, and projects إتمام المهام المطلوبة والتكليفات والتقارير والمشروعات	√		
Supervision Activities الأنشطة الإشرافية			
field site – safety أمن وسلامة المواقع الميدانية		√	
student learning activities أنشطة تعلم الطلبة		√	√
learning resources مصادر التعلم		√	√
administrative (attendance) إدارية (الحضور والغياب).		√	
Planning Activities أنشطة التخطيط			
student activities الأنشطة الطلابية		√	√
learning experiences خبرات التعلم		√	√
learning resources مصادر التعلم		√	√
field site preparations إعداد المواقع الميدانية (الاعمال التحضيرية)		√	
student guidance and support ارشاد ودعم الطلبة		√	√
Assessment Activities أنشطة التقييم			
student learning outcomes مخرجات تعلم الطلبة		√	√
field experience الخبرة الميدانية		√	√
field teaching staff طاقم التدريس الميداني (المشرفون الميدانيون)	√		√
program faculty and teaching staff طاقم أعضاء هيئة التدريس بالبرنامج والقائمين بالتدريس	√		
field site الموقع الميداني	√		√
learning resources مصادر التعلم	√		√

b. Explain the student assessment process وضوح عملية تقييم الطلبة

- \* during internship training each student is posted in specific area of training as planned previously .
- \* field staff conduct evaluation 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 to 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 done

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?)

وضوح آلية حل الخلافات (ذا كان المشرفون الميدانيون وطواقم أعضاء هيئة التدريس بالبرنامج يتشاركون مسؤولية تقييم الطلبة، فما هي الآلية التي تتبع لتسوية أي خلافات بينهما؟).

1-For each assessment tool there is a rubrics to which every evaluator is adhere to it .

2- No conflict is expected as each member is adhere to her responsibilities in evaluating certain areas.

D. Planning and Preparation التخطيط والاعداد

1. Identification of Field Locations تحديد المواقع الميدانية

List Requirements for Field Site Locations (IT, equipment, labs, rooms, housing, learning resources, clinical) اذكر قائمة المتطلبات لمواقع التدريب الميداني (تكنولوجيا المعلومات، أدوات وأجهزة، معامل، غرف، سكن، مصادر تعلم، تجهيزات عيادات "الفحص المرضى")	List Safety Standards قائمة معايير الأمن والسلامة	List Specialized Criteria قائمة المعايير التخصصية
Field training place should contains all training specialties that are included in the internship program	*the facility apply adequate ventilation in enclosed and Semi e enclosed areas.  * the facility ensure that there is no leaking or emission of air pollutants into the work place beyond the allowable limits of the environmental standards  *areas where hazardous	*Areas such as pediatric ward &maternity ward &medical &surgical& emergency wards should be available

	wastes are generated or stored outfitted with appropriate collection and spill prevention systems. * conducts fire and disaster drills regularly.	
Facilities and services, such as, training center, infection control department, library, quality department, cafeteria etc.....	*the facility apply adequate ventilation  *provision of fire safety equipment. *availability of emergency exit .	*Computers and internet services. *Lecture room equipped with projector. *Updated books and journals. *availability of latest researches in health.
Availability of supplies and equipment, patient care equipments such as intravenous catheters, infusions, medication equipments, dressing equipment, crash cart etc....	*all hazardous equipment should have LABEL .  *Keeping of product labels, material safety data sheets (MSDS).	*must be advanced .Hi tech
<p>Explain the decision-making process used to determine appropriate field experience locations. صف الإجراءات المتبعة في عملية اتخاذ القرار لتحديد مواقع التدريب الميداني المناسبة.</p> <p>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 ,basic training departments and there are five main hospitals in Najran all of them serve for internship training .</p> <ol style="list-style-type: none"> <li>1- King Khaled hospital: is the main hospital in Najran, in which the following training is conducted: Medical, Surgical, Emergency department, Intensive care unit, Administration training. The hospital has a training center, 2clinical instructor, library , internet and other self learning activities are available.</li> <li>2- Maternal and child hospital for maternal and child training (Delivery room, maternity and gyne cology department, pediatric and neonatal intensive care training departments). The hospital has a training center in it, 2 clinical instructor, library, internet and other self learning activities are available.as workshops, seminars</li> <li>3- Najran hospital has limited number of patients, but there is training center in it but the responsible person is male ,no clinical instructor .</li> <li>4- Military hospital mainly for medical, surgical, Emergency department, Intensive care unit , Administration training .There is training center in it, clinical instructor, library , internet and other self learning activities are available.</li> <li>5- Najran new hospital for surgical and Emergency department because it just open and other departments are out of duty because no staff are available.</li> </ol>		

## 2. Identification of Field Staff and Supervisors اختيار طاقم التدريس الميداني والمشرفين

List Qualifications قائمة المؤهلات	List Responsibilities قائمة المسؤوليات	List Training Required قائمة التدريب المطلوب
<p>a. minimum Bachelor of nursing. Preferably master or doctorate degree in nursing</p> <p>b. At least two years of clinical experience in nursing.</p> <p>c. at least one year experience in the area where supervision will occur</p>	<p><b>Bachelor degree responsibilities</b></p> <p>a. Be aware of the student's learning goals so that you can help structure experiences that will help the student meet goals.</p> <p>b. Provide instruction and demonstrate desired skills before the student or student-intern is expected to undertake new tasks or skills.</p> <p>c. assist in orientation program for the student intern</p> <p><b>Master degree &amp; Doctorate responsibilities</b></p> <p>a. Meet with student at frequent, regular intervals to provide feedback, evaluate progress, and resolve problems.</p> <p>b. Encourage critical thinking and problem solving by frequently posing problems to the student and asking him or her to formulate answers or responses.</p> <p>c. At the end of the training period, constructively review the student or student-intern's training plan with him or her. Point out areas of strength and possible weaknesses of the student or student-interns skills, abilities and knowledge</p>	<p>The preceptor is expected to have the following characteristics:</p> <ul style="list-style-type: none"> <li>_ Desire to be a support/ teacher</li> <li>_ Competency in specialty area</li> <li>_ Effective interpersonal and communication skills</li> <li>_ Teaching skills</li> <li>_ Sensitivity to the learning needs of student</li> <li>_ Leadership skills</li> <li>_ Decision making and problem-solving skills</li> <li>_ Positive professional attitude</li> <li>_ Interest in professional growth</li> <li>_ Ability to provide feedback effectively to students and faculty.</li> </ul> <p>Computer literate</p>

	development over the period in a tactful, supportive manner	
<p>1. Explain the decision- making process used to determine appropriate field staff and supervisors. ٢. صف الإجراءات المتبعة في عملية اتخاذ القرار لتحديد طاقم التدريس الميداني والمشرفين المناسبين.</p> <p>-College program coordinator are responsible to determine appropriate field staff and supervisors according to their capabilities and experiences.</p> <p>- Internship coordinator develop schedule of supervision and determine responsibilities.</p> <p>- Internship coordinator inform supervisors about their responsibilities and schedule</p>		

### 3. Identification of Students

#### تحديد الطلبة

List Pre-Requisite Requirements قائمة المتطلبات السابقة التي يجب أن تكون لدى الطلبة	List Testing Requirements قائمة الاختبارات المطلوبة – التي يجب أن يكون الطلبة قد خضعوا لها	List Special Training Required قائمة التدريب الخاص المطلوب - التي يجب أن يكون الطلبة قد خضعوا لها
a. Successful completion of all courses of the program of nursing (123 credit hours).	-----	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)	-----	- Stress management lecture
c. Internship official Letter and rotation plan	-----	
d. Start internship within 3months of graduation	-----	

#### 4. Safety and Risk Management إدارة السلامة والمخاطر

List Insurance Requirements قائمة متطلبات التأمين	List Potential Risks قائمة المخاطر المحتملة	List Safety Precautions Taken قائمة احتياطات السلامة المتخذة	List Safety Training Requirements قائمة تدريبات السلامة المطلوبة
<b>Insurance provided by Najran university hospital</b>	<b>Biological</b> 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.
	<b>Chemical</b> 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.
	<b>Ergonomic</b> There are many situations where physical demands involve force, repetition, awkward postures and prolonged activities, these include walking or standing for long periods, lifting or carrying.	Follow instructions for proper Lifting or carrying.  Follow body mechanics techniques.	1. safe patient handling program.
	<b>Safety</b> 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.
<p>Explain the decision-making process used to protect and minimize safety risks. صف الإجراءات المتبعة في عملية اتخاذ القرار للحماية والتقليل من المخاطر التي تهدد السلامة.</p> <ol style="list-style-type: none"> <li>1. internship committee choose training place which is safe and freeform hazards and risks .</li> <li>2. Hospital staff has the responsibility to orient the student's interns about safety measures carried out in case of any risks or hazards.</li> <li>3. At the orientation phase students have lectures and workshops related to safety issues and how to handle hazardous substances safely.</li> </ol>			

4. Intern students must be provided access to safety data sheets with details of composition of each chemical used in the facility and their potential dangers.

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?

حل الخلافات في التقييم. إذا كان فريق الاشراف في الموقع الميداني وأعضاء هيئة التدريس من المؤسسة التعليمية يتشاركون مسئولية تقييم الطلبة ، فما هي العملية المُتبعة لحل أي خلافات بين الطرفين ؟

**Resolution of Differences in Assessments:**

- 1-For each assessment tool there is a rubrics to which every evaluator is adhere to it .
- 2- No conflict is expected as each member is adhere to her responsibilities in evaluating certain area.

**E. Evaluation of the Field Experience** تقييم الخبرة الميدانية

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

**Evaluation Form for Internship Training Program**

صف عملية التقييم واذكر توصيات تحسين أنشطة الخبرة الميدانية من قبل:

a. Students الطلبة

صف عملية التقييم

Through distribution of questionnaires to interns at the end of internship year to show their responses about the experiences they had in internship program

List recommendations for improvement

1. Internship year can be evaluated periodically through the rotation of different academic staff to different clinical areas where interns are trained



b. Supervising staff in the field setting الطاقم الاشرافي من الموقع الميداني  
Through distribution of questionnaires at the end of internship year to show their responses about internship program

List recommendations for improvement اذكر توصيات التحسين

1. Participation of field training staff at the orientation program
- 2.Regular staff meeting to know their feedback at least twice per year

c. Supervising faculty from the institution المشرفين من أعضاء هيئة التدريس من المؤسسة

Describe evaluation process صف عملية التقييم

Through questioning the supervising faculty about the management of clinical areas in which interns trained, Availability of services and facilities, quality of training and supervision provided for student, and cooperation of hospital staff

List recommendations for improvement اذكر توصيات التحسين

Regular meeting to know their feedback

e. Others—(e.g. graduates, independent evaluator, etc.) آخرون (مثل: الخريجين، مقيم مستقل... الخ)

Describe evaluation process صف عملية التقييم

List recommendations for improvement اذكر توصيات التحسين

2. Action Plan for Next Semester/Year الخطة التنفيذية للفصل الدراسي القادم أو العام القادم

Actions Recommended for further improvement (List from E.1 above) الاجراءات الموصى بها لمزيد من التحسين (بالرجوع للنند E.1 عالية)	Intended Action Points (should be measurable) الاجراءات المستهدفة (يجب أن تكون قابلة للقياس)	Start Date تاريخ البداية	Completion Date تاريخ الاتمام	Person Responsible الشخص المسئول
a-Provision of adequate supervision and follow up for trainees by faculty staff even in summer vacation	Develop schedule for clinical supervisor in each clinical area	20/9/1438	20/9/1438	-Internship coordinator
b-Enhance roles of student's intern to be an active learners	-assignment and case presentation are assigned for each student.	15/10/1438	continuous	Academic staff
d. renewal of intern guide book	- Renewal of policies of vacation.absenteesim, evaluation sheet and adding new areas.	2/9/1438	20/9/1438	-Internship coordinator

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Name of Instructor

اسم أستاذ المقرر : \_Mrs \_:samia mohamaed\_\_\_\_\_

Signature : \_\_\_\_\_ Date Report Completed : 2/9/1438

Name of Field Experience Teaching Staff : اسم عضو هيئة التدريس المسئول عن التدريب الميداني

Mrs \_:samia mohamaed

Program Coordinator : منسق البرنامج \_\_\_\_\_

Signature : \_\_\_\_\_ Date Received : تاريخ الاستلام \_\_\_\_\_