

**King Saud University  
College of Nursing  
Academic Affairs Deanship**

**جامعة  
الملك سعود**  
King Saud University



كلية التمريض

وكالة الكلية للشؤون الأكاديمية

## **Student Clinical Portfolio**

**Student Name:**

**ID #:**

**Academic Admission Year:**

**Completion Date:**

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## Introduction

Monitoring is part of an effective clinical and academic performance at all levels. This Student Clinical Portfolio is an independent tool for learning and can be used collaboratively with hospital during clinical placement. It will provide the student with level of performance and clinical progression that may reflect when the procedure performed safely and independently in each area of practice. The purpose of the Student Clinical Portfolio is to ascertain the **clinical application in nursing** and measure the competency demonstration, attainment and performance of **nursing students** to enhance the confidence level of **novice student into advanced student**. It will help to enhance the student's awareness toward own responsibility and accountability while learning to perform the technical nursing skills within the expected requirement of the BSN Program.

**This guide serves as visible evidence to monitor the student achievement of the required nursing clinical skills.**

## General Objectives

**Upon completion of the clinical application, the student will be able to:**

- Identify appropriate communication techniques for working with patients of different age groups.
- Use safe and pleasant environment while caring for patient in each area of practice.
- Relate causes, signs and symptoms of the different disorders in the hospital.
- Utilize the nursing process in nursing care while meeting the health care and nursing need of patients.
- Demonstrate skilled nursing care to the patients (Vital signs, pain assessment, physical assessment wound care, medication administration, safety maintaining, obtaining blood and urine samples, reducing elevated body temperature, daily hygiene & nutrition etc..).
- Provide health education to the patients and family.
- Document all nursing care and treatment that provided to the patient.

## Instructions to Students

- This Student Clinical Portfolio is issued to each student prior to the beginning of the first clinical placement.
- It provides records of skill's accomplished or achieved throughout the BSN program.
- The student assumes responsibilities, with the help of faculty /preceptor, for finding opportunities to practice skills relevant to the area of clinical placement.
- The students are responsible for safe keeping of this student portfolio and making it available and accessible, during the clinical placement.
- The Faculty /Instructor assess the student's performance in those skills signed by the student and acknowledge by signing in the designated space if the student has mastered the skills.

## Operational Definition of Terms

The following terms are defined according to its utilization in this portfolio:

**Essential Competency** pertains to the required nursing knowledge and skills learned by performing nursing procedures through laboratory practice or in actual clinical setting.

**Basic Skills** refers to the fundamental nursing procedures learned and performed which is necessary in the provision of basic patient care.

**Advanced Skills** pertains to the nursing procedures that goes beyond the basic knowledge and skills required of nurses to provide advanced nursing care in relation to nursing specialization.

**Observed** pertains to the process of observation or monitoring of the nursing skills either performed or demonstrated by nurse professionals either in the laboratory or clinical area.

**Performed** refers to the nursing skills being carried out by the student nurse as part of implementing nursing responsibilities or demonstrated as part of laboratory evaluation.

### Students Portfolio: Clinical Skills Monitoring Guidelines

- This student portfolio assists the faculty /preceptor in selecting learning experiences for the students.
- It enhances the student’s self-learning activates by identifying and performing related skills in a particular clinical allocation.
- It supports evaluation of student clinical performance through monitoring the basic/essential skill listed in the portfolio.
- The student is expected to demonstrate safe level of performance in all essential basic skills with self-confidence, professional responsibilities and accountability upon completion of the BSN Program.
- The student is required to sign on the space of the observed procedure if available; this is to recognize how many **Times** the student has been exposed to such procedure.
- The student rates her/his **confident** (self-rating) after mastering the skills in terms of safety, accuracy and the therapeutic effect of a performed skills.
- The student is rated as **competent** by faculty/preceptor only when the student has mastered skills with safety, accuracy and related the therapeutic effect of performed skills to client’s outcomes on assessment.
- The student is required to attain competency in all essential skills up completion of the BSN Program.

#### Rubric Guide for Nursing Competency

Domains	Scoring description	Scoring scale
<b>Domain 1: affective domain</b>	<b>Excellent: the student is able to show effective and safe practice manner all the time.</b>	<b>3</b>
	<b>Very good: the student is able to show effective and safe practice manner with minimal need for guiding.</b>	<b>2</b>
	<b>Good: the student able to show effective and safe practice manner with frequent cues for guiding.</b>	<b>1</b>
	<b>Failed: the student unable to show effective and safe practice manner.</b>	<b>0</b>
<b>Domain 2: Knowledge domain</b>	<b>Excellent: the student is able to answer 90 - 100% of the questions related to the procedure completely.</b>	<b>3</b>
	<b>Very Good: the student is able to answer 76-89 % of the questions related to the procedure completely.</b>	<b>2</b>
	<b>Good: the student is able to answer 61 – 75 % of the questions related to the procedure completely.</b>	<b>1</b>
	<b>Failed: the student answers less than 60 % of the questions related to the procedure.</b>	<b>0</b>
<b>Domain 3: psychomotor domain</b>	<b>Excellent: the student demonstrates 90 – 100% of the steps of the procedure efficiently.</b>	<b>3</b>
	<b>Very Good: the student demonstrates 76 - 89 % of the steps of the procedure efficiently.</b>	<b>2</b>
	<b>Good: the student demonstrates 61 – 75% of the steps of the procedure efficiently.</b>	<b>1</b>
	<b>Failed: the student demonstrates less than 60% of the procedure.</b>	<b>0</b>

**Nursing Competency List  
Level 3**

Fundamentals of Nursing Practice (NUR 215)	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clin/Lab	Advance Skills Clin/Lab	Theory Class	Observed Sign	Performed Sign	Observed Sign	Performed Sign	
Performing Hand Hygiene	✓							
Using Personal Protective Equipment	✓							
Establishing and Maintaining a Sterile Field	✓							
Applying and Removing Sterile Gloves (Open Method)	✓							
Assessing Body Temperature	✓		✓					
Assessing a Peripheral Pulse	✓		✓					
Assessing Respirations	✓		✓					
Assessing Blood Pressure	✓		✓					
Assessing Pain			✓					
Measuring Height and weight			✓					
Measuring Oxygen Saturation	✓		✓					
Administering an Intradermal Injection			✓					
Administering Subcutaneous Injection			✓					
Administering Intramuscular Injection			✓					
Administering Oxygen by Cannula, Face Mask	✓		✓					
Giving a Bed Bath			✓					
Shampooing a Patient's Hair in Bed			✓					
Assisting the Patient With Oral Care			✓					
Teaching Moving, Leg Exercises, Deep Breathing, and Coughing	✓							
Collecting a Urine Specimen for Culture and Sensitivity by Clean Catch	✓		✓					
Moving a Client Up in bed	✓							
Turning the Client to the lateral or Prone position in Bed	✓							
Assisting the client to sit on the side of the bed	✓							
Transferring between Bed and Chair	✓							
Transferring between Bed and Stretcher	✓							
Assisting the Client to Ambulate	✓							
Wound Care	✓		✓					
Administering Enema	✓		✓					
Insertion of NGT	✓							
Removing a Nasogastric Tube	✓		✓					
Urinary Catheterization	✓		✓					

**Instructors comments**

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**Instructor Name:**  
**Date:**

**Signature:**

**Nursing Competency List  
Level 4**

Health Assessment NUR 221	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/Lab	Advance Skills Clinical/Lab	Theory Class	Observed Sign	Performed Sign	Observed Sign	Performed Sign.	
Obtain a patient's comprehensive health history	✓							
Conduct a complete General Survey.	✓							
Perform physical examination for the Skin, Hair, and Nail.	✓							
Perform the physical examination of the Head and Neck.	✓							
Perform a physical examination for the Respiratory system.	✓							
Perform physical examination for the Cardiovascular and Peripheral Vascular System	✓							
Perform a physical examination of the Breast and Lymphatic system.	✓							
Perform the physical examination for Gastrointestinal and Urinary system.	✓							
Perform the physical examination of the Musculoskeletal system.	✓							
Perform the physical examination of the Neurological system.	✓							

**Instructors comments**

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**Instructor Name:**  
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**Nursing Competency List  
Level 4/ Level 5**

Adult Health Nursing I NUR 222/ Adult Health Nursing II NUR 314	Methodology			Skills Lab		Clinical		Note
	Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theory Class	Observed Sign	Performed Sign	Observed . Sign	
<b>Infection control</b>								
Performing Hand Hygiene	✓							
Using Personal Protective Equipment	✓							
Establishing and Maintaining a Sterile Field	✓							
Applying and Removing Sterile Gloves (Open Method)	✓							
Applying and Removing Sterile Gloves (Closed Method)	✓							
<b>Bed making</b>								
Linen change unoccupied bed	✓							
Linen change occupied bed	✓							
<b>Moving and lifting the Patient</b>								
Moving a client up in bed	✓							
Turning the client to the lateral or prone position	✓							
Assisting the client to sit on the side of the bed								
Transferring patient between bed and chair	✓							
Assisting the client to ambulate	✓							
<b>Patient hygiene</b>								
Bed bath	✓							
Oral hygiene/unconscious client	✓							
<b>Assessment*</b>								
Assess temperature	✓							
Assess blood pressure	✓							
Assess pulse	✓							
Assess respiratory rate	✓							
Assess oxygen saturation								
Assess the pain	✓							
Assess Blood glucose using Glucometer	✓							
Assess Height and weight	✓							
Measure accurate Intake and Output	✓							
Head to toe physical assessment	✓							
<b>Administering Medication*</b>								
Administering oral medication	✓							
Administering an Intradermal Injection	✓							
Administering Subcutaneous Injection	✓							
Administering Intramuscular Injection	✓							
Draw up 2 different insulins	✓							
Administering Medication via metered Dose Inhaler (MDI)	✓							
<b>Nursing Care Pre and Postoperative</b>								
Providing preoperative patient care: Hospitalized patient	✓							
Providing preoperative patient care: Day of surgery	✓							
Providing postoperative patient care when patient returns to room	✓							
<b>IV Therapy*</b>								
		✓						

IV insertion									
Administering Medications using IV Push		✓							
Administering medications using IV Pump		✓							
Assess IV site		✓							
<b>Oxygen Therapy*</b>	✓								
Administering O2 therapy using Nasal Cannula	✓								
Administering O2 therapy using Oxygen mask	✓								
Deep breathing and coughing exercises	✓								
Teaching the patient to use the incentive spirometry	✓								
<b>Nasogastric Tube Care*</b>		✓							
Inserting a Nasogastric Tube		✓							
Tube feeding/ residual check		✓							
Removing a Nasogastric Tube		✓							
Administering medication via NGT	✓								
<b>Wound Care and Dressing*</b>	✓								
Cleaning a sutured Wound									
Changing a Dressing on a wound with a drain	✓								
Suture and staple removal	✓								
<b>Elimination management*</b>	✓								
Administering Enema		✓							
Performing Urinary Catheterization		✓							
<b>Lab test*</b>									
Urine for culture	✓								
Sputum for culture	✓								
Specific gravity (urine)	✓								
<b>Pain Management*</b>	✓								
PCA pump		✓							
<b>ECG</b>									
Obtaining an Electrocardiogram monitoring		✓							
<b>Care of Patients with Blood Disorders*</b>	✓								
Management of blood transfusion		✓							
<b>Care of Patients with Gastrointestinal System Disorders*</b>	✓								
Ostomy (stoma site care)	✓								
Care for patient with Neurological Disorders	✓								
Seizure precaution	✓								

**\*the procedure should be done at level 5 course only.**

**Instructors comments**

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**Instructor Name:**  
**Date:**

**Signature:**



### Nursing Competency List Level 6

Maternity Health Nursing NUR 321  Essential Competency	Methodology			Skills Lab		Clinical		Note
	Basic Skills Clinical/ Lab	Advance Skills Clinical /Lab	Theor y Class	Observed Sign	Performed Sign	Observed . Sign	Performed Sign.	
Take comprehensive history for women.	✓							
Conduct complete appropriate physical examination to the women according to women condition.	✓							
Take quick history of labor.	✓		✓					
Perform urine dipstick	✓							
Recognize and Perform abdominal grips for pregnant women.	✓		✓					
Auscultate fetal heart rate by Doppler Device	✓							
Identify and Apply uterine assessment for postpartum women.	✓		✓					
Examine the placenta.	✓							
Conduct complete appropriate immediate newborn care.	✓							
Apply anthropometric measurements on the newborn baby.	✓							
Conduct complete appropriate physical examination for baby.	✓							
Obtain vital signs using the nursing technique at the appropriate time.	✓							
Explain and Provide an appropriate health education related to women and their baby's needs.	✓		✓					
Use adult learning principles in the provision of information			✓					
Provide preoperative nursing care for selected gynecological procedure.	✓		✓					
Provide postoperative nursing care for selected gynecological procedure.	✓		✓					
Explain the health education to the women regarding selected high-risk cases during pregnancy, labor and post-natal period.			✓					
Monitor APGAR score			✓					
<b>Elective/Desirable procedures</b>								
Understand indication and contraindication for Enema in Labor and Administer Enema		✓						
Administer Intravenous fluid (IV fluid)		✓						
Give baby vaccines		✓						
Extract blood sample		✓						
Perform Catheterization		✓						
Understand and Perform Vaginal examination.		✓						
Administer medication.		✓						
Apply Cardiotocography (CTG )		✓						
Monitor APGAR score		✓						

**Instructors comments**

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**Instructor Name:**  
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**Nursing Competency List  
Level 6**

Child Health Nursing NUR 322	Methodology			Skills Lab		Clinical		Note
	Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical /Lab	Theory Class	Observed Sign	Performed Sign	Observed .Sign	
History taking	✓							
Clinical and Neurological Examinations of Preterm and Full- term			✓					
Pain assessment			✓					
Growth measurement	✓							
Physiologic measurement	✓							
Pediatric physical Examination	✓							
Immunization	✓							
Collection of specimens • Fundamental procedure steps common to all procedures			✓					
• Urine specimens	✓							
• Blood specimens	✓							
Administration of medication in pediatric • Determination of drug dose			✓					
Oral administration	✓							
Intramuscular administration		✓						
Subcutaneous and intradermal administration		✓						
Intravenous administration		✓						
Procedures for maintaining respiratory function • Using oxygen delivery system	✓							
Maintaining fluid balance • Measurement of intake and output	✓							
Parental fluid therapy			✓					
Feeding technique • Gavage feeding	✓							
Gastrostomy feeding	✓							
Procedures related to elimination • Ostomy care	✓							
Suctioning • Nasal/oral	✓							
Elective/Desirable procedures								
Tracheostomy care		✓						
Endotracheal tube care		✓						
Care of chest tube		✓						
Nasoduodenal and Nasojejunal Tubes		✓						
Total parental nutrition		✓						

**Instructors comments**

**Instructor Name:**  
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**Nursing Competency List  
Level 7**

<b>Mental Health Nursing NUR 415</b>	<b>Methodology</b>			<b>Skills Lab</b>		<b>Clinical</b>		<b>Note</b>
<b>Essential Competency</b>	<b>Basic Skills Clinical /Lab</b>	<b>Advance Skills Clinical /Lab</b>	<b>Theor y Class</b>	<b>Obs erve d Sig n</b>	<b>Perf orme d Sig n</b>	<b>Obs erve d Sig n</b>	<b>Perf orm ed Sig n.</b>	
<b>Utilizing the self-awareness and self-management skills</b>		✓	✓					
<b>Conducting therapeutic relationship</b>		✓	✓					
Initiating and building trust phase		✓	✓					
Working phase		✓	✓					
Termination phase		✓	✓					
<b>Performing the nursing observation and assessment process</b>		✓	✓					
Observe and assess the appearance		✓	✓					
Assessment of thought		✓	✓					
Assessment of perception and feeling		✓	✓					
Assessment of the attention, concentration and insight		✓	✓					
Assessment of the behavior		✓	✓					
Assessment of the sleeping and eating manners		✓	✓					
<b>Applying the nursing care plan</b>		✓	✓					
Nursing Diagnosis		✓	✓					
Nursing interventions		✓	✓					
Nursing evaluation		✓	✓					
<b>Conducting the process of recording</b>		✓	✓					
Verbal and non-verbal communication of the student		✓	✓					
Verbal and non-verbal communication of the client		✓	✓					
<b>Medication management</b>		✓	✓					
Assessing the medication complain		✓	✓					
Observing and using the nursing intervention for the complications of each group psychiatric medication		✓	✓					
<b>Applying the psychotherapy and social skill training</b>		✓	✓					
Using the psychiatric principles and communication therapy skills		✓	✓					
Initiating the coping therapy		✓	✓					
Utilizing the social skills activities , recreation and occupational therapy		✓	✓					
Applying the individual and group therapy, psychoanalytical, cognitive or behavior therapies or any types of psychotherapy.		✓	✓					

**Instructors comments**

**Instructor Name:**  
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**Nursing Competency List  
Level 7**

Community Health Nursing NUR 418	Methodology			Skills Lab		Clinical		Note
	Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theory Class	Obs erv ed Sig n	Perf orme d Sig n	Obse rved .Sign	
Adult: Physical health examination	✓							
Measuring Vital sign	✓							
Administer oxygen by mask	✓							
Administer oxygen by nasal cannula	✓							
Using Nebulizer	✓							
Removing medication from an ampule	✓							
Removing medication from a vial	✓							
Adult: Administer Intradermal injection			✓					
Adult: Administer Intramuscular injection			✓					
Adult: Administer Subcutaneous injection			✓					
Providing Wound care	✓							
Administer Glucose check	✓							
Pediatric: Physical Examination	✓							
Pediatric: Growth measurement	✓							
Pediatric: Administer Immunization			✓					
Pediatric: Administer Intramuscular injection			✓					
Pediatric: Administer Subcutaneous injection			✓					
Self-administered insulin			✓					
Antenatal assessment	✓							
Perform abdominal grips for pregnant women.	✓							
Perform urine dipstick	✓							
Auscultate fetal heart rate by Doppler Device.	✓							
Breast feeding education	✓							
Geriatric: fall prevention	✓							
Geriatric: pain assessment	✓							
Geriatric: administering tube feeding	✓							
Family assessment			✓					
Home visit			✓					

**Instructors comments**

**Instructor Name:**  
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**Nursing Competency List  
Level 8**

Principles of Critical Care Nursing NUR 423	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theor y Class	Obs erv ed Sig n	Perf orm ed Sig n	Obs erve d .Sig n	Perf orm ed Sig n.	
Tracheostomy care and suction		✓						
Endotracheal tube care and suction		✓						
Chest tube management		✓						
Hemodynamic monitoring		✓						
-Invasive		✓						
-Non invasive		✓						
Mechanical ventilation		✓	✓					
ECG Interpretation	✓		✓					
ABG (Arterial blood gas interpretation)	✓		✓					
Code blue		✓						

**Instructors comments**

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**Instructor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Nursing Competency List  
Level 8**

<b>Nursing Management &amp; Leadership NUR 426</b>	<b>Methodology</b>			<b>Skills Lab</b>		<b>Clinical</b>		<b>Not e</b>
	<b>Basic Skills Clinical/ Lab</b>	<b>Advance Skills Clinical/ Lab</b>	<b>Theory Class</b>	<b>Obse rved .Sign</b>	<b>Perf orm ed Sign .</b>	<b>Obs erve d .Sig n</b>	<b>Perfo rmed Sign.</b>	
<b>Essential Competency</b>								
Discuss management theories, principles and leadership theories relevant to nursing practice			✓					
Identify roles and functions of the nurse Manager in planning, organizing, staffing, directing, and controlling.			✓					
Describe the nurse manager's role in managing & handling resistance to change			✓					
Differentiate between management and leadership			✓					
Discuss leadership and management principles and theories relevant to nursing management			✓					
Distinguish between different nursing care delivery systems	✓							
Discuss relevance of nursing care delivery systems to scheduling and resources planning.			✓					
Comprehend delegation process and its relevance to nursing and health care	✓							
Discuss styles of leadership, effective communication, the importance of Motivation for organizations and individuals			✓					
Communication, Information Technology,	✓							
Develop teamwork skills	✓							
Collaborate to finish team assignments	✓							
Demonstrate effective listening skills			✓					
practice documentation skills effectively.	✓							
Calculate staffing pattern, staffing plan	✓							
Handling conflicts in the clinical settings successfully.	✓							
Utilize predetermined Standards & criteria to assess the Quality of nursing services provided at all organizational levels in clinical settings		✓						
Apply decision making process in solving clinical problem	✓							
<b>Elective/Desirable procedures</b>								
Critique utilize methods of evaluating personnel in appraising the performance of nursing personnel			✓					
Examine the needs for, the objectives of and the scope of program areas of in-service training programs and its importance in promoting staff development.			✓					

**Instructors comments**

**Instructor Name:**  
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