

Dear student,

An internship portfolio is a document that allows you to record the progress, successes and achievements of your internship. It will be used as an information tool to evaluate the effectiveness of the practice.

The internship portfolio will be used throughout your university studies, so it is advisable to fill it in with accurate records and keep it with care.

It has the same content for internships in different courses. You will first fill in the lines "Information about the place of internship", then, in a free composition, present your thoughts on the choice of specialty, the possibilities of improvement during the internship in the section "My Education Vision". The achievement of the final results of each of the three levels provided by the internship program presented in the section "Individual work diary" will be confirmed by the intern with the signature of the internship supervisor.

The folder also has sections for records of internship shifts, other internships, opinions, comments, and self-analysis. At the end of the folder is given the intern's profile and the assessment by the internship supervisor.

Any documents that You find appropriate to attach to the folder (for example, photos of practical activities, assignment plan, patient consultation protocols, etc.) should include at least one brief explanation or comment as to why you attach it to your folder.

If you have any questions about the Internship and Folder, you can contact the Department of Education, the Faculty Officer or the Head of the Department.

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PRACTICE 2 – PROCEDURAL NURSE ASSISTANT

1. Information about the place of internship

Name of the place of practice

Address, telephone numbers, website

Internship's Supervisor _____

(name, surname, position, academic title)

2. The vision of my education

In this section, please indicate the current state of your professional training and opportunities for improvement during the internship. Submit your thoughts on the following questions in the form of a free essay.

a/ Why have I chosen this specialty?

b/ What are my goal and problems as a specialist during this practice?

c/ What do I expect from my upcoming internship?

d/ How am I going to apply my knowledge during practice?

3. Individual work diary

Levels of expected results

I - Knowledge of the theoretical part of the topic.

II - Participation, assistance in the skill acquisition process.

III - Self - mastery of the skill.

Date	Expected knowledge, abilities and skills	Recommended level	Attendance	Signature of internship supervisor (IS)
I. Organization of the work of a medical institution				
	1. Goals and objectives of nursing work, duties of procedural, senior and head nurses, organization of nursing work.	I		
	2. Organization of the procedural nurse's work and medical document management.	II		
	3. The process of dispensing and receiving medication.	II		
	4. Awareness of patient's rights.	I		
	5. Sanitary and antiepidemic regulations of medical services in medical institutions.	I		
	6. Taking and handing over of the shift.	I		
	7. Completion of medical documents.	II		
II. Participation in various medical procedures as a procedural nurse assistant				
	8. Determination of blood group (ABO) and Rhesus factor.	II		
	9. Blood transfusion.	II		
	10. Venesection.	II		
	11. Performance of allergy skin testing.	II		
	12. Performing interventions on critically ill patients.	II		
	13. Management of complications related to medical interventions as directed by the physician.	II		

		III. Clerkship:			
		Management of medical records. Completion of medical ledgers (medication ledger, intervention room work record ledger, etc.).	II		
		IV. Major medical interventions			
	14.	Preparation of IV injection system for IV infusion.	II		
	15.	Blood sampling from a vein for diagnostic purposes.	II		
	16.	Sterilization quality control.	II		
	17.	Preparation of sterilization boxes.	II		
	18.	Intramuscular injections.	III		
	19.	Intravenous injections.	III		
	20.	Subcutaneous injections.	III		
	21.	Disinfection, pre-sterilization washing and sterilization of syringes and other medical instruments	III		
	22.	BP measurement	III		
	23.	Measurement of pulse rate.	III		
	24.	Measurement of respiratory rate.	III		
	25.	Thermometry.	III		
	26.	Ice packs application.	III		
	27.	Applying a cold soak.	III		
	28.	Instillation of eye, ear and nasal drops.	III		
	29.	Medication administration via enema.	II		
	30.	Throat and nasal swab taking for microbiological investigation.	III		
	31.	Oxygen therapy.	II		
	32.	First aid during vomiting.	III		
	33.	Gastric lavage: reflector method (via emesis induction), via large tube.	II		
	34.	Performance of siphon enema.	II		
	35.	Performance of hypertonic enema.	II		
	36.	Performance of oil enema.	II		
	37.	Male and female catheterization with Foley catheter.	II		

	38.	Tourniquet placement.	III		
	39.	Care of permanent indwelling urinary catheters.	II		
	40.	Cardiopulmonary resuscitation (CPR).	I		
	41.	Sellick maneuver (cricoid strength).	I, II		
	42.	The rules of handling a corpse.	I		
V. Aseptis and antiseptics.					
	43.	General cleaning of intervention room.	III		
	44.	The technology of preparing a sterile table.	III		
Number of absent hours					

Comments on some of the above work you have done

4. Shifts notes

Date	Content of the work done	Signature

* During the internship, the student can participate in shifts up to 2 times, as an individual work, the student is given 7 points for each shift (maximum 14 points).

5. Other activities performed during the internship

Date	Content of the work done	Signature

6. Summary and self-analysis of the Internship

Taking advantage of the above questions, please present your achievements, difficulties and expectations. When writing a review, you can provide specific facts by linking to the relevant folder or other materials of your choice that you can attach to the folder.

a/ My expectations before and after the practice.

b/ What significant experience did I gain during the internship?

c/ What difficulties did I encounter during the practice?

d/ What suggestions do I have?

6.1. SWOT analysis of Practice 1

Conduct a SWOT analysis of your strengths, weaknesses, opportunities and risks during your internship. The analysis will be considered "stronger" if it reflects the knowledge, approaches, theories and methods acquired from the theoretical courses. Strengths and weaknesses are the internal resources that contribute to or hinder the successful implementation of the activity, and the opportunities and risks are the relevant external factors.

Strengths	Weaknesses
Opportunities	Threats

7. *Internship assessment by the internship supervisor*

Please briefly describe the student by analyzing his /her strengths and weaknesses during the internship. Describe in particular where and how the relevant capability was demonstrated, with reference to the relevant folder where possible.

Student's first and last name

During the internship he/she showed himself/herself.

Strengths

Weaknesses

Suggestions for internship capacity building.

8. ASSESSMENT OF THE EDUCATIONAL INTERNSHIP

COMPONENTS OF ASSESSMENT	Points	Signature of IS
ATTENDANCE (max 16 points)		
ONGOING TESTING (max 20 points)		
SHIFTS (max 14 points)		
FINAL TESTING (max 50 points)		
SUM OF POINTS (max 100)		

Signature of Supervisor of Internship _____

« » _____ 20_____

STAMP OF THE MEDICAL INSTITUTION

ASSESSMENT SYSTEM OF UTM
1. ATTENDANCE SCALE

Allocated points	Number of absent hours
16	0-2 hours
14	3-5 hours
12	6-9 hours
10	10-13 hours
8	14-17 hours
0	18 hours and more

2. SCALE OF ONGOING TESTING (CURRENT VERIFICATION) EVALUATION

During the internship, the student must have at least 2 current marks

Mark		Point 20
"Excellent"	10	20
	9	
"Good"	8	15
	7	
"Satisfactory"	6	10
	5	
"Unsatisfactory"	4	0

3. ASSESSMENT SCALE OF FINAL TESTING

The final test (on the last day of the internship) can be oral, written or combined

Mark		Point 50
Excellent	10	50
	9	46
Good	8	40
	7	36
Satisfactory	6	30
	5	26
Unsatisfactory	4	0
Unpresent		0

4. SHIFTS

Independent Individual Work	Points 14
Excellent	7
Good	6
Satisfactory	5
Unsatisfactory	0

5. SCALE OF FINAL POINTS

The final score gained by the student during the internship is summarized by a test, according to this table:

Mark	Mark's point		Assessment's letter mark
"Excellent"	10	96-100	S
	9	90-95	
"Good"	8	80-89	S
	7	70-79	
"Satisfactory"	6	60-69	S
	5	51-59	
" Unsatisfactory "	4	50 and low	U