



N121.1: Intensive Nursing Experience in the Hospital Setting
Second Semester, Academic Year 2024 - 2025

COURSE GUIDE AND SYLLABUS

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Course Description:

N-121.1 provides an opportunity for students to demonstrate the beginning competencies of a first-level nurse in the hospital setting by integrating and applying concepts, theories, and principles of nursing practice. This includes the development of their personal and professional values, leadership and management skills, and research capabilities. Their clinical experiences include Primary Nursing, Staff Nursing, and Head Nursing.

Purpose:

To enable the student to integrate knowledge, skills, values, and attitudes required of a beginning nurse.

Credit Units: 7.5 units
Placement: 4th year, Second Semester (2 Batches)
Setting: U. P. College of Nursing and Philippine General Hospital

Course Faculty:

Course Coordinator

Batch 1 - Asst. Prof. Jo Leah A. Flores – Nursing Administration; jaflores4@up.edu.ph

Batch 2 - Assoc. Prof. Jenniffer T. Paguio – Adult Health Nursing; 0917-5890889; jtpaguio@up.edu.ph

Core Faculty

Asst. Prof. Irma I. Almoneda – Nursing Administration

Asst. Prof. Aprille C. Banayat – Maternal and Child Nursing

Asst. Prof. Aldin D. Gaspar – Adult Health Nursing

Asst. Prof. Kathryn Lizbeth L. Siongco – Mental Health and Psychiatric Nursing

Course Outcomes:

As a result of this course, the student will provide comprehensive nursing care to clients in the hospital setting with the integration of the following outcomes:

1. Apply critical thinking in the practice of nursing using knowledge from all related courses the student already completed.
2. Practice evidence-based nursing care in managing patients, personnel, and units.
3. Provide care using skills in health promotion and disease prevention, towards a higher level of wellness in the context of, but not limited to, primary healthcare approach.
4. Always conduct oneself in the image of a professional nurse
5. Demonstrate integrity, respect for human dignity, gender and culture sensitivity, and social justice in nursing.
6. Communicate effectively with clients, health team, and other stakeholders in achieving health, unit, and program goals.
7. Document nursing practice decisions, outcomes of client care, and program/service implementation using appropriate forms in a timely, accurate, and comprehensive manner for continuous quality improvement of nursing care and health service
8. Work proactively towards health goals, and client empowerment through effective interprofessional collaboration.
9. Practice beginning leadership and management skills in the delivery of safe, quality client care and continuous quality improvement of nursing care and health service.
10. On evidence-based practice:
 - a. Apply research skills in the implementation of a quality improvement project that is compliant with technical and ethical guidelines with supervision.

- b. Present quality improvement project proposal at a healthcare institution via a local forum (i.e., school/university or hospital)
11. Engage in lifelong learning with a passion to keep current with national and global developments in general, and nursing and health development in particular.
12. Demonstrate responsible citizenship, love of country, and pride in being a Filipino.

Activities and Requirements:

The following are the activities and corresponding requirements for the course:

A. Clinical Duty Activities

1. Daily attendance to clinical responsibilities at the designated hospital unit, 8 hours daily, 4 days a week, for 7 weeks. This will cover Primary Nursing (3 weeks), Staff Nursing (2 weeks), and Head Nursing (2 weeks).
2. Daily submission of duly accomplished portfolios.
3. Portfolios must reflect satisfactory documentation of patient assessment, nursing diagnoses and classifications, care plan/s, and progress notes. This must include nursing health history, physical assessment, laboratory and diagnostic studies, drug studies, time and activity plan, and EBP journal articles that reflect current best evidence in nursing practice. Other requirements to be entered in the logbook are nurse-centered objectives, a pathophysiology diagram, a problem list with prioritization, daily highlights and insights, and weekly critical reflections. Other written requirements may be required which may be called for by the situation/based on the faculty's best judgment (i.e., discharge plan, teaching plan, incident, or anecdotal reports). The template outline can be found [here](#).
4. Other requirements to be submitted within the clinical rotation:
 - Daily Time Records (signed by the Head Nurse at the end of each week's rotation)
 - Patient Directory
 - EBP Journal Directory
 - Teaching plan for patient education
 - Photocopies of discharge plans signed by the patient/significant other
 - Photocopies of staff schedule duly signed by the head nurse
 - Anecdotal/incident report duly signed by the head nurse
 - Admission (Kardex, Admitting Notes)
5. Copy of latest UPHS and HICU Clearance, or any other relevant document to support their clearance to go on duty.

B. Group Activities

Monday mornings are allocated for group activities. Please refer to our *Rotation Plan* for the specific schedules of presentation.

1. *Quality Improvement Project*
 - a. *Proposal (Batch 1)*
You will prepare a proposal for a Quality Improvement Project to address areas for enhancement in your respective units. These should be informed by an assessment of your units' work environment and aimed at enhancing safe and quality care.
 - b. *Project Completion (Batch 2)*
You will implement the completed proposal developed by the first batch.

Outputs for this group work include a 30-minute presentation and a QI Proposal document. Please see the [Activity Guide and Evaluation Rubric](#).

2. *Group-led Seminar*

Continuing education supports lifelong learning and professional practice. We recognize that there are issues and practice updates that will help prepare you for your role as professionals that may not have been expounded on during your early Nursing years. Hence, each group will develop and implement a Seminar on a topic of your choice.

Outputs for this group work include a 2-hour seminar and a Seminar Plan. Please see the [Activity Guide and Evaluation Rubric](#).

3. *Group Case Presentation*

This activity aims to build your competencies in presenting your critical analysis, nursing management, and insights from a selected patient under your care. This builds on your skills in presenting research findings, use of evidence-based and theory-based care, and documentation of nursing practice decisions. Hence, each group will select one patient who has been under your care for at least 2 weeks and present their case.

Outputs for this group work include a 30-minute presentation and a Case Study document. Please see the [Activity Guide and Evaluation Rubric](#).

Bases for Evaluation:

Course Component		%
Clinical Performance		75
Primary Nursing (3 weeks)	35	
Staff Nursing (1.5 weeks)	20	
Head Nursing (1.5 weeks)	20	
Group Performance		25
Quality Improvement Project	12	
Case Analysis and Presentation	8	
Seminar	5	
Peer Evaluation		
Multiplier for Group Performance rating		100%

Course Materials:

1. *Virtual Learning Platform*

The UP Manila Virtual Environment will be used as a repository of submissions and a platform for announcements.

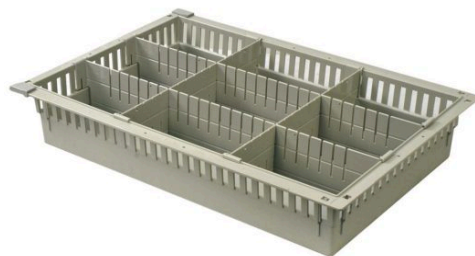
The course does not have any virtual clinical component.

2. *Course Pack*

- a. Course Guide & Syllabus
- b. Performance Evaluation Checklists (Primary, Staff, Head Nursing)
- c. Activity Guides for:
 - i. Quality Improvement Proposal
 - ii. Case Presentation
 - iii. Student-led Seminar
- d. Evaluation Report for Case Presentation
- e. Peer Evaluation
- f. Resources List
 - i. Open Educational Resources (OERs): videos, online activities, reading references
 - ii. UP Manila Library Resources (accessed through the UPM VPN, requires login credentials)

Guidelines for Clinical Duty:

1. Submit a copy of your COVID-19 vaccination card and proof of health/medical insurance in the VLE submission bin.
 2. Follow the schedule and daily attendance to clinical responsibilities at the designated hospital unit
 - AM Shift – 6:00 AM – 2:30 PM
 - PM Shift – 2:00 – 10:30 PM
 - Night Shift – 10:00 PM – 6:30 AM
 - Mondays 8:00 AM
-
- Be in your assigned hospital unit 15 minutes before the patient handover so you have time to don your level 2 PPE and conduct a chart review.
 - Use the PGH Bundy clock for time-in and time-out. Each student will be given a Bundy card.
 - Use the ward's "Time-in and Time-out logbook" to record your arrival and departure from the unit.
 - Inform your unit (02-8554-8400) and your assigned faculty of any absences or emergencies.
 - Wear the following:
 - Upon entry to PGH:
 - Hospital base uniform
 - N95 or KN95 mask
 - Fully-closed white shoes
 - UP Manila ID (clip-on)
 - During patient care:
 - Hospital base uniform
 - Apron or Cobbler
 - N95 or KN95 mask
 - Fully closed white shoes
 - Bring the following:
 - Assessment paraphernalia
 - Extra PPE (as needed)
 - Gloves (Clean and Sterile)
 - Bandage scissors
 - Micropore
 - Ballpen (with blue and red ink)
 - Yellow Green highlighter
 - Permanent marker (black ink)
 - Clipboard
 - Medication Tray (sample photos below)



- Pill cutter & crusher (per group)
- Medicine cups (30 ml)
- Ruler (6-inch)
- Tape measure
- Small alcohol bottle
- [Optional] Self-inking name stamp

BATCH 1 (Jan 22 - Mar 12)
 BATCH 2 (Mar 17 - May 21)

Faculty, Student, and Unit Assignments:

Pay Wards	Medicine Units	Pediatric Units	Surgery Units
Flores	Gaspar	Siongco	Almoneda
5th RCB1	Ward 1	Ward 6	Ward 8
5th RCB2	Ward 2	Ward 9	Ward 10
5th LCB1	Ward 3	Ward 11	Ward 12
5th LCB2	Ward 4	CI	6th RCB1
Ward 14A			6th RCB2

Groupings:

- Group 1 – Pay Units
- Group 2 – Medicine Units
- Group 3 – Pediatric Units
- Group 4 – Surgical Units

Schedule:

BATCH 1	Date	Day	Activities
1	Jan 20	M	Strategic Planning
	Jan 21	T	
	Jan 22	W	Orientation, Teamwork Activities
	Jan 23	TH	QI Workshop
	Jan 24	F	QI Workshop
2	Jan 27	M	Clinical Duty PN (AM Shift)
	Jan 28	T	Clinical Duty PN (AM Shift)
	Jan 29	W	Clinical Duty PN (AM Shift)
	Jan 30	TH	Clinical Duty PN (AM Shift)
	Jan 31	F	Clinical Duty PN (AM Shift)
3	Feb 3	M	FL Seminar QI Consultation
	Feb 4	T	Clinical Duty PN (AM Shift)
	Feb 5	W	Clinical Duty PN (AM Shift)
	Feb 6	TH	Clinical Duty PN (AM Shift)
	Feb 7	F	Clinical Duty PN (AM Shift)
4	Feb 10	M	Seminar 1 QI Consultation
	Feb 11	T	Clinical Duty PN (PM Shift)
	Feb 12	W	Clinical Duty PN (PM Shift)
	Feb 13	TH	Clinical Duty PN (N Shift)
	Feb 14	F	Clinical Duty PN (N Shift)
5	Feb 17	M	Seminar 2 QI Consultation
	Feb 18	T	Clinical Duty SN/HN
	Feb 19	W	Clinical Duty SN/HN
	Feb 20	TH	Clinical Duty SN/HN
	Feb 21	F	Clinical Duty SN/HN
6	Feb 24	M	Clinical Duty SN/HN
	Feb 25	T	HOLIDAY
	Feb 26	W	Clinical Duty SN/HN
	Feb 27	TH	Clinical Duty SN/HN (Transition)
	Feb 28	F	Clinical Duty SN/HN
7	Mar 3	M	Seminar 3/4 QI Consultation
	Mar 4	T	Clinical Duty SN/HN
	Mar 5	W	Clinical Duty SN/HN
	Mar 6	TH	Clinical Duty SN/HN
	Mar 7	F	Clinical Duty SN/HN
8	Mar 10	M	Consultations
	Mar 11	T	Case Presentation
	Mar 12	W	QI Presentation <i>Integration</i>
	Mar 13	Th	<i>Transition between N121/1 and N121.2</i>
	Mar 14	F	



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Head Nursing Orientation Guide Questions

Objectives:

At the end of the activity, the students should be able to -

1. Identify the duties and responsibilities of a head nurse
2. Identify the lines of reporting, communication, and authority of the head nurse concerning the organizational structure
3. Utilize the management process in patient/unit/staff management
4. Utilize beginning management skills (e.g., decision-making, critical thinking, etc.) inpatient/unit/staff management

Instructions:

The student nurses will undergo an orientation session with the head nurse in the area at a time agreed with the head nurse. Recall and review the management process (planning, organizing, staffing, directing, and controlling) and identify the responsibilities of the head nurse related to each process. The following questions shall guide the students during orientation to be familiar with and be able to utilize the necessary principles and concepts of head nursing when they assume the role of a head nurse during the week.

Guide Questions:

Based on your learnings from earlier Nursing courses, observation, interview with unit staff, and prevailing literature, please answer the following questions:

1. What are the qualifications of a head nurse? (e.g., length of service, education/trainings, qualifying examinations, etc.)
2. What are the duties and responsibilities of a head nurse?
3. How is the management process (planning, organizing, staffing, et al) utilized in the day- to-day management of the ward (patients/unit/staff)?
4. What leadership/management skills are essential in the management of the ward (patients/unit/staff)?
5. Where is the head nurse placed in the structure of the organization? To whom does the head nurse report? Who are under the head nurse's authority?
6. In what aspects can the head nurse facilitate staff development?
7. What is the participation of the head nurse in budgeting?
8. What are the major challenges of a head nurse? How does nursing leadership impact delivery of quality nursing care and staff satisfaction?
9. How does the organization support the head nurse in terms of personal and professional growth and wellness?

NAME: _____ UNIT: _____

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REQUIREMENTS CHECKLIST
Primary Nursing Weeks 1 -3

DAILY REQUIREMENTS

Daily Portfolio

- 1) [Patient Directory](#)
- 2) [Time and Activity Plan](#)
- 3) [Nursing Care Plan](#) (Day 1)
 - A) Px Day 1:
 - Patient Data [NHH, PE, Labs/Dx, Meds]
 - Pathophysiology**
 - Problem List *by order of priority*
 - Problem 1
 - o NOCs and outcome indicators
 - o NICs and key interventions
 - Problem 2
 - o NOCs and outcome indicators
 - o NICs and key interventions
 - Problem 3
 - o NOCs and outcome indicators
 - o NICs and key interventions
 - B) [Px Day 2 onwards](#):
 - Updates *on above, if incomplete*
 - Progress Notes
 - o Assessment [Focused PE, New labs, New Meds]
 - o Any change in priority problems, label NEW ones if any
 - o Per Problem
 - Evaluation
 - Next Steps [Focused interventions]
- 4) Daily highlights and insights

NAME: _____ UNIT: _____

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REQUIREMENTS CHECKLIST
Head Nursing and Staff Nursing Weeks 4 -7

STAFF REQUIREMENTS			
TASKS	Daily	Weekly	Others
<input type="checkbox"/> Bedside Case Presentation	<input type="checkbox"/> Logbook	<input type="checkbox"/> Reflections	<input type="checkbox"/> Admission Notes & Kardex
<input type="checkbox"/> E-cart Check	<input type="checkbox"/> Patient Directory	<input type="checkbox"/> Journal Directory	<input type="checkbox"/> [Completion of TP, DP, AR/IR]
<input type="checkbox"/> Journal Sharing	<input type="checkbox"/> T&A Plan	<input type="checkbox"/> Journal 1	
	<input type="checkbox"/> Handover Notes	<input type="checkbox"/> Journal 2	

HEAD NURSE REQUIREMENTS			
	Patient Management	Staff Development	Unit Management
Daily	TAP (Unit, Patient & Staff) Highlights & Insights		
	<input type="checkbox"/> Patient Directory with Typing		<input type="checkbox"/> Ward Report (Census)
Weekly	Reflections		
	<input type="checkbox"/> Journal Directory	<input type="checkbox"/> Journal Sharing	<input type="checkbox"/> Staff Schedule
	<input type="checkbox"/> Journal 1	<input type="checkbox"/> Lead bedside case discussion	<input type="checkbox"/> Equipment Check
	<input type="checkbox"/> Journal 2		

GROUP REQUIREMENTS		
Seminar	QI Project	Case Study
<input type="checkbox"/> Program and Script	<input type="checkbox"/> Final Project Charter	<input type="checkbox"/> Informed Consent
<input type="checkbox"/> Seminar Materials	<input type="checkbox"/> Project Plan	<input type="checkbox"/> Outline
<input type="checkbox"/> Publicity	<input type="checkbox"/> PDSA	<input type="checkbox"/> Full Report
<input type="checkbox"/> Budget		
Conduct Seminar	Present QI Proposal	Present a Patient Case Study

Submit the Following:

- Portfolio
- PRIMARY NURSING Performance Evaluation Checklist
- STAFF NURSING Performance Evaluation Checklist
- HEAD NURSING Performance Evaluation Checklist
- Peer Evaluation