



College of Nursing
UNIVERSITY OF THE PHILIPPINES MANILA
 The Health Sciences Center

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N121.1 Intensive Nursing Experience (Hospital-based)
2nd semester, Academic Year 2024-2025

**PERFORMANCE CHECKLIST FOR
 HEAD NURSING**

NAME: _____

DATE: _____

UNIT: _____

Instruction: Below are behaviors/competencies of a nurse manager based on observation / information generated during orientation/shadowing of the Head Nurse and 1-2 days of Head Nursing clinical experience in the ward. Give a score from 0 – 3 as follows:

Score	Description / Parameters
3	Demonstrates behavior or accomplishes task efficiently and confidently without supervision and prompting
2	Demonstrates behavior or accomplishes task accurately with minimal supervision and prompting
1	Demonstrates behavior or accomplishes task with close supervision and major prompting
0	Not done or shows no awareness of the behavior or task at hand

COURSE OUTCOMES	INDICATORS	SOURCES OF INDICATORS	MAX. SCORE	ACTUAL SCORE	REMARKS
1. Apply <u>critical thinking</u> in the practice of nursing using knowledge from all related courses the student already completed. (5%)	A. PATIENT CARE MANAGEMENT 1. Identifies priority problems /needs related to care of patients in the unit.	Kardex, Nursing Audits, Patient Typing	3		
	2. Determines level of acuity, accompanying interventions, and materials/ equipment needed.	Patient Typing	3		
	B. UNIT MANAGEMENT 1. Determines all needed facilities/amenities that promote safe and efficient place for patient care management as well as a safe and facilitating working environment for the staff.	E-cart Inventory, Equipment and Supplies Inventory	3		
	2. Utilizes appropriate work process in handling day-to-day unit operation	Observation, TAP, Daily Patient Assignment	3		
	C. STAFF MANAGEMENT Demonstrates appropriate decision-making in providing staff assignments in the following areas: 1. Daily patient assignments for nurses and nursing assistants according to appropriate skills/specialty.	Daily Patient Assignment, Patient Typing, Staffing Schedule	3		
	2. Delegating functions/tasks, considers staffing ratio, abilities and skills, and evaluation of completed tasks		3		
2. <u>Provide</u> safe, quality, holistic, and compassionate nursing care to groups of individuals, and their families using appropriate modalities of care. (20%)	A. PATIENT CARE MANAGEMENT 1. Supervises staff nurses, other nursing personnel/care providers in providing safe, effective, and quality nursing care through the following activities: 1.1 Conducts patients rounds to determine their care needs	Head Nursing Guide Questions, Time and Activity Plan	3		
	1.2 Ensures maintenance of patients' safety, rest and comfort		3		
	1.3 Ensures doctors' orders are carried out correctly and in a timely manner		3		
	1.4 Ensures that health instructions/education and preparations for procedures are carried out in a timely manner		3		
	2. On diagnostic and laboratory tests—supervises and ensures the following: 2.1 Appropriate preparation and/or sending of patients to diagnostic units/facilities	Ward Bulletin on Patient Movement, Time and Activity Plan	3		

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	2.2 Proper collection and sending of specimen/s to laboratory/diagnostic units	Laboratory Logbook	3		
	B. UNIT MANAGEMENT Ensures maintenance of the following: 1. Safe, and clean environment conducive to rest, comfort, and promotion of healing/peaceful death of patients (including lighting, ventilation, etc.)	Ocular Inspection of Ward, Time and Activity Plan	3		
	2. Adequate medical and office supplies and clean linens and patient gowns	Supplies Inventory	3		
	3. Adequate functioning equipment	Ocular	3		
	C. STAFF MANAGEMENT 1. Manages human resources effectively particularly staffing requirements, providing appropriate skill mix	Daily Patient Assignment, Staffing Schedule	3		
	2. Ensures proper hand-over of duty between and among staff every shift	Endorsements	3		
	3. Assists staff in implementing an interdisciplinary plan of care is timely coordinated, i.e., dietary department, physical therapist, social worker etc.	RADISH, Kardex	3		
	4. Ensures that there is proper, accurate, and complete documentation of care provided (KARDEX, Progress Notes, Diet, Flow Sheets, etc.)	RADISH, Kardex	3		
3. Practice <u>evidence-based nursing</u> care in the management of patients, personnel, and unit. (5%)	A. PATIENT CARE MANAGEMENT Promotes the integration and application of best practices derived from critically appraised research.	Observation, TAP	3		
	B. UNIT MANAGEMENT 1. Promotes the use of technology-driven equipment in the ward that enhances better patient outcomes.	Observation, TAP	3		
	2. Demonstrates appropriate use of technology or equipment in the unit	Observation, TAP	3		
	C. STAFF MANAGEMENT 1. Implements the right staffing ratio and skill mix.	Ward schedule	3		
	2. Schedules activities for bedside conferences and/or nursing updates	Ward schedule	3		
4. Provide care using <u>skills on health promotion</u> and disease	A. PATIENT CARE MANAGEMENT Facilitates and supports health education and other activities promoting wellness and disease prevention	Ward schedule/TAP	3		

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prevention, towards a higher level of wellness in the context of, but not limited to, primary health care approach. (5%)	B. UNIT MANAGEMENT Facilitates an environment conducive to health promotion and disease prevention activities	Observation, ward schedule/TAP	3		
	C. STAFF MANAGEMENT Supports and empowers staff in carrying out health promotion and disease prevention activities	Observation, ward schedule, TAP	3		
5. Conduct oneself in the image of a professional nurse at all times (5%)	A. PATIENT CARE MANAGEMENT 1. Shows compassion and commitment to the welfare of patients and their families	Observation, TAP	3		
	2. Utilizes bioethical principles in the care of patients	Kardex, TAP	3		
	3. Demonstrates critical decision-making skills pertaining to patient care	TAP	3		
	B. UNIT MANAGEMENT 1. Demonstrates critical thinking and sound decision making in managing the unit	Observation, Ward logbook/ communication book, Ward report, TAP	3		
	2. Demonstrates flexibility and adaptability in managing situations to ensure smooth operations of the unit.	-do-	3		
	4. Accepts constructive criticisms and strives for continuous improvement of self-considering holistic perspective	Observation, TAP, Insights & Reflection	3		
	C. STAFF MANAGEMENT 1. Facilitates a collegial/ harmonious relationship among the staff in the unit	Observation, TAP, Insights & Reflection	3		
	2. Demonstrates integrity and good work ethics based on professional norms and behaviors, abides with policies, and shows consistency of one's beliefs and actions	Observation, TAP	3		
6. Demonstrate <u>integrity, respect for human dignity, gender and culture sensitivity, and social justice</u> in the practice of nursing. (5%)	A. PATIENT CARE MANAGEMENT Ensures the practice of good work ethics with respect to the individual rights, ethnic/socio-cultural idiosyncrasies, gender and age differences, among others, of the patients and their significant others		3		
	B. UNIT and STAFF MANAGEMENT 1. Provides facilities or equipment that support the needs for privacy and respect for the dignity of patients		3		
	2. Integrates respect for the uniqueness of each individual, equity and fairness in resource allotment and administrative decision-making		3		

COURSE OUTCOMES	INDICATORS	SOURCES OF INDICATORS	MAX. SCORE	ACTUAL SCORE	REMARKS
7. <u>Communicate</u> effectively with clients, health team, and other stakeholders in achieving health, unit, and program goals (10%)	PATIENT/STAFF/UNIT MANAGEMENT 1. Utilizes appropriate techniques and means of communication with patients, significant others, staff, other members of the healthcare team and other stakeholders		3		
	2. Delivers accurate and complete messages in a timely manner				
	3. Ensures that nursing personnel are oriented to the standard operating procedures and processes relating to internal, interdisciplinary and inter-department communications		3		
	4. Listens well and accepts and respects differing viewpoints		3		
8. Document nursing practice decisions, outcomes of client care and program/service implementation using appropriate forms in a timely, accurate and comprehensive manner for <u>continuous quality improvement</u> of nursing care and health service (5%)	PATIENT/UNIT/STAFF MANAGEMENT 1. Maintains, updates and secures complete records and reports of all service/care provided to clients (electronic and paper-based), as follows: 1.1 Patient Electronic Database RADISH (VS record, nurses notes, I & O, diet, etc) 1.2 Kardex 1.3 Patient Medication Administration Record MSTAR 1.4 Diagnostics/Laboratory logbooks		3		
	2. Maintains the availability of adequate supplies/forms needed for documentation, reporting, and referral		3		
	3. Ensures adherence to Data Privacy Act by all nursing staff as mandated by the institution		3		
	4. Ensures all day-to-day unit workflow and processes are documented appropriately (e.g., audits, patient acuity, outputs, attendance, etc.)		3		
	5. Ensures that detailed activities for continuous quality improvement are implemented, supervised and monitored		3		
9. Work proactively towards health goals, and client empowerment through effective interprofessional collaboration. (5%)	PATIENT/UNIT/STAFF MANAGEMENT 1. Regular assessment and appropriate referral of patient requiring collaboration with other departments or disciplines		3		
	2. Ensures that services from other disciplines are properly coordinated		3		
	3. Ensures availability of resources, forms and equipment to facilitate interprofessional communication and /or collaboration		3		
10. Practice beginning leadership and	PATIENT/UNIT/STAFF MANAGEMENT				

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management skills in the delivery of safe, quality client care and continuous quality improvement of nursing care and health service. (20%)	1. Familiarizes self with the different roles and responsibilities of the head nurse as far as patient care, staff and unit management		3		
	2. Familiarizes self with the day-to-day work processes in the unit		3		
	3. Appropriately assesses the general patient acuity of the unit		3		
	4. Demonstrates appropriate decision-making in staff assignments and delegation of tasks		3		
	5. Facilitates end of shift endorsements efficiently		3		
	6. Plans and coordinates patient traffic and manpower assignment to facilitate smooth patient movement or transfer		3		
	7. Supervises/assists nurses in delivering and coordinating patient care with physicians and other members of the health team		3		
	3. Utilizes a time plan effectively for organization of activities, efficiency, and economy of time and energy.				
	8. Ensures the availability and maintenance of equipment, medical or administrative, in the unit		3		
	9. Ensures accurate documentation of patient care, administrative process outputs and quality assurance measures daily		3		
	10. Observe professional standards, institutional policies, integrity and good work ethics		3		
11. Maintains and promotes harmonious relations among staff and appropriately address interpersonal conflict, as needed		3			
11.1 Use relevant and updated evidence in making clinical decisions related to patient care, collaboration, and unit and staff management. 11. 2 Develop a quality improvement plan addressing a clinical practice gap. (5%)	STAFF/UNIT MANAGEMENT 1. Engages in meaningful sharing or purposeful inquiries regarding current standards and practices in nursing and health care		3		
	2. Engages staff to participate and collaborate in the QI project proposal development		3		
12. Engage in lifelong					

COURSE OUTCOMES	INDICATORS	SOURCES OF INDICATORS	MAX. SCORE	ACTUAL SCORE	REMARKS
learning with a passion to keep current with national and global developments in general, and nursing and health development in general (5%)	1. Identifies areas for personal and professional growth		3		
	2. Strives to seek opportunities for professional improvement		3		
13. Demonstrate responsible citizenship, love of country, and pride of being a Filipino. (5%)	1. Demonstrates compassion for patients, significant others and co-workers.		3		
	2. Shows integrity and respect for others, the law and institutional policies.		3		
		Maximum Score: 100% Passing Rate 60%			