



Instructions for the Manual Guide for the compulsory training year (internship year)

Preparation

Supreme Committee for Franchise Follow-up

Faculty of Nursing - Assiut University



Under supervision

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The introduction:

The internship year is a compulsory intensive training period for all successful students in the academic year of the fourth year / level four credit hours). This year is considered a basic requirement for obtaining a license to practice the nursing profession. The training period this year includes 12 months spent by students in university/educational hospitals, during which the students move between the various departments of the hospital and perform their full work tasks under the direct supervision of the college and the hospital.

Nursing excellence training is considered one of the basic tasks carried out by nursing colleges to prepare a graduate to work with high professional and behavioral competence that qualifies him for future tasks. To achieve this, one of the important steps for the success of this program was preparing a booklet about the compulsory training year program at the Faculty of Nursing, Assiut University, to serve as a guide during the training year. (Excellence), through which one can learn about the program's mission and objectives, its implementation and management system, its governing regulations, the daily record system, and the evaluation system. .



Program message:

The internship program at the Faculty of Nursing, Assiut University seeks to provide students with the professional skills to provide nursing care based on evidence-based practices through standards based on nursing competencies within a framework of recognized university values.

Program philosophy:

We believe that nursing is an independent profession that does not differentiate between people according to gender, race, color, religion, or culture. We believe that the patient has the right to accept or reject those who give him nursing care. We believe that compulsory training year students perform nursing procedures while respecting privacy. We believe that the students of the compulsory training year will perform their nursing duties in a timely manner without delay or procrastination. We believe that the students of the compulsory training year will perform comprehensive nursing care based on the needs of each patient.

Article (1) Objectives of the program

General goal:

The main goal of the nursing internship program is to facilitate the transition of internship students from the education stage to the labor market in the nursing profession by training in training places that allow the integration of information, skills, and behaviors acquired during the years of study to acquire practical skills and competence in the field of nursing and the ability to bear the burden of required



responsibilities, to reach The level at which the franchisee can provide adequate nursing care High quality.

Procedural objectives: At the end of the training year, internship students in the College of Nursing will be able to:

- Apply professional skills efficiently in clinical work.
- Applying and following professional ethics at work.

3 Moving from the stage of study to the stage of not relying on others but independence.

4- Adapting to work conditions, from study life to giving full time to work.

5- Developing positive behavior to develop effective relationships during work.

7- Increasing the sense of responsibility and bearing its burdens.

8- Knowing the formal and informal relationships in the work environment to apply different communication methods that help reach full nursing care.

9 - Building a therapeutic relationship with patients and their families

10 encouraging cooperative relationships with colleagues, doctors, and employees of the department and hospital, which leads to achieving quality health care.

11 - Developing administrative and leadership skills among honors students.

Internship students' tasks: -

1. Commitment to the rules of the training year.



2. Commitment to the specified training locations according to his training schedule.
- 3-Performing the activities required to be accomplished and managing them in the work booklet.
- 4-Compliance with attendance, departure, uniform, appearance, behavior and requirements for work
5. Effective communication with patients and health team members.
6. Submitting a skills achievement file after each training period, approved by the supervisor of excellence in the training place, and approved at the end of the training period by the academic coordinator for the training year.

Article (2): General objective

The internship year program aims to increase the efficiency of nursing students and improve their abilities that were acquired during the theoretical and practical study phase at the college and give them opportunities to apply the practical experience that the students acquired in practical training places during

- Apply the practical skills you have acquired and link them to the reality of work and the patient's needs.
- Providing comprehensive, high-quality nursing care to the patient and maintaining his safety.
- Use critical thinking in decision making, planning and providing nursing care.



- Training on the independence of making medical decisions in the field of specialization and dealing with them with professional competence.
- Developing leadership, critical thinking, and decision-making skills while maintaining the ethics of the nursing profession.
- Be informed of everything new in the field of nursing specialization and develop reading and research skills.
- Developing communication skills on demand among students and members of the health team, as well as patients and their families.

Article (4): General provisions for the compulsory training year.

To join the training year (internship) is required to pass the fourth year of study.

(May - September). The duration of the training year (internship) is twelve (12) calendar months at the university of Assiut begins as follows:

- The first of September of each year for those who passed the first round (May round).
- The first of December of every year for those who passed the second round (September round).



- The start of the training year is announced every year after the announcement of the fourth year results.

Article (5): Training locations

1. Training for internship students is distributed at university hospitals or any other educational institution through coordination and evaluation by the college's internship committee.
2. The training period in private hospitals must not exceed two months for each student, and the hospital must have specifications identical to those of university hospitals in terms of size and therapeutic specializations.

Supervision and implementation committee:

After the approval of the College and University Council, a committee will be formed to follow up and supervise the implementation of the training program for internship students, headed by Prof. Dr. Dean of the College in his capacity (Chairman of the Committee) and membership of each of the following:

- Faculty member in the Department of Nursing Administration as academic coordinator between the concerned departments and training locations.
- technical coordinators from the departments in which students are trained:
 - Department of Internal and Surgical Nursing.
 - Department of Pediatric Nursing.
 - Department of Obstetrics and Gynecology Nursing



- Department of Critical Care and Emergency Nursing.
- Department of Nursing Administration.
- General Director of Nursing at University Hospitals.
- Nursing supervisors in the departments concerned with training.
- Director General of the Department of Physicians' Affairs supervising students Nursing.
- Administrative responsible for internship affairs at the College of Nursing.

The supervisory committee for internship students is responsible for the following:

- Setting goals and strategies for the training program for the internship year.
- Consider and express an opinion on requests to postpone or repeat training courses for honors students before submitting them to the College Council
- 3 Preparing the program plan.
- Preparing the training plan through the academic coordinator at the college and the training places in the hospitals.
- Supervising and following up on the implementation of the training plan.
- Discussing the problems facing the implementation of the training plan and proposing solutions Suitable for it
- Evaluation of the program at the end of the training year.



- Developing proposals for future plans for the training program, taking into account the optimal benefit of honors students and the needs of the community.

Franchise supervision groups:

There are five groups to supervise honors students in the following clinical specialties:

- Supervision group for internship students in the specialty of internal medicine nursing Surgical.
- Supervision group for honors students in pediatric nursing.
- Supervision group for honors students in the specialty of obstetrics and gynecology nursing.
- Supervision group for internship students in critical care nursing.
- Supervision group for honors students in nursing administration.

Specializations of the group supervising honors students:

- Planning and implementing the guidance program at the beginning of the training year and at the beginning of each training session.
- Planning, implementing and following up on the honors program in the specialization.
- Supervision and performance evaluation.



- The calendar for each training period must include a calendar of the training location.
- Discussing the problems that facing training in the specialty and trying to find solutions to them.
- Presenting the training group's evaluation, problems, or suggestions to the department coordinator and then the internship committee.

Article (6): Conditions for joining the training year:

The training year for internship students is preceded by a general orientation period (Preparatory Orientation Program). Attending this training period is considered compulsory, and in the event of students' absence, they may not begin the training year until after passing the orientation program with those who succeed in September round of the same year.

Article (7): The practical approach:

- A curriculum must be developed that contains a number of practical training courses specific to the internship year, provided that it is of an applied nature and suggests self-learning. The student must also have continuity in practical application, as he is directed to the importance of continuing education through presenting projects in various specializations, applying them, and submitting reports on their results.
- The number of courses in the internship year should not exceed 20% of the training year (2-4 hours per week) to leave the practical training.



- A scientific day is held at the end of each month to present and discuss scientific topics related to practical training for each course and to solve problems that arise in this course.
- The “Internship Guide” booklet is distributed to the internship students at the beginning of the training year. The booklet includes the vision and mission of the training year as well as its strategic goals, a description of the training program, along with the foundations and rules regulating work during the internship year and the rights and duties of the nursing assistant with students.

Article (8): Fields of training:

Internship students are trained in hospitals affiliated with Assiut University, and training may take place in university or educational hospitals affiliated with other universities.

Its colleges include a nursing college that monitors and supervises the implementation of the program training for internship students:

The training areas are determined by the following specializations:

- Internal surgical nursing (two months)
- Intensive care nursing (two months).
- Pediatric nursing (two months)



- Maternal and neonatal health nursing (two months)
- Nursing administration (two months)
- Optional training unit (Two months).
- The optional period is determined by the student seeking honors in the training units, after the approval of the Honors Committee at the College of Nursing, in order to hone his skills.
- The field of specialized training must be mentioned in the year completion certificate training.

The student must be trained in critical and emergency situations in the previous mentioned departments, as well as in the departments that require high skills.

The university hospitals in which training takes place are specialized in the following:

- Implementing procedures for receiving work for internship students at the beginning of the internship year training
- Disbursing monthly stipends to internship students.
- Providing appropriate accommodation for expatriate internship students during the training period.



- Supervising the signature of honors students in the official attendance and departure books.
- Determine the percentage of absences of all kinds, and take the necessary measures in accordance with the rules of the regulations.
- Providing the necessary capabilities and supplies and the appropriate environment for training.
- Approving leaves of all kinds after signing them from one of the members of the group supervising the training (and the internship supervisor in the unit).
- Investigating and imposing penalties for violations committed by students a distinction based on the report submitted by the head of the nursing staff in the unit after taking the opinion of officials at the College of Nursing or the report submitted by members of the training staff responsible for supervising clinical training in hospitals, in accordance with the general law for personnel affairs in the state and the rules in force in those hospitals.

Article (9) The scientific curriculum for the internship year

- A curriculum must be developed that contains a number of practical training courses specific to the internship year, provided that it is of an applied nature and suggests self-directed learning. Also, the student must continue the actual application, as he is directed to the importance of continuing education through presenting projects in various specializations and applying them. And submit reports on its results.



- The size of the courses in the internship year should not exceed 20% of the training year (2 to 4 hours per week) to leave room for practical training.
- An electronic educational platform will be created through which: all practical and educational resources that may be needed are provided requester. communicate with the student through correspondence or making a video conference periodically (weekly or monthly).
- Workshops are conducted on a monthly basis to present case studies, problems, and proposals that can be dispensed with and the educational platform suffices according to each individual's circumstances.

Article (10) Specialties of the Internship Committee

The committee is specialized in the following:

- Preparing the practical training program plan for the internship year.
- Determining the areas of clinical training in which the internship students will be trained.
- Coordinating between the college and the training sites.
- Supervising and following up on the implementation of the substantive training plan.
- Discussing the problems facing the implementation of the training plan and proposing appropriate solutions
- Evaluating the program at the end of the internship training year



- Developing visions and proposals for future plans for the training program, taking into account the optimal benefit of internship students and the labor market needs of graduates.
- Considering and expressing an opinion on requests to postpone or repeat training courses for franchise students before submitting them to the Franchise Affairs Committee.
- Evaluation of training places based on reports submitted by faculty members supervising the training of honors students according to specialization.

Article (11) Academic Coordinator

The academic coordinator of the internship program is a faculty member who coordinates the academicians responsible for all program affairs, as he is assigned to carry out the tasks and burdens of the training year, and he may share responsibility with the head of the scientific department, not the nursing department.

The duties of the academic coordinator for the internship are summarized as follows:

- Supervising the internship year training program in accordance with the objectives of the College of Nursing and the hospitals concerned and in application of the objectives of the internship regulations.
- Attending meetings related to internship students with college committees and hospital administration.



- Coordinating between the administration of the concerned university hospitals and the administration of the College of Nursing in everything related to training internship students.
- Distributing the number of honors students among the departments in a way that suits their numbers and the college's goals.
- Submitting proposals regarding developing scientific training and introducing the required amendments to the regulations and instructions according to the changes and presenting them to the president of the hospitals and the excellence committee Franchise Committee.
- Review the regulations for internship students in coordination with the administration
- Planning to solve problems and introduce improvements and modifications in coordination with the nursing staff and the central administration of the hospital.
- Strengthening relationships and trends with members of the health team in the relevant departments.
- Follow up on faculty members' reports and confrontations with excellence in terms of absence, grades, and special problems.
- Participate in preparing the program for the various internship courses and having it approved by the committee.
- Evaluation of the training program during and at the end of the internship year.

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- Coordinating between the administration of the concerned university hospitals and the administration of the College of Nursing in everything related to training internship students.
- Distributing the number of honors students among the departments in a way that suits their numbers and the college's goals.
- Submitting proposals regarding developing scientific training and introducing the required amendments to the regulations and instructions according to the changes and presenting them to the president of the hospitals and the excellence committee Franchise Committee.
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- Planning to solve problems and introduce improvements and modifications in coordination with the nursing staff and the central administration of the hospital.
- Strengthening relationships and trends with members of the health team in the relevant departments.
- Follow up on faculty members' reports and confrontations with excellence in terms of absence, grades, and special problems.
- Participate in preparing the program for the various internship courses and having it approved by the committee.
- Evaluation of the training program during and at the end of the internship year.

Article (13) Internship Supervision Groups

There are four groups to supervise internship students in the majors the following clinical specialties:

- Internal and surgical nursing.
- Obstetrics and Gynecology Nursing
- Pediatric Nursing
- Nursing administration
- Each specialized group consists of a teacher from the Nursing Administration Department, assisted by a number of faculty assistants (teachers and assistant



teachers from both the Nursing Administration Department in the college as well as the specialized department in the college. Each group has a president and a vice president.

- Each group is responsible for implementing the training program through follow-up. Otherwise, supervising and evaluating the performance of the internship student. This group is also specialized in discussing the problems that obstruct the training, as well as presenting the group's proposals to solve these problems to the internship committee.
- The groups charged with supervision submit periodic reports on the functioning of the mind and any observations or recommendations to the chairman of the committee, provided that they are recorded and temporary.

Article (14): Vacation System

The vacation system for honors students during the training year is according to the following: -

The leave system is applied in accordance with Law No. 47 of 1978 regarding state civil servants and its amendments (Articles 62 - 63 - 64 - 65 - 67). Article 62 of this law stipulates that a worker or employee may not stop working except for a vacation he deserves within the limits of the vacations stipulated in Articles 63, 64, and 65 (and in accordance with the controls and procedures established by the competent authority. -



First: Casual Leave:

- Honors students are entitled to 7 days of casual leave during the training year (12 month) and it is not permissible to combine more than two consecutive days of it.
- Absence may not be counted as casual leave on Fridays, official holidays, and holidays.
- Casual leave shall be provided immediately after returning to work, otherwise it will not count.
- The day of absence is counted as two days of casual leave during a 12-hour work period (such as staying up late) if the balance allows it, and if it does not allow, it is counted as an absence.

Second: Ordinary leaves:

- Honors students are entitled to (15) days of regular leave after 6 months have passed from the beginning of the academic year.
- Students are not granted regular leave for more than 3 days during one training period.
- The regular leave is provided before the schedules for the training period for which the leave is to be taken are created.



- It is not permissible to postpone the rest days and combine them with the regular leave except with the prior approval of the academic coordinator and in accordance with the applicable rules.

Third: Sick Leave:

It applies to internship students when they take sick leave or leave. The rules applicable in the hospital in which the training takes place must be set with it.

Sick leave is approved by the university hospitals in which the training takes place. After approving sick leave, **the following should be taken into account when implementing it:**

- If it includes rest or leave, it is counted among the sick days.
- Honors students must attend immediately after sick leave, even if the leave is followed by a rest day.
- Days of absence are compensated for by sick leave at the end of the training year, and notice is given of this before taking the leave.

Fourth: Cases of absence:

In the event of the absence of internship students, they are punished by the university hospital in which the training is conducted by deducting the day of absence (with penalty days that increase with repeated absences without permission) from the monthly stipend.



The percentage of attendance and absence is calculated at the end of each training course and in the event that they exceed the percentage. Absence will result in a repeat of the training period in addition to the penalty previous material.

Article (15): Evaluation system:

The performance of the internship students is evaluated during and after the end of each training period according to an evaluation system that includes the following:

1. A record of the daily performance of the internship students (Log Book).

- A list of the skills needed for each specialization.
- Nursing procedures observation form (Log Book).

The final evaluation is prepared in the form of a report that includes an estimate of the level of performance as follows:

Unsatisfactory :For less than 60%

Acceptable:From 60% - less than 65%

Good: From 65% - less than 75%

Very good : From 75% - less than 85%

Excellent: 85% or more.

In order to successfully pass the training year, the honors students are required to obtain a rating of at least (60) in each of the training specializations. In the event that honors students do not obtain at least (60%) as an assessment in each training



unit, or the absence rate exceeds more than 10% in any training unit, the training period in the relevant unit will be repeated at the end of the training year, and in this case, if the repeat period has passed With more than 60%, only 60% is counted.

Article (16) Evaluation

The aim of evaluation is to raise the student's academic, practical and professional competence and level, evaluate errors and identify them for discussion and correction, and also motivate the distinguished student and evaluate the student who is not serious about work.

- A portfolio/log book (accomplishments file) is created for each student since the beginning of the training year to track the degree of progress or deterioration in the student's daily/monthly performance Or from one training course to another.
- The student is evaluated by the college, represented by the Excellence Affairs Committee, and by the hospital/training unit, represented by the nursing supervisors (the unit's nursing director and nursing supervisors), and members of the health team can also be used.
- A unified form is used to evaluate the student's performance by all supervisors, which contains:

General appearance, Behavior, - communication with patients, companions and team members, Regularity and attendance - absence – tardiness, Adherence to rules, regulations and laws, Maintaining the safety and security of the patient



Registration and reporting - accuracy of work and skill in providing nursing service, and this is done through the actual care provided to the patient, complete and safe, with high skill and efficiency)

Daily performance record. Handing and receiving the patient. Evaluating and determining his needs and priorities and caring for him. List of skills needed for each specialty (competencies) - Observation check list form. Registration, recording, and reporting. Honesty, credibility, responsibility, and the ability to act performance of nursing procedures

Different situations are also taken into consideration. The results of the investigations that the student may be exposed to are negligence in work and errors, especially those that may result in harm to oneself or others, especially the patient. It is taken into consideration whether this error is the result of negligence, ignorance, lack of knowledge, or a policy that needs to be corrected. The final evaluation is put in the form of an estimate and a percentage, where (60% and more) is considered satisfactory and less than (60%) is considered unsatisfactory. The outstanding student is encouraged and highlighted, and an improvement plan is developed for the student whose evaluation is unsatisfactory. Attendance, absence, regularity at work, seriousness of the work provided, and the level of care provided by the student to the patient are also taken into account.

Article (17) Training year transfer system:



- Honors students may be trained according to the geographical location of their residence, provided that supervision is provided by nursing colleges in the same location, and performance or evaluation reports are sent to the college in which the student studied in order to issue the honors certificate.
- If the training took place in a place other than the college in which the student studied, the name of the college in which the training took place shall be mentioned, provided that this appears on the year's completion certificate training. 3. The place of training must be a university or educational hospital, provided that all departments in which the training takes place are available, as well as the presence of nursing supervisors who hold a bachelor's degree in nursing.
- Internship students are supervised by the nursing training official: the hospital, department heads, nursing supervisors, or nursing deputies, if any. The student is evaluated monthly and the evaluation is sent to the college to which the student is affiliated (the college in which the student studied).
- Transferred nursing internship students are obligated to attend the internship orientation training program, and what is done in this regard applies to them the rest of the students. .
- Nursing internship students will receive a statement of the training courses indicating the month and department in which they will be trained, and the hospital to which they are transferred must abide by this statement.



- Honors students complete the transfer procedures no later than 20 days before the start of the training course.
- Nursing internship students submit their release, leave statement, and evaluation forms immediately after the end of the internship year and within a maximum period of one week from its date. And the. The certificate of excellence is issued by the college in which the student studied after completing the evaluation by the college in which the student was trained, female or male teaching hospital.
- 10. The college may not approve the transfer of students to spend the training year in another college or accept the transfer of students from another college. Training system for graduates of the Faculty of Nursing in other Egyptian universities

An amount determined annually by the College Council is collected for each month of training paid by the student who graduates from the Faculty of Nursing in other Egyptian universities and is transferred to the account of the Public Service Center in the college and the right to amend the collected fees for those who wish to spend the compulsory training year in Assiut University hospitals under the supervision of the college, provided that the transferring party bears the responsibility. Including the payment of the monthly comprehensive stipend to the student throughout the training period and to the College Council.

Article (18): Attendance and Commitment



In order for honors students to pass the training period in any unit, they must attend 90% of the scheduled period of training in this unit. The nursing internship may postpone the entire training year or postpone one or more periods during the year. In the event of a desire to postpone, internship students submit an application explaining the reason for postponement, and it is considered by the supervision and follow-up committee on internship students.

(The application must be submitted at least one month before postponement) before the training period.

Article (19) Postponement System:

- The internship applicant has the right to postpone training for the entire training period or postpone one or more courses during the training year, provided that the excuse is acceptable to the internship committee.
- When the entire training year is postponed, the nursing internship student submits an application explaining the reason for postponement for consideration by the college's internship affairs department and presents it to the internship committee to decide whether to accept the postponement or reject it.
- In the event that one or more courses are postponed during the training year, you must apply for postponement at least ten days before the start of the course period (the twentieth day of the month before the start of the training period to be postponed).

(Article (20) Penal Code



- In the event of the absence of internship students, they will be punished by the hospital in which they are training by deducting the day of absence (with penalty days that increase with repeated absences without permission from the monthly stipend).
- If the internship students are not present in the department in which the training is taking place after signing the daily attendance at the hospital, they will be punished by deducting a day from the monthly stipend. If this action is repeated more than three times, the training course in which this action took place will be repeated at the end training year
- The internship student is considered late if the time for the shift arrives without him performing his duties. He blames the work for a reason that is due to him within a quarter of an hour (15 minutes), without prejudice to the right of the competent authorities to hold him accountable for violating work hours. Every three times of delay is counted as a day of absence added to the days of absence of the concession applicant.
- If it is proven that the concession applicant signed and left the work, it will take place an investigation is conducted with him by the responsible faculty member from the College's Nursing Administration Department and the testimony of the unit supervisor and one of the student's colleagues. In this case, a full week will be repeated after the end of the internship year, and in the event of a repeat of the incident, the period will be doubled.



- In some cases, a direct penalty is imposed on the internship student who commits a serious mistake or violates the work system during training, and it is approved penalty from the college dean.

Article (21): End of the training

year: At the end of the training year, internship students receive a certificate stating that they have passed the prescribed training period, indicating the beginning and end of the training year, the sections in which the training was conducted, the duration of each section, as well as the general rating for it, from the administration responsible for Excellence Affairs, Faculty