**‘ATTACHMENTS**

Attachment 1

**List of topics to be discussed in the conference:**

1. **Documentation**
2. **Conducting meeting**
3. **Time management**
4. **Assertiveness**
5. **Delegation**
6. **Conflict management**
7. **Change and change theories**
8. **Motivational theories**
9. **Staff development**

1. **Turnover**
2. **Absenteeism**
3. **Problematic employees**
4. **Magnet Hospital**

**Must "Do" criteria:**

* Each conference to include case study and clinical related examples for discussion "Live Interactions"
* Stop by instructor's office at least **THREE** days before conference to discuss the outline.
* Preparation is required and mandatory to all students in all conferences
* Each student must prepare from at least two references (one as recommended and another reference of your choice) in addition to one article.

Attachment 2

**Faculty of Nursing**

**Management and Leadership in Nursing (Clinical)**

**Clinical Performance Evaluation Form.**

**Student's name: ----------------------------------------------------**

**Clinical area: --------------------------------------------------------**

**Instructor: -----------------------------------------------------------**

**Date: ----------------------------- Rotation--------------------------**

**The following is a rating scale of all skills, abilities and behaviors that are to be mastered by the**

**management and leadership nursing student during his/her clinical practice.**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 ( fail ) |  fail: The item is not achieved |
| 1 ( poor ) |  poor: Only 25%  of the item is achieved |
| 2 ( fair )  | fair: 50% of the item is achieved |
| 3 ( good )  |  Good: 75% of the item is achieved |
| 4 ( excellent )  | Excellent: 100% of the item is achieved |

|  |  |  |
| --- | --- | --- |
| **Professional Behavior** | **Score** | **Comments**  |
| **A- Personal Characteristics** : |  |  |
| 1. Punctuality |  |  |
| 2. Show commitment to dress code policy |  |  |
| 3. Demonstrate effective communication with patients, health care team, peers and faculty. |  |  |
| 4. Show Motivation and organization in the work setting. |  |  |
| 5. Demonstrate the ability to use time effectively |  |  |
| 6. Demonstrate assertiveness, initiative, and self-direction. |  |  |
| 7. Demonstrate professional behavior at all times. |  |  |
| 8. Complete all delegated responsibilities. |  |  |
| **B-Assigning / Planning :** |  |  |
| 1. Formulate realistic short and long term goals |  |  |
| 2. Apply daily assigned tasks |  |  |
| 3. Demonstrate the ability to deliver quality and safe patient care |  |  |
| **C- Controlling and Supervising** : |  |  |
| 1. Collaborate with nurses in providing care to patients. |  |  |
| 2. Assume leadership abilities and acts as a leader for colleagues. |  |  |
| 3. Apply daily assessment for the patients according to hospital policy |  |  |
| 4. Document client care in a clear and appropriate manner. |  |  |
| 5. Gives an accurate report on a group of clients. |  |  |
| 6. Competently receives and gives a change of shift report. |  |  |
| 7. Analyze the organizational structure of agency and nursing department. |  |  |
| 8. Distinguish different roles of various Nurse Administrators. |  |  |
| 9. Distinguish different safety goals policies |  |  |

|  |  |  |
| --- | --- | --- |
| **D- Evaluating :** |  |  |
| 1. Provide positive suggestions for improving nursing services in  the unit. |  |  |
| 2.Apply the concepts of clinical reasoning, clinical judgment, and critical thinking in the clinical sitting |  |  |
| 3. Adhere to hospital policies rules and regulations |  |  |
| 4. Adhere to Jordanian codes of conduct and ethics |  |  |
| 5. turn in organized folder on time |  |  |
| **Total score:** |  |  |
| **Student's score (out of 15%)** |  |  |

Comments:

……………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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…………………………………………………………………………………………………………………………………………………………………………………………………………………………

Instructor's signature: ………………………Student’s signature…………………Date:...................

Attachment 3

**The University of Jordan**

**Faculty of Nursing**

**Community Health Nursing Department**

 **Seminar Presentation Evaluation**

Student's name: …….……………………… Clinical area: ……………………

Seminar title: …………………………….………………………………………

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

|  |  |  |
| --- | --- | --- |
| **Items** | **Grade** | **Student grade**  |
| 1. Topic:

 -introduction, outline& objective | 0.5 |  |
|  -content ( clear, organized & understandable) | 2 |  |
| 2) Giving actual examples on the application of management concepts | 1 |  |
| 3) Presentation: - clear voice& correct language  | 1 |  |
|  - initiate discussion , maintain eye contact & control the group  | 0.5 |  |
|  - stress on an important points  | 1 |  |
|  - use of audiovisual aids appropriately  | 0.5 |  |
|  - able to transfer information & clarify ideas  | 1 |  |
| 5) Planning and preparation for the presentation  | 0.5 |  |
| 6) Summary / Conclusion | 0.5 |  |
| 7) References  | 0.5 |  |
| 8) integration of research findings related  to the topic  | 1 |  |
| **Total** | **10** |  |

**Comments**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………....

**Instructor's signature**: ……………………**student’s signature**……………… **Date:** ……………

Attachment 4



 **The University of Jordan**

**School of Nursing**

**Evaluation Form**

**Student Name: …………………………………….. Day/Date: ……………………............**

**Course Name: ……………………………………… Section: ……………….……………...**

**Instructor Name: ………………………………….. Evaluator Name: …………………….**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

**Procedure: Assignment sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Score** | **Student Score** | **Comments** |
| 1. Write date, unit, shift, and the total number of patients ( males and Females) | 0.5 |  |  |
| 2. Name the CPR Team Nurse(s) | 1 |  |  |
| 3. Write the head nurse name  | 0.5 |  |  |
| 4. Write the name of the responsible nurse for each task | 1.5 |  |  |
| 5. Group the patients to the team members  | 1.5 |  |  |
| 6. Write the delegated Nurse Name | 1 |  |  |
| 7. Identify the break time for each nurse | 1 |  |  |
| 8. Name the responsible nurse for each Fire Plan Task | 1 |  |  |
| 9. Adhere to hospital policy by signing the assignment sheet | 1 |  |  |
| Total | 9 |  |  |

Note: The mark will be converted to 3

Attachment 5

 **The University of Jordan**

**School of Nursing**

**Evaluation Form**

 **Student Name: …………………………………….. Day/Date: ……………………............**

 **Course Name: ……………………………………… Section: ……………….…………….....**

 **Instructor Name: ………………………………….. Evaluator Name: ……………………...**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

**Procedure: End of shift report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Score** | **Student Score** | **Comments** |
| 1. Write the unit name, the shift, total number of patients ( male or female), number of admissions, discharges, transfer inn and transfer out, and number of nurses for the next shift | 0.5 |  |  |
| 2. Classify the patients as ( new admission, pre-operative patients, new post-operative patients, critical ill patients , isolation, new post-partum patients, and deaths ) | 0.5 |  |  |
| 3. Write the diagnosis for each patient | 0.5 |  |  |
| 4. Write the condition of each patient ( good, fair, poor, or critical ) | 0.5 |  |  |
| 5. Identify the consultant for each patient | 0.5 |  |  |
| 6. Record nurses’ notes for each patient ( including orders and nursing care ) | 4 |  |  |
| 7.Record nurses’ notes in an appropriate sequence and correct scientific terms | 3 |  |  |
| 8.Adhere to hospital policy (close and sign the paper) | 0.5 |  |  |
| Total | 10 |  |  |

Note: The mark will be converted to 5

Attachment 6

**The University of Jordan**

**School of Nursing**

**Evaluation Form**

**Student Name: …………………………………….. Day/Date: ……………………............**

**Course Name: ……………………………………… Section: ……………….……………...**

**Instructor Name: ………………………………….. Evaluator Name: …………………….**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

**Procedure: Narcotic report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Score** | **Student Score** | **Comments** |
| 1. Describe the incident | 1.5 |  |  |
| 2. Explain the Immediate action that should be taken | 1 |  |  |
| 3. Write the witnesses' names ( A physician and a nurse )  | 1 |  |  |
| 4. Adhere to hospital policy (close and sign the report) | 0.5 |  |  |
| Total | 4 |  |  |

Note: The mark will be converted to 2

Attachment 7

**The University of Jordan**

**School of Nursing**

**Evaluation Form**

**Student Name: …………………………………….. Day/Date: ……………………............**

**Course Name: ……………………………………… Section: ……………….……………...**

**Instructor Name: ………………………………….. Evaluator Name: …………………….**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

**Procedure: Incident report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Score** | **Student Score** | **Comments** |
| 1. Select the incident and the factor(s) that contribute to the occurrence of the incident from the list provided in the form | 0.5 |  |  |
| 2. Describe the incident briefly | 1.5 |  |  |
| 3. Write the Immediate action that should be taken | 1 |  |  |
| 4.Write a description of the incident by the patient or the person who is involved in the incident (if applicable) | 1 |  |  |
| 5. Write the witnesses names ( who were available at the time of the incident ) (if applicable) | 0.5 |  |  |
| 6. Explain your suggestions about how the incident would be prevented  | 1 |  |  |
| 7. Adhere to hospital policy by signing the report | 0.5 |  |  |
| Total | 6 |  |  |

Note: The mark will be converted to 2

Attachment 8



**The University of Jordan**

**School of Nursing**

**Evaluation Form**

**Student Name: …………………………………….. Day/Date: ……………………............**

**Course Name: ……………………………………… Section: ……………….……………...**

 **Instructor Name: ………………………………….. Evaluator Name: …………………….**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

**Procedure: Schedule for the nursing staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Score** | **Student Score** | **Comments** |
| 1. Write the unit name, the month and the year | 0.5 |  |  |
| 2. Distribute the staff and the practical nurses who are working in the unit into three shifts according to the needs of the unit | 0.5 |  |  |
| 3. Divide the whole month into four weeks using red color pen. | 0.5 |  |  |
| 4.Write the working days for each nurse as ( A, B, or C ) in every square and the days off for each according to the policy for the whole month | 3 |  |  |
| 5. indicate the ratio of staff nurses to practical nurses on each shift based on the work load | 1.5 |  |  |
| 6. Write the holidays, annual leaves, maternity leaves, as required | 1.5 |  |  |
| 7. Adhere to hospital policy by signing the schedule | 0.5 |  |  |
| Total | 8 |  |  |

Note: The mark will be converted to 4

Attachment 9



 **The University of Jordan**

**School of Nursing**

**Evaluation Form**

**Student Name: …………………………………….. Day/Date: ……………………............**

**Course Name: ……………………………………… Section: ……………….……………...**

**Instructor Name: ………………………………….. Evaluator Name: …………………….**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

**Procedure: Role comparison**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Score** | **Student Score** | **Comments** |
| 1. Identify the qualifications and experiences generally required for the Nurse Manager and for the team members in the floor. Compare with the ideal.  | 3 |  |  |
| 2. Indicate the communication techniques used by the Nurse Manager and the team members. Defend your answer. Give examples | 2 |  |  |
| 3. Criticize the leadership characteristics that you observed in the Nurse Manager and the team members. Defend your answer | 2 |  |  |
| 4.Identify the appropriate management and leadership theories you recommend to be followed by the managers with their team members. Give examples | 3 |  |  |
| Total | 10 |  |  |

Note: The mark will be converted to 5

 **Attachment 10**

**The University of Jordan**

**School of Nursing**

**Evaluation Form**

**Student Name: …………………………………….. Day/Date: ……………………............**

**Course Name: ……………………………………… Section: ……………….……………...**

**Instructor Name: ………………………………….. Evaluator Name: …………………….**

|  |  |
| --- | --- |
| **Score** | **Description of performance** |
| 0 |  Poor: The item is not achieved |
| 25% of the item score |  Fair: Only 25%  of the item is achieved |
| 50% of the item score |  Good: 50% of the item is achieved |
| 75% of the item score | Very Good: 75% of the item is achieved |
| 100% of the item score | Excellent: 100% of the item is achieved |

**Procedure: problem solving**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Score** | **Student Score** | **Comments** |
| Identify the problem | 0.5 |  |  |
| Define the context of problem (using fish bone diagram) | 1 |  |  |
| List and Analyze options | 2 |  |  |
| Select solution/s (defend reasons for solution selection/s) | 1 |  |  |
| Implement the solution/s | 2.5 |  |  |
| Evaluate the result | 1 |  |  |
| Total | 8 |  |  |

Note: The mark will be converted to 4

Attachment 11

**Personal SWOT analysis**

Student Name--------------------------------Instructor-----------------

Grade: / 10 then converted to / 4

|  |  |
| --- | --- |
| Strengths1-2-3-4- | Weaknesses1- 2-3-4- |
| Opportunities1-2-3-4- | Threats1-2-3-4- |

What are your suggestions to overcome your weaknesses and threats in order to enhance your personal career planning?