



Clinical Practice Portfolio

Student Name:

ID #:

Academic Admission Year:

Completion Date:

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Introduction

Monitoring is part of an effective clinical and academic performance at all levels. This Student Clinical Portfolio is an independent tool for learning and can be used collaboratively with hospital during clinical placement. It will provide the student with level of performance and clinical progression that may reflect when the procedure performed safely and independently in each area of practice. The purpose of the Student Clinical Portfolio is to ascertain the **clinical application in nursing** and measure the competency demonstration, attainment and performance of **nursing students** to enhance the confidence level of **novice student into advanced student**. It will help to enhance the student's awareness toward own responsibility and accountability while learning to perform the technical nursing skills within the expected requirement of the BSN Program.

This guide serves as visible evidence to monitor the student achievement of the required nursing clinical skills.

General Objectives

Upon completion of the clinical application, the student will be able to:

- Identify appropriate communication techniques for working with patients of different age groups.
- Use safe and pleasant environment while caring for patient in each area of practice.
- Relate causes, signs and symptoms of the different disorders in the hospital.
- Utilize the nursing process in nursing care while meeting the health care and nursing need of patients.
- Demonstrate skilled nursing care to the patients (Vital signs, pain assessment, physical assessment wound care, medication administration, safety maintaining, obtaining blood and urine samples, reducing elevated body temperature, daily hygiene & nutrition etc..).
- Provide health education to the patients and family.
- Document all nursing care and treatment that provided to the patient.

Instructions to Students

- This Student Clinical Portfolio is issued to each student prior to the beginning of the first clinical placement.
- It provides records of skill's accomplished or achieved throughout the BSN program.
- The student assumes responsibilities, with the help of faculty /preceptor, for finding opportunities to practice skills relevant to the area of clinical placement.
- The students are responsible for safe keeping of this student portfolio and making it available and accessible, during the clinical placement.
- The Faculty /Instructor assess the student's performance in those skills signed by the student and acknowledge by signing in the designated space if the student has mastered the skills.

Operational Definition of Terms

The following terms are defined according to its utilization in this portfolio:

Essential Competency pertains to the required nursing knowledge and skills learned by performing nursing procedures through laboratory practice or in actual clinical setting.

Basic Skills refers to the fundamental nursing procedures learned and performed which is necessary in the provision of basic patient care.

Advanced Skills pertains to the nursing procedures that goes beyond the basic knowledge and skills required of nurses to provide advanced nursing care in relation to nursing specialization.

Observed pertains to the process of observation or monitoring of the nursing skills either performed or demonstrated by nurse professionals either in the laboratory or clinical area.

Performed refers to the nursing skills being carried out by the student nurse as part of implementing nursing responsibilities or demonstrated as part of laboratory evaluation.

Students Portfolio: Clinical Skills Monitoring Guidelines

- This student portfolio assists the faculty /preceptor in selecting learning experiences for the students.
- It enhances the student's self-learning activates by identifying and performing related skills in a particular clinical allocation.
- It supports evaluation of student clinical performance through monitoring the basic/essential skill listed in the portfolio.
- The student is expected to demonstrate safe level of performance in all essential basic skills with self-confidence, professional responsibilities and accountability upon completion of the BSN Program.
- The student is required to sign on the space of the observed procedure if available; this is to recognize how many **Times** the student has been exposed to such procedure.
- The student rates her/his **confident** (self-rating) after mastering the skills in terms of safety, accuracy and the therapeutic effect of a performed skills.
- The student is rated as **competent** by faculty/preceptor only when the student has mastered skills with safety, accuracy and related the therapeutic effect of performed skills to client's outcomes on assessment.
- The student is required to attain competency in all essential skills up completion of the BSN Program.

Rubric Guide for Nursing Competency

Domains	Scoring description	Scoring scale
Domain 1: affective domain	Excellent: the student is able to show effective and safe practice manner all the time.	3
	Very good: the student is able to show effective and safe practice manner with minimal need for guiding.	2
	Good: the student able to show effective and safe practice manner with frequent cues for guiding.	1
	Failed: the student unable to show effective and safe practice manner.	0
Domain 2: Knowledge domain	Excellent: the student is able to answer 90 - 100% of the questions related to the procedure completely.	3
	Very Good: the student is able to answer 76-89 % of the questions related to the procedure completely.	2
	Good: the student is able to answer 61 – 75 % of the questions related to the procedure completely.	1
	Failed: the student answers less than 60 % of the questions related to the procedure.	0
Domain 3: psychomotor domain	Excellent: the student demonstrates 90 – 100% of the steps of the procedure efficiently.	3
	Very Good: the student demonstrates 76 - 89 % of the steps of the procedure efficiently.	2
	Good: the student demonstrates 61 – 75% of the steps of the procedure efficiently.	1
	Failed: the student demonstrates less than 60% of the procedure.	0

**Nursing Competency List
Level 3**

Fundamentals of Nursing I lab (7401123) and II lab (7401116) and Clinical 7406105	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clin/Lab	Advance Skills Clin/Lab	Theory Class	Observed Sign	Performed Sign	Observed Sign	Performed Sign	
Performing Hand Hygiene								
Using Personal Protective Equipment								
Establishing and Maintaining a Sterile Field								
Applying and Removing Sterile Gloves (Open Method)								
Assessing Body Temperature								
Assessing a Peripheral Pulse								
Assessing Respirations								
Assessing Blood Pressure								
Assessing Pain								
Measuring Height and weight								
Measuring Oxygen Saturation								
Administering an Intradermal Injection								
Administering Subcutaneous Injection								
Administering Intramuscular Injection								
Administering Oxygen by Cannula, Face Mask								
Giving a Bed Bath								
Shampooing a Patient's Hair in Bed								
Assisting the Patient With Oral Care								
Teaching Moving, Leg Exercises, Deep Breathing, and Coughing								
Collecting a Urine Specimen for Culture and Sensitivity by Clean Catch								
Moving a Client Up in bed								
Turning the Client to the lateral or Prone position in Bed								
Assisting the client to sit on the side of the bed								
Transferring between Bed and Chair								
Transferring between Bed and Stretcher								
Assisting the Client to Ambulate								
Wound Care								
Administering Enema								
Insertion of NGT								
Removing a Nasogastric Tube								
Urinary Catheterization								

Instructors comments

Instructor Name:
Date:

Signature:

**Nursing Competency List
Level 4**

Health Assessment (7401125)	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/Lab	Advance Skills Clinical/Lab	Theory Class	Observed Sign	Performed Sign	Observed Sign	Performed Sign.	
Obtain a patient's comprehensive health history								
Conduct a complete General Survey.								
Perform physical examination for the Skin, Hair, and Nail.								
Perform the physical examination of the Head and Neck.								
Perform a physical examination for the Respiratory system.								
Perform physical examination for the Cardiovascular and Peripheral Vascular System								
Perform a physical examination of the Breast and Lymphatic system.								
Perform the physical examination for Gastrointestinal and Urinary system.								
Perform the physical examination of the Musculoskeletal system.								
Perform the physical examination of the Neurological system.								

Instructors comments

Instructor Name:
Date:

Signature:

**Nursing Competency List
Level 4/ Level 5**

Adult Health Nursing I, II,III,IV, and V 7406202, 7406204, 7406211, 7406213, 7406303	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theory Class	Observed Sign	Performed Sign	Observed Sign	Performed Sign.	
Infection control								
Performing Hand Hygiene								
Using Personal Protective Equipment								
Establishing and Maintaining a Sterile Field								
Applying and Removing Sterile Gloves (Open Method)								
Applying and Removing Sterile Gloves (Closed Method)								
Bed making								
Linen change unoccupied bed								
Linen change occupied bed								
Moving and lifting the Patient								
Moving a client up in bed								
Turning the client to the lateral or prone position								
Assisting the client to sit on the side of the bed								
Transferring patient between bed and chair								
Assisting the client to ambulate								
Patient hygiene								
Bed bath								
Oral hygiene/unconscious client								
Assessment*								
Assess temperature								
Assess blood pressure								
Assess pulse								
Assess respiratory rate								
Assess oxygen saturation								
Assess the pain								
Assess Blood glucose using Glucometer								
Assess Height and weight								
Measure accurate Intake and Output								
Head to toe physical assessment								
Administering Medication*								
Administering oral medication								
Administering an Intradermal Injection								
Administering Subcutaneous Injection								
Administering Intramuscular Injection								
Draw up 2 different insulins								
Administering Medication via metered Dose Inhaler (MDI)								
Nursing Care Pre and Postoperative								
Providing preoperative patient care: Hospitalized patient								
Providing preoperative patient care: Day of surgery								
Providing postoperative patient care when patient returns to room								
IV Therapy*								

IV insertion								
Administering Medications using IV Push		✓						
Administering medications using IV Pump		✓						
Assess IV site		✓						
Oxygen Therapy*	✓							
Administering O2 therapy using Nasal Cannula	✓							
Administering O2 therapy using Oxygen mask	✓							
Deep breathing and coughing exercises	✓							
Teaching the patient to use the incentive spirometry	✓							
Nasogastric Tube Care*		✓						
Inserting a Nasogastric Tube		✓						
Tube feeding/ residual check		✓						
Removing a Nasogastric Tube		✓						
Administering medication via NGT	✓							
Wound Care and Dressing*	✓							
Cleaning a sutured Wound								
Changing a Dressing on a wound with a drain	✓							
Suture and staple removal	✓							
Elimination management*	✓							
Administering Enema		✓						
Performing Urinary Catheterization		✓						
Lab test*								
Urine for culture	✓							
Sputum for culture	✓							
Specific gravity (urine)	✓							
Pain Management*	✓							
PCA pump		✓						
ECG								
Obtaining an Electrocardiogram monitoring		✓						
Care of Patients with Blood Disorders*	✓							
Management of blood transfusion		✓						
Care of Patients with Gastrointestinal System Disorders*	✓							
Ostomy (stoma site care)	✓							
Care for patient with Neurological Disorders	✓							
Seizure precaution	✓							

***the procedure should be done at level 5 course only.**

Instructors comments

Instructor Name:
Date:

Signature:

Nursing Competency List Level 6

Maternal Health Nursing I: Obstetrics Genetics, Embryology/Clinical 7406309, Maternal Health Nursing II: Gynecology/Clinical 7406311	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/Lab	Advance Skills Clinical/Lab	Theory Class	Observed Sign	Performed Sign	Observed Sign	Performed Sign	
Take comprehensive history for women.								
Conduct complete appropriate physical examination to the women according to women condition.								
Take quick history of labor.								
Perform urine dipstick								
Recognize and Perform abdominal grips for pregnant women.								
Auscultate fetal heart rate by Doppler Device								
Identify and Apply uterine assessment for postpartum women.								
Examine the placenta.								
Conduct complete appropriate immediate newborn care.								
Apply anthropometric measurements on the newborn baby.								
Conduct complete appropriate physical examination for baby.								
Obtain vital signs using the nursing technique at the appropriate time.								
Explain and Provide an appropriate health education related to women and their baby's needs.								
Use adult learning principles in the provision of information								
Provide preoperative nursing care for selected gynecological procedure.								
Provide postoperative nursing care for selected gynecological procedure.								
Explain the health education to the women regarding selected high-risk cases during pregnancy, labor and post-natal period.								
Monitor APGAR score								
Elective/Desirable procedures								
Understand indication and contraindication for Enema in Labor and Administer Enema								
Administer Intravenous fluid (IV fluid)								
Give baby vaccines								
Extract blood sample								
Perform Catheterization								
Understand and Perform Vaginal examination.								
Administer medication.								
Apply Cardiotocography (CTG)								
Monitor APGAR score								

Instructors comments

Instructor Name:
Date:

Signature:

**Nursing Competency List
Level 6**

Pediatric and Adolescents Health Nursing III: Pediatric and Adolescents Health/Clinical 7406313, Pediatric and Adolescents Health Nursing II:Premature and Neonates/Clinical 7406217	Methodology			Skills Lab		Clinical		Note
	Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical /Lab	Theory Class	Observed Sign	Performed Sign	Observed .Sign	
History taking								
Clinical and Neurological Examinations of Preterm and Full-term								
Pain assessment								
Growth measurement								
Physiologic measurement								
Pediatric physical Examination								
Immunization								
Collection of specimens • Fundamental procedure steps common to all procedures								
• Urine specimens								
• Blood specimens								
Administration of medication in pediatric • Determination of drug dose								
Oral administration								
Intramuscular administration								
Subcutaneous and intradermal administration								
Intravenous administration								
Procedures for maintaining respiratory function • Using oxygen delivery system								
Maintaining fluid balance • Measurement of intake and output								
Parental fluid therapy								
Feeding technique • Gavage feeding								
Gastrostomy feeding								
Procedures related to elimination • Ostomy care								
Suctioning • Nasal/oral								
Elective/Desirable procedures								
Tracheostomy care								
Endotracheal tube care								
Care of chest tube								
Nasoduodenal and Nasojejunal Tubes								
Total parental nutrition								

Instructor Name:

Signature:

Date:

Instructors comments

Instructor Name:
Date:

Signature:

**Nursing Competency List
Level 7**

Mental Health Nursing I Clinical 7406315, Mental Health Nursing II Clinical 7406317	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/Lab	Advanced Skills Clinical /Lab	Theory Class	Observed Sign	Performed Sign	Observed .Sign	Performed Sign.	
Utilizing the self-awareness and self-management skills								
Conducting therapeutic relationship								
Initiating and building trust phase								
Working phase								
Termination phase								
Performing the nursing observation and assessment process								
Observe and assess the appearance								
Assessment of thought								
Assessment of perception and feeling								
Assessment of the attention, concentration and insight								
Assessment of the behavior								
Assessment of the sleeping and eating manners								
Applying the nursing care plan								
Nursing Diagnosis								
Nursing interventions								
Nursing evaluation								
Conducting the process of recording								
Verbal and non-verbal communication of the student								
Verbal and non-verbal communication of the client								
Medication management								
Assessing the medication complain								
Observing and using the nursing intervention for the complications of each group psychiatric medication								
Applying the psychotherapy and social skill training								
Using the psychiatric principles and communication therapy skills								
Initiating the coping therapy								
Utilizing the social skills activities , recreation and occupational therapy								
Applying the individual and group therapy, psychoanalytical, cognitive or behavior therapies or any types of psychotherapy.								

Instructors comments

Instructor Name:
Date:

Signature:

**Nursing Competency List
Level 7**

Community and Public Health Nursing/Clinical 7406404, Promoting Community Health and Preventing Diseases/Clinical and Project 7406405	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theory Class	Obs erv ed Sig n	Perf orme d Sign	Obse rved .Sign	Perfo rmed Sign.	
Adult: Physical health examination								
Measuring Vital sign								
Administer oxygen by mask								
Administer oxygen by nasal cannula								
Using Nebulizer								
Removing medication from an ampule								
Removing medication from a vial								
Adult: Administer Intradermal injection								
Adult: Administer Intramuscular injection								
Adult: Administer Subcutaneous injection								
Providing Wound care								
Administer Glucose check								
Pediatric: Physical Examination								
Pediatric: Growth measurement								
Pediatric: Administer Immunization								
Pediatric: Administer Intramuscular injection								
Pediatric: Administer Subcutaneous injection								
Self-administered insulin								
Antenatal assessment								
Perform abdominal grips for pregnant women.								
Perform urine dipstick								
Auscultate fetal heart rate by Doppler Device.								
Breast feeding education								
Geriatric: fall prevention								
Geriatric: pain assessment								
Geriatric: administering tube feeding								
Family assessment								
Home visit								

Instructors comments

Instructor Name:
Date:

Signature:

**Nursing Competency List
Level 8**

Adult Health Nursing VI: Critical Care Nursing/Clinical 7406305	Methodology			Skills Lab		Clinical		Note
Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theor y Class	Obs erv ed Sig n	Perf orm ed Sig n	Obs erve d .Sig n	Perf orm ed Sig n.	
Tracheostomy care and suction								
Endotracheal tube care and suction								
Chest tube management								
Hemodynamic monitoring								
-Invasive								
-Non invasive								
Mechanical ventilation								
ECG Interpretation								
ABG (Arterial blood gas interpretation)								
Code blue								

Instructors comments

Instructor Name:

Signature:

Date:

**Nursing Competency List
Level 8**

Nursing Management & Leadership 7402407	Methodology			Skills Lab		Clinical		Not e
Essential Competency	Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theory Class	Observed .Sign	Perf ormed Sign .	Obs erved .Sign n	Perfo rmed Sign.	
Discuss management theories, principles and leadership theories relevant to nursing practice								
Identify roles and functions of the nurse Manager in planning, organizing, staffing, directing, and controlling.								
Describe the nurse manager's role in managing & handling resistance to change								
Differentiate between management and leadership								
Discuss leadership and management principles and theories relevant to nursing management								
Distinguish between different nursing care delivery systems								
Discuss relevance of nursing care delivery systems to scheduling and resources planning.								
Comprehend delegation process and its relevance to nursing and health care								
Discuss styles of leadership, effective communication, the importance of Motivation for organizations and individuals								
Communication, Information Technology,								
Develop teamwork skills								
Collaborate to finish team assignments								
Demonstrate effective listening skills								
practice documentation skills effectively.								
Calculate staffing pattern, staffing plan								
Handling conflicts in the clinical settings successfully.								
Utilize predetermined Standards & criteria to assess the Quality of nursing services provided at all organizational levels in clinical settings								
Apply decision making process in solving clinical problem								
Elective/Desirable procedures								
Critique utilize methods of evaluating personnel in appraising the performance of nursing personnel								
Examine the needs for, the objectives of and the scope of program areas of in-service training programs and its importance in promoting staff development.								

Instructors comments

Instructor Name:

Signature:

Date:

Competency List Level 8. Emergency, Trauma ,and Disaster Nursing /Clinical and Simulation 7406402		Methodology			Sk
Essential Competency		Basic Skills Clinical/ Lab	Advance Skills Clinical/ Lab	Theor y Class	On er ec Si n
1. Clinical Judgment & Critical Thinking	1.1. Apply advanced clinical reasoning and decision-making in assessing and managing emergency, trauma, and disaster patients across age groups. 1.2. Prioritize care based on severity (e.g., using the Emergency Severity Index – ESI).				
2. Rapid Assessment & Triage	2.1. Perform rapid primary (ABCDE) and secondary surveys in emergency settings. 2.2. Conduct triage in mass casualty and disaster scenarios using START or other recognized systems				
3. Emergency Procedures	3.1. Demonstrate proficiency in emergency nursing interventions (e.g., airway management, hemorrhage control, IV access, defibrillation, CPR). 3.2. Assist in advanced interventions (e.g., intubation, chest tube insertion).				
4. Disaster Preparedness & Response	4.1. Participate in simulation drills and demonstrate understanding of the hospital disaster plan. 4.2. Apply principles of disaster nursing including surge capacity, evacuation, and communication protocols.				
5. Interdisciplinary Collaboration	5.1. Work effectively within interdisciplinary teams (e.g., physicians, paramedics, disaster response units). 5.2. Communicate effectively during emergencies using SBAR or other frameworks.				
6. Ethical & Legal Accountability	6.1. Uphold ethical standards in decision-making during emergencies and disasters. 6.2. Demonstrate knowledge of legal aspects of emergency care (e.g., consent, documentation, Good Samaritan laws)				
7. Psychosocial Support	7.1. Provide psychological first aid to patients and families in				

	crisis. 7.2. Recognize signs of acute stress and post-traumatic stress disorder (PTSD).				
8. Use of Technology & Informatics	8.1. Utilize clinical technologies (e.g., monitors, defibrillators, portable ultrasound) accurately. 8.2. Document emergency interventions electronically and report critical incidents.				
9. Evidence-Based Practice	9.1. Apply evidence-based protocols in emergency and trauma care (e.g., ATLS, ACLS, PHTLS). 9.2. Reflect on clinical experiences to improve personal and team performance				
10. Cultural Competency & Human Dignity	10.1. Respect diverse cultural, religious, and linguistic needs in crisis situations. 10.2. Provide care that maintains dignity and respect during traumatic and end-of-life scenarios.				

Instructors comments

Instructor Name:

Signature:

Date: