

**Council for Technical Education & Vocational Training**

Sanothimi, Bhaktapur

**NURSING EVALUATION TOOLS**

**FOR**

**INTERNAL PRACTICAL**

**&**

**FINAL PRACTICAL EVALUATION**



**Proficiency Certificate of Nursing Program**

**CTEVT**

**2019**

# **Guideline for conducting Practical Examination of PCL Nursing**

## **Background**

This examination guideline is prepared based on the PCL Nursing Curriculum 2018 AD. So far the curriculum was revised; the tools and guideline for Practical examination is remain to revise. Therefore it is prepared with the objective of making standardization of examination among all nursing colleges affiliated to Council for Technical Education and Vocational Training (CTEVT) specially the practical examination both internal evaluation and the final Examination.

## **Objective**

- To make the standard of practical examination of PCL nursing in all institute / college affiliated to CTEVT.
- To help the institute to prepare the teachers, students and administration for quality examination ultimately the quality production of the graduates.
- To guide the teachers concerning to conduct the practical examination of different practical subjects.
- To support to prepare the students in preparing and attending examination confidently.

## **About the Guideline**

Guideline is based on the PCL Nursing curriculum revised on 2018. It covers both Internal assessment & and Final examination of practical subjects including the assignments for evaluation, mark allocation, responsible teachers and formats and tools to be used.

### **1. Internal Assessment:**

In Internal Assessment 50% of mark of practical subject allotted by Curriculum is used for formative evaluation of the psychomotor learning as per the mark division in curriculum. Since the area of evaluation and marks are divided for several procedures to be evaluated during the period of practical exposure in the various clinical and field areas as per the subject demand.

Area of assignment including its number and location and marks allocated for each assignment are presented to support the teachers. These are indicated in the summary sheet of each practical subject of each academic year.

One thing new change in the guideline is evaluation of maintaining Procedure Logbook, Regarding Procedure Logbook evaluation, once use this guideline the teachers need to evaluate the maintaining Procedure Logbook based upon the logbook prescribed by Nepal Nursing Council (NNC).

Each students and teachers are responsible to fill up the logbook .After student's proficient in skill learning in any procedure the teacher/supervisor will give her/his signature in the particular procedure in logbook. In the basis of completion of the procedure performance signature from the supervisor the external examiner will give final mark too. Therefore the students and clinical teacher must be careful to fill up and signature to secure the students mark of logbook in Final Examination.

### Who will be responsible for Internal Assessment?

The subject teacher and class coordinator will be responsible for Internal Assessment of all subjects needed to develop psychomotor domain of learning as prescribed by curriculum. The students' learning will be evaluated as indicated assignment and allocated marks for each assignment of each subject.

At the end of the practical performance the co-coordinator is responsible to collect the marks and submit to Examination Section of the Institute/College administration. Administration will submit the internal marks to Examination Controller's Office as per the policy and rule set by CTEVT.

### 2. Final Practical Examinations

Final practical examination will be conducted at the end of academic year as per rule of examination controllers' office CTEVT. The method, location, marks, and examiners for examination should be used as indication mentioned in the guideline. Therefore the institute including teachers and administrative staffs should be aware about this point and study the guideline carefully before managing the examination for each year of PCL Nursing program.

### Who will be involved in the examination?

S. N.	Persons to be involved in examination	Appointment	Role /Responsibilities	Remark
1.	Internal examiner	Concerned Subject Teacher in the institute	Arrangement of the students and examination area as indicated by guideline for particular Subject.  Conduct examination jointly with the external examiner. Keep the mark securely /confidentially Packing the mark as examination rule and regulation and submit it to the examination section in college	
	External Examiner	Nursing Administrator (/Nursing Director Nursing Officer (in-charge) from particular ward /community of practical areas	Conducts examination jointly with internal examiners examiner.	Examiners will be appointed by CTEVT in nomination of the institution /college
	Facilitator /invigilator	Appointed by principal of the institute/college among from the faculties	Arrangement of all the equipment and material needed for the examination. Help the students and examiners for the completion of the examination at time honestly and properly. Proper documentation of the	Facilitator must Conform about all the students, materials needed and proper information to the external examiner, examination center

			students' presence including attendance and symbol number and identification.	and all about the arrangement needed for examination
	Assistant support person(Lab boy)-one	Among all the office assistants	Assist to the Facilitator, examiners and the students in arrangement of all the examination activities	Should arrive all the material at examination location before starting the examination
	Driver /Helper (college vehicle)	college administration will manage if the college vehicle is to be used for examination specially in clinical /hospital	college will manage the presence of driver (college vehicle) to reach the student in hostel and all the materials used in examination	
	Administrative support person	Principal of institute /college will assign a person to be responsible from administration.	<p>Takes responsibility of the mark from examiners, packing, maintaining confidentiality, proper storing with security.</p> <p>Provide incentives to all team members involved in the examination as per rule of institute and CTEVT.</p> <p>Submit the marks and attendance sheet received from examiners to CTEVT at time as per rule of CTEVT</p>	
	Principal	Principal will be chairperson of the Examination committee in particular institute /college	<p>Call the Examination committee meeting.</p> <p>Preparing Practical examination Schedule and select and nominate the external examiners for each practical subject</p> <p>Submit the proposed examination schedule including nominated external examiners to examination control office, CTEVT and get approval.</p> <p>Complete all the examination honestly and confidentially as per rule of the CTEV</p> <p>Arrange to Submit all the marks maintaining privacy and confidentially to CTEVT authority at time as per rule of CTEVT.</p>	

**Note:**

- One responsible officer from CTEVT may be present in examination as an administrative Counseling of examination and facilitation to the team.
- Supervisor from CTEVT and the Representative from Forum for Health and Technical Science will visit the center if any unwanted issue is raised. (representative must be as per the subject matter )

## **Process of Examination**

### **Before examination preparation**

- Conform the subject and the location of the examination
- Ensure the information are reach to all necessary areas including students, examiners, examination areas and all the team members (date, time location and others)
- Ensure all the arrangement are complete
- Provided necessary instruction about the examination to examiners and teachers.
  - Admission card/Symbol numbers of the students
  - Number of students
  - Subjects
  - Method of examination as per the subject
  - Total marks and Pass marks
  - Mark division and method of examination between the external and internal examiners as indicated by guideline (But can develop consensus between external and internal examiners n possible areas.

### **During Examination**

- Check the arrival of all students at time and their symbol number and admission card
- Take attendance
- Make provision for not to expose with exam completed group
- Make the examination environment comfortable, relaxed and secured both for students and examiners.
- Ensure the behavior toward students maintaining the uniformity, equally and dignity of the students in relation of examination
- Ensure the examination methods and formats are used as properly as subject matters, allotted marks as per guideline.
- Decide to complete the examination as per the time given for a students as per guideline
- Remember to maintain the documentation in relation of the students attendance ,symbol number and mark obtained by a students

### **Post Examination**

- Ensure complete students have attended the examination
- Conform all the marks and formats are documented properly
- Complete all the marks and attendance sheet are packed/shield as per rule of the CTEVT maintaining privacy and confidentiality
- Handover the all the documents to institutional authority as per rule of CTEVT.

## Methods of Mentioned Examination and time spent by students

Various methods of examination and formats are included in practical final examination guideline based upon the subject and mark allocated. Indicated examination methods and time to spent are:

1. Procedure evaluation -- (20-25 minutes)
2. Viva/Oral—(10-20 minutes depending upon the mark allotted)
3. OSCE (Objective Structural Clinical Examination) – (20-30 minutes as allotted marks)
4. Need Based care of the patients – (20-30 minutes as per the condition of the patients)
5. Simulation--- (15—20 minutes as per the subject and marks allotted)
6. Attitude /Behavior
7. Maintaining /completion of Procedure Logbook provided (NNC)

### Note

- Viva in the hospital setting can be conducted during the performance or at last. The examination may be related to the actual procedure or other procedures needed by the patient
- The number of questioned to be asked and mark for each question is as per the mentioned in guideline.
- Question for OSCE/OSPE should be psychomotor domain and use of real objects, model ,instrument and dummy as per the subjects
- In method of Simulation , procedures and topic must be related to subject matter
- Final Mark must be submitted to CTEVT in two formats-Total Mark Sheet and enclosing the External and Internal Examiners Marks Sheet.

### Points to be remembered

- *Ask the students to bring NNC Logbook in Final Examination*
- *Conform the subject of examination, marks allocation, method of examination and formats to be used*
- *Maintain privacy ,confidentiality on the marks obtained by students*
- *Remember to provide marks for NNC Logbook fill up*

**FIRST YEAR**

**INTERNAL PRACTICAL  
EVALUATION TOOLS**

# **Evaluation Scheme**

**Subject: Community Health Nursing Practicum**

**Marks: 50**

**Total Hours: 210**

<b>S. N.</b>	<b>Activities</b>	<b>Marks</b>	<b>No of Assignment</b>
1	Log Book	5	1
2	Observation Reports/ Presentation	5	7 Organizational Visit
3	Community Survey	10	5 Families
4	Case study of high risk families	10 (5+5)	2 High risk families
5	Family Health Teaching	2.5	1
6	Community Health Teaching	2.5	1
7	Health Action	5	1 (group)
8	Data Presentation	5	1 (group)
9	Community Performance Evaluation	5	1
	<b>Total</b>	<b>50</b>	



# Council for Technical Education & Vocational Training

Sanothimi, Bhaktpur

**Course:** PCL Nursing  
**Subject:** Community Health Nursing-I  
**Year:** First  
**Area of Practice:** Community Field

**Student Name:**  
**Full Mark:** 5  
**Pass Mark:** 2.5  
**Obtained Mark:**

## 1. Log Book

**Directions:** Each student will maintain field log book during community field practicum and submit the logbook daily prior to visit.

S.N	Criteria	Given Marks	Obtained Marks
1.	States the objective of the day.	1	
2.	Describes the activities done	2	
3.	Evaluates objective of the day	0.5	
4.	Responds and improves the comments given by	1	
5.	Submits clear and concise logbook in time	0.5	
<b>Total</b>		<b>5</b>	

**Strength:**

**Areas to be improved:**

.....  
**Signature of supervisor**

.....  
**Date**

# Council for Technical Education & Vocational Training

## Sanothimi, Bhaktapur

Course: PCL Nursing  
Subject: Community Health Nursing-I  
Year: First  
Area of Practice: Different Organizations

Students Name:  
Full Mark: 5  
Pass Mark: 2.5  
Obtained Mark:

### 2. Observation Visit Report and Presentation

**Directions:** Group of students will prepare report on a visit to a different community organization and present the report in the classroom. Student will visit in the different organization as given in curriculum.

#### Organization to be visited

1. Milk Dairy
2. Water Plant
3. Child Rehabilitation Center
4. Geriatric Home
5. Waste Management
6. Differently able Rehabilitation Center
7. Occupational Health (Industries)

The student will be evaluated according to the following criteria and rating scale:

#### Key for Marking:

**Satisfactory**

1

**Good**

1.5

**Excellent**

2

S.N.	Criteria	1	1.5	2
1	Specifies the objectives of observation visit.			
2	Introduces the organization with its mission, vision, goal, objectives and activities.			
3	Identifies strengths and limitations of organization			
4	Presents learned information confidently and sequentially.			
5	Submits clear and concise report in time.			
	<b>Total</b>			

(Total mark is divided by 2)

**Strength:**

**Areas to be improved:**

.....  
**Signature of Supervisor**

.....  
**Date**

# Council for Technical Education & Vocational Training

## Sanothimi, Bhaktapur

**Course:** PCL Nursing  
**Subject:** Community Health Nursing - I  
**Year:** First  
**Area of Practice:** Community Field

**Student's Name:**  
**Full Mark:** 10  
**Pass Mark:** 5  
**Obtained Mark:**

### 3. Community Survey

**Direction:** Each student will conduct a survey of 5 families and will select two high risk families out of five. Following criteria and rating scale will be use for evaluation.

#### Key for Marking:

**Satisfactory**  
1

**Good**  
1.5

**Excellent**  
2

S.N	Criteria	1	1.5	2
1.	Identifies boundaries of a small community.			
2.	Draws a map of the community indicating major identities of community.			
3.	Conducts survey (5 families) of the community(Use of Family Folder)			
4.	Draws a population pyramid of survey			
5.	Uses an epidemiological approach (who, where, when, what) to identify common health problems.			
6.	Draws the bar graph of the health problem in survey population(present health problem only)			
7.	Calculates total number of births and deaths in past one year in survey population (One Year)			
8.	Analyzes condition of environmental sanitation in community			
9.	Analyzes impact of health service on health problems in the community			
10.	Prioritizes community level problems based on survey.			
	<b>Total</b>			

(Total mark is divided by 2)

#### Strength:

#### Areas to be improved:

.....  
**Signature of Supervisor**

.....  
**Date**

# Council for Technical Education & Vocational Training

## Sanothimi, Bhaktapur

**Corse:** PCL Nursing  
**Subject:** Community Health Nursing-I  
**Year:** First  
**Area of Practice:** Community Field

**Student's Name:**  
**Full Mark:** 10  
**Pass Mark:** 5  
**Obtained Mark:**

### 4. Case Study of High Risk Families

**Direction:** Each student will keep two family folders, which will include general family assessment; medical history and physical assessment of at least one adult in each family and family care plans. All components of the family folder will be evaluated according to the following criteria.

#### Key For Marking:

**Satisfactory**

**Good**

**Excellent**

1

1.5

2

S.N.	Criteria	1	1.5	2
1.	Communicates with family members and build rapport in order to work with them.			
2.	Collects detailed information of family members regarding medical history, nutritional status, immunization, FP, Sanitation.			
3.	Assesses health status of family members accurately (Use health assessment format)			
4.	Prioritizes on collected data and work accordingly			
5.	Plans and implements family care plan			
6.	Provides health teaching as needed (Informal)			
7.	Uses family folder to identify health and sanitation problem			
8.	Identifies cultural beliefs and practices in the families(Use family folder)			
9.	Recognizes the health hazard practice and suggest appropriate measures to prevent them			
10.	Evaluates health care activities as per plan.			
<b>Total</b>				

(Total mark is divided by 2)

**Strength:**

**Areas to be improved:**

.....  
**Signature of supervisor**

.....  
**Date**

# Council for Technical Education & Vocational Training

## Sanothimi, Bhaktapur

**Course:** PCL Nursing  
**Subject:** Community Health Nursing-I  
**Year:** First  
**Area of Practice:** Community Field

**Student's Name:**  
**Full Mark:** 2.5  
**Pass Mark:** 1.25  
**Obtained Mark:**

### 5. Family Health Teaching

**Direction:** Each student will be responsible for giving a well planned health teaching in the high risk family. The teaching will be evaluated through the following criteria

#### Key for Marking:

**Satisfactory**

**Good**

**Excellent**

1

1.5

2

S.N.	Criteria	1	1.5	2
1.	Identifies specific need for health teaching including topic and target group			
2.	Prepares objectives and lesson plan			
3.	Assesses level of knowledge of group being taught			
4.	Prepares and use appropriate visual aids from local material, as much as possible			
5.	Organizes time and place coordinating with the family and other relevant people			
6.	Uses simple language appropriate to group			
7.	Provides accurate up – to – date information confidently			
8.	Communicates Clearly (audible and pleasant) voice			
9.	Encourages active group participation			
10.	Summarizes and evaluate her own teaching performance			
<b>Total</b>				

(Total Mark is divided by 8)

**Strength:**

**Areas to be improved:**

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**Signature of Supervisor**

.....  
**Date**

# Council for Technical Education & Vocational Training

## Sanothimi, Bhaktapur

**Course:** PCL Nursing  
**Subject:** Community Health Nursing-I  
**Year:** First  
**Area of Practice:** Community Field

**Student's Name:**  
**Full Mark:** 2.5  
**Pass Mark:** 1.25  
**Obtained Mark:**

### 6. Community Health Teaching

**Directions:** Group of student will be responsible for giving a well planned health teaching in community or school or any other social organization. The teaching will be evaluated through the following criteria:

#### Key for Marking

**Satisfactory**  
1

**Good**  
1.5

**Excellent**  
2

S.N.	Criteria	1	1.5	2
1.	Identifies specific need for health teaching including topic and target group			
2.	Prepares objectives and lesson plan			
3.	Assesses level of knowledge of group being taught			
4.	Prepares and use appropriate visual aids from local material, as much as possible.			
5.	Organizes time and place coordinating with the family and other relevant people.			
6.	Uses simple language appropriate to group			
7.	Provides accurate up – to – date information confidently			
8.	Communicates Clearly (audible and pleasant) voice			
9.	Encourages active group participation			
10.	Summarizes and evaluate her own teaching performance			
<b>Total</b>				

**Strength:**

(Total Mark is divided by 8)

**Areas to be improved:**

.....  
Signature of Supervisor

.....  
Date

# Council for Technical Education & Vocational Training

## Sanothimi, Bhaktapur

**Course:** PCL Nursing

**Subject:** Community Health Nursing - I

**Year:** First

**Area of Practice:** Community Field

**Student's Name:**

**Full Mark:** 5

**Pass Mark:** 2.5

**Obtained Mark:**

### 7. Health Action

**Directions:** Each student will plan and conduct a small community level health action (e.g. motivation for community clean-up, kitchen garden, sarbottam pitho, pit latrine, gardens, EPI, etc.) based on data from survey. A weekly seminar will be conducted to discuss problems and action in the class room.

#### Key for Marking:

**Satisfactory**  
1

**Good**  
1.5

**Excellent**  
2

S.N	Criteria	1	1.5	2
1.	Identifies one community health problem based on observation and survey			
2.	Uses epidemiological approach (who, when, where, what) to describe problem and plan an action according to it.			
3.	Presents objectives of health action			
4.	Conducts health action according to plan			
5.	Evaluates health action in terms of objectives			
<b>Total</b>				

(Total Mark is divided by 2)

#### Strength:

#### Areas to be improved:

.....  
**Signature of Supervisor**

.....  
**Date**

# Council for Technical Education & Vocational Training

Sanothimi, Bhaktpur

**Course:** PCL Nursing

**Subject:** Community Health Nursing-I

**Year:** First

**Area of Practice:** Community Field

**Student's Name:**

**Full Mark:** 5

**Pass Mark:** 2.5

**Obtained Mark:**

## 8. Data Presentation

**Directions:** Each student will discuss problems and present findings in the community. The presentation will be evaluated according to the following criteria and rating scale:

### Key for Marking:

Satisfactory  
1

Good  
1.5

Excellent  
2

S.N	Criteria	1	1.5	2
1.	Uses epidemiological approach (who, when, where, what) to describe problem			
2.	Presents objectives of data presentation			
3.	Presents data according to survey with map and points out the need of community			
4.	Uses appropriate audiovisual aids to present data.			
5.	Receives feedback and communicates according to it.			
Total				

(Total Mark is divided by 2)

**Strength:**

**Areas to be improved:**

.....  
**Signature of Supervisor**

.....  
**Date**



# Council for Technical Education & Vocational Training

## Sanothimi, Bhaktapur

**Course:** PCL Nursing  
**Subject:** Community Health Nursing – I  
**Year:** First  
**Area of Practice:** Community Field

**Student's Name:**  
**Full Mark:** 5  
**Pass Mark:** 2.5  
**Obtained Mark:**

### 9. Community Performance Evaluation

**Directions:** Each student will spend 6 weeks in the Community for acquiring skills in Community Health of nursing. The expected behavior of the student in their community practice is given below. Each student will be evaluated during her community practice.

**Key for Marking:**

**Satisfactory**  
1

**Good**  
1.5

**Excellent**  
2

S.N.	Expected Behavior	1	1.5	2
<b>1.</b>	<b>Communication :</b>			
	1.1 Demonstrates respect to teachers/families/colleges			
	1.2 Communicates with clients/family to express their feelings.			
	1.3 Demonstrates concern and care while communicating with client/family.			
	1.4 Responds the client's/family's queries politely.			
<b>2.</b>	<b>Nursing Process :</b>			
	2.1 Assesses the clients/families problems			
	2.2 Takes relevant history			
	2.3 Relates data from history and physical examination as identified			
	2.4 Prioritizes the client' problems using Maslow's hierarchy of needs.			
	2.5 Formulates realistic objective of the client's care.			
	2.6 Prepares a plan of nursing actions that are within her scope of practice.			
	2.7 Shows respect client's preferences in planning for his/her care.			
	2.8 Implements the plan of nursing actions to solve the client' problems.			
	2.9 Involves the client and family in his/her cares as far as possible.			
	2.10 Evaluates and revise the care plan according to the changing needs of the client.			

	2.11 Collaborates with other community health team members in the provision of total patient care.			
	2.12 Records the care given in the log book.			
<b>3.</b>	<b>Professional Development:</b>			
	3.1 Arrives on duty at time.			
	3.2 Demonstrates professional behavior by e.g. being neat, tidy and polite			
	3.3 Work in team			
	3.4 Submit all assignments in time			
<b>Total</b>				

(Total Mark is divided by 8)

**Strength:**

**Areas to be improved:**

.....  
**Signature of Supervisor**

.....  
**Date**

## Family Folder for Community Survey

Interviewee:

[illegible]

## Council for Technical Education & Vocational Training Center

## Sanothimi, Bhaktapur

**Instruction: Fill the household information format with the information of family members living apart from the house.**

[illegible]

**Council for Technical Education & Vocational Training Center**  
**Sanothimi, Bhaktapur**

**Instruction: Fill the household information format with the information of family members sharing the same kitchen at the time of interview.**

Household Information							
Copy the name of your family members from Previous Page	Occupation/Income Adequate to family expenses Inadequate to family expenses Adequate to Save	Religion	Health Problems			Place of birth under five (Home/Institution)	Cause of Death If any (within 12 month) Name, Sex, Age, Relationship Cause
			Past (within 12 month)	Present (within 2 weeks)			
				Problem	Treatment		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

# Council for Technical Education & Vocational Training

Sanothimi, Bhaktapur

**Instruction:** Fill the complete information related to family planning methods used by married couple, related to immunization of under five children and immunization of child bearing women & school immunization. Consult concerned individual for FP related information.

**Indicate the SN or Short name in case of more than one family member's information on FP & Immunization**

Family Planning and Immunization									
Family Planning		Immunization of Under Five Children					Immunization of Child Bearing Women	School Immunization	
Temporary Methods	Permanent Method	BCG (1)	Pentavalent (DPT.HepB.Hib) (1,2,3)	Polio (1,2,3)	Measles (1)	JE(1)	TT (Pregnant)(2)	TT (5)	TT (Grade 1)
<b>1. Natural Method</b> LAM Safe Period (Specify) Coitus Interruptus <b>2. Chemical Method</b> Foam Tablet (Kamal) Jelly, Paste & Cream <b>3.Mechanical Method</b> Condom IUCD Diaphragm/Cervical Cap <b>4.Hermonal Method</b> Oral Pills Depo-Provera Norplant	Vasectomy Mini Lap Laparoscopy								

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

# Council for Technical Education & Vocational Training

Sanothimi, Bhaktapur

**Instruction:** Fill the complete information related to household characteristics.

Household Characteristics				
Main Source of Drinking Water	Water Purification Method	Types of fuel for cooking	Kitchen Garden	Type of Toilet
(Piped Water/Tube well/ Dug Well/Rain Water/Spring Water/ Tanker Truck/Bottled Water Other (Specify)	(Boiled/Add Bleach/Chlorine/ Piyush/Water Guard/Use Filter/ Solar Disinfection/Euro Guard)	(Electricity/LPG Gas/Bio Gas/ Kerosene/Coal/Lignide/ Wood/Straw/Shrubs Agricultural crop/Animal Dung)	Yes/No	(Water Seal /Pit Latrine/ Eco-san/ No toilet Facility)

**Council for Technical Education & Vocational Training**  
**Sanothimi, Bhaktapur**

**Instruction:** Fill the complete information related to household characteristics.

Household Characteristics			
Types of drainage	Disposal of Refuse	Animal Husbandry	Pet Animal Yes/NO
(Flush to Piped Sewer System/ Flush to Safety Tank/Flush to pit / Open drainage)	(Burning/Dumping/ Sanitary Landfill/ Composting/ Earth Worm Plant/ Given to Municipality Tanker/ Local NGO's)	<b>Yes/No</b> If yes, separated/ combined shed	<b>If yes, Specify</b>