

Council for Technical Educational and vocational Training
Sanothimi, Bhaktapur

Internal Evaluation Tools
Leadership and Management

Council for Technical Educational and vocational Training
Sanothimi, Bhaktapur

Evaluation Scheme

Name of Institute:

Year: Third

Subject: Leadership and Management (8 weeks)

Total Marks: 50

Clinical Area:

Direction: The students should be exposed for 4weeks in hospital and for 4weeks in community. Student's clinical and community practice will be evaluated as mention criteria below.

S. No.	Activities	Marks	No of assessments
A	Hospital Management		
	1. Clinical Management Performance	10	Individual
	2. Staff Development Program	10	Group
	3. Management Problem solving approach	10	Individual
	Total	30	
B	Community Management		
	1.Community Health Management Performance	5	Individual
		5	Group
	2.Staff Development Program	5	Individual
	3.Management Problem solving approach.		
		5	Group
	4.Observation Visit		
	Total	20	

Council for Technical Educational and Vocational Training

Sanothimi, Bhaktapur

Course : PCL Nursing
Subject : Leadership and Management (Hospital)
Year : Third
Area of Practice:

Students Name :
Full Mark : 10
Pass Mark : 5
Student's Mark:

Clinical Management Performance

Directions: Each student will be exposed in medical surgical ward to practice the hospital management for 4 weeks. She/he has to work all 3 shifts (morning, evening and night) and play a role of ward in-charge of a unit for 1 week. Evaluation of the students will be done according to following criteria.

Key for Marking:

Satisfactory

Good

Excellent

1

1.5

2

S.N	Criteria	1	1.5	2
1.	Communication:			
	1.1 Communicates with respect, dignity and value with patient, families and hospital personnel and subordinate colleagues.			
	1.2 Listens to patient 's problems when making nursing rounds.			
	1.3 Explains effectively the hospital policies to the patient .			
	1.4 Listens to problems of students and hospital personnel during duty hour.			
2.	Assessment:			
	2.1 Identifies the problems / need of patient.			
	2.2 Assessthe number of staff available to manage the ward activities.			
	2.3 Identifies individual staffs needs, preferences and areas of strengths and limitations before making assignment			
	2.4 Assess the amount of supplies needed for the day/ week and checks their conditons.			
	2.5 Assessthe number and nature of activities in the hospital unit (e.g. medical ,surgical procedures, special treatment and care etc.)			
3.	Planning:			
	3.1 Sets objectives for the day and prioritizes according to importance.			
	3.2 Assess thelevel and ability of students,subordinates and staffs.			
	3.3 Assign in advance and discusses with staff/ students about their views on assignment			

	3.4 Delegate the responsibilities for completion of their assignment .			
	3.5 Prepares all charts and essential items needed before doctor's round.			
	3.6 Plans and prepares equipment and supplies which are needed for 24 hours.			
4.	Implementation:			
	4.1. Gives detail report of the patient's condition to staff during hand-over between shifts			
	4.2. Tries to solve the identified problems of patient as required			
	4.3. Prepares the patient for examination and assist the doctor when necessary, in performing special procedures			
	4.4. Shows interest by listening and asking questions to *doctors related to the patient's condition and treatment which will help in providing care			
	4.5. Implements all STAT orders and maintain its documentation and information at time .			
	4.6. Supervises and maintain pleasant environment of unit/ward			
	4.7. Motivates all the staff in maintaining universal precaution for infection control and proper dispose of hospital waste.			
	4.8. Supervises supporting staff and guides the junior nursing students when necessary to develop nursing skills			
	4.9. Carries out disciplinary measures tactfully when it is necessary			
	4.10. Gives health teaching to clients and families as needed and whenever possible.			
	4.11. Maintain proper documentation and information system			
	Evaluation:			
	5.1 Evaluates the nursing care given by subordinates as per their objective .			
	5.2 Evaluates the performance of all subordinate as per the Assignments.			
	5.3 Evaluates own strengths and limitations in management and demonstrate positive attitude			
	5.4 Accepts comments and suggestions on his/her performance given by senior and supervisors			

Strengths:

(Total mark divided by 6)

Area to be improved:

.....
Signature of Supervisor

.....
Date

Council for Technical Educational and vocational Training

Sanothimi, Bhaktapur

Course : PCL Nursing
Subject : Leadership and Management (Field)
Year : Third
Area of Practice: Observation Visit of different Organizations

Students Name :
Full Mark : 5
Pass Mark : 2.5
Student's Mark:

Observation Visit

Directions: Students will visit different organization (NAN, Janaswasthya Kendra, local facility according to federal structure) and prepare and submit clear, concise report in time. The marks will be offered as the given rating scale.

Key for Marking:

Satisfactory

Good

Excellent

1

1.5

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 accurately and sequentially.			
5	Submits clear and concise report in time.			
	Total			

Strengths:

(Divide total mark by 2)

Area to be improved:

.....
Signature of Supervisor

.....
Date

Council for Technical Educational and vocational Training

Sanothimi, Bhaktapur

Course : PCL Nursing
Subject : Leadership and Management (Field)
Year : Third
Area of Practice:

Students Name :
Full Mark : 5
Pass Mark : 2.5
Student's Mark:

Community Health Management Performance

Direction: The groups of students will be posted for 3 weeks in community setting to gain knowledge and skill in Metropolitan level management. Each student will analyze the administrative aspects of health care. The administrative field performance will be evaluated according to the following criteria.

Key for Marking:

Satisfactory

Good

Excellent

1

1.5

2

SN	Criteria	1	1.5	2
1.	Draws an organogram of the Metropolitan health care system.			
2.	Identifies the priority health needs in the assigned Area.			
3.	Identifies the management activities of the health post/Janaswasthya Kendra in providing health care.			
4.	Identifies resources within the Metropolitan which could contribute to improving the health status of the people			
5.	Identifies actual and potential inter-sectoral collaboration with other development groups.			
6.	Analyzes the strengths and limitations of various methods in promoting community participation.			
7.	Identifies the extent to which Metropolitan health services develop and encourage self reliance in the villages.			
8.	Analyzes Metropolitan level and health post level health services according to need of target population.			
9.	Observes the strengths and limitations of team work at the health post and JSK			
10.	Identifies actual and potential health activities that health post nurses are involved with.			
11.	Recognizes job descriptions of the health post/ JSK health nurses.			

12.	Plans work schedule for one week at health post /JSK			
13.	Evaluates the supervisory activities of the related in-charge.			
14.	Identifies administrative problems and solve it as necessary.			
15.	Give recommendation to health post and JSK administrative problems.			

Strengths:

(Divide total marks by 6)

Area to be improved:

.....
Signature of Supervisor

.....
Date

Council for Technical Educational and vocational Training

Sanothimi, Bhaktapur

Course : PCL Nursing
Subject : Leadership and Management
Year : Third
Area of Practice: Community

Students Name :
Full Mark : 5
Pass Mark : 2.5
Student's Mark:

Management Problem solving Approach

Direction: During the student In-charge ship period students will identify one problem and solve it. The marks will be offered as the given rating scale.

Key for Marking

Satisfactory

Good

Excellent

1

1.5

2

S.N.	Criteria	1	1.5	2
1.	States clearly one administrative problem, which she identified during the student In-chargeship			
2.	Explains the steps taken to investigate the problem			
3.	Identifies alternative solutions to the problem			
4.	Takes the appropriate action to solve the problem			
5.	Evaluates the outcome of the action taken to solve the problem			
Total				

Strengths:

(Divided total marks by 2)

Area to be improved:

.....
Signature of Supervisor

.....
Date

Council for Technical Educational and vocational Training
Sanothimi, Bhaktapur

Course : PCL Nursing
Subject : Leadership and Management
Year : Third
Area of Practice: Hospital

Students Name :
Full Mark : 10
Pass Mark : 5
Student's Mark:

Problem solving Approach

Direction: During the student In-charge ship period students will identify one problem and solve it. The marks will be offered as the given rating scale.

Key for Marking

Satisfactory

Good

Excellent

1

1.5

2

S.N.	Criteria	1	1.5	2
1.	States clearly one administrative problem, which she identified during the student In-chargship			
2.	Follows the steps to solve the problems			
3.	Thinks alternative solutions to solve the problem			
4.	Identifies the appropriate action to solve the problem			
5.	Evaluates the outcome of the action taken to solve the problem			
Total				

Strengths:

Area to be improved:

.....
Signature of Supervisor

.....
Date

Council for Technical Educational and vocational Training

Sanothimi, Bhaktapur

Course : PCL Nursing
Subject : Leadership and Management
Year : Third
Area of Practice: Hospital

Students Name :
Full Mark : 10
Pass Mark : 5
Student's Mark:

Staff Development Program

Direction: Students will be responsible to give one planned in-service education (staff development program) based on identified the staff need in group at Hospital/ community setting.

Key for Marking:

Satisfactory

Good

Excellent

1

1.5

2

S.N.	Criteria	1	1.5	2
1.	Assess the staff need for in-service education and the target group			
2.	Assess level of knowledge and number of participants			
3.	Plan the program of in-service education including date, time, participants, venue, resource needed and other necessary arrangement.			
4.	Communicate about the program to all related authorities and participants			
5.	Prepares lesson plan according to the topic completely			
6.	Creates the pleasant learning environment in classroom.			
7.	Prepares and uses appropriate, AV aids and methodology related to the topic.			
8.	Teaches effectively using communication clearly confidently as in understand level of the participants			
9.	Uses accurate and current information, mastery of knowledge.			
10.	Maintain eye contact with participants			
11.	Encourages active group participation			
12.	Praise and positive response to the participants query and questions			
13.	Summaries the content at last of the session			
14.	Self- evaluation in her own teaching performance			
15.	Maintains the self - grooming, attitude and personality.			
Total				

Strengths:

(Divide total mark by 6)

Area to be improved:

.....
Signature of Supervisor

.....
Date

Council for Technical Educational and vocational Training

Sanothimi, Bhaktapur

Course : PCL Nursing
Subject : Leadership and Management
Year : Third
Area of Practice: Community

Students Name :
Full Mark : 5
Pass Mark : 2.5
Student's Mark:

Staff Development Program

Direction: Students will be responsible to give one planned in-service education (staff development program) based on identified the staff need in group at Hospital/ community setting.

Key for Marking:

Satisfactory

Good

Excellent

1

1.5

2

S.N.	Criteria	1	1.5	2
16.	Assess the staff need for in-service education and the target group			
17.	Assess level of knowledge and number of participants			
18.	Plan the program of in-service education including date, time, participants, venue, resource needed and other necessary arrangement.			
19.	Communicate about the program to all related authorities and participants			
20.	Prepares lesson plan according to the topic completely			
21.	Creates the pleasant learning environment in classroom.			
22.	Prepares and uses appropriate, AV aids and methodology related to the topic.			
23.	Teaches effectively using communication clearly confidently as in understand level of the participants			
24.	Uses accurate and current information, mastery of knowledge.			
25.	Maintain eye contact with participants			
26.	Encourages active group participation			
27.	Praise and positive response to the participants query and questions			
28.	Summaries the content at last of the session			
29.	Self- evaluation in her own teaching performance			
30.	Maintains the self - grooming, attitude and personality.			
Total				

Strengths:

Area to be improved:

.....
 Signature of Supervisor

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 Date