PCL NURSING EXAMINATION GUIDELINE

&

TOOLS

for

PRACTICAL EXAM

(FINAL)

Third Revision 2076

Prepared by

Curriculum/Polytechnic/Exam Division (2058)
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Curriculum Division
CTEVT
Sanothimi, Bhaktapur

Practical Final Examination

First Year

Examination scheme

Pass mark -50 % of total mark

S.No	Subjects	Final Examination	Marks
		Evaluation Method	150
		Procedure Evaluation-	120
		Viva	20
		Attitude/Behaviour	05
	Fundamental of Nursing (Practical)	NNC Logbook evaluation (External Examinor)	05
		Evaluation Method	50
	Community Health Nursing (Practical)	Viva Simulation	25
		_	25

Placement and method of Examination for Final Practical Examination

S.N.	Year	Subject	Area	Total Mark	Types of Exam and mark distribution
1	First Year	Fundamental of Nursing	Hospital settingMedical WardSurgical Ward	150	 Procedure120 Viva20 Attitude and Behavior10
		2. CHN – I	Institutional setting (College)	50	Simulation25Viva25
2	Second Year	Medical Surgical Nursing –I	Hospital settingMedical WardSurgical Ward	75	Procedure50Viva25
		2. Medical Surgical Nursing-II	Institution set up (College)	50	• OSCE40 • Viva10
		3. Nursing Care of Children	Hospital Setting upMed/Surgical Ward	50	Procedure35Viva15
		4. Geriatric Nursing	Institutional setting	25	• Viva-25
		5. Community Health Nursing II	Institutional setting • (College)	50	Simulation40Viva10
		6. Mental Health Psychiatric Nursing	Institutional(College)	25	• Viva25
3	Third Year	Leadership & Management	Institutional setting	50	Simulation40Viva10
		2. Midwifery – I	Hospital setting ANC clinic or Institutional setting (College)	50	 ANC procedure/ OSCE40 Viva10
		3. Midwifery – II	• Institutional (College)	50	OSCE/Simulation40Viva10
		4. Midwifery – III	Hospital setting Postnatal ward or Institutional setting	50	 Postnatal Procedure/OSCE40 Viva10

Note: Simulation of the Leadership Management will be conducted in two group (20*20=40) One group for CHN and other for Hospital). This procedure will be held at last of the clinical Practicum and the marks will be secured for final examination.

1. Who will be responsible for conducting examination?

Examination controller, Council for Technical Education and Vocational Training (CTEVT,) will be responsible for the management of final examination. The school and the Nursing Desk,(Nursing Committee). Forum for Health & Technical Science (FHTS) will help the CTEVT in line of preparing to conduct the final Practical Examination

The concerned School/Institution will arrange for the examination in their particular clinical /institutional setting. They will provide the environment of examination and arrangement of the material needed for examination and nomination of the examiners and receive approval from the CTEVT.

2. Arrangement of Examiners & Supervisors

Two examiners Internal and External will be appointed by the CTEVT in nomination of the institution and the examination will be conducted jointly with them.

- a. Internal Examiner ----Concerned Subject
- b.External Examiner-----Nursing Administrator(Matron/Nursing Director of the clinical areas (hospital) where the students are exposed to practice or the Ward In-Charge or Supervisor as nominated by the Nursing authority. But it is require to have at least the Bachelor of Nursing to be a examiner.

3. Persons involved in the examination and their role

S.N	Responsible persons	Area of appointment	Role and Responsibility
1.	Internal Examiner	Concerned Subject Teachers	 Arrangement of the students and examination area as per the 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 authority (examination section or chief of the program.
2	External Examiner	- Matron or supervisor or sister in charge from the area of clinical placement as appointed by nursing authority of concerned area.	 Conduct examination jointly with the internal examiner. Keep the mark securely /confidentially Packing the mark as examination rule and regulation and submit it to the authority(examination section or chief of the program

3	Invigilator	- Teachers from	Help the students and examiners for the completion
		concerned faculty	of the examination at time honestly and properly.
			Manage all the equipment and material needed for the examination. Keep the record of the students and examiner securely and properly.
3.	External Observer	- Senior person from concerned senior faculty as appointed by CTEVT / FHTC if necessary	As per guideline provided by the CTEVT/FHTS
4	Exam Superintendent	- Principal of concerned School / Institution	Arrangement of the examination as per demanded by the curriculum Maintains the ethic of the examination keeping confidential of the mark obtained by the student by using proper method Submit the mark to the examination controller office, CTEVT at time.

4. Process of Examination

A. Guideline for Examination in Hospital setting

- 1. Call 4-6 students at a time
- 2. Check the Roll No. and take students signature on attendance list.
- 3. Make choose a paper telling which procedure to perform and which patient.
- 4. Inform the student when to start.
- 5. Show the paper with assignment to the person supervising the student.
- 6. Allocated time for performance ½ and hour.
- 7. Tell where the equipment and trolley or trays are collected for use.
- 8. Equipment may be placed in Supervisors'
- 9. Discuss the problem with **invigilator** if some equipment is not available.
- 10. Decontaminate/clean the used equipment and replaced properly.

I. Information to be provided to the students and examiners

- 1. The college will inform the students about the practical examination schedule which is prepared
- 2. Jointly with CTEVT and FHTS
- 3. Arrange the examination as guided by the examination guideline (2071) and manage jointly with
- 4. The team as mentioned.
- 5. Facilitator will be responsible for supporting the students and examiners to make available
- 6. Necessary material for exam and release the students in group. After preparing the practical examination she should.
- 7. Call the students in group (4-6 at a time)
- 8. Ensure the symbol number and Admit Card and verify with student's list.
- 9. Register the name of students in examination sheet.
- 10. Distribute the assignment for examination by lottery system (Procedure / case for total care) as per demand of the subject
- 11. Inform the students about total time allocation for exam (20-30 units)
- 12. Inform the students and examiners
- 13. Where the equipments are collected that may be procedure room or separate if the examination is in the clinical site otherwise the room arrangement in the institution.

II. The students 'Preparation

- > : Students are required to present in examination with :
 - Full Uniform
 - Roll No. (Symbol number given by the CTEVT)
- Equipment
- Pen, red/blue
- Scissors
- Scale
- Nail cutter
- Copy book
- Watch
- **Transportation**: The college /school will be responsible for the students in **hostel** to provide transportation to reach at sharp time <u>in</u> examination spot Other Students themselves are responsible to be present in practical area according to time given time **sharp**. After arrival stay in given place until called.

Points to REMEMBER

Wash Hand before and after procedure and as per needed. Put special towel for this on trolley.

Use gloves for "universal precautions" wash hand before returning to bucket.

Don not forget charting – write in note book and show to supervisor before writing in the pt's chart.

B. Guideline for Examination for Viva and Simulation

I. Simulation

The examiner gives a topic for examination creating an artificial scenario like a Client or Family member as per the topic and the student will be play a role of nurse and perform accordingly as the assigned topic.

- Health teaching
- Taking history
- Physical examination etc.

The Student must will use available resource selecting as need as per appropriate to the topic for the performance. Therefore the facilitator should assemble the material needed as asked by the subject for simulation in examination location

Materials needed

Flip chart, Family Planning devices, instrument used drugs, forms and other material as per the subjects

II. Viva

- Oral examination will be held in nursing campus.
- 10 to 15 minutes will be allocated for each student
- Five questions will be asked to each student by examination team.
- Questions should be related only to practical, field areas as per subject
- Oral Examination and simulations should be evaluated according to given evaluation criteria
- Discuss and divide the questioned to ask between two examiners to avoid the duplication and repetition of the similar question for a student.
 - Marks should be divided according to guideline

- Examinees should ask at least **5 questions** to each student, each question contains 2 marks.
- Examiner should write students obtained marks in given format.
- Make total obtained mark in combination of **external** and **internal examiners** compile, write the total mark in given format and submit the final students' obtained marks in given format by CTEVT.
- Remember to pack both format of making **as external/ internal** mark and Total Obtained mark format.

Note:

Viva portion in the hospital setting examination 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, e.g.; about procedure, rationale, evaluation, etc.

C. Guideline for Examination for OSCE (Objective Structural Clinical Examination)

- Internal examiner is responsible for OSCE and external examiner will conduct viva
- Divide the mark as guided by guideline
- The internal examiner should set the skill based questions previously and make ready

Remember

Question should be skill /Psychomotor domain based

- Arrange 5 to 10 tables for setting the station, each station should be labeled of slip with station number
- Display the questions to be asked in each station
- Display the material in particular station as per the question to be planned in that station
- Call the student as per the number of station set at a time and distribute them the number of station by lottery system.
- The students will select & sit in the station chair and write the answers as per the question asked in station.
- The each students gets 2 -5minutes for each station
- The invigilators should observe whether the students completely took round all station or not.
- The invigilators will observe the students and time and ring the bell to indicate the time.

- Students will leave he question in station and took round only the answer sheet.
- The student will change the station accordingly takes around up to all station and leave their answer sheet to internal examiner.
- The internal examiner or combined with externals examiner will check all the answer sheets and mark the copy.
- External examiner can take responsible of viva

Tea Break

Before or after examination as told by invigilator Students who have finished exams are not allowed to mix with group wait for their turn.

D. Tools and Formats used in examination

Evaluation Tools and Marking Formats should be used as indicated by the guideline. The type of formats and sample tools are shown in the annex.

Sample Formats included:

- ➤ Criteria for Evaluating Final Practical Performance(Rating Scale) for Fundamental of Nursing, Medical Surgical Nursing and Midwifery III
- > Formats for Oral Examination
- > Formats for Simulation Exam
- Mark Calculation Sheet for External and Internal Examiner
- Format for Total Mark (Internal examiner and External Examiner) obtained by student to be dispatch to the CTEVT, Office of Examination Control will be receive from CTEVT

Summary of Practical Examination

I. Internal Assessment and Final Examination

PCL Nursing

SN	Subjects	Internal Examination • Total marks= 150 • Pass marks = 60 (40%)	Total marks	Final Examination Total marks=150 Pass marks = 75 (50%)	Marks	Pass marks
		Evaluation Scheme	150	Evaluation Method	150	
		1. Patient Assessment: (20)		Procedure Evaluation-	120	
		* History taking	10	Viva	20	
		* Physical Assessment	10	Attitude/Behaviour	05	
	Fundamental of	2. Nursing care plan	20	NNC Logbook evaluation (External Examiner)	05	
	Nursing (Practical)	3. Health Teaching	20			
		4.Procedure Log Book	10			
		5.Clinical Performance Evaluation	50			
		6.Procedure evaluation Surgical Ward	10			
		7.Procedure evaluation Medical Ward	10			
		8. Drug card	10			
		Evaluation Scheme	(50)	Evaluation Method	50	
		1. Log Book	5	Viva	25	
		2.Observation visit /Report Presentation	5	Simulation	25	
	Community Hoolth	3. Community Survey	10			
	Community Health Nursing (Practical)	4. Health Teaching	2.5+2.5=5			50
	Truising (Fractical)	5. Case Study of High Risk Family	10			
		6. Data Presentation	• • •			
		7. Health Action	5			
		8. Community Performance Evaluation	5			

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IV. CRITERIA FOR EVALUATING PROCEDURE PERFORMANCE IN FINAL PRACTICAL EXAMINATION

Subject: Fundamental of Nursing

Full Mark: 100
Pass mark: 50

S.N	Criteria		Rating					Nu	mbei	r of st	udent	5		
		2	4	6	1	2	3	4	5	6	7	8	9	10
1.	Students arrival	Arrive some late	Arrive few late	Arrive at right time										
		than given time	than given time											
2.	Self preparation	Seem some stressful	Seem few	Seem confident and										
		and worried	stressful and	prepared for exam,										
			worried											
3	Receiving the	Seem Some	Seem few	Seem confident and										
	assignment of	hesitating and worry	hesitating and	happy to receive										
	procedure	to receive	worry to receive	assignment										
		assignment	assignment											
4	Rapport Building	Do not meet the	Meet the patient	Meet the patients										
	with patient and	patient and family	and family but	and family and										
	family	before attending the	did not introduce	introduce herself										
		care	herself.											
5	Collect	Collect some	Collect and	Collect and check										
	information about	information from the	check some	all necessary										
	the patient before	chart	information from	information from										
	caring /procedure		the chart and	using all sources										
			patients											
6.	Preparation of	Prepare materials	Prepare material	prepare materials										
	material	bur not in an	correctly	completely in an										
		organized way		organized way										

S.N	Criteria		Rating					Nu	mber	of st	udent	S		
		2	4	6	1	2	3	4	5	6	7	8	9	10
7	Preparation of	Inform the patients	Explain to the	Explain all simply										
	Patient.	about procedure but	patient but not at	to the patient and										
		does not explain	the level of	obtains his co-										
		purpose	understanding	operation										
8.	Maintenance of	Maintain privacy	Maintain a safe	Maintain a										
	safe environment	but do not pay	do not maintain	environment										
	Privacy	attention to a safe	privacy	for safe and										
		environment		privacy for Client										
9.	Performance of	Perform procedure	Perform	Perform procedure										
	Procedure	with not following	procedure	safely using										
		some the proper	following with	appropriate										
		steps	some precautions	technique and										
			and steps some	following steps										
10	Dignity and value	Do not show the	show the dignity	Show the dignity of										
	of the patients	dignity and respect	of the patient but	the patient and										
	during .	the patients value	not respect the	respect the patients										
			patients value	value										
11	Communication	Communicate the	Communicate	Communicate the										
	with patient	patient but did not	the patient	patient and provides										
		offers necessary	provides	necessary										
		information	information	information										
			without listening	listening properly										
			properly	the patient										
12	Maintaining	Keep confidentiality	Some thime	Always keep										
	confidentiality of	of the patients	maintain the	confidential on the										
	patients'	personal information	confidentiality	personal										
	personal	only in few thing	on the personal	information										
	information		information of	throughout the care										
			the patient.	/procedure										

S.N	Criteria		Rating					Nu	mber	of st	udent	S		
		2	4	6	1	2	3	4	5	6	7	8	9	10
13	Respect the patients right while caring /performing procedure	Do not consider the right of the patients during the process of care /performance of procedure.	Consider the right of patient during care of the patient but does not give priority in the process of care.	Consider the right of the patient throughout out the care process and procedures.										
14	Completion of procedure at time	Do not complete the procedure at right time	Complete the procedure at average speed	Complete the procedure in quick and careful at time										
15	Care of equipment after procedure	Collect equipment after procedure but do not wash it properly	Take care of equipment by washing properly but do not replace it in proper place	Take care of all equipment after the procedure by washing and replace it in the proper place										
16	Consideration of patient's comport after procedure	Give care adequately but patient does not looks comfortable	Leave patient fairly comfortable after completion of care	Leave patient comfortable after completion of the procedure										
17	Documentation and Reporting	Report but do not properly documentation of all observation / care /treatment /	Report and maintain the documentation not clearly and completely	report and maintain the all necessary documentation in appropriate, completely ,clearly in about all care and treatment										

S.N	Criteria		Rating		Number of students									
		2	4	6	1	2	3	4	5	6	7	8	9	10
18	Health teaching the patients	Give health teaching to the patient but not according to his/her needs	Give teaching to the patient according to his need but not at the level of his understanding	Use opportunities to provide relevant health information to patient										
19	Professionalism	Shows professionalism only in few times and few of points of behaviour	Shows professionalism some time and in some points of behaviour.	Show professionalism always and in all of behaviour.										
20	Evaluation of own Performance	Try to evaluate but in not aware of own strength and weakness of behavior	Evaluate own performance but not in a realistic way	Give proper and good evaluation of own performance										
	Total Marks = Performance =20*6=120 Viva (4 questions* 05 = 20 NNC Logbook Evaluation= 05 Attitude and behavior = 05													
	TOTAL	= 150												

Signature of Examiners
Date:

III. Location and Possible procedure / Care assignment to be included in examination Performance evaluation in HOSPITAL setting

S.N.	Year	Subject	Examination Assignment	Location for examination
1.	First	1. Fundamental of Nursing	Any procedure within the curriculum procedures like	
	Year		- Mouth care	Medical and
			- Back care	Surgical ward
			- Hair wash and other as the curriculum	
			- Hair wash	
			- Back care	
			- Bed making/positioning of pt.	
			DressingN/G tube feeding	
			- Management of pt. with Foley's catheter	
			- Tepid sponge	
			- Medicine /injections	
			- Vital signs, etc.	
			Even though you have been given a specific	
			<u>procedure</u> you must look at the pt's needs as a whole, e.g. I/V infusion, I/O record, feeding, etc.	
2.	Second	Medical Surgical Nursing-I		Medical and
	Year	2. Nursing Care of the		Surgical ward
		children	- Total care of the assigned patient as curriculum	
			Financial in contract the contract of the cont	
3.	Third	1. Midwifery – I	- Procedures of Antenatal Examination / OSCE	Antenatal care
	Year			clinic/ College
		2. Midwifery – II	- OSCE	Hospital/College
		3. Midwifery-III	- Any procedure within post natal care of mother	Hospital/College
			e.g. Cord care, examination of baby, or mother	1.21
			- Perineal care, Postnatal Examination of mother,	
			Complete or partial and others	
			Complete or partial and others	

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Name of Institute:	Full Mark: 40
Subject:	Pass mark: 20

Date:

Direction: This format should be used by internal/external examiners who conduct the OSCE. Each station covers for 2 (Two) mark.

Mark Score

SN	Roll No.	Station (1-10)										
1		1	2	3	4	5	6	7	8	9	10	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Name of the examiner: Date:

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FORMAT FOR VIVA EXAMINATION

Name of Institute:	Full Mark: 10
Subject:	Pass mark: 5

Date:

Direction: This format should be used by external examiners who conduct the Viva. Each station covers for 2 (Two) mark.

Mark Score

SN	Roll No.	Question/Mark							
1		1	2	3	4	5	Remarks		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Name of the examiner: Date: