

**SATHYABAMA COLLEGE OF NURSING  
SATHYABAMA INSTITUTE OF SCIENCE &  
TECHNOLOGY**

**(Deemed to be University)**

**Accredited "A" Grade by NAAC | 12B Status by  
UGC | Approved by AICTE**

**[www.sathyabama.ac.in](http://www.sathyabama.ac.in)**



**DEPARTMENT OF  
MEDICAL & SURGICAL NURSING**

**POLICY  
MANUAL**

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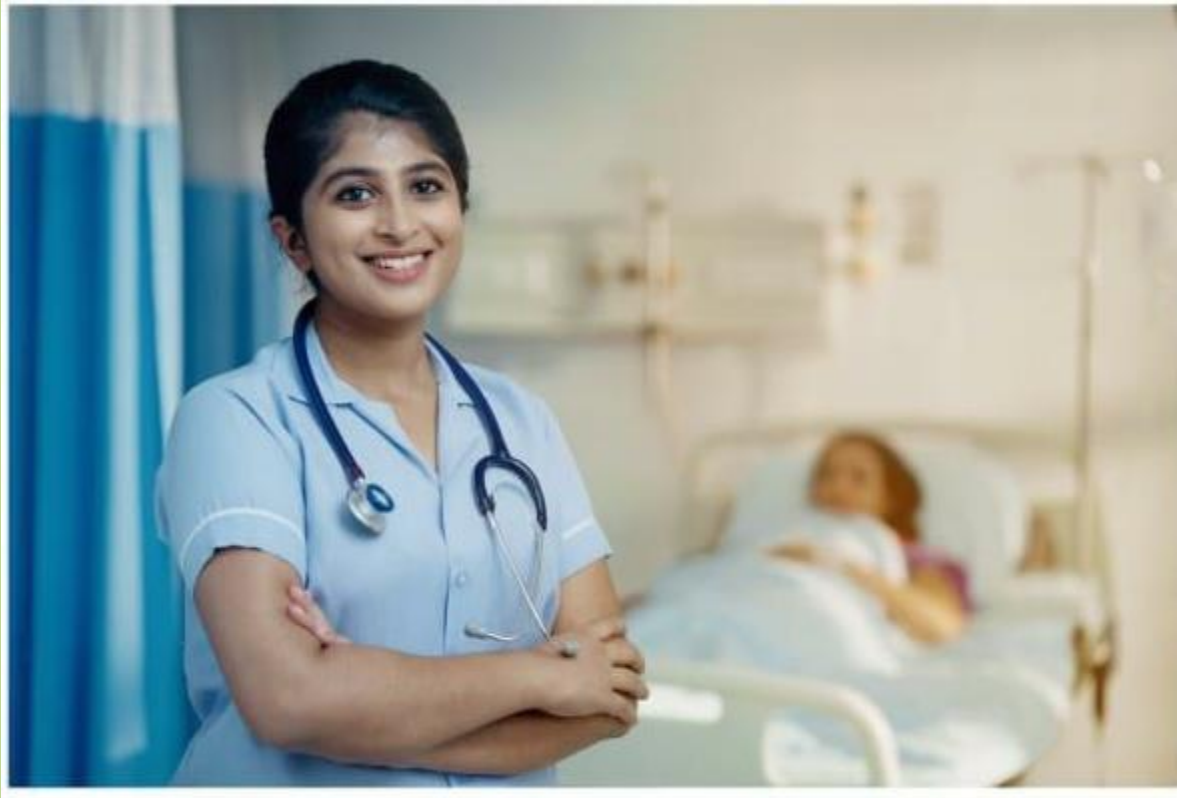
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	<b>SATHYABAMA COLLEGE OF NURSING</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
	<b>ABOUT THE INSTITUTION</b>		<b>SCN/MSN/01/MANUAL</b>
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## **INTRODUCTION**

With a vision to establish a global centre of excellence in teaching, learning, research and health care services, Sathyabama College of Nursing has shown remarkable growth. College of Nursing offers various courses in Dental Sciences, Nursing and Allied Health Sciences at both undergraduate and post graduate levels. In Nursing it offers B.Sc Nursing under Sathyabama General Hospital. It also provides excellent facilities for research.

Sathyabama College of Nursing is one of the constituent colleges of Sathyabama Institute of Science and Technology. It offers B.Sc (Nursing) programme. The college provides excellent opportunity for optimal development of clinical skills for the Nursing students through its various clinical specialties with modern technological advances and state of the art equipment

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	<b>VISION &amp; MISSION</b>		<b>SCN/MSN/01/MANUAL</b>
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### **VISION**

OUR DEPARTMENT FACILITATES THE DEVELOPMENT OF COMPETENT PROFESSIONALS A GLOBAL CENTER FOR EXCELLENCE IN LEARNING, TEACHING, RESEARCH, HEALTH CARE & SERVICE TO THE COMMUNITY

### **MISSION**

TO CONSTRUCT TO THE SOCIAL ECONOMICAL & NATIONAL DEVELOPMENT

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### **LOCATION OF THE DEPARTMENT**

The department of Medical Surgical Nursing is located in the 3<sup>rd</sup> floor of Sathyabama College of Nursing. The department in the 3<sup>rd</sup> floor is widespread covering area of 8,100 sq.ft. The department is spacious with HOD room, Medical Surgical Nursing lab, staff cubicle, class room & counseling room. All the necessary infrastructural facility & equipments required for the departmental teaching are available at College.

### **DEPARTMENT OF MEDICAL SURGICAL NURSING INFRASTRUCTURE**

S.NO	INFRASTRUCTURE	SQ.FT
1.	HOD ROOM	800
2.	STAFF CUBICLE	2400
3.	MEDICAL SURGICAL NURSING	2500
4.	COUNCELLING ROOM	800
5.	LECTURE HALL	1600

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	<b>III FLOOR PLAN &amp; LAY OUT</b>		<b>SCN/MSN/01/MANUAL</b>
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**DEPARTMENT OF MEDICAL SURGICAL NURSING-III FLOOR PLAN**

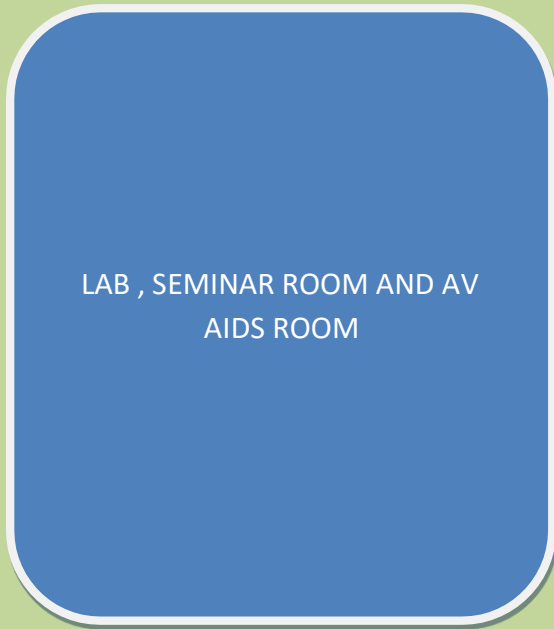
Lecture Hall 2		Nursing foundation lab	Library
Lecture Hall 1	-----Walking Pathway		
		Lift	Lecture Hall 3
	Walking Pathway-----		Lecture Hall 4
Auditorium			
	-----Walking Pathway		
	Walking Pathway-----		
	HOD of Medical Surgical Nursing	Vice Principal	Dean

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	<b>III FLOOR PLAN &amp; LAY OUT</b>		<b>SCN/MSN/01/MANUAL</b>
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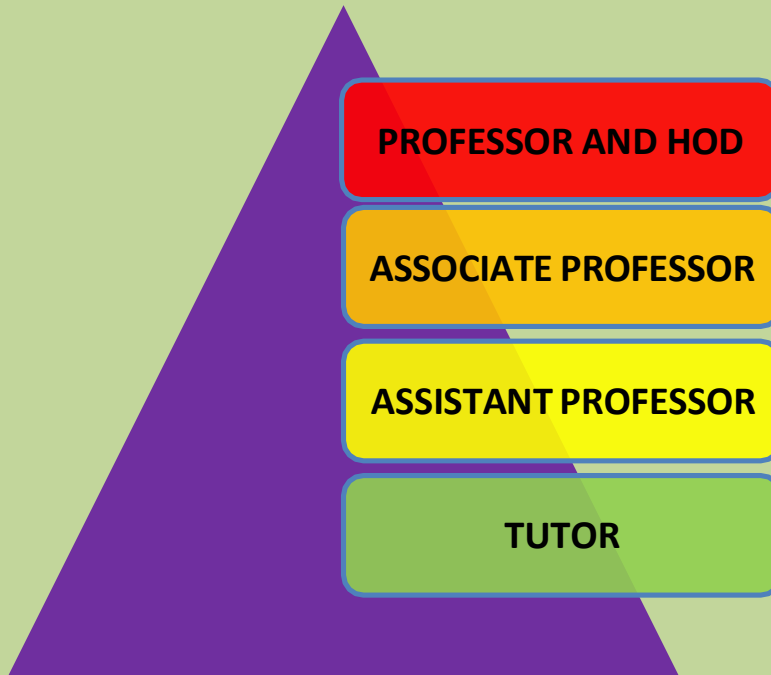
**III FLOOR-B.SC NURSING CLASS ROOM**



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	<b>DEPARTMENT HIERARCHY</b>		<b>SCN/MSN/01/MANUAL</b>
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## DEPARTMENT STAFF HIERARCHY



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	<b>COMPETENCY MATRIX</b>		<b>SCN/MSN/01/MANUAL</b>
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## COMPETENCY MATRIX

POSITION	QUALIFICATION	ROLE SPECIFICATION (as per statutory body)	KEY ATTRIBUTES
		EXPERIENCE	
<b>Professor &amp; Head</b>	<b>M.SC NURSING (Medical Surgical Nursing)</b>	<b>10 yrs AFTER PG</b>	<b>Leadership quality, decision making, systematic planning and delegation, constant monitoring and Review, Teaching qualities.</b>
<b>Associate professor</b>	<b>M.SC NURSING (Medical Surgical Nursing)</b>	<b>8 yrs AFTER PG</b>	<b>Teaching qualities. Assisting the HOD in implementation strategies, with Monitoring systems.</b>
<b>Assistant Professor</b>	<b>M.SC NURSING (Medical Surgical Nursing)</b>	<b>3 yrs AFTER PG</b>	<b>Teaching qualities. Congruent with all staff, implementation of Plans. Constant update of recent advances.</b>
<b>Tutor</b>	<b>M.SC NURSING/B.Sc NURSING / POST BASIC B.SC NURSING</b>	<b>B.SC NURSING-ONE YEAR POST BASIC B.SC/M.SC NURSING FRESH</b>	<b>Teaching qualities. Congruent with all staff, implementation of plans. Constant update of recent advances.</b>

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	<b>SATHYABAMA COLLEGE OF NURSING</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
	<b>WORKING HOURS</b>		<b>SCN/MSN/01/MANUAL</b>
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## **WORKING HOURS**

The department functions from 8:00 am to 3:15 pm on all days except on Sundays and National holidays. The students work timings are from 8:00 am till 3:15 pm. The biometric attendance system is uniformly and strictly followed for all staffs and students. Both students and staff are expected to be punctual to their work. The student's attendance maintained by follow the manual attendance system in our department regularly.

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	<b>TIME TABLE</b>		<b>SCN/MSN/01/MANUAL</b>
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## **TIME TABLE**

The time table framed for each year complies with the teaching hours. The time table for each year starts from 8.00am proceeds for 2 hrs, with a break period of 15 min. Again the academic session starts for 2 hrs with a lunch break for about 45 min. The afternoon classes proceeds till 3.15 pm.

## **MEETINGS**

### **❖ INTER DEPARTMENT MEETINGS**

They are usually conducted for the following purposes

- Discussion to clarify or to get more details about a completion of student's clinical objectives on time as per the INC requirement
- Discussion on academic details – internal assessment exams, model exams, time table etc.
- Discussion on students progress or complaints, its remedial measures CNE programs
- Institution policy and implementation

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	<b>INTER DEPARTMENT MEETING</b>		<b>SCN/MSN/01/MANUAL</b>
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### ❖ INTRA DEPARTMENT MEETING

**Objective** – The very purpose of these meetings is to constantly monitor and improve the systems framed and followed by the department in academic, clinical, research and outreach areas.

**Frequency** – Intra departmental meetings are held once in every month, usually the Second Saturday of every month, however emergency meetings may be called as and when required.

**Members** – All the department faculties will attend the meeting, without fail. In case a staff is not able to attend the meeting, it is the responsibility of the staff to know about the details through the minutes of the meetings.

### Agenda

- Review and analysis of the previous meetings*
- The academic students' monthly schedule - revision test schedule*
- Students' progress- Discussion on irregular students and slow learners*
- Feedbacks analysis and remedies for improvement*
- Internship Work Schedule*
- Review of publication work and research projects*

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	<b>SATHYABAMA COLLEGE OF NURSING</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
	<b>ROLES AND RESPONSIBILITIES OF THE FACULTIES -PROFESSOR</b>		<b>SCN/MSN/01/MANUAL</b>
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## **ROLES AND RESPONSIBILITIES**

<b>PROFESSOR AND HOD – ROLES AND RESPONSIBILITIES</b>			
<b>Job Title:</b>	PROFESSOR AND HOD	<b>Reporting to:</b>	Principal
<b>Division:</b>	Sathyabama College Of Nursing	<b>Job time:</b>	8.00 am to 3.15 pm

1. DEVELOP AND IMPLEMENT CURRICULAM IN ORDER TO PREPARE THE STUDENTS ADEQUATELY FOR THE CHALLENGES
2. ACADEMIC IN CHARGE AND CO-ORDINATOR FOR II YEAR B.SC NURSING
3. DEPARTMENT PROJECTS- APPROVAL IN CHARGE
4. LECTURE CLASS AS PER WEEKLY SCHEDULE
5. DEPARTMENT CO-ORDINATOR FOR NAAC
6. CONDUCT THE DEPARTMENT MEETING IN EVERY MONTH AND REVIEW THE PROGRESS OF THE DEPARTMENT ACTIVITIES
7. PLAN AND CONDUCT THE CONTINUING NURSING EDUCATION , COMMEMORATE THE WORLD HEALTH DAY AND CONFERENCES PERIODICALLY
8. PARTICIPATE IN ACTIVITIES RELATED TO NURSING ACCREDIATION PROCESS
9. DEVELOP TEACHING INNOVATIONS IN ANNUAL PREPARATION AND REVISION OF ALL ASSIGNED COURSES
10. CONTRIBUTE TO RECRUITMENT AND RETENTION OF NURSING STUDENTS

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	<b>ROLES AND RESPONSIBILITIES OF THE FACULTIES –ASSOCIATE PROFESSOR</b>		<b>SCN/MSN/01/MANUAL</b>
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### **ASSOCIATE PROFESSOR – ROLES AND RESPONSIBILITIES**

<b>Job Title:</b> Associate Professor	<b>Reporting to:</b> HOD
<b>Division:</b> Sathyabama College of Nursing	<b>Job time:</b> 8.00 am to 3.15pm

1. TEACH FOR B.SC NURSING, POST BASIC B.SC NURSING COURSES
2. ADVISE THE STUDENTS ENGAGE IN SCHOLARLY ACTIVITY AND DEVELOPMENT OUTCOMES
3. PARTICIPATE IN UNIVERSITY AND COMMUNITY SERVICE
4. DEPARTMENT PROJECTS - MONITOR
5. PLAN CLINICAL EXPERIENCE AND PROVIDE SUPERVISION AND EVALUATION OF NURSING STUDENTS DELIVERING NURSING CARE TO GROUP OF INDIVIDUALS
6. EVALUATE AND RECORD STUDENT’S FEEDBACK ON LEVEL OF PERFORMANCE BASED ON COURSE OBJECTIVES
7. ASSIST WITH REMEDIATION OF STUDENTS AS REQUIRED AND NEEDED
8. OFFER COUNSELING AND GUIDANCE TO THE STUDENTS
9. ATTEND TO ALL DUTIES IN A PROMPT, CONSCIENTIOUS, AND PROFESSIONAL MANNER

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	<b>ROLES AND RESPONSIBILITIES OF THE FACULTIES –ASSISTANT PROFESSOR</b>		<b>SCN/MSN/01/MANUAL</b>
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## **ASSISTANT PROFESSOR – ROLES AND RESPONSIBILITIES**

<b>Job Title:</b> ASSISTANT PROFESSOR	<b>Reporting to:</b> HOD
<b>Division:</b> Sathyabama College of Nursing	<b>Job time:</b> 8.00am to 3.15pm

1. SCHEDULED WITH A NUMBER OF LECTURERS DURING AN ACADEMIC YEAR
2. COMPLETES THE CURRICULUM THROUGH CLASS ROOM LECTURES, LABORATORY PRACTICALS AND TRAINING SESSION
3. MAINTAIN DEPARTMENT LIBRARY
4. ACADEMIC SCHEDULE PREPARATION AND ATTENDANCE CO ORDINATOR WITH RESPECTIVE STAFF INCHARGE
5. LECTURE CLASS AS PER WEEKLY SCHEDULE
6. PARTICIPATE IN THE VARIOUS COMMUNITY PROGRAMS AND HELPS IN THE ORGANISATION AND EXECUTION OF VARIOUS EVENTS CONDUCTED BY THE DEPARTMENT
7. HELPS THE INSTITUTES PLACEMENT CELL
8. ASSIST THE SENIOR FACULTIES IN EXECUTION OF RESEARCH WORK
9. INVOLVED IN THE RECRUITMENT PROCESS OF THE STUDENT FOR THE SPECIFIC PROGRAMME
10. EVALUATES THE ACTIVITIES OF THE STUDENTS AND COMPILES THE OVERALL RESULTS AND HELPS THE DEPARTMENT IN PREPARATION OF FINAL TRANSCRIPT

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	<b>ROLES AND RESPONSIBILITIES OF THE FACULTIES -TUTOR</b>		<b>SCN/MSN/01/MANUAL</b>
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<b>TUTOR– ROLES AND RESPONSIBILITIES</b>	
<b>Job Title:</b> TUTOR	<b>Reporting to:</b> HOD
<b>Division:</b> Sathyabama College of Nursing	<b>Job time:</b> 8.00am to 3.15 pm

1. COLLABORATES WITH FACULTY TO PREPARE, REVISE AND SUBMIT STUDENT LEARNING OUTCOME
2. ATTEND AND PARTICIPATE IN STUDENT ORIENTATION
3. ASSIST IN STUDENT RECRUITMENT EFFORTS, INCLUDING HEALTH FAIRS AND STUDENT OUTDOOR VISITS
4. MAINTAINS THE STUDENT SKILL LIST TO ENSURE CONSISTANCY WITH LAB PROCEDURES
5. PERFORM OTHER DUTIES AS ASSIGNED
6. MAINTAIN THE COMPREHENSIVE RECORDS OF THE STUDENT
7. REGULAR CLINICAL SUPERVISION AND CARRY OUT THE STUDENTS CLINICAL ASSISNMENTS
8. ARRANGE INITIAL & PERIODICAL HEALTH EXAMINATIONS AND MAITENANCE OF HEALTH RECORDS
9. ASSURE THAT THE ASSIGNMENT OF STUDENTS ARE FULFILLED
10. CONDUCT THE PERIODICAL AND TERMINAL TESTS

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	<b>FACULTY POSTINGS</b>		<b>SCN/MSN/01/MANUAL</b>
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## FACULTY POSTINGS

<b>STAFF-IN CHARGE</b>	<b>DAYS</b>	<b>TIMING</b>
<b>PROFESSOR</b>	<b>MONDAY TO FRIDAY CLINICAL SUPERVISION. SATURDAY THEORY BLOCK</b>	<b>8.00 AM TO 3.15 PM CLINICAL SUPERVISION SATURDAY THEORY BLOCK</b>
<b>ASSOCIATE PROFESSOR</b>		
<b>ASSISTANT PROFESSOR</b>		
<b>TUTOR</b>		

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	<b>REPORTING ROOSTER</b>		<b>SCN/MSN/01/MANUAL</b>
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### REPORTING ROOSTER

STAFF	WEEK
PROFESSOR CUM HOD	REPORT TO THE PRINCIPAL EVERY DAY ABOUT THE ISSUES AND PROGRESS
ASSOCIATE PROFESSOR	REPORT TO THE HOD EACH WEEK ABOUT THE COMPLETION OF CLINICAL OBJECTIVES AND STUDENT PROGRESS
ASSISTANT PROFESSOR	EACH WEEK REPORT TO THE HOD ABOUT COMPLETION OF CLINICAL OBJECTIVES AND STUDENTS PROGRESS
TUTOR	REPORT TO THE HOD EACH WEEK ABOUT THE RECORD COMPLETION AND PROGRESS OF THE WORK

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	<b>LEAVE POLICY FOR STAFF</b>		<b>SCN/MSN/01//MANUAL</b>
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## LEAVE POLICY FOR STAFF

Members are required to avail leave without causing disruption to services of the Department.

At the beginning of the calendar year, the Department receives a list of holidays (National, restricted holidays) from the Human Resource Department of the Institution. Every staff of the department has to inform and gets an Oral consent from the Head of the Department. After obtaining HODs consent he /she submits an e-application to apply leave, which is further approved by the Head of the institution. Each staff member is provided with an individual user name with password.

Type of Leave	Number of days	Remarks
Casual Leave	12days / year	Casual leave shall not exceed 3 days in a row. Can avail on the day Required.
Religious Holiday	3days /year	
Earned Leave	12days / year (on completion of one year of service)	Faculty can accumulate unlimited which can also be availed for their academic development purpose. All other staff can accumulate only upto 24 days.
Maternity leave	3 months	
On duty Leave	Nature of the duty	
Permissions	Upto 2 hours a month	
Special permissions	Three 15minutes/month	

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	<b>SCN</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
	<b>LEAVE POLICY FOR STUDENTS</b>		<b>SCN/MSN/01/MANUAL</b>
<b>Amendment No:01</b>	<b>VERSION No:01</b>	<b>Issue Date: 20/12/2019</b>	<b>PAGE 18 OF 64</b>

## **LEAVE POLICY FOR STUDENTS**

1. A minimum of 85% of attendance is required to be eligible to appear in Sathyabama University examination. It is the student who decides whether they are eligible for hall ticket as it is only attendance which is monitored and the professor/ department does not have any role to play in recommending them for hall ticket.
2. Any leave will be taken after obtaining prior permission from the Head of the Department.
3. The students should submit the leave letter through class coordinator to principal of college of nursing and obtain the leave. If students in clinical posting obtain the permission from clinical supervisor and head of the department then submit the leave letter through class coordinator to principal of college of nursing. If any leave is taken during the clinical posting which is to be compensated during the summer and winter vacation.

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	<b>SCN</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
	<b>DEPARTMENT FACILITIES</b>		<b>SCN/MSN/01/MANUAL</b>
<b>Amendment No:01</b>	<b>VERSION No:01</b>	<b>Issue Date: 20/12/2019</b>	<b>PAGE 19 OF 64</b>

## FACILITIES OF THE DEPARTMENT

1. FOUNDATION OF NURSING LAB
2. LCD PROJECTOR
3. OHP
4. AUDIO VISUAL AIDS

## EQUIPMENTS

S. NO.	EQUIPMENT	NUMBER
1.	Patient cots - Adult	10
2.	Patient cots - Child	2
3.	Bed side locker	12
4.	Stools / Chair	10
5.	Manikins for demonstrating nursing procedures	
6.	Adult male chase doll	3
7.	Adult female chase doll	1
8.	Unisex manikin	1
9.	CPR	1
10.	wooden Cuboard	5
11.	Wheel Chair	1
12.	Stretcher	1

<b>PREPARED BY</b>	<b>VERIFIED BY</b>	<b>APPROVED BY</b>

# STANDARD OPERATING PROCEDURES

**PREPARED BY**

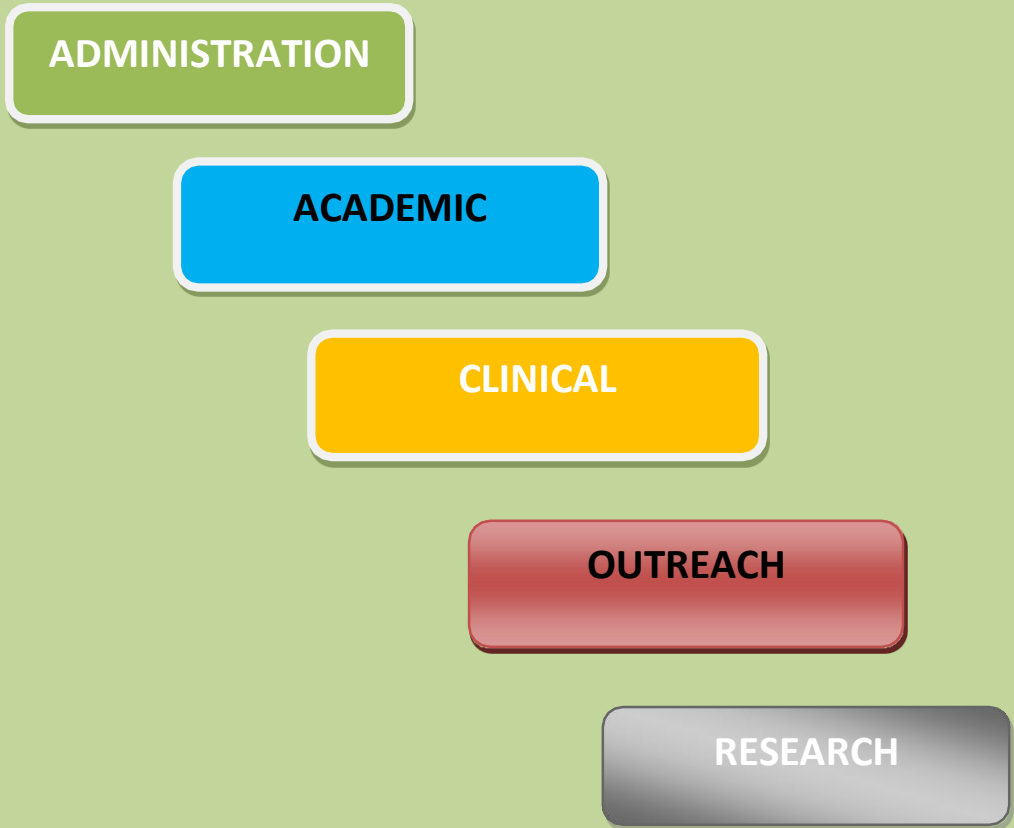
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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	ADMINISTRATION POLICY		SCN/MSN/01/SOP
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 21 OF 64

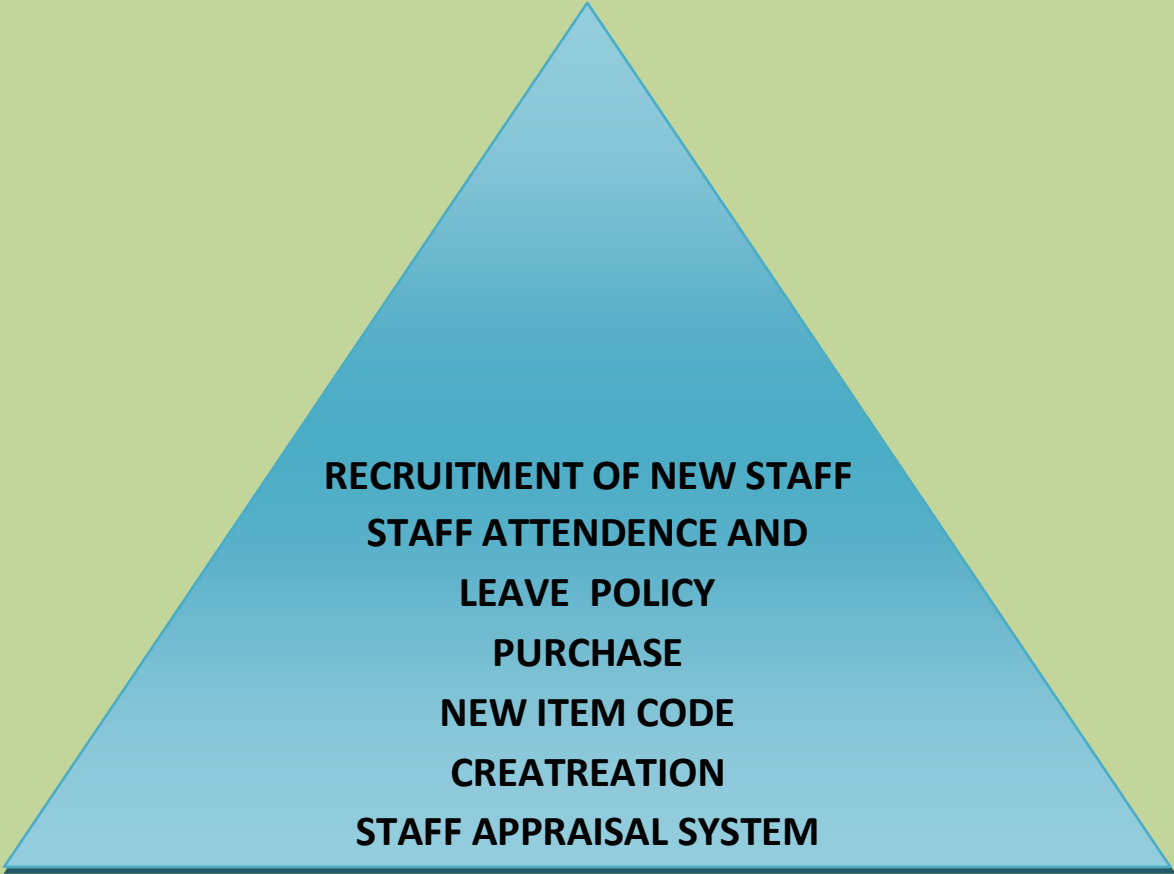
*SOPs are documentations of the regularly recurring work processes and procedures to be followed within a Department. They are the detailed instructions of activities to be performed, under each category of activity, to facilitate consistent conformance to the quality requirements and the regulations of the Department. SOPs minimize variations among staff of the Department, promoting uniformity of work and negate opportunities for miscommunications, thereby providing the maximum performance efficiency of the overall Department.*



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	ADMINISTRATION POLICY		SCNI/MSN/01/SOP
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**ADMINISTRATION SOPS FOR**



<b>PREPARED BY</b>	<b>VERIFIED BY</b>	<b>APPROVED BY</b>

	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-1-RECRUITMENT OF NEW STAFF		SCN/MSN/01/SOP1
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 23 OF 64

## SOP 1 - RECRUITMENT OF NEW STAFF

DEFICIENCY OF SPECIFIC DESIGNATED STAFF IS NOTED IN THE DEPARTMENT



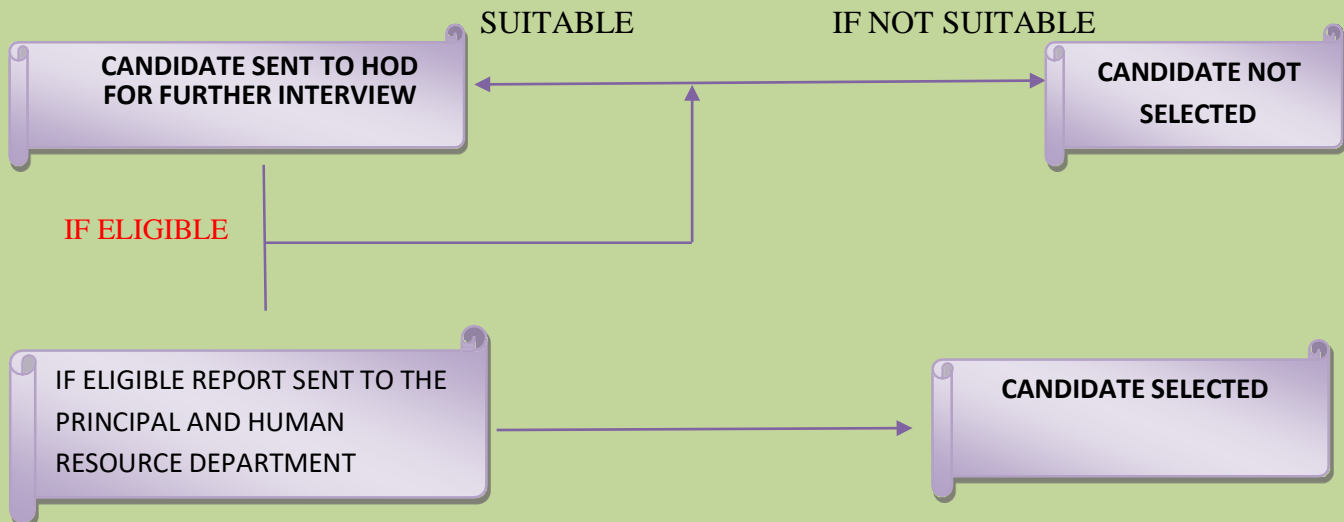
INFORMATION SENT VERBALLY TO THE PRINCIPAL



RESUME/CURRICULUM VITAE RECEIVED FROM THE NEW APPLICANTS BY THE  
PRINCIPAL AND A COPY SENT TO HOD



INTERVIEW CONDUCTED BY RECRUITMENT TEAM AND RECRUITMENT COMMITTEE



Eligibility criteria – Resume, research status, unique skill and virtues.

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-2- STAFF ATTENDANCE & LEAVE POLICY		SCN/MSN/01/SOP2
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## SOP 2 - STAFF ATTENDANCE AND LEAVE POLICY

**STAFF ATTENDANCE IS MONITORED THROUGH BIOMETRIC PUNCHING SYSTEM BY THE RESPECTIVE GOVERNING BODY OF THE HUMAN RESOURCE ADMINISTRATION.**

### STAFF LEAVE POLICY

**ORAL CONSENT FROM THE DEPARTMENT HOD AND HIS/HER DUTIES ARE COMPLETED or TRANSFERRED BEFORE LEAVE (DEPARTMENT FUNCTION IS NOT AFFECTED)**



**POSTS A LEAVE APPLICATION THROUGH THE ONLINE SYSTEM (ERP.SATHYABAMA.AC.IN)**



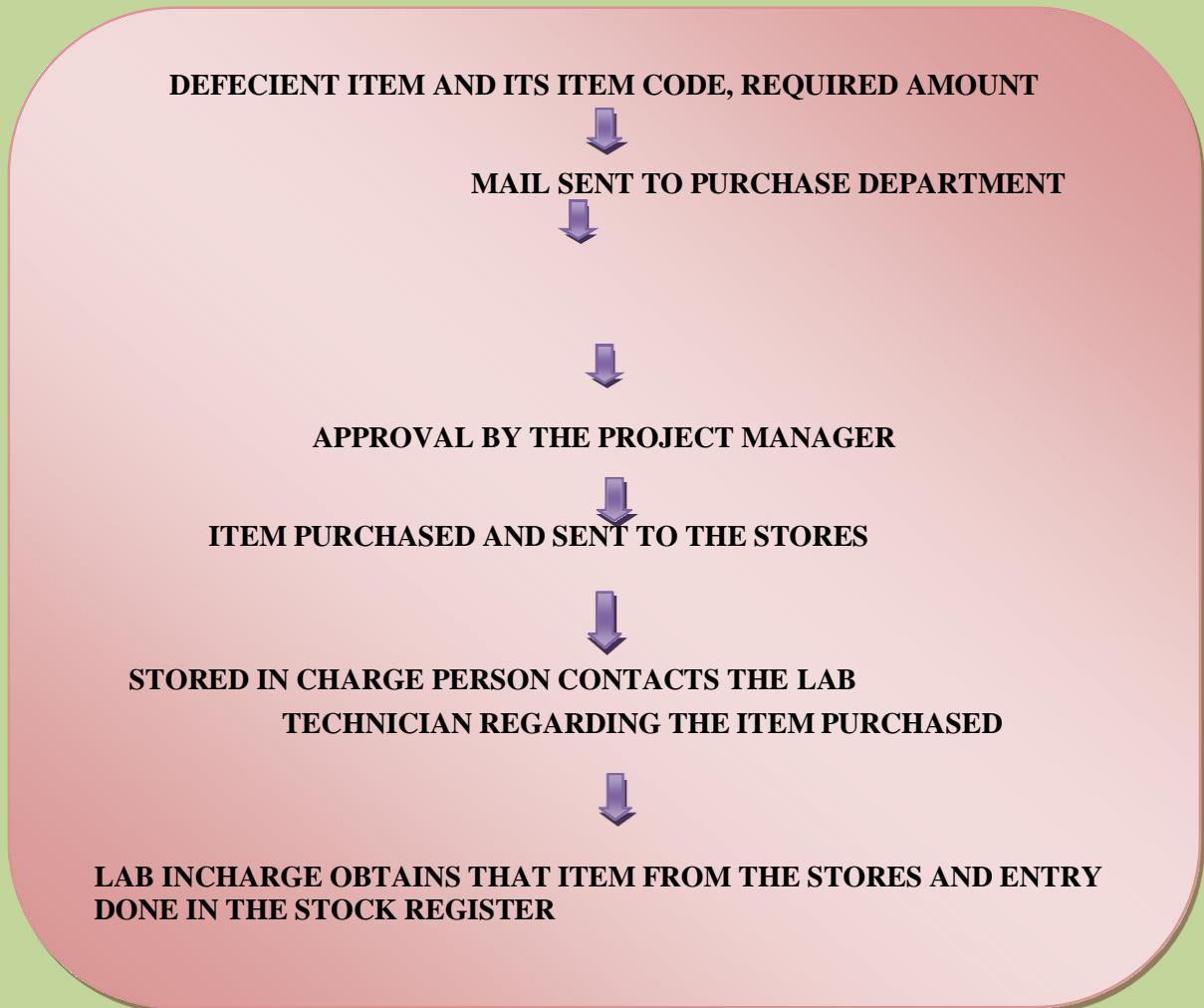
**APPLICATION DIRECTLY SEND TO THE PRINCIPAL COLLEGE OF NURSING FOR APPROVAL AND CHECKED BY THE APPLICANT ONLINE**

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-3-STOCK PURCHASE ORDER & PROCUREMENT		SCN/MSN/01/SOP3
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 25 OF 64

## **SOP 3 - STOCK PURCHASE - ORDER AND PROCUREMENT**

**STOCK CHECK – NON CONSUMABLES & CONSUMABLES –  
END DATE OF EVERY MONTH IF THE STOCK OF AN ITEM  
LESS THAN 25% OF THE REQUIRED QUANTITY IT IS**



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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-4-PURCHASE NEW ITEM-CODE CREATION		SCN/MSN/01/SOP 4
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 26 OF 64

## SOP 4 - PURCHASE- NEW ITEM CODE CREATION

**NEW ITEM REQUIRED BY THE DEPARTMENT IS FINALIZED**



**ITEM NAME, RESPECTIVE COMPANY DETAILS – MAIL SENT TO THE PURCHASE DEPARTMENT**



**PURCHASE MANAGER GIVES A CODE FOR THAT NEW ITEM (ITEM CODE)**



**NEW ITEM CODE IS INCLUDED IN THE ITEM CATALOGUE**



**NEW ITEM CODE VERIFIED BY THE FUNDAMENTAL OF NURSING LAB INCHARGE THROUGH ONLINE**

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-5- ONDUTY PROTOCOL		SCN/MSN/01/SOP 5
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 27 OF 64

## SOP 5 - ON DUTY - PROTOCOL

### OD CRITERIA

**ON DUTY–CAN BE APPLIED ONLINE FOR ATTENDING CAMPS, OR  
ANY ACADEMIC PROGRAMS– 8.00 AM– 3.15 PM**

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-6- STAFF APPRAISAL SYSTEM		SCN/MSN/01/SOP 6
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 28 OF 64

## SOP 6 - STAFF APPRAISAL SYSTEM

**THE FACULTY ARE EVALUATED BASED ON THE KEY RESULT AREA – KRA – SETTINGS**

AT THE BEGINNING OF ACADEMIC YEAR THE FACULTY OF THE DEPARTMENT SET A KRA (DEPARTMENTAL, PERSONAL)



APPROVAL BY PRINCIPAL COLLEGE OF NURSING



SUBMITTED TO HUMAN RESOURCE DEPARTMENT



FACULTY - REVIEWS AND UPDATES THE KRA - APPROVAL BY PRINCIPAL



SENDS IT TO HR, ONCE IN 6 MONTHS



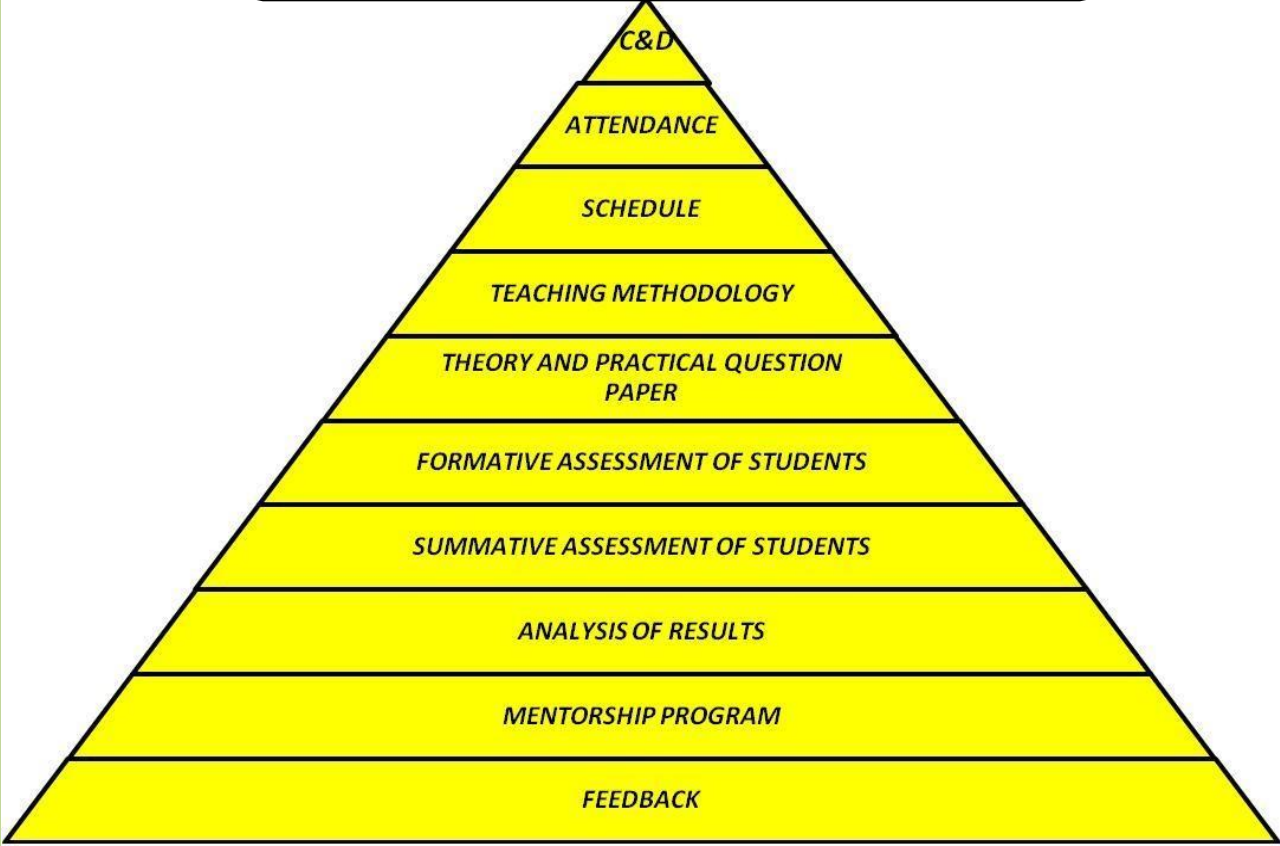
APPRAISAL IS BASED ON THE KRA SET AND THE % OF TARGET ACHIEVED

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	ACADEMIC SOP		SCN/MSN/01/SOP 7
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 29 OF 64

**ACADEMIC – SOPs FOR**

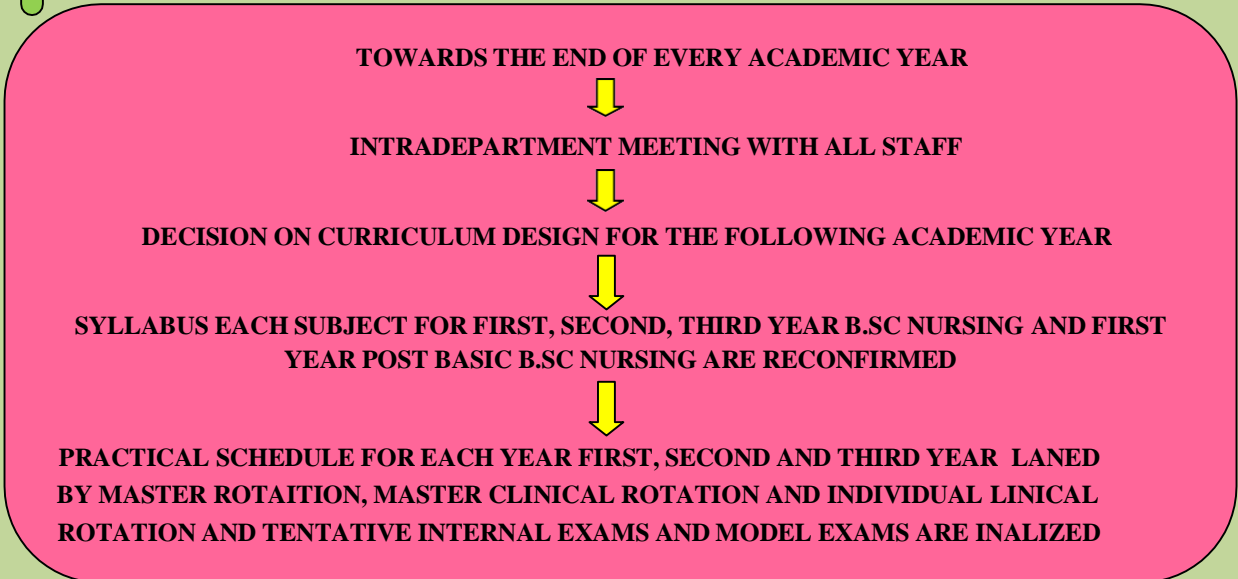


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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-7- CURRICULUM & DESIGN		SCN/MSN/01/SOP 7
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 30 OF 64

**SOP7-CURRICULUM DESIGN**

**Fundamentally, the curriculum followed by the department is designed compiling with the Indian Nursing Council Norms and regulations. The teaching hours of the department always surpass them.**



S.NO	COURSE	YEAR	SUBJECT	THEORY		PRACTICAL		TOTAL
				INTER	WRITTEN	INTER	WRITTENT	
1.	B.SC N	I Yr	Foundation of Nursing	25	75	100	100	300
2.	B.SC N	II Yr	Medical surgical Nursing I	25	75	100	100	300
3.	B.SC N	III Yr	Medical Surgical Nursing II	25	75	50	50	200

**Curriculum revision / Curriculum modification verified as per INC Norms are submitted to the Curriculum Committee which will be forwarded to the Board of Studies**

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-8- STUDENT'S ATTENDANCE		<b>SCN/MSN/01/SOP8</b>
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 31 OF 64

## **SOP 8-STUDENTS' ATTENDANCE**

Students and staff are highly punctual to the work. Each lab and class has an attendance record which is formulated by Tamil Nadu state Nursing Council. Student's attendance is maintained and the comprehensive report is sent to the principal, college of nursing.

**FACULTY ENTERS THE LECTURE HALL/LAB ON TIME AND RECORDS THE STUDENTS ATTENDANCE IN ATTENDANCE REGISTER**

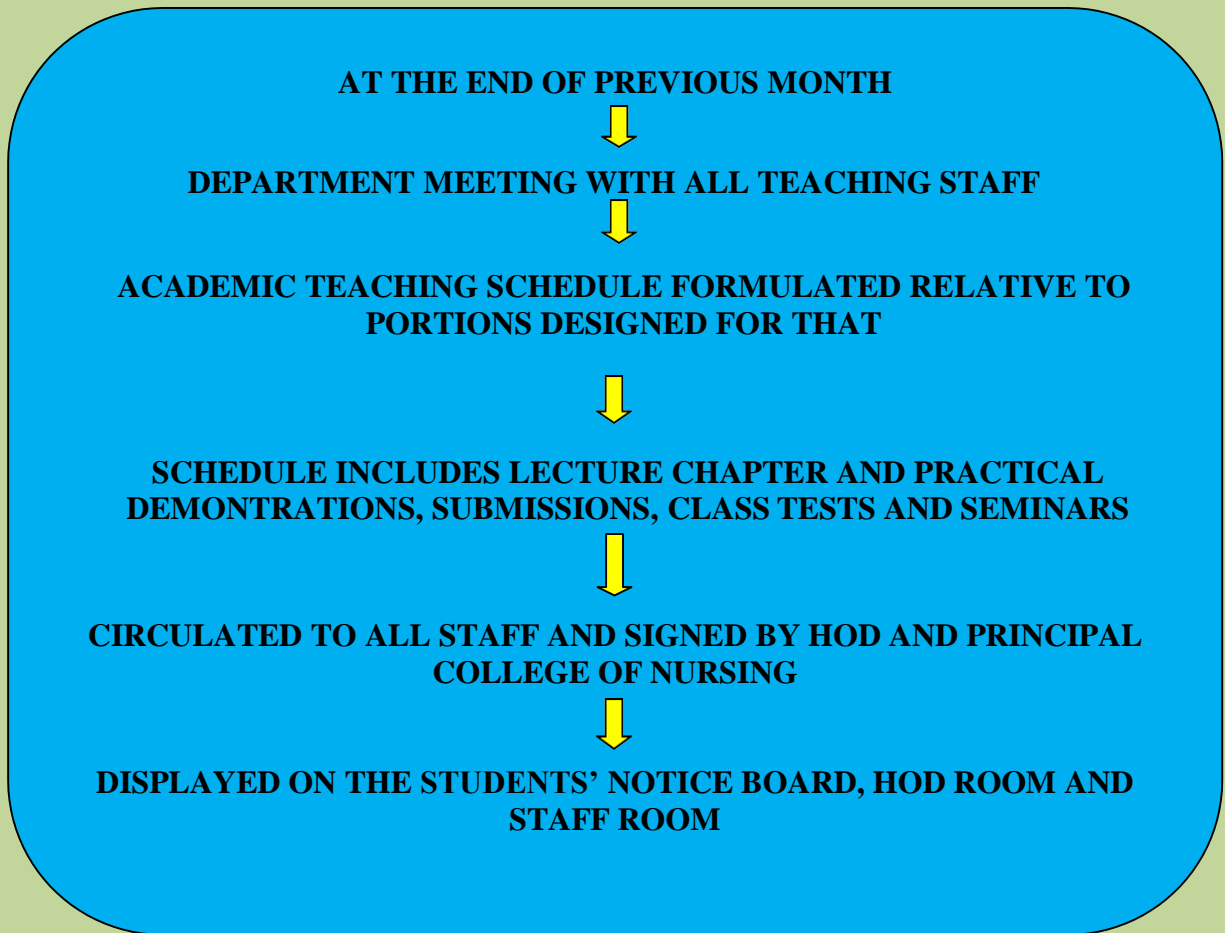


**AT THE END OF EVERY MONTH, CUMULATIVE ATTENDANCE PERCENTAGE CALCULATED REPORT TO THE PRINCIPAL, STUDENTS. IF STUDENTS HAVE LACK OF ATTENDANCE PERCENTAGE INTIMATE TO THE PARENTS AND STRICT WARNING WILL BE GIVEN AND INFORME ABOUT THE VALUE OF ATTENDANCE PERCENTANCE**

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-9-STUDENT'S ACADEMIC SCHEDULE		<b>SCN/MSN/01/SOP 9</b>
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 32 OF 64

## **SOP 9 - STUDENTS' ACADEMIC SCHEDULE**



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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-10-TEACHING METHODOLOGY		SCN/MSN/01/SOP 10
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 33 OF 64

## **SOP 10 - TEACHING METHODOLOGY**

**THE TEACHING FACULTY ENSURES METICULOUS PREPARATION BEFORE THE LECTURE WITH LESSON PLAN AND AUDIO VISUAL AIDS AND AS PER THE SYLLABUS FOLLOW THE DIFFERENT ETHODOLOGY (PANEL DISCUSSION, SYMPOSIUM, QUIZ AND ROLE PLAY)**



**PREPARATION OF POWER POINT PRESENTATION WITH SUITABLE ILLUSTRATIONS FOR THAT UNIT**



**UPLOADING OF THE PPT PRESENTATION IN THE LMS (LEARNING MANAGEMENT SYSTEM) AND ON TIME TO THE CLASS**



**LECTURE DELIVERED WITH ABSOLUTE CLARITY WITH BLACK BOARDS AND DIAGRAMS, PPT PRESENTATIONS, 3D MODELS FOR BETTER UNDERSTANDING**



**POST LECTURE DISCUSSION– SUMMARY, DOUBT AND REVIEW DISCUSSIONS, QUESTION ANSWER SESSIONS (VICE VERSA), SUB TOPICS FOR NEXT LECTURE CLASS**

PREPARED BY	VERIFIED BY	APPROVED BY

	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-11-PATTERN OF QUESTION PAPERS		CDCRI/OP/05/SOP 11
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 34 OF 64

## SOP 11 - PATTERN OF QUESTION PAPER


The mark distribution system is followed by the University question paper, so that the students are well prepared to handle the final exam. Question papers are set for class test, internal assessment exams, and model.

### THEORY MARK DISTRIBUTION

FOR FIRST (FOUNDATION OF NURSING), SECOND (MEDICAL SURGICAL NURSING I) AND THIRD YEAR (MEDICAL SURGICAL NURSING II)

<b>TOTAL MARKS</b>	-	<b>75 MARKS</b>
ESSAY	-	2X15=30 MARKS
SHORT NOTES	-	5X5 =25 MARKS
SHORT ANSWERS	-	10X2=20 MARKS

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-12- FORMATIVE EVALUATION OF STUDENTS		SCN/MSN/01/SOP 12
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 35 OF 64

## **SOP 12 - FORMATIVE EVALUATION OF STUDENTS**

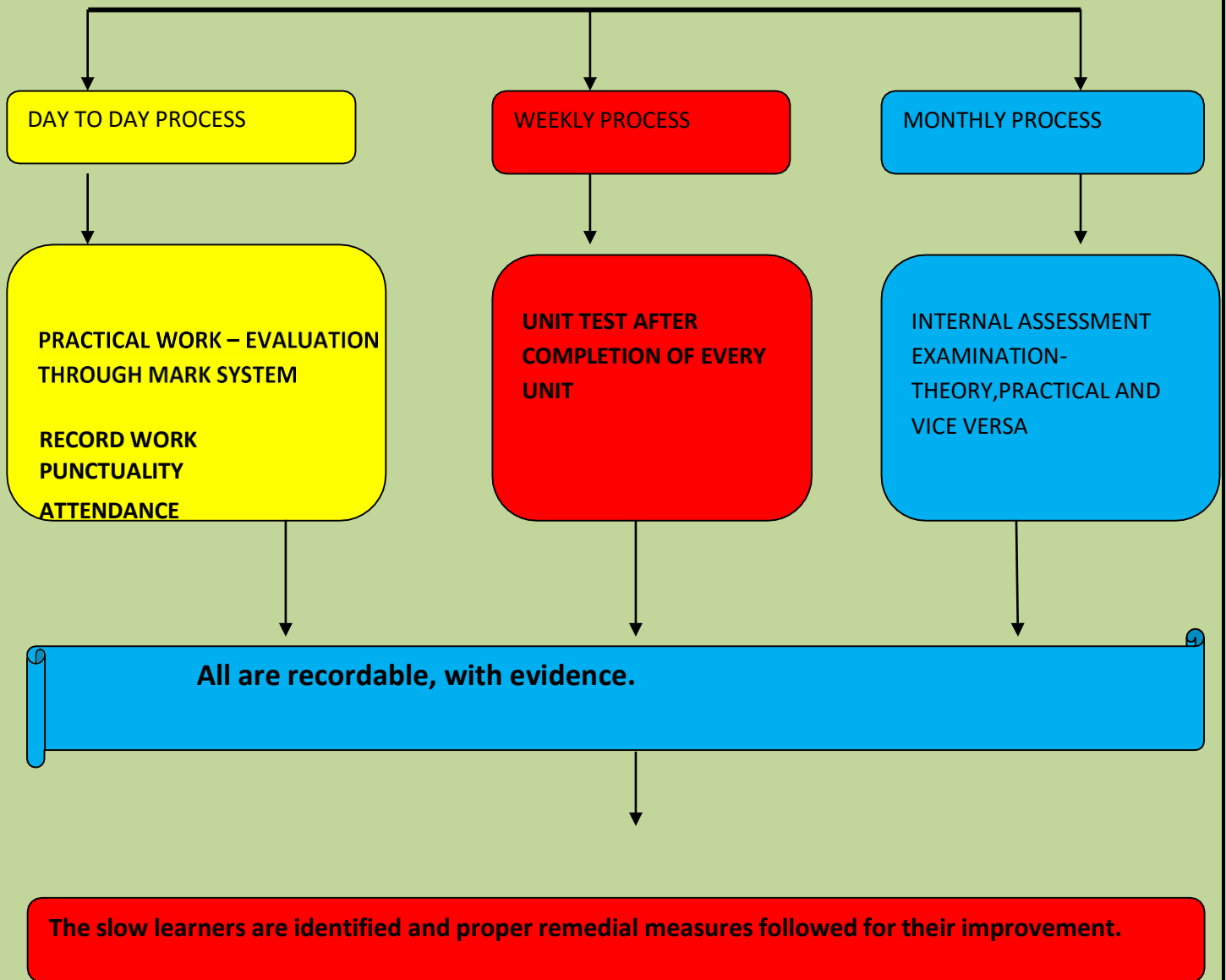
Evaluation of students by the faculty is a continuous process. The faculty assesses the students from the day of joining the institution.

For ease of recording, the formative assessment is split into three sessional exams and one model exam in theory.

The practical work done by the students is day – day assessment. Their work done is evaluated by a series of standardized criteria, both b.sc nursing and post basic b.sc nursing for first, second and third years. Marks obtained by the students in the unit test conducted after every unit, is week assessment. Three internal assessment and one model theory and practical exams are conducted, once in three months. This exam follows a typical university exam pattern of question paper for theory, so that the students are well aware of the pattern and get practiced for time split up accordingly. They also get used to the coding system on the answer sheet.

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	<b>SOP-12- FORMATIVE EVALUATION OF STUDENTS</b>		<b>SCN/MSN/01/SOP 12</b>
<b>Amendment No:01</b>	<b>VERSION No:01</b>	<b>Issue Date: 20/12/2019</b>	<b>PAGE 36 OF 64</b>



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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-13-SUMMATIVE EVALUATION OF STUDENTS		SCN/MSN/01/SOP 12
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 37 OF 64

## **SOP 13 - SUMMATIVE EVALUATION OF STUDENTS**

As per INC norms and regulations, a student is assessed in his theory knowledge and practical skills, along with viva voice. Theory examinations are conducted for a total of 75 marks, along with 25 marks for his THEORY INTERNAL and 100 marks for practical and viva voice, 100 marks for first and second year and 50 marks .The practical exam is conducted for 100 and 50marks, along with 100 and 50 PRACTICAL INTERNAL marks, summing up to 300 marks for first and second year and 200 marks for third year. 50% is minimum required pass % individually in theory and practical. The mark distribution system in summative evaluation is tabulated below.

Course	Summative Evaluation Method	Maximum Marks	Minimum Marks	Pass % Required
B.Sc Nursing(FON,MSNI,MSN II)	Theory Exam External	75	38	50%
B.Sc Nursing(FON,MSNI)	Practical Exam	100	50	50%
B.Sc Nursing(MSNI)	Practical Exam	50	25	50%

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	<b>SOP-13-SUMMATIVE EVALUATION OF STUDENTS</b>		<b>SCN/MSN/01/SOP 13</b>
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The theory paper correction is done only at the Sathyabama University – Central Evaluation system and it is completely unbiased. Faculty for paper evaluation is selected by the Sathyabama University randomly.

Practical examination and viva voice is conducted in the clinical area by 2 examiners – internal and external examiners. External examiner is nominated by the Sathyabama University, from other University inside or outside Tamil Nadu.

<b>THEORY EXAM (75 MARKS)</b>	<b>CENTRALISED EVALUATION</b>
<b>PRACTICAL EXAM AS PER THE SUBJECT</b>	<b>INTERNAL AND EXTERNAL EXAMINER</b>

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	<b>SOP-14- RESULT ANALYSIS</b>		<b>SCN/MSN/01/SOP 14</b>
<b>Amendment No:01</b>	<b>VERSION No:01</b>	<b>Issue Date: 20/12/2019</b>	<b>PAGE 39 OF 64</b>

## **SOP 14 - RESULT ANALYSIS**

Students' results are analyzed at the end of every academic year in a systematic way.

### **OVERALL ANALYSIS**

The total number of students appeared are compared with the total pass % of that batch for the different subjects.

### **SPLIT UP ANALYSIS**

For more analytical details, the mark obtained by the candidate is split into 4 different ranges and the number of students under each mark range is tabulated for Foundation of Nursing, Medical Surgical Nursing I and Medical Surgical Nursing II in both B.sc Nursing.

Mark range	Number & % of Students
Below 50%	Fail
50% to 60%	Second Class
60% to 75%	First Class
Above 75%	Distinction

Both overall and split up analysis for every year is represented in the form of a graph, for more comparative evaluation of multiple batches of students.

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-15-MENTORSHIP PROGRAMME		SCN/MSN/01/SOP 15
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### SOP 15-MENTORSHIP PROGRAMME

Each batch of students is equally divided to the faculty of the department. Each faculty acts as a mentor to that group of students. Students are identified, who usually require mentoring-they are the slow learners, language barriers (people from non English medium) and students with specific health issues.

#### MENTORING STRATEGIES

- Table discussions in a slow pace of a difficult topic or specific chapter, with illustrations or 3D models.
- Explanation of certain topics or answers in their mother tongue
- Training to prepare answers to common University questions – both essay and short notes by way of ASSIGNMENT BOOK, for each subject
- Short revision test, followed by evaluation and discussion at the end of every chapter
- Helping in their practical work – in carving/slide identification – by individual attention.

Personal interaction with the student for motivating and inspiring the student, addressing their personal feelings or any health issues

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-16- FEEDBACK		<b>CDCRI/OP/05/SOP 16</b>
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## **SOP 16 - FEEDBACK**

### **STUDENTS FEEDBACK**

Feedbacks are regularly obtained from the students and are evaluated. Remedial measures are formulated for every negative genuine feedback, after discussion in the department meeting and immediately implemented. Student feedbacks are obtained on the teaching faculty, in a year and before attending the final university exam.

### **ALUMNI FEEDBACK**

Feedback is also obtained from alumni students and interns and evaluated at the end of every year.

### **EXTERNAL FACULTY**

Feedbacks are also obtained from faculty of other institutions and the remedial measures up taken for every negative feedback **obtained**.

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**FEEDBACK**

**STUDENT**

**ALUMNI**

**EXTERNAL  
FACULTY**

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-17-PLANNING OF CLINICAL EXPERIENCE		SCN/MSN/01/SOP 17
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## **SOP 17 – CLINICAL EXPERIENCE PLAN**

➤ **PREPARATION OF MASTER & INDIVIDUAL CLINICAL ROTATION**

➤ **SEEKING PERMISSION FOR CLINICAL POSTINGS**

➤ **ORIENTATION OF CLINICAL AREAS**

➤ **PROCEDURE DEMONSTRATION**

➤ **CLINICAL SUPERVISION**

➤ **EVALUATING LOG BOOK REQUIREMENTS**

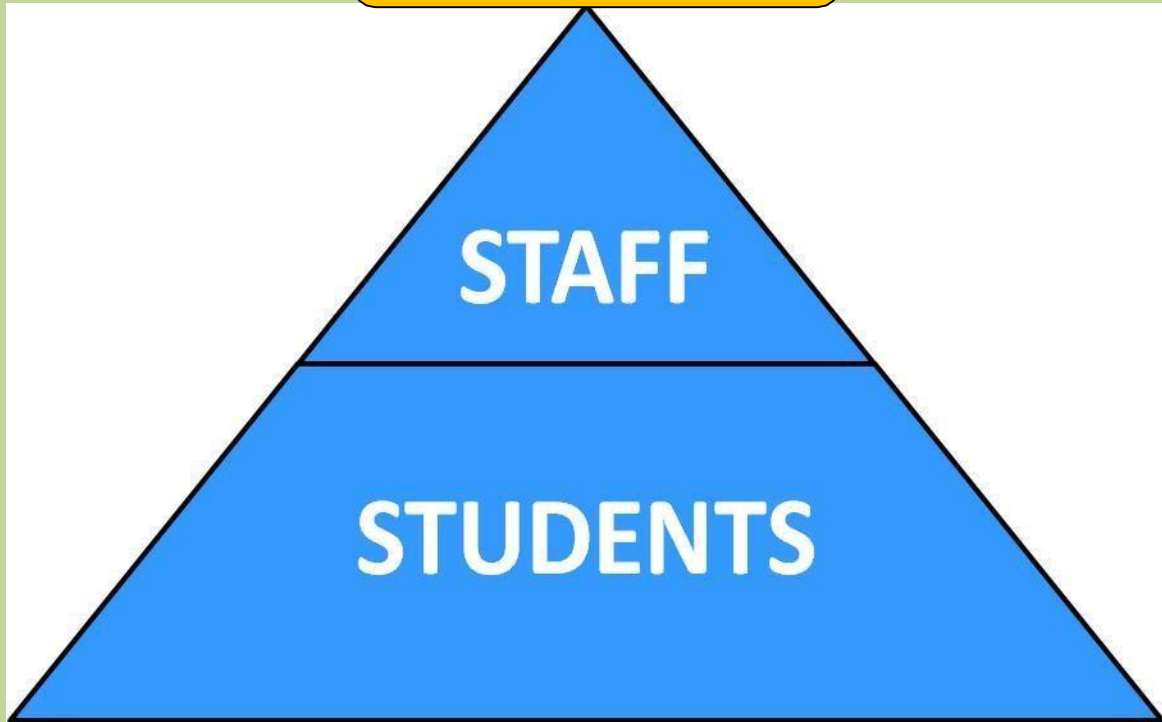
➤ **UTILIZE DIFFERENT METHODOLOY IN CLINICAL TEACHING (CASE STUDY,CLINICAL PRESENTATION.HEALTH EDUCATION, CONDUCTING VARIOUS HEALTH DAY TO CREATE AWARENESS)**

➤ **FORMATIVE EVALUATION THROUH EVALUATE THE DIFFERENT CLINICAL ASSIGNMENTS, CLINICAL EVALUATION IN EACH AREAS AND CONDUCTING FOUR PRACTICAL EXAM AND VIVA VORSE.**

PREPARED BY	VERIFIED BY	APPROVED BY

	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	SOP-18- RESEARCH (STAFF & STUDENT)		SCN/MSN/01/SOP 18
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 44 OF 64

**SOP 18 RESEARCH**



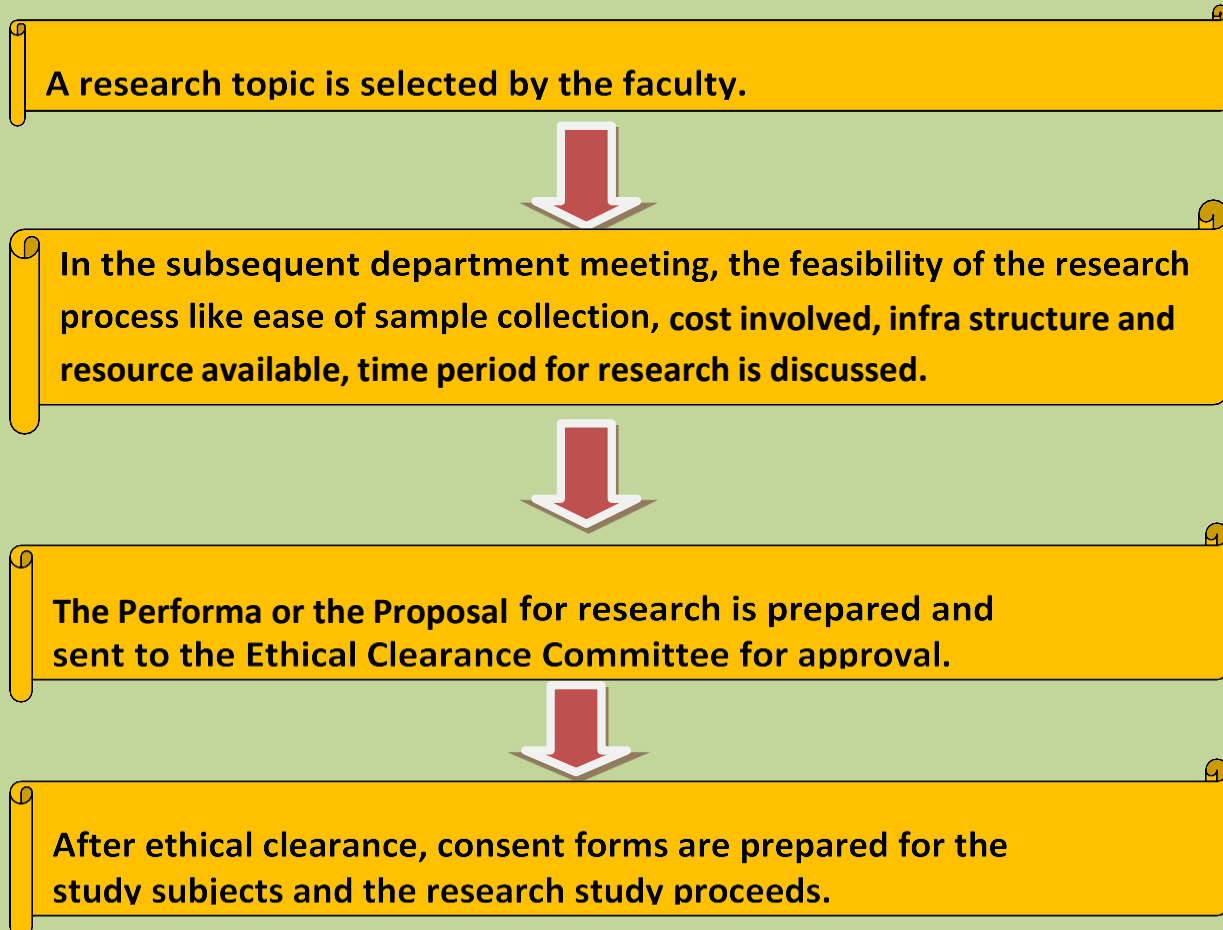
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	<b>SOP 18 - STAFF RESEARCH PROGRAM</b>		<b>SCN/MSN/01/SOP 18</b>
<b>Amendment No:01</b>	<b>VERSION No:01</b>	<b>Issue Date: 20/12/2019</b>	<b>PAGE 45 OF 64</b>

## **SOP 18 - STAFF RESEARCH PROGRAM**

A research topic is selected by the faculty. In the subsequent department meeting, the feasibility of the research process like ease of sample collection, cost involved, infra structure and resource available, time period for research is discussed. The research topic is finalized and submitted to the research cell of Sathyabama Dental College and Research Institute. The Performa or the Proposal for research is prepared and sent to the Ethical Clearance Committee for approval. After ethical clearance, consent forms are prepared for the study subjects and the research study proceeds.



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	SOP 18 - STUDENT RESEARCH PROGRAM		SCN/MSN/01/SOP18
Amendment No:01	VERSION No:01	Issue Date: 20/12/2019	PAGE 46 OF 64

## **SOP 18 - STUDENT RESEARCH PROGRAM**

A research topic is selected by the interested student. In the subsequent department meeting, the feasibility of the research process like ease of sample collection, cost involved, infra structure and resource available, time period for research is discussed. The research topic is modified if needed and finalized. A guide is nominated by the HOD to the student and submitted to the research cell of Sathyabama College of nursing. The Performa or the Proposal for research is prepared and sent to the Ethical Clearance Committee for approval. After ethical clearance, consent forms are prepared for the study subjects and the research study is started by the student.

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# FORM & FORMAT

PREPARED BY	VERIFIED BY	APPROVED BY

	<b>SCN</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
	<b>FORM &amp; FORMATE</b>		<b>SCN/MSN/01/FORM &amp; FORMATE</b>
<b>Amendment No:01</b>	<b>VERSION No:01</b>	<b>Issue Date: 20/12/2019</b>	<b>PAGE 48 OF 64</b>

<b>S.NO</b>	<b>FORM &amp; FORMAT</b>	<b>PAGE NO</b>
1.	CASE STUDY & CAREPLAN EVALUATION FORM	49-50
2	CLINICAL PRESENTATION FORM	51
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<b>PREPARED BY</b>	<b>VERIFIED BY</b>	<b>APPROVED BY</b>

	<b>SCN</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
	<b>CASE STUDY &amp; CAREPLAN EVALUATION FORM</b>		<b>SCN/MSN/01/ FORM</b>
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**MEDICAL SURGICAL NURSING DEPARTMENT -CASE STUDY EVALUATION FORM**

S.NO	CONTENT	MAX MARKS	AWARDED MARKS
1.	<i>HISTORY COLLECTION</i>	3	
2.	<i>PHYSICAL EXAMINATION</i>	2	
3.	<i>INVESTIGATIONS</i>	2	
4.	<i>DISCUSSION OF THE DISEASE CONDITION</i>	5	
5.	<i>REVIEW OF ANATOMY AND PHYSIOLOGY OF THE SYSTEM</i>	5	
6.	<i>COMPARISON OF THE PATIENT WITH BOOK PICTURE</i>	5	
7.	<i>DRUG PROFILE</i>	5	
8.	<i>IDENTIFICATION AND PRIORITIZATION OF NEED AND PROBLEM</i>	1	
9.	<i>LIST OF NURSING DIAGNOSIS</i>	2	
10.	<i>NURSING CARE PLAN</i>	10	
11.	<i>PROGRESS RECORD OF THE PATIENT</i>	5	
12.	<i>NURSING THEORY APPLICATION</i>		
13.	<i>HEALTH EDUCATION</i>	2	
14.	<i>BIBLIOGRAPHY</i>	2	
15.	<i>PUNCTUALITY IN SUBMISSION</i>	1	
<b>TOTAL</b>		<b>50</b>	

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	CASE STUDY & CAREPLAN EVALUATION FORM		SCN/MSN/01/ FORM
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**MEDICAL SURGICAL NURSING DEPARTMENT-CARE PLAN EVALUATION FORM**

S.NO	CONTENT	MAX MARKS	AWARDED MARKS
1.	<i>HISTORY COLLECTION</i>	5	
2.	<i>PHYSICAL EXAMINATION</i>	5	
3.	<i>INVESTIGATIONS</i>	3	
7	<i>DRUG PROFILE</i>	6	
8.	<i>IDENTIFICATION AND PRIORITIZATION OF NEED AND PROBLEM</i>	2	
9.	<i>LIST OF NURSING DIAGNOSIS</i>	5	
10.	<i>NURSING CARE PLAN</i>	10	
11.	<i>PROGRESS RECORD OF THE PATIENT</i>	5	
12.	<i>HEALTH EDUCATION</i>	5	
13.	<i>BIBLIOGRAPHY</i>	2	
14.	<i>PUNCTUALITY IN SUBMISSION</i>	2	
<b>TOTAL</b>		<b>50</b>	

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**MEDICAL SURGICAL NURSING DEPARTMENT-CLINICAL PRESENTATION EVALUATION FORM**

NAME OF THE STUDENT:  
PROGRAMME:  
YEAR:  
GROUP:  
TOPIC:

EVALUATOR:  
DATE:  
TIME:

S.NO	Criteria	Total Score	Score Awarded
1.	Introduction	1	
2.	History collection	3	
3.	Physical Examination	4	
3.	Content adequacy	5	
3.	Methods of presentation	4	
4.	Use of A.V.Aids	3	
5.	Time Adherence	1	
6.	Group Participation	1	
7.	Conclusion	1	
8.	Bibliography	2	
	Total	25	

Remarks by the student:

Signature of Student

Remarks by the Staff:

Signature of staff with date

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	SCN		MEDICAL SURGICAL NURSING DEPARTMENT
	HEALTH EDUCATION EVALUATION FORM		SCN/MSN/01/ FORM
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**MEDICAL SURGICAL NURSING DEPARTMENT-HEALTH EDUCATION EVALUATION FORM**

NAME OF THE STUDENT:

EVALUATOR:

PROGRAMME:

DATE:

YEAR:

TIME:

GROUP:

TOPIC:

S.NO	Criteria	Total Score	Score Awarded
1.	Introduction of the topic	1	
2.	Content		
	-Mastery of the content	4	
	-Adequacy	2	
	-Appropriateness	2	
3.	Presentation		
	-Audible and clear	1	
	-command on language	1	
	-Appropriateness	2	
4.	Use of A.V.Aids		
	-Preparation of appropriate aids	2	
	-Principles followed in preparation	2	
	-Principles followed in presentation	2	
5.	Selection of an appropriate group	1	
6.	Group control and involvement	2	
7.	Review and feed back	1	
7.	Conclusion	1	
8.	Bibliography	1	
	Total	25	

Remarks by the student:

Signature of Student

Remarks by the Staff:

Signature of staff with date

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**MEDICAL SURGICAL NURSING DEPARTMENT-CLINICAL EVALUATION FORM**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

S.NO	CONTENT	1	2	3	4	5	SCORE 100
<b>I</b>	<b>ASSESSMENT:</b>						
1.	Collects data & Performs physical examination						
2.	Identifies problems/needs						
3.	Collects & incorporates patients investigation & treatment details						
<b>II</b>	<b>PLANNING</b>						
1.	Plans the care according to priority						
2.	Make use of available resources						
3.	Involves family in planning & Plans health teaching						
<b>III</b>	<b>IMPLEMENTATION</b>						
1.	Provides care according to priority						
2.	Prepares the patient adequately						
3.	Apply scientific principles & rationale for interventions.						
4.	Collects necessary articles for the care						
5.	Is methodical in giving care.						
6.	Ensures safety and comfort.						
7.	Is economical in the time, effort, & material utility & Replaces article appropriately						
8.	Imparts health education						
<b>IV</b>	<b>EVALUATION</b>						
1.	Evaluates the care provided & Modifies the plan when necessary						
2.	Records neatly and accurately & Reports promptly						
<b>V</b>	<b>PERSONAL CONDUCT</b>						
1.	Punctual						
2.	Neatly groomed						
3.	Approaches for guidance & supervision						
5.	Emotionally stable & dependable						
	<b>TOTAL</b>						

**Remarks by the Clinical Instructor & Signature:**

**Remarks by the Student & Signature:**

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	<b>FIELD VISIT FORM</b>		<b>SCN/MSN/01/FORM</b>
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**MEDICAL SURGICAL NURSING DEPARTMENT EVALUATION FORM FOR FIELD VISITS**

NAME OF THE STUDENT:  
 EVALUATOR:  
 PROGRAMME:  
 YEAR:

DATE & TIME:  
 AREA OF VISIT:

S.NO	CRITERIA	MARKS ALLOTTED	MARKS ATTAINED
1.	Introduction	1	
2.	General Objectives	2	
3.	Origin	2	
4.	Philosophy	2	
5.	Purposes	2	
6.	Organizational structure	3	
7.	Finance	2	
8.	Activities	3	
9.	Conclusion	1	
	Total	20	

Signature of Student

Signature of staff

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	<b>STUDENT FEEDBACK ON SUBJECT TEACHER</b>		<b>SCN/MSN/01/FORM</b>
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**STUDENTS FEED BACK ON SUBJECT TEACHER**

**Department: Medical Surgical Nursing**

**Year:**

**Name of the Teacher:**

S.No	Parameters	SA	A	UD	D	SA
1.	Teacher is knowledgeable					
2.	Teacher comes prepared for the class					
3.	Teacher has good communication skill					
4.	Teacher makes the class interesting					
5.	Teacher encourages student participation					
6.	Teacher gives assignments to enhance knowledge					
7.	Assignments are relevant and useful					
8.	Feedback on assignments given on time					
9.	Teacher is approachable after college hours					
10.	Teacher is motivating					
11.	Teacher is able to clarify the doubts raised					
12.	Teacher is strict					
13.	Teacher allots time for group work					
14.	Integrates the subject with					
	<i>a.</i> clinical situation					
	<i>b.</i> real life situations					
	<i>c.</i> current issues					
15.	Able to integrate subject with other subjects (lateral & vertical)					
16.	Overall rating of the teacher					

SA – Strongly Agree      A – Agree    SD – Strongly Disagree    D – Disagree

UD – Undecided

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**UNIVERSITY PRACTICAL EXAMINATION  
WORK SHEET FOR MEDICAL SURGICAL NURSING AND FOUNDATION OF NURSING  
PRACTICAL EXAMINATION**

<b>S.NO</b>	<b>REGISTRATIO N NO</b>	<b>MARKS</b>		
		<b>INTERNAL (100)</b>	<b>EXTERNAL (100)</b>	<b>TOTAL (200)</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SIGNATURE OF THE EXAMINERS:

INTERNAL:

EXTERNAL:

<b>PREPARED BY</b>	<b>VERIFIED BY</b>	<b>APPROVED BY</b>

	<b>SCN</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
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**PRACTICAL EXAM EVALUATION –FOUNDATION OF NURSING**

S.No	Reg.No	Assessment (10)		Planning (10)		Implementation (18)				Evaluation (4)		Viva (8)		Marks Obtained		
		Nursing History	Physical Assessment	Nursing Diagnoses	Care Plan	Intervention	Scientific Principles	Health Education	Communication Skills	Patient's Response to Care	Recording and Reporting	Knowledge Regarding patient	Subject Knowledge	Internal (50)	External (50)	Total (100)
		5	5	5	5	10	2	3	3	2	2	3	5			

INTERNAL EXAMINER

EXTERNAL EXAMINER

<b>PREPARED BY</b>	<b>VERIFIED BY</b>	<b>APPROVED BY</b>

	<b>SCN</b>		<b>MEDICAL SURGICAL NURSING DEPARTMENT</b>
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**PRACTICAL EXAM EVALUATION –MEDICAL SURGICAL NURSING-I**

S.No	Reg.No	Asses sment (10)		Planning (10)			Implementation (20)			Eval uatio n (2)	Viva (8)		Examiner I (50)	Examiner II (50)	Total (100)
		Nursing History	Physical Assessment	Nursing Diagnoses	Care Plan	Intervention	Scientific Principles	Health Education	Communication Skills		Recording and Reporting	Knowledge Regarding patient			
		4	6	4	6	10	2	4	4	2	2	6			

**INTERNAL EXAMINER**

**EXTERNAL EXAMINER**

<b>PREPARED BY</b>	<b>VERIFIED BY</b>	<b>APPROVED BY</b>

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**PRACTICAL EXAM EVALUATION –MEDICAL SURGICAL NURSING-II**

S.No	Reg.No	Assessment (5)		Planning (5)		Implementation (10)				Evaluation (1)	Viva (4)		Examiner I (25)	Examiner II (25)	Total (50)
		Nursing History	Physical Assessment	Nursing Diagnoses	Care Plan	Intervention	Scientific Principles	Health Education	Communication Skills	Recording and Reporting	Knowledge Regarding patient	Subject Knowledge			
		2	3	2	3	5	2	2	1	2	1	2			

**INTERNAL EXAMINER**

**EXTERNAL EXAMINER**

<b>PREPARED BY</b>	<b>VERIFIED BY</b>	<b>APPROVED BY</b>

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	<b>CARE STUDY FORMATE</b>		<b>SCN/MSN/01/FORMAT</b>
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**MEDICAL SURGICAL NURSING DEPARTMENT-CASE STUDY FORMAT**

**HISTORY COLLECTION**

**IDENTIFICATION DATA**

- Name Of The Patient
- Age
- Sex
- O.P No
- I.P No
- Ward & Bed No
- Religion
- Education
- Occupation
- Marital Status
- Diagnosis
- Date Of Admission
- Date Of Discharge
- Address
- Chief Complaints

**FAMILY HISTORY**

- Type of family –joint or nuclear family
- Members in the family
- Cause of death if any within the family
- Family history of hereditary diseases like hypertension,diabetes mellitus
- Family history of any communicable diseases like tuberculosis.leprosy

**SOCIO ECONOMIC DATA**

- Bread winner of the family and occupation
- Monthly income of the family

**HOUSING PATTERN**

- Living locality -village urban city
- Housing facility own,rented,thatched,tiled,concrete,katcha,packa,hutetc
- Water supply-public tap,well,over headtank,river
- Drainage facility-open,closed
- Ventilation-well ventilated,cross ventilated
- Toilet facility-own latrine,public latrine
- Electricity facility

**PERSONAL HISTORY**

- Childhood history-communicable diseases(typhoid,cholera,malaria,tuberculosis,febrile fits)
- Dietary pattern-vegetarian,non vegetarian
- Hobbies
- Rest and sleep pattern-total no of sleeping hours at night time  
specify the day time sleep if applicable
- Elimination pattern-bowel movement,bladder movement
- Unhealthy habits-smoking,alcoholism,tobacco or betel leaves chewing

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**MENSTRUAL HISTORY(IF FEMALE PATIENT)**

Time of menarche\

Duration of menstrual flow

Regularity of menstrual cycle

**OBSTERITICAL HISTORY**

Type of delivery-vaginal,forceps,caesarean

Number of delivery

**PAST MEDICAL HISTORY**

Previous infectious diseases,duration of illness,treatmentdetails,completely recovered or any complication

**PAST SURGICAL HISTORY**

Reason for surgery,prognosis or any other complications

**PRESENT MEDICAL OR PRESENT SURGICAL HISTORY**

Onset of the disease

Signs and symptoms at early stages

Complaints during the admission

Any treatment was taken before admission

Date and time of admission diagnosis and the specific diagnostic procedure

Treatment( any therapeutic procedures )

**PHYSICAL EXAMINATION**

**VITAL SIGNS**

Temperature

Pulse

Respiration

Blood pressure

**ANTHROPOMETRIC MEASUREMENT**

Height

Weight

**GENERAL APPERANCE**

Nourishment – well nourished,under nourished

Body built-thin,obese

Health-healthy,unhealthy

Activity-active,dull(tired)

**MENTAL STATUS**

Consciousness-conscious,unconscious

Look-anxious,worried,depressedetc

**POSTURE**

Body curve-lordosis,kyphosis,scoliosis

Movement-any limp

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**SKIN CONDITION**

Color-pallor,jaundice,cyanosis,flushingetc  
 Texture-dry skin,wrinkling,flaking,excessive moisture  
 Temperature-warm,cold,and clammy

**HEAD AND FACE**

Scalp-condition of hair,distribution of hair,cleanliness,dandruff,pediculi,infections like ring worm  
 Face-pale,flushed puffiness

**EYES**

Eye brows-normal,absent  
 Conjunctiva-pale,redness,purulent discharge  
 Sclera-jaundice  
 Pupils-dilated,constructed,reacting to light  
 Vision-normal,wearing glasses

**EARS**

External ear-placements,discharges,serumen obstruction  
 Hearing-hearing acuity

**NOSE**

External nares-crusts,discharges  
 Nostrils-septaldefect,infection of the mucus membrane

**MOUTH**

Lips-angular stomatitis,swelling,redness,crusts,cyanosis  
 Odour of the mouth-foul smelling  
 Teeth-discoloration.dental caries  
 Mucus membrane and gum-ulceration and bleeding,swelling,pus formation  
 Tongue-pale,dry  
 Throat and pharynx-enlarged tonsils,redness

**NECK**

Lymph nodes-enlarged,palpable  
 Thyroid gland-enlarged  
 Range of motion-flexion,extension,rotation

**CHEST**

Inspection –thorax(shape,symmetry of expansion,posture)  
 Palpation-  
 Auscultation-BRAETING sounds(sigh,swish,rustle,wheezing,rales and crepitations,pleural rub

**HEART (cardiac murmurs,s1,s2)**

Percussion-any fluid collection,abnormalsound.air entry  
 Breast-enlarged lymph nodes

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**ABDOMEN**

Inspection-skin rashes,scar  
 Auscultation-bowel sounds  
 Palpation-tenderness,palpable enlarged abdominal organs  
 Percussion-presence of gas fluid

**EXTRIMITIES**

Movements of joints  
 Tremors  
 Clubbing of fingers  
 Ankle oedema  
 Varicose vein

**BACK**

Curves  
 Spina bifida

**GENITALIA AND RECTUM**

Inguinal lymph nodes-enlarged,palpable  
 Vaginal discharges  
 Hemorrhoids,fistula,bleeding per rectum

**NEUROLOGICAL TESTS**

Coordination  
 Sensation  
 Reflexes

**INVESTIGATIONS**

Date	Tests	Normal Value	Patient Value	Significance

**MEDICATION**

S. No	Name Of The Drug	Dose	Frequenc y	Route	Action	Indication/ Contraindication	Side Effects	Nurses Responsibility

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**DISCUSSION OF THE DISEASE**

**REVIEW ANATOMY AND PHYSIOLOGY OF THE SYSTEM WITH DIAGRAM**

**DEFINITION**

**CAUSES AND RISK FACTORS**

**COMPARISON OF PATIENT PICTURE WITH BOOK PICTURE**

- Pathophysiology
- Signs and symptoms
- Diagnostic evaluation
- Treatment
  - Medical
  - Surgical

**IDENTIFICATION & PRIORITIZATION OF NEED AND PROBLEM**

**LIST OF NURSING DIAGNOSES**

**NURSING CARE PLAN -10**

**PROGRESS RECORD OF THE PATIENT**

<b>DATE</b>	<b>PROCEDURE DONE</b>	<b>REMARK</b>	<b>SIGN</b>

**CHARTS-INTAKE OUTPUT CHART**

**VITAL SIGNS CHART**

**OTHER CHARTS**

**HEALTH EDUCATION**

**EVIDENCE BASED PRACTICE**

**BIBLIOGRAHY**

- BOOK REFERENCES
- JOURNAL REFERENCES
- NET REFERENCES

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