



VOLTA REGIONAL HOSPITAL, HOHOE NURSING ADMINISTRATION

MENTORSHIP/ORIENTATION CONTENT FOR NEWLY POSTED NURSES AND MIDWIVES



**DESIGN BY THE NURSING ADMINISTRATION, HOHOE
DECEMBER, 2022**



Table of Contents

1.0 INTRODUCTION	1
2.0 TARGET GROUP	1
3.0 OBJECTIVES OF THE MENTORSHIP/ORIENTATION PROGRAMME.....	1
4.0 METHODOLOGY	2
5.0 QUALITIES OF THE MENTOR.....	2
6.0 LIST OF THE VARIOUS WARDS/UNITS AND DURATION OF THE MENTORSHIP PROGRAMME.....	2
7.0 VARIOUS TRAINING CONTENTS.....	3
7.1 CONTENT FOR OUT PATIENT DEPARTMENT STAFF	3
7.2 CONTENT FOR EMERGENCY UNIT STAFF.....	6
7.3 CONTENT FOR MALE WARD STAFF	9
7.4 CONTENT FOR FEMALE WARD STAFF.....	12
7.5 CONTENT FOR CHILDREN’S WARD STAFF	16
7.6 CONTENT FOR NEONATAL INTENSIVE CARE UNIT STAFF	19
7.7 CONTENT FOR THEATRE STAFF.....	22
7.8 CONTENT FOR RECOVERY WARD STAFF	25
7.9 CONTENT FOR ANC CLINIC STAFF	28
7.10 CONTENT FOR GYNAECOLOGICAL WARD (BLOCK F) STAFF	31
7.11 CONTENT LABOUR WARD (BLOCK G) STAFF	34
7.12 CONTENT FOR LYING IN (BLOCK H) STAFF	37
7.13 CONTENT FOR EYE CLINIC STAFF.....	40
7.14 CONTENT FOR EAR NOSE AND THROAT CLINIC STAFF	42
7.15 CONTENT FOR PUBLIC HEALTH UNIT STAFF	43
7.16 CONTENT FOR MENTAL HEALTH UNIT STAFF.....	46
7.17 CONTENT FOR TELECONSULTATION CENTRE STAFF.....	48
8.0 CONCLUSION.....	51
9.0 APPENDIX: WHERE IDEAS WORK: 5 POINT RATING SCALE	52

Acknowledgement

This material was put together by the nursing administration of the Volta Regional Hospital, Hohoe in December, 2022. The main aim is to prepare newly posted nurses and midwives to be able to properly integrate into the health system and for that matter their service delivery areas.

This write up was made possible due to the valuable inputs by the underlisted ward in-charges and supervisors under the able leadership of the nurse managers:

SN	NAME	SPECIALTY	DESIGNATION
1	Ms. Esther Kporwofe	Nursing	Nurse Manager
2	Ms. Rita Botwoe	Nursing (ENT)	Dep. Nurse Manager
3	Ms. Edem Mottey	Nursing	Supervisor
4	Mr. Courage Kwame-Kumah	Paediatric nurse specialist	Supervisor
5	Ms. Victoria Gbedze	Midwifery	In-charge
6	Ms. Josephine Peprah	Midwifery	Supervisor
7	Ms. Lydia Kwadugah	Paediatric nurse specialist	Supervisor
8	Ms. Annie Adzei	Midwifery	Supervisor
9	Mr. Nestor Enene	Nursing (Mental Health)	In-service training mgr.
10	Mr. Worlanyo Asafo	Nursing	In-charge
11	Ms. Dinah Searyor	Nursing	Supervisor
12	Ms. Belinda Tsigbe	Nursing (Critical care)	Supervisor
13	Ms. Patricia Doh	Nursing (Critical care)	In-charge
14	Ms. Caroline Asigbe	Nursing	In-charge
15	Ms. Faustine Amegashie	Nursing (Public health)	Supervisor
16	Ms. Gifty Doe	Nursing (Health promotion)	Supervisor
17	Ms. Emefa Anane	Midwifery	In-charge
18	Ms. Rosemary Agbeve	Midwifery	In-charge
19	Ms. Esther Gyekye	Nursing	In-charge
20	Ms. Fortune Wormenor	Nursing	In-charge
21	Ms. Bernice Ofori	Nursing (Paediatric)	In-charge
22	Mr. Ernest Keku	Nursing	In-charge
23	Ms. Zina Bosrotsi	Nursing (Paediatric)	In-charge
24	Mr. Eric Gadoglo	Nursing	Stu. clinical coordinator
25	Ms. Mr. Daniel Akakpo	Nursing	In-charge
26	Ms. Bless Adegah	Nursing	In-charge
27	Mr. Isaac Sekyi	Nursing	Supervisor
28	Mrs. Sylvanus Hadzitsey	Nursing	Supervisor
29	Ms. Anita Adzani	Nursing	In-charge
30	Ms. Asmau Nuhu	Nursing	In-charge
31	Ms. Bridget Letsa	Nursing	In-charge
32	Mr. Cosmos Atutey	Nursing (Mental health)	In-charge
33	Ms. Petula Ocran	Nursing	In-charge
34	Ms. Henrietta A. Serchie	Nursing (Ophthalmic)	Supervisor
35	Ms. Margaret Tetteh	Nursing (Ophthalmic)	Supervisor
36	Ms. Florence Dewornu	Midwifery	Team member
37	Ms. Mirie Gbagbo	Nursing	In-charge
38	Ms. Evelyn Agbesi	Nursing (Perioperative)	In-charge

1.0 INTRODUCTION

The effectiveness and efficiency of an organization depends on the quality of its human resources. Human resource is one of the greatest assets of an organization. More withstanding, is the caliber of human resources in the health sector. Human resources are considered “the heart of the health system in any country”. It is the responsibility of every organization to develop and build the capacity of its staff.

The Nursing Administration of the Volta Regional Hospital, Hohoe considers capacity building of staff as a very important exercise more especially for our newly employed nurses and midwives. This has become even more necessary given the fact that such staff after successfully qualifying as healthcare professionals had to stay at home for three years and above before they are finally employed. Obviously, most of them if not all would have forgotten their nursing and midwifery skills.

In order to help bridge the knowledge and skill gap, the nursing administration of the Volta Regional Hospital, Hohoe has put together some basic nursing and midwifery content as a mentorship package for nurses and midwives.

2.0 TARGET GROUP

- Newly recruited nurses
- Newly recruited midwives
- Nurses and midwives on reposting from other facilities to this hospital

3.0 OBJECTIVES OF THE MENTORSHIP/ORIENTATION PROGRAM

1. To improve nursing and midwifery competency skills
2. To properly integrate such new staff into the nursing and midwifery culture of the facility
3. To promote quality nursing and midwifery care for our clientele
4. To improve nursing and midwifery health outcomes

4.0 METHODOLOGY

Each newly recruited nurse or midwife (mentee) will be assigned to a mentor; a senior staff who is more experience. The duration of the mentorship program will be two (2) to three (3) months depending on the specific ward the mentee is assigned. The mentor then develops a plan with the mentee to be able to cover all contents specific to the ward.

The British Columbia 5 points rated scale, thus 1-5 (poor to excellent) will be adopted to rate the mentee's performance. The pass mark is targeted at 60 percent; below which the mentee will have to repeat the mentorship programme.

5.0 QUALITIES OF THE MENTOR

- Must have practice for 3years and above
- Must have the abilities to teach
- Must have good communication and listening skills
- Must display a sense of respect for the mentee and encourage him or her in order to perform
- Must give constructive feedback and corrective actions
- Must be fair and firm in her decisions with respect to the mentee's performance

6.0 LIST OF WARDS/UNITS AND DURATION OF THE MENTORSHIP PROGRAMME

SN	NAME OF WARD	DURATION
1	Out Patient Department	Three months
2	Emergency ward	Three months
3	Male ward	Three months
4	Female ward	Three months
5	Children's ward	Three months
6	Neonatal Intensive Care Unit (NICU)	Three months
7	Theatre	Three months
8	Recovery	Three months
9	Antenatal clinic	Three months
10	Gynaecological ward (Block F)	Three months
11	Labour Ward (Block G)	Three months

12	Lying-in ward (Block H)	Three months
13	Eye clinic	Two months
14	Ear Nose and Throat clinic (ENT)	Two months
15	Public Health Unit	Three months
16	Mental health unit	Two months
17	Teleconsultation Centre (TCC)	Three months

7.0 VARIOUS TRAINING CONTENT FOR EACH WARD

7.1 CONTENT FOR OUT PATIENT DEPARTMENT (OPD) STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.1.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

<i>Score</i>	<i>1 (Fail)</i>	<i>2 (Fail)</i>	<i>3 (Pass)</i>	<i>4 (Pass)</i>	<i>5(Pass)</i>
<i>Interpretation</i>	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			

G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.1.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.3.1	▪ NG tube feeding				
N1.4	✓ Catheterization and care of the catheter	1			
N1.5	✓ Input and output monitoring	1			
N1.6	✓ Preoperative preparation	1			
N1.7	✓ Postoperative care	1			
N1.8	✓ Wound dressing	7			
N2	- Administration of medications	2			
N3	- Administration of oxygen	1			
N4	- Specimen collection	1			
N5	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.1.3 CONTENT SPECIFIC TO OPD

SN	Topic	Duration	Ratings (1-5)	Remarks	Mentor's Signature
OP1	- Customer care and customer relationship	1			
OP2	- Introduction to OPD protocols	1			
OP3	- Checking and interpretations of vital signs	1			

OP4	- History taking	1			
OP5	- Triaging	1			
OP6	- First aid	1			
OP7	- Sponging	1			
OP8	- Health education	1			
OP9	- Consultation with the prescriber	1			
OP10	- Wound dressing	3			
OP11	- Catheterization	1			
OP12	- Handing over and taking up	1			
OP13	- Managing referrals and filling of referral feedback form	2			
Marks scored out of the total score of 65 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: OP – OPD

Pass mark: 60%

7.1.4 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any

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Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.2 CONTENT FOR EMERGENCY UNIT STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.2.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

Score	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
	Poor.	Weak.	Good.	Very Good.	Excellent.
Interpretation	Much less than acceptable	Less than Acceptable	Satisfactory (Average)	Above average.	Exceptional mastery

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.2.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			
N1.6					
N1.7	✓ Input and output monitoring	1			
N1.8	✓ Preoperative preparation	1			
N1.9	✓ Postoperative care	1			
N2	✓ Wound dressing	7			
N3	- Administration of medications	2			
N4	- Administration of oxygen	1			
N5	- Specimen collection	1			
	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.2.3 CONTENT SPECIFIC TO EMERGENCY WARD

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
E1	- Orientation to the ward	1			
E2	- Introduction to emergency protocols	14			
E2.1	✓ DM				
E2.2	✓ HPT emergencies				
E2.3	✓ Asthma				
E2.4	✓ Pain management				
E2.5	✓ IV cannulation				
E2.6	✓ Catheterization				
E2.7	✓ Intake and output monitoring				
E2.8	✓ Patients monitoring				
E2.9	✓ Hypo and hyperglycemia				

E2.10	✓ Nebulization				
E2.11	✓ NG tube insertion				
E2.12	✓ Resuscitation				
E2.13	✓ Trauma				
E2.14	✓ Minor suturing				
E2.15	✓ Waste segregation				
E2.16	✓ Glasco Coma Scale (GCS)				
E3	- Use of emergency gadgets and equipments	1			
E4	- Checking and interpretation of vital signs	2			
E5	- Identification of early warning signs	1			
E6	- Triaging	2			
E7	- First aid	2			
E8	- Resuscitation (BLS/ACL)	1			
E9	- Oxygenation	1			
E10	- Suctioning	1			
E11	- IV Cannulations	1			
E12	- Medications	1			
E13	- Management of common conditions of the ward:	14			
E13.1	✓ Hypoglycaemia				
E13.2	✓ Hyperglycemia				
E13.3	✓ Burns				
E13.4	✓ Emergency cuts				
E13.5	✓ Unconscious patients				
E13.6	✓ Acute asthmatic cases				
E13.7	✓ Snake bite				
E13.8	✓ RTAs etc				
E14	- Specimen collection	1			
E15	- Minor suturing	2			
E16	- Wound dressing	1			
E17	- Trans out	2			
E18	- Managing referrals and filling of referral feedback form	2			
E19	- Nursmid documentation	2			
Marks scored out of the total score of 210 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: E – Emergency

Pass mark: 60%

7.2.4 **RECOMMENDATIONS** (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

.....

.....

.....

b. Mentees comment if any

.....

.....

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.3 **CONTENT FOR MALE WARD STAFF**

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.3.1 **GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES**

Score	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
	Poor.	Weak.	Good.	Very Good.	Excellent.
Interpretation	Much less than acceptable	Less than Acceptable	Satisfactory (Average)	Above average.	Exceptional mastery

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.3.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			
N1.6					
N1.7	✓ Input and output monitoring	1			
N1.8	✓ Preoperative preparation	1			
N1.9	✓ Postoperative care	1			
N2	✓ Wound dressing	7			
N3	- Administration of medications	2			
N4	- Administration of oxygen	1			

N5	- Specimen collection	1			
N6	- Protocols on management of commonly admitted cases of the ward	7			
	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.3.3 CONTENT SPECIFIC TO MALE WARD

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
MW1	- Orientation to the ward	1			
MW2	- Customer care	1			
MW3	- IPC protocol	2			
MW4	- Decontamination	1			
MW5	- Admission and discharge	1			
MW6	- Bed making	2			
MW7	- Specimen collection	1			
MW8	- Medication	1			
	- Setting tray/trolley for minor procedures	2			
MW9	- Health education	2			
MW10	- Ward rounds and writing of changes	1			
MW11	- Performing the following procedures				
MW12	✓ Serving and removing bedpans and	1			
MW12.1	urinal				
	✓ Wound dressing	7			
MW12.2	✓ Bed bath	1			
MW12.3	✓ Catheterization (Male and female)	1			
MW12.4	✓ NG tube feeding	1			
MW12.5	✓ Suctioning	1			
MW12.6	✓ Oxygenation	1			
MW12.7	✓ Care of the hair	1			
MW12.8	✓ Care of the nails	1			
MW12.9	✓ Last offices	1			
MW12.10	- Pre and post-operative preparation	2			
MW13	(surgical cases)				
	- Input and output monitoring	1			

MW14	- Nursmid documentation	2			
MW15	- Handing over and taking up	1			
MW16	- Managing referral and filling of the	2			
MW17	referral feedback form				
Marks scored out of the total score of 130 (Add all marks)			Remarks		
Percentage score (Marks scored/total score*100)					

NB: MW – Male Ward Pass mark: 60%

7.3.4 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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.....

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b. Mentees comment if any.....

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.....

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.4 CONTENT FOR FEMALE WARD STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.4.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

Score	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
Interpretation	Poor.	Weak.	Good.	Very Good.	Excellent.
	Much less than acceptable	Less than Acceptable	Satisfactory (Average)	Above average.	Exceptional mastery

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.4.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			

N1.6	✓ Input and output monitoring	1			
N1.7	✓ Preoperative preparation	1			
N1.8	✓ Postoperative care	1			
N1.9	✓ Wound dressing	7			
N2	- Administration of medications	2			
N3	- Administration of oxygen	1			
N4	- Specimen collection	1			
N5	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.4.3 CONTENT SPECIFIC TO FEMALE WARD

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
F1	- Orientation to the ward	1			
F2	- Customer care	1			
F3	- IPC protocol	2			
F4	- Decontamination	1			
F5	- Admission and discharge	1			
F6	- Bed making	2			
F7	- Specimen collection	1			
F8	- Medication	1			
F9	- Setting tray/trolley for minor procedures	2			
F10	- Health education	2			
F11	- Ward rounds and writing of changes	1			
F12	- Performing the following procedures				
F12.1	✓ Serving and removing bedpans and urinal	1			
F12.2	✓ Wound dressing	7			
F12.3	✓ Bed bath	1			
F12.4	✓ Catheterization (Male and female)	1			
F12.5	✓ NG tube feeding	1			
F12.6	✓ Suctioning	1			

F12.7	✓ Oxygenation	1			
F12.8	✓ Care of the hair	1			
F12.9	✓ Care of the nails	1			
F12.10	✓ Last offices	1			
F13	- Pre and post-operative preparation (surgical cases)	2			
F14	- Input and output monitoring	1			
F15	- Nursmid documentation	2			
F16	- Handing over and taking up	1			
F17	- Managing referral and filling of the referral feedback form	2			
Marks scored out of the total score of 130 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: F – Female Ward Pass mark: 60%

7.4.4 RECOMMENDATIONS (To be completed upon completion)

c. Base on the mentees performance what will you recommend to management? (Mentor)

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.....

.....

d. Mentees comment if any

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.....

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Name:

Date:

Sign:

Endorsed by Nurse Manager

Name:

Date:

Sign and Stamp

7.5 CONTENT FOR CHILDREN'S WARD STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.5.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

<i>Score</i>	<i>1 (Fail)</i>	<i>2 (Fail)</i>	<i>3 (Pass)</i>	<i>4 (Pass)</i>	<i>5(Pass)</i>
	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
<i>Interpretation</i>	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
<i>Marks scored out of the total score of 60 (Add all marks)</i>				<i>Remarks</i>	
<i>Percentage score (Marks scored/total score*100)</i>					

NB: G – General Pass mark: 60%

7.5.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			
N1.6	✓ Input and output monitoring	1			
N1.7	✓ Preoperative preparation	1			
N1.8	✓ Postoperative care	1			
N1.9	✓ Wound dressing	7			
N2	- Administration of medications	2			
N3	- Administration of oxygen	1			
N4	- Specimen collection	1			
N5	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses Pass mark: 60%

7.5.3 CONTENT SPECIFIC TO CHILDREN'S WARD

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
C1	- Orientation to the ward	2			
C2	- Introduction to gadget and equipments in the ward	2			
C3	- Infection prevention and control	2			
C4	- Bed bath and assisted bed bath	1			
C5	- Vital sign	1			
C6	- Tepid sponging	1			
C7	- Management of:	4			
C7.1	✓ Shock				
C7.2	✓ Severe malnutrition				
C7.3	✓ Hyperglycemia				

C8	- Nebulization	1			
C9	- Airway management of the unconscious child	2			
C10	- Underwater seated drainage	2			
C11	- Burns management	3			
C12	- Diarrhea and dehydration	2			
C13	- Resuscitation of children	2			
C14	- Documentation	2			
C15	- Managing referrals and filling the referral feedback form	2			
Marks scored out of the total score of 85 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: C – Children Ward Pass mark: 60%

7.5.4 **RECOMMENDATIONS** (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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.....

b. Mentees comment if any.....

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.....

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.6 CONTENT FOR NEONATAL INTENSIVE CARE UNIT STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.6.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

<i>Score</i>	<i>1 (Fail)</i>	<i>2 (Fail)</i>	<i>3 (Pass)</i>	<i>4 (Pass)</i>	<i>5(Pass)</i>
	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
<i>Interpretation</i>	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.6.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			
N1.6	✓ Input and output monitoring	1			
N1.7	✓ Preoperative preparation	1			
N1.8	✓ Postoperative care	1			
N1.9	✓ Wound dressing	7			
N2	- Administration of medications	2			
N3	- Administration of oxygen	1			
N4	- Specimen collection	1			
N5	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.6.3 CONTENT SPECIFIC TO NICU

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
NC1	- Orientation to the NICU	2			
NC2	- Introduction to gadget and equipments in the NICU and being able to use them	7			
NC3	- Care of equipments in the NICU	3			
NC4	- Thompson score	2			
NC5	- Ballard score	2			
NC6	- Advance care for the newborn	2			
NC7	- Management of the following conditions in the newborn: ✓ Jaundice	3			

NC8	<ul style="list-style-type: none"> ✓ Asphyxia ✓ Neonatal Sepsis ✓ Hypoglycaemia - Management of special babies: ✓ Low birth weight babies ✓ Macrosomic babies ✓ Preterm babies 	5			
NC9	<ul style="list-style-type: none"> - How to perform the following procedures: ✓ Blood transfusion ✓ Storage of breast milk 	2			
NC10	<ul style="list-style-type: none"> - Documentation 	2			
NC11	<ul style="list-style-type: none"> - Managing referrals and filling of the referral feedback form 	2			
Marks scored out of the total score of 85 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: NC – NICU

Pass mark: 60%

7.6.4 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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.....

b. Mentees comment if any

.....

.....

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.7 CONTENT FOR THEATRE STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.7.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

<i>Score</i>	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
Interpretation	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.7.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			
N1.6	✓ Input and output monitoring	1			
N1.7	✓ Preoperative preparation	1			
N1.8	✓ Postoperative care	1			
N1.9	✓ Wound dressing	7			
N2	- Administration of medications	2			
N3	- Administration of oxygen	1			
N4	- Specimen collection	1			
N5	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.7.3 CONTENT SPECIFIC TO THEATRE

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
T1	- Orientation to the theatre	2			
GT	- Introduction to theatre protocols	2			
T3	- Customer care	1			
T4	- IPC protocol	7			
T5	- Scrubbing	7			
T6	- Decontamination	1			
T7	- Introduction to surgical instruments	3			
T8	- Preoperative preparation	2			
T9	- Gowning	2			
T10	- Gloving	1			

T11	- Performing minor suturing	3			
T12	- Processing of instruments after use				
T12.1	✓ Decontamination	1			
T12.2	✓ Washing	1			
T12.3	✓ Sterilization	3			
T12.4	✓ Packaging	1			
T13	- Care of used linens	2			
T14	- Writing monthly returns	3			
Marks scored out of the total score of 85 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: T - Theatre

Pass mark: 60%

7.7.4 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any.....

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.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.8 CONTENT FOR RECOVERY WARD STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.8.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

<i>Score</i>	<i>1 (Fail)</i>	<i>2 (Fail)</i>	<i>3 (Pass)</i>	<i>4 (Pass)</i>	<i>5(Pass)</i>
	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
<i>Interpretation</i>	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
<i>Marks scored out of the total score of 60 (Add all marks)</i>				<i>Remarks</i>	
<i>Percentage score (Marks scored/total score*100)</i>					

NB: G – General Pass mark: 60%

7.8.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			
N1.6					
N1.7	✓ Input and output monitoring	1			
N1.8	✓ Preoperative preparation	1			
N1.9	✓ Postoperative care	1			
N2	✓ Wound dressing	7			
N3	- Administration of medications	2			
N4	- Administration of oxygen	1			
N5	- Specimen collection	1			
	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.8.3 CONTENT SPECIFIC TO RECOVERY WARD

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
R1	- Orientation to the unit	1			
R2	- Introduction to protocols in the unit	2			
R3	- IPC protocols	2			
R4	- Introduction to equipments/gadget in the units	3			
R4.1	✓ Use of the cardiac monitor	3			
R5	- Receiving patients into the theatre (Pre-op)	1			
R6	- Introduction to the consent form and usage	2			
R7	- Specimen collection	1			

R8	- Immediate post-operative management	3			
R9	- Cannulation	1			
R10	- Resuscitation	2			
R11	- Pain management	2			
R12	- IV therapy	2			
R13	- Monitoring of input and output	1			
R14	- Use of post-operative observation chart/book	2			
R15	- Oxygen therapy	3			
R16	- Wound dressing	2			
R17	- Performing bed bath	1			
R18	- Care of used linen	2			
R19	- Use of the admission and discharge register	2			
R20	- Report writing	2			
R21	- Trans out	2			
R22	- Managing referral and filling of the referral feedback form	2			
Marks scored out of the total score of 115 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: R - Recovery

Pass mark: 60%

7.8.4 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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.....

b. Mentees comment if any.....

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.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp

7.9 CONTENT FOR ANTENATAL CLINIC STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.9.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

Score	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
	Poor.	Weak.	Good.	Very Good.	Excellent.
Interpretation	Much less than acceptable	Less than Acceptable	Satisfactory (Average)	Above average.	Exceptional mastery

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General Pass mark: 60%

7.9.2 CONTENT FOR NEWLY RECRUITED MIDWIVES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
M1	- Checking and interpretation of vital signs	1			
M2	- Labour assessment	2			
M3	- Mgt. of labour	2			
M4	- Use and interpretation of Partograph	3			
M5	- Preparation for delivery (Must conduct at least 5 deliveries)	7			
M6	- Resuscitation of the new born/HBB	2			
M7	- NURSMID documentation	7			
M8	- Lifesaving skills	1			
M9	- Administration of medications	2			
M10	- Administration of oxygen	1			
M11	- Specimen collection	3			
M12	- Protocols on management of commonly admitted cases of the ward	7			
M14					
M15	- The grieving process and performing last offices	1			
	- Orientation on the midwives return form A	2			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: M - Midwives

Pass mark: 60%

7.9.3 CONTENT SPECIFIC TO ANTENATAL CLINIC

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
AN1	- Orientation to the unit including protocols in the unit	2			
AN2	- Introduction and proper filling of the maternal and child health record booklet	7			
AN3	- Checking and interpretation of vital signs:	3			
AN3.1	✓ Temp, BP, weight and height				

AN3.2	✓ Calculation of BMI				
AN3.3	✓ Urine (protein, glucose)				
AN3.4	✓ Calculation of EDD				
AN4	- General examination of pregnant women	2			
AN5	- Detection of obstetric emergencies	7			
AN5.1	✓ Gestational HPT				
AN5.2	✓ Gestational DM				
AN5.3	✓ Pre-eclampsia and eclampsia				
AN5.4	✓ APH				
AN5.5	✓ Previous PPH				
AN5.6	✓ Previous CS				
AN5.7	✓ Foetal distress				
AN5.8	✓ Multiple pregnancy				
AN5.9	✓ Abnormal presentation				
AN6	- Triaging of obstetric cases	3			
AN7	- Postnatal care	2			
AN8	- Orientation on the midwives return form A	7			
AN9	- Referral management and filling of the referral feedback form	2			
Marks scored out of the total score of 100 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: AN - Antenatal Pass mark: 60%

7.9.4 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Name:

Date:

Sign:

Endorsed by Nurse Manager

Name:

Date:

Sign and Stamp:

7.10 CONTENT FOR BLOCK F: GYNAECOLOGICAL WARD STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.10.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

<i>Score</i>	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
Interpretation	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
	- NURSMID Documentation	3			
G7	- Nursing care plan	7			
G8	- Introduction to various registers in the ward	1			
G9	- Infection Prevention and control	2			
G10	✓ Waste management				
G10.1	- Handing over and taking up	1			
G11					
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.10.2 CONTENT FOR NEWLY RECRUITED MIDWIVES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
M1	- Introduction and proper filling of the maternal and child health record booklet	7			
M2	- Checking and interpretation of vital signs	1			
M3	- Labour assessment	2			
M4	- Mgt. of labour	2			
M5	- Use and interpretation of Partograph	3			
M6	- Preparation for delivery (Must conduct at least 5 deliveries)	7			
M7	- Resuscitation of the new born/HBB	7			
M8	- NURSMID documentation	2			
M9	- Lifesaving skills	7			
M10	- Administration of medications	1			
M11	- Administration of oxygen	2			
M12	- Specimen collection	1			
M14	- Protocols on management of commonly admitted cases of the ward	3			
M15	- The grieving process and performing last offices	1			
M16	- Orientation on the midwives return form A	2			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: M - Midwives

Pass mark: 60%

7.10.3 CONTENT SPECIFIC TO BLOCK F: GYNAECOLOGICAL WARD

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
BF1	- Orientation to the unit	2			
BF2	- Introduction to various protocols in the ward	2			
BF3	- Infection prevention and control	2			
BF3.1	✓ Decontamination	1			
BF3.2	✓ Waste segregation	1			
BF4	- Early detection of abnormal pregnancy (molar and ectopic)	2			
BF5	- Specimen collection	1			
BF6	- Managing abnormal uterine bleeding	7			
BF7	- Managing common conditions admitted in the ward:				
BF7.1	✓ UTI in pregnancy	2			
BF7.2	✓ Hyperemesis	2			
BF7.3	✓ Abortions	2			
BF7.4	✓ Malaria in pregnancy	3			
BF7.5	✓ Anaemia	7			
BF8	- Pre-operative preparation for surgery	1			
BF9	- Post-operative management	2			
BF10	- Bed bath and vulva toileting	2			
BF11	- Wound dressing	3			
BF12	- Orientation on CAC services (FP, Counselling and follow up)	3			
BF13	- Filling of CAC register	2			
BF14	- PAC services	3			
BF15	- Handing over and taking up	1			
BF16	- Managing referral and filling of the referral feedback form	2			
BF17	- Report writing	2			
BF18	- Orientation on the midwives return form A	7			
Marks scored out of the total score of 120 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: BF – Block F Pass mark: 60%

7.10.4 **RECOMMENDATIONS** (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any

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.....
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Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Name:

Date:

Sign:

Endorsed by Nurse Manager

Name:

Date:

Sign and Stamp:

7.11 **CONTENT FOR BLOCK G: LABOUR WARD STAFF**

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.11.1 **GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES**

<i>Score</i>	<i>1 (Fail)</i>	<i>2 (Fail)</i>	<i>3 (Pass)</i>	<i>4 (Pass)</i>	<i>5(Pass)</i>
<i>Interpretation</i>	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.11.2 CONTENT FOR NEWLY RECRUITED MIDWIVES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
M1	- Introduction and proper filling of the maternal and child health record booklet	7			
M2	- Checking and interpretation of vital signs	1			
M3	- Labour assessment	2			
M4	- Mgt. of labour	2			
M5	- Use and interpretation of Partograph	3			
M6	- Preparation for delivery (Must conduct at least 5 deliveries)	7			
M7	- Resuscitation of the new born/HBB	7			
M8	- NURSMID documentation	2			

M9	- Lifesaving skills	7			
M10	- Administration of medications	1			
M11	- Administration of oxygen	2			
M12	- Specimen collection	1			
M14	- Protocols on management of commonly admitted cases of the ward	3			
M15	- The grieving process and performing last offices	1			
M16	- Orientation on the midwives return form A	2			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: M - Midwives Pass mark: 60%

7.11.3 CONTENT SSPECIFIC TO BLOCK G: LABOUR WARD

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
BG1	- Orientation to the ward	1			
BG2	- Introduction to protocols in the ward	3			
BG3	- Infection prevention and control	2			
BG3.1	✓ Waste segregation	2			
BG3.2	✓ Decontamination	1			
BG4	- Training on the use of the CTG	14			
BG5	- Management of common conditions associated with pregnancy				
BG5.1	✓ Malaria in pregnancy	7			
BG5.2	✓ UTI in pregnancy	7			
BG5.3	✓ Anaemia in pregnancy	3			
BG8	- Condition specific health education	7			
BG9	- Pre-operative management	3			
BG10	- Report writing	2			
BG11	- Documentations into the delivery registers	2			
BG12	- Managing referrals and filling of the referral feedback form	2			
BG13	- Orientation on the midwives return form A	7			
Marks scored out of the total score of 75 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: BG – Block G Pass mark: 60%

7.11.4 **RECOMMENDATIONS** (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any

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.....

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.12 **CONTENT FOR BLOCK H: LYING IN WARD STAFF**

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.12.1 **GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES**

<i>Score</i>	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
Interpretation	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Day)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the ward	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General Pass mark: 60%

7.12.2 CONTENT FOR NEWLY RECRUITED MIDWIVES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
M1	- Introduction and proper filling of the maternal and child health record booklet	7			
M2	- Checking and interpretation of vital signs	1			
M3	- Labour assessment	2			
M4	- Mgt. of labour	2			
M5	- Use and interpretation of Partograph	3			
M6	- Preparation for delivery (Must conduct at least 5 deliveries)	7			
M7	- Resuscitation of the new born/HBB	7			
M8	- NURSMID documentation	2			

M9	- Lifesaving skills	7			
M10	- Administration of medications	1			
M11	- Administration of oxygen	2			
M12	- Specimen collection	1			
M14	- Protocols on management of commonly admitted cases of the ward	3			
M15	- The grieving process and performing last offices	1			
M16	- Orientation on the midwives return form A	2			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: M - Midwives Pass mark: 60%

7.12.3 CONTENT SPECIFIC TO BLOCK H: LYING IN

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
BH1	- Orientation to the ward	1			
BH2	- Introduction to protocols in the ward	3			
BH3	- Infection prevention and control	7			
BH3.1	✓ Waste segregation				
BH3.2	✓ Decontamination				
BH4	- Post-operative management	3			
BH5	- Wound care and wound dressing	1			
BH6	- Bed bath and vulva toileting	3			
BH7	- Managing of common conditions in the ward:	14			
BH7.1	✓ Puerperal sepsis				
BH7.2	✓ Puerperal psychosis				
BH7.3	✓ Post-delivery eclampsia				
BH7.4	✓ Secondary PPH etc				
BH8	- Health education on common conditions of the ward	2			
BH9	- Baby bathing and cord care	5			
BH10	- Early detection of babies with problems:	2			
BH10.1	✓ Hypoglycaemia				
BH10.2	✓ Jaundice				
BH11	- Providing post-natal care	7			
BH12	- Counselling of family planning	7			

BH13	- Managing referrals and filling of the referral feedback form	7			
BH14	- Report writing	7			
BH15	- Orientation on the midwives return form A	7			
Marks scored out of the total score of 110 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: BH – Block H Pass mark: 60%

7.12.4 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any.....

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Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.13 CONTENT FOR SPECIAL CLINIC: EYE CLINIC STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.13.1 CONTENT SPECIFIC TO EYE CLINIC

<i>Score</i>	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
Interpretation	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
EY1	- Orientation to the unit	2			
EY2	- Introduction to the facility's software for case management	2			
EY3	- Introduction to equipments and gadgets in the unit	7			
EY4	- Registration of clients	1			
EY5	- History taking	3			
EY6	- Vision checking	2			
EY7	- Examination of the eye and consultation	10			
EY8	- Low vision clinic	14			
EY9	- Observation of eye surgery	4			
EY10	- Partaking in outreaches	7			
EY11	- Managing referrals and filling the referral feedback form	2			
EY12	- Monthly report writing	3			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: EY – Eye Clinic Pass mark: 60%

7.13.2 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any

.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.14 CONTENT FOR SPECIAL CLINIC: EAR, NOSE AND THROAT CLINIC STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.14.1 EAR, NOSE AND THROAT CLINIC (ENT)

<i>Score</i>	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
Interpretation	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
EN1	- Orientation to the unit	1			
EN2	- Introduction to the facility's software for case management	2			
EN3	- Introduction to equipments and gadgets in the unit	3			
EN4	- Registration of clients	2			
EN5	- History taking	3			
EN6	- Examination	7			
EN7	- Prescription	7			
EN7.1	- Performing minor procedures	3			
	✓ Removal of foreign material				
EN8					

EN9	- Referrals management (Internal and external) and filling of the referral feedback form	2			
	- Monthly report writing	2			
Marks scored out of the total score of 60 (Add all marks)			Remarks		
Percentage score (Marks scored/total score*100)					

NB: EN – ENT Clinic Pass mark: 60%

7.14.2 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any

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Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.15 CONTENT FOR PUBLIC HEALTH UNIT STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.15.1 CONTENT SPECIFIC TO PUBLIC HEALTH

Score	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
Interpretation	Poor.	Weak.	Good.	Very Good.	Excellent.
	Much less than acceptable	Less than Acceptable	Satisfactory (Average)	Above average.	Exceptional mastery

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
PH1	- Orientation to the unit	1			
PH2	- Infection Prevention and control	2			
PH2.1	✓ Waste management				
PH3	- Introduction to the facility's software for case management	2			
PH4	- Introduction to various registers in the unit	7			
PH5	- Introduction to maternal and child health record booklet	5			
PH6	- Health education	7			
PH7	- Counselling and administration of family planning commodities	7			
PH8	- Organizing CWC sections	7			
PH9	- Introduction to various antigens for immunization	5			
PH9.1	✓ Proper administration of the various antigens				
PH10	- Undertaking home visit	7			
PH11	- Undertaking school health	7			
PH12	- Proper documentation into the various registers	5			
PH13	- Managing referral and filling of the referral feedback form	2			
PH14	- Compilation and report writing	7			
PH15	- Orientation on the midwives return form	7			
A					
Marks scored out of the total score of 80 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: PH – Public Health Pass mark: 60%

7.15.2 CONTENT SPECIFIC TO VCT

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
V1	- Orientation to the unit	1			
V2	- Introduction to the facility's software for case management	2			
V3	- Infection Prevention and control	3			
V3.1	✓ Waste management				
V4	- Introduction to the facility's software for case management	2			
V5	- HIV testing and counselling	7			
V5.1	✓ Adherence counselling				
V6	- Disclosing a positive result	7			
V7	- Couple counselling	3			
V8	- Discordant couple counselling	3			
V9	- Collecting a dried blood spot (DBS) sample for early infant diagnosis (EID)	5			
V10	- Storing dried blood spot (DBS) sample	1			
V11	- Enrolment on ART	7			
V12	- Health education	2			
V13	- Documentation into various registers	2			
V14	- Referral management and filling of the referral feedback form	2			
V15	- Report writing	2			
Marks scored out of the total score of 85 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: V - VCT

Pass mark: 60%

7.15.3 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any

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.....

 Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.16 CONTENT FOR MENTAL HEALTH UNIT STAFF

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.16.1 CONTENT SPECIFIC TO MENTAL HEALTH UNIT

<i>Score</i>	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5(Pass)
Interpretation	<i>Poor.</i>	<i>Weak.</i>	<i>Good.</i>	<i>Very Good.</i>	<i>Excellent.</i>
	<i>Much less than acceptable</i>	<i>Less than Acceptable</i>	<i>Satisfactory (Average)</i>	<i>Above average.</i>	<i>Exceptional mastery</i>

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
MH1	- Orientation to the unit	1			
MH2	- Introduction to the facility's software for case management	2			
MH3	- Introduction to various books and registers in the unit	3			
MH4	- Registration of clients	2			
MH5	- Assessment of clients using the appropriate tools	7			
MH6	- Medication management	5			

MH7	- Management of common mental health conditions	14			
MH7.1	✓ Depression				
MH7.2	✓ Schizophrenia				
MH7.3	✓ Epilepsy				
MH7.4	✓ Substance abuse				
MH8	- Community activities	14			
MH8.1	✓ Outreach				
MH8.2	✓ Home visits				
MH8.3	✓ Health education				
MH9	- Managing referrals and filling f the referral feedback form	2			
MH10	- Report writing	7			
MH11	- Preparation of monthly reports using the reporting tools	7			
Marks scored out of the total score of 80 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: MH – Mental Health Pass mark: 60%

7.16.2 RECOMMENDATIONS (To be completed upon completion)

a. Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any.....

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Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Endorsed by Nurse Manager

Name:

Name:

Date:

Date:

Sign:

Sign and Stamp:

7.17 CONTENT FOR TELECONSULTATION CENTRE STAFF (TCC)

Name of staff: Specialty:

Ward assigned: Date assigned:

Name of mentor:

7.17.1 GENERAL CONTENT FOR BOTH NURSES AND MIDWIVES

Score	1 (Fail)	2 (Fail)	3 (Pass)	4 (Pass)	5 (Pass)
	Poor.	Weak.	Good.	Very Good.	Excellent.
Interpretation	Much less than acceptable	Less than Acceptable	Satisfactory (Average)	Above average.	Exceptional mastery

NB: Mentee should be able to manage each of the cases listed and perform all procedures with minimal supervision

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
G1	- Ward orientation including protocols on the ward and dusting	2			
G2	- Introduction to the facility's software for case management	2			
G3	- Admission process and bed making	1			
G4	- Trans in and trans out	1			
G5	- Triaging	2			
G6	- Early warning systems (MEWS and PEWS)	2			
G7	- NURSMID Documentation	3			
G8	- Nursing care plan	7			
G9	- Introduction to various registers in the wards	1			
G10	- Infection Prevention and control	2			
G10.1	✓ Waste management				
G11	- Handing over and taking up	1			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: G – General

Pass mark: 60%

7.17.2 CONTENT FOR NEWLY RECRUITED NURSES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
N1	- Basic nursing skills				
N1.1	✓ Checking and interpretation of vital signs	1			
N1.2	✓ Bed making	1			
N1.3	✓ Passing and care of NG tube	1			
N1.4	▪ NG tube feeding				
N1.5	✓ Catheterization and care of the catheter	1			
N1.6	✓ Input and output monitoring	1			
N1.7	✓ Preoperative preparation	1			
N1.8	✓ Postoperative care	1			
N1.9	✓ Wound dressing	7			
N2	- Administration of medications	2			
N3	- Administration of oxygen	1			
N4	- Specimen collection	1			
N5	- Protocols on management of commonly admitted cases of the ward	7			
N6	- The grieving process and performing last offices	1			
Marks scored out of the total score of 70 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: N – Nurses

Pass mark: 60%

7.17.3 CONTENT FOR NEWLY RECRUITED MIDWIVES

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
M1	- Introduction to maternal and child health record booklet	7			
M2	- Checking and interpretation of vital signs	1			
M3	- Labour assessment	2			
M4	- Mgt. of labour	2			
M5	- Use and interpretation of Partograph	3			
M6	- Preparation for delivery (Must conduct at least 5 deliveries)	7			
M7	- Resuscitation of the new born/HBB	7			

M8	- NURSMID documentation	2			
M9	- Lifesaving skills	7			
M10	- Administration of medications	1			
M11	- Administration of oxygen	2			
M12	- Specimen collection	1			
M14	- Protocols on management of commonly admitted cases of the ward	3			
M15	- The grieving process and performing last offices	1			
M16	- Orientation on the midwives return form A	2			
Marks scored out of the total score of 75 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: M – Midwives Pass mark: 60%

7.17.4 CONTENT SPECIFIC TO TCC

SN	Topic	Duration (Days)	Ratings (1-5)	Remarks	Mentor's Signature
TC1	- TCC protocols	2			
TC2	- Basic skills in ICT	7			
TC3	- Customer care	1			
TC4	- Communication etiquette	2			
TC5	- Referral policy protocol and guidelines	3			
TC6	- History taking	2			
TC7	- Case presentation	2			
TC8	- Pre-referral case management	2			
TC9	- Case management of various diseases	14			
TC10	- Health education and follow up	3			
TC11	- Documentation	2			
TC12	- Monitoring and evaluation	3			
Marks scored out of the total score of 60 (Add all marks)				Remarks	
Percentage score (Marks scored/total score*100)					

NB: TC – TCC Pass mark: 60%

7.17.5 RECOMMENDATIONS (To be completed upon completion)

- Base on the mentees performance what will you recommend to management? (Mentor)

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b. Mentees comment if any.....
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.....
.....

Mentor's name and signature:.....

Approval by Staff Clinical Coordinator

Name:

Date:

Sign:

Endorsed by Nurse Manager

Name:

Date:

Sign and Stamp:

8.0 CONCLUSION

We are hopeful that once our newly posted staff are able to complete the above content in their specific wards, they will be equipped enough to provide quality care to our clients in order to promote positive health outcomes.

APPENDIX: WHERE IDEAS WORK - 5 POINT RATING SCALE

The following is a sample of a 5 Point Numerical / Narrative Rating Scale including sample narrative ratings and definitions for each point value on the scale.

Scale	Rating	Definitions (Choose and/or Modify as Appropriate)
5 points (Pass)	Excellent. Exceptional Mastery. Much more than acceptable.	Should ensure extremely effective performance. Significantly above criteria for successful job performance. Surpassed expectations. Reserved for the exemplary set of skills that yield a particularly sophisticated approach to handling the situation. Meets all major / essential / core criteria or acceptable equivalents and met three or more additional criteria.
4 points (Pass)	Very Good. Full Performance Behaviours. Above average.	More than adequate for effective performance Generally exceeds criteria relative to quality and quantity of behaviour required for successful job performance. Meets all of the major / essential / core criteria or acceptable equivalents and several of the minor / additional criteria. No major deficiencies exist in the areas assessed. Consistently demonstrated better than average level of performance. Describes / demonstrates the full range of skills appropriate for handling the situation and the desired result, or outcome is obtained.
3 points (Pass)	Good. Acceptable. Satisfactory Average	Should be adequate for effective performance. Meets criteria relative to quality and quantity of behaviour required for successful job performance. Meets several of the major / essential / core criteria one or two of the minor / additional criteria or acceptable equivalents. Describes / demonstrates a sufficient range of skills for handling the situation and the desired outcome is obtained. Some of the major and minor criteria were met; some deficiencies exist in the areas assessed but none of major concern.
2 points (Fail)	Weak. Less than Acceptable	Insufficient for performance requirements. Generally, does not meet criteria relative to quality and quantity of behaviour required for successful job performance e.g. meets half or less of criteria. Does not describe / demonstrate a sufficient range of skills appropriate for handling of the situation, or describes plausible but inappropriate behaviours for handling the situation or the desired result or outcome is not obtained.
0 – 1 point (Fail)	Unacceptable. Poor. Much less than acceptable	Significantly below criteria required for successful job performance. Few or no criteria met. Many deficiencies. A major problem exists. No answer or inappropriate answer. Describes/demonstrates counter-productive behaviours that have negative outcomes or consequences (make the situation worse).

Reference: British Columbia BC Public Service, Where Ideas Lies: 5-point rating scale - www2.gov.bc.ca

REFERENCE

- Ministry of Health: National policy guidelines for nursing and midwifery professional mentorship programme
- www.gov.bc.ca: british columbia BC public service, where ideas lies: 5-point rating scale

EXTRA SESSION: SOME EXCERPTS OF STAFF WHO HAVE GONE THROUGH THE MENTORSHIP RPOGRAM

Testimonies from some staff who have benefitted from the mentorship program. The audio contains evaluations from staff on how beneficial the mentorship program has been to them.



Eye mentorship.aac

1.



mentorship
maternity.aac

2.



mentorship.aac

3.



mentor 2024 Ew.aac

4.



Mentorship
NICU.aac

5.

