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Cumulative Record Book

for General Nursing and Midwifery Course

Name of the Candidate: _____

Name of the Institution: _____

_____

R Sreevani

2nd Edition

JAYPEE

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NURSING FOUNDATION PRACTICAL

Placement: I Year—Practical Hours (880 hours): 200 Laboratory hours + 680 Clinical hours

Procedure	*Date of demonstration*	*Teacher signature*	*Date of return demonstration*	*Supervisor signature*
1. **Hospital admission**				
1.1. Preparation of unit for new patient				
1.2. Preparation of admission bed				
1.3. Admission procedure for new patient				
1.4. Admission procedure for transfer in patient				
1.5. Record of admission procedure				
2. **Discharge/transfer out**				
2.1. Discharge counseling				
2.2. Discharge procedure for planned discharge				
2.3. Discharge procedure for leaving against medical advice (LAMA)				
2.4. Discharge procedure for referrals and transfers				
2.5. Discharge procedure for transfer in patient				
2.6. Record of discharge procedure				
2.7. Disinfection of unit and equipment after discharge/ transfer				
3. **Nursing assessment and interventions for patients**				
3.1. History taking				
3.2. Nursing diagnosis				
3.3. Listing nursing problems				
3.4. Prioritization of problems				
3.5. Goals and expected outcomes				
3.6. Nursing interventions				
3.7. Evaluation				
3.8. Writing nursing care plan				
3.9. Providing care as per the plan				
4. **Communication**				
4.1. Use of verbal and non-verbal communication techniques				
5. **Prepare a plan for patient teaching session**				
5.1. Develop plan for patient teaching				
5.2. Provide health talk				
6. **Write patient report**				
6.1. Change of shift reports				
6.2. Transfer reports				
6.3. Incident reports				
6.4. Oral report presentation				
6.5. Daily care planning/time planning				
7. **Vital signs**				
7.1. Temperature ◆ Oral ◆ Auxillary ◆ Rectum				

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Procedure	*Date of demonstration*	*Teacher signature*	*Date of return demonstration*	*Supervisor signature*
7.2. Pulse				
7.3. Respiration				
7.4. Blood pressure				
7.5. Temperature, pulse, respiration (TPR) recording				
8. **Health assessment**				
8.1. History taking				
8.2. Perform physical examination ◆ Inspection ◆ Palpation ◆ Percussion ◆ Auscultation ◆ Olfaction				
8.3. Identification of system wise deviations				
8.4. Pain assessment				
9. **Preparation of patient's unit**				
9.1. Open bed				
9.2. Closed bed				
9.3. Occupied bed				
9.4. Operation bed				
9.5. Cardiac bed				
9.6. Fracture bed				
9.7. Burn bed				
9.8. Divided and Fowler's bed				
9.9. Amputation bed				
9.10. Digitally operated beds				
10. **Provision for comfort devices**				
10.1. Mattress (air, water)				
10.2. Extra pillows				
10.3. Back rest				
10.4. Cardiac table				
10.5. Bed cradle				
10.6. Air cushion				
10.7. Foot rest				
10.8. Cotton rings, hand rolls, pads				
10.9. Hot water bottles				
10.10. Trochanter rolls				
10.11. Sand bags				
11. **Hygienic care**				
11.1. Oral hygiene for unconscious patient				
11.2. Assisting for oral hygiene				
11.3. Bed bath				
11.4. Assisted bath/bathroom bath				
11.5. Back care				
11.6. Care of pressure points				
11.7. Hair combing				
11.8. Hair wash				

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Procedure	*Date of demonstration*	*Teacher signature*	*Date of return demonstration*	*Supervisor signature*
11.9. Pediculosis treatment				
11.10. Care of nails—hand and feet				
12. **Feeding**				
12.1. Oral feeding				
12.2. Naso/orogastric feeding				
12.3. Gastrostomy feeding				
12.4. Parenteral feeding				
12.5. Nasogastric tube insertion				
12.6. Nasogastric tube suction				
12.7. Nasogastric tube irrigation				
13. **Urinary elimination**				
13.1. Provide urinal/bed pan				
13.2. Condom drainage				
13.3. Perineal care				
13.4. Catheterization				
13.5. Care of urinary drainage				
13.6. Bladder irrigation				
14. **Bowel elimination**				
14.1. Insertion of flatus tube				
14.2. Cleansing enema				
14.3. Insertion of suppository				
14.4. Assist for medicated packs into rectum				
14.5. Bowel wash				
15. **Body alignment and mobility**				
15.1. Range of motion exercises ◆ Active exercises ◆ Passive exercises				
15.2. Deep breathing and coughing exercises				
15.3. Supine position				
15.4. Dorsal recumbent position				
15.5. Lateral/side lying position				
15.6. Prone position				
15.7. Fowler's/semi Fowler's position				
15.8. C-position				
15.9. Sims position				
15.10. Lithotomy position				
15.11. Trendelenburg position				
15.12. Assisting the patient in changing position				
15.13. Assisting the patient for sitting position				
15.14. Assisting the patient in transferring from bed to wheel chair				
15.15. Assisting the patient in transferring from bed to stretcher				
15.16. Assisting the patient in walking				
15.17. Helping the patient with the crutches				
15.18. Helping the patient with the walker				

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Procedure	*Date of demonstration*	*Teacher signature*	*Date of return demonstration*	*Supervisor signature*
15.19. Application of restraints				
15.20. Care of patient with restraints				
16. **Oxygen administration**				
16.1. Preparation for oxygen administration				
16.2. Oxygen administration ◆ Mask ◆ Prongs ◆ Tent ◆ Catheters				
16.3. Care of oxygen cylinder				
17. **Suctioning**				
17.1. Arranging suction equipment				
17.2. Oropharyngeal				
17.3. Nasopharyngeal				
18. **Chest physiotherapy and postural drainage**				
18.1. Care of chest drainage				
18.2. Chest physiotherapy ◆ Postural drainage ◆ Chest percussion ◆ Vibration				
19. **Cardiopulmonary resuscitation (CPR)—Basic life support**				
19.1. Cardiopulmonary resuscitation				
20. **Intravenous therapy**				
20.1. Observation of IV therapy				
20.2. Observation of blood and blood component transfusion				
20.3. Maintenance of intake and output chart				
21. **Collection of specimens for investigation**				
21.1. Urine ◆ Routine ◆ Culture ◆ 24 hours				
21.2. Sputum				
21.3. Feces				
21.4. Vomitus				
21.5. Blood				
21.6. Vaginal discharge				
21.7. Peripheral smear				
21.8. Throat swab				
22. **Perform laboratory test**				
22.1. Urine for sugar				
22.2. Urine for albumin				
22.3. Urine for acetone				
22.4. Urine for specific gravity				
22.5. Urine for bile pigments and salts				
22.6. Blood for sugar (with strip/glucometer)				
23. **Application of hot and cold therapies**				
23.1. Hot water bag				
23.2. Hot fomentation				

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Procedure	*Date of demonstration*	*Teacher signature*	*Date of return demonstration*	*Supervisor signature*
23.3. Infrared/ultra violet lamp				
23.4. Steam inhalation				
23.5. Dry cold application/ice cap				
23.6. Moist cold application/cold sponging/tepid sponging				
23.7. Sitz bath				
24. **Communication and assisting with special population**				
24.1. Assisting with self-care of visually impaired patient				
24.2. Assisting with self-care of hearing impaired patient				
24.3. Communicating with visually impaired patient				
24.4. Communicating with hearing impaired patient				
24.5. Communicating with mentally disturbed patient				
24.6. Assisting with self-care of mentally disturbed patient				
24.7. Assisting with self-care of mentally challenged individual				
25. **Recreational and diversional therapies**				
25.1. Providing recreational and diversional therapies to patients				
26. **Care of patient with alteration in sensorium**				
26.1. Assessment of patient with alteration in sensorium				
26.2. Care of patient with alteration in sensorium				
27. **Infection control**				
27.1. Medical hand washing				
27.2. Surgical hand washing (scrub)				
27.3. Preparing isolation unit				
27.4. Wearing and removal of mask				
27.5. Wearing and removal of gloves				
27.6. Wearing and removal of gown				
27.7. Practice technique of wearing and removing of personal protective equipment (donning and doffing of PPE)				
27.8. Practice standard of safety precautions				
28. **Disinfection of equipment and unit—sterilization**				
28.1. Boiling method				
28.2. Autoclaving				
28.3. Hot air oven				
28.4. Chemical method				
28.5. Mechanical method				
28.6. Handling sterilized equipment				
28.7. Calculation of strength of lotions				
28.8. Preparation of lotions				
28.9. Care of rubber goods				
28.10. Care of soiled linen				
28.11. Care of mattress and pillows				
28.12. Care of enamel goods				
28.13. Care of needles				
28.14. Care of sharp instruments				

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Procedure	*Date of demonstration*	*Teacher signature*	*Date of return demonstration*	*Supervisor signature*
29. **Biomedical waste management**				
29.1. Decontamination of hospital waste				
29.2. Segregation and transportation of waste				
30. **Care of wound**				
30.1. Skin preparation for surgery (local)				
30.2. Preparation of postoperative unit				
30.3. Preoperative teaching and counseling				
30.4. Postoperative teaching and counseling				
30.5. Pre and postoperative monitoring of patient				
30.6. Wound dressing				
30.7. Care of wound drainage				
30.8. Application of abdominal binders				
30.9. Application of breast binders				
30.10. Application of T-binders				
31. **Bandages for various body parts**				
31.1. Application of splints				
31.2. Application of slings				
31.3. Application of circular bandage				
31.4. Application of spiral bandage				
31.5. Application of spiral reverse bandage				
31.6. Application of figure-of-eight bandage				
31.7. Application of capeline bandage				
31.8. Application of eye bandage				
31.9. Application of jaw bandage				
31.10. Application of ear bandage				
31.11. Application of shoulder spica bandage				
31.12. Application of triangular bandage				
31.13. Preparation of first-aid kit				
32. **Administration of medications in different forms and routes**				
32.1. Oral				
32.2. Sublingual				
32.3. Intradermal				
32.4. Subcutaneous				
32.5. Intramuscular				
32.6. Intravenous				
32.7. Drug measurement and dose calculation				
32.8. Preparation of lotions and solutions				
33. **Administration of topical applications, insertion of drug into body cavity**				
33.1. Insertion of suppository and medicated packs				
33.2. Instillation of ear drops				
33.3. Instillation of eye drops				
33.4. Instillation of nose drops				
33.5. Instillation of throat drops				
33.6. Irrigation of eye				
33.7. Irrigation of ear				

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Procedure	*Date of demonstration*	*Teacher signature*	*Date of return demonstration*	*Supervisor signature*
33.8. Irrigation of bladder				
33.9. Irrigation of vagina				
33.10. Irrigation of rectum				
34. **Inhalations**				
34.1. Dry inhalations				
34.2. Moist inhalations				
34.3. Plain nebulization				
34.4. Medicated nebulization				
34.5. Identification of spurious drugs				
34.6. Recording of medicine administration (date, time, medication, dose, route and signature)				
35. **Care of dying patient**				
35.1. Care for terminally ill patient				
35.2. Care of dead body				
35.3. Packing of dead body				
35.4. Counseling of grieving relatives				
35.5. Handing over the body to relatives				
35.6. Handing over the patient's valuables to relatives				
35.7. Transferring the dead body to mortuary				
35.8. Terminal care of the unit				

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Nursing Care Plan Performed in the Hospital

Sl. No.	*Date*	*Details of care plan*	*Ward*	*Teacher signature*
1.				
2.				
3.				
4.				

Health Talks/Health Education Given in the Hospital

Sl. No.	*Date*	*Place*	*Topic*	*Group/individual*	*AV aids used*	*Supervisor signature*
1.						
2.						

Attendance in percentage (%):
Theory:
Practical:

Subject teachers **Class coordinator** **Principal**

1.
2.
3.
4.

NURSING FOUNDATION PRACTICAL EXAMINATION

Signature of internal examiner **Signature of external examiner**

Date: **Date:**

Signature of internal examiner **Signature of external examiner**

Date: **Date:**

Signature of internal examiner **Signature of external examiner**

Date: **Date:**

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Cumulative Record Book
for General Nursing and Midwifery Course

Salient Features

- Well organized and systematically written as per the revised INC syllabus 2015.
- Covers all the specified nursing procedures both year- and subject-wise.
- Written document for the teacher to monitor student's clinical performance.
- Will aid in upgrading the student's efficiency in acquiring professional skills.

R Sreevani PhD (Psychiatric Nursing) is Professor and Head, Department of Psychiatric Nursing, Dharwad Institute of Mental Health and Neurosciences (DIMHANS), Dharwad, Karnataka, India was awarded PhD in Psychiatric Nursing under national consortium for PhD in Nursing from Rajiv Gandhi University of Health Sciences, Karnataka. She secured Master's Degree in Psychiatric Nursing from National Institute of Mental Health and Neurosciences (NIMHANS), Bengaluru, Karnataka which is one of the premier institutions in the country. She has the distinction of graduating from College of Nursing, Kurnool, Andhra Pradesh with a 1st rank and securing 4 Gold Medals instituted by student welfare bodies.

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