TITLE: UNDERGRADUATE STUDENT SKILLS INVENTORY

POLICY: There will be an undergraduate student skills inventory to record student learning experiences.

RATIONALE: A thoughtful, careful and comprehensive inventory of nursing skills:
   a. assists in identifying and recording skills
   b. provides a communication mechanism for informing clinical preceptors (e.g. in N484, N416) of previously demonstrated skills
   c. provides information to prospective employers and others seeking information about a student's learning experiences during the MSU nursing curriculum
   d. helps in development of MRO
   e. assists in evaluating courses

PROCEDURE: 1. UAAC will charge specialty groups and faculty teaching lower division undergraduate clinical courses to develop a skills inventory for each appropriate clinical course, beginning in the Fall of 1995. A three column format will be suggested (see example).

<table>
<thead>
<tr>
<th>Learning experience related to</th>
<th>Presented in lecture</th>
<th>Opportunity to practice skill in college or clinical lab</th>
</tr>
</thead>
</table>

This skills inventory will be attached to the Master Resource Outline and individual course syllabi editorially.

2. UAAC will charge specialty groups and faculty teaching lower division undergraduate clinical courses to review and revise as necessary, the skills inventory for each clinical course at the start of every even numbered academic year (e.g., 1996-97, 1998-99, etc.).

3. The Undergraduate Student Skills Inventory will be a collection of sheets from each course for which there is a skills inventory.

4. Each course for which there is a skills inventory will have a single sheet upon which the lead instructor will place the individual student's name and have the document placed in the student's campus school file.

5. Faculty and students may use the skills inventories in communicating with clinical preceptors.
6. The Assistant Dean and/or the campus Directors will arrange for the skills inventory from each successfully completed clinical course (a grade of C or better) to be compiled for each student before N484 or any other course using preceptors, including N416.

7. Students may request from their Campus Director a copy of their appropriate skills inventories. Graduates may request the same from the Assistant Dean.

ATTACHMENT #1: Skills Inventory

Approved by:

UAAC 11/04/94
Faculty 11/14/94
Dean 12/13/94 (KAL)
## PROPOSED EXAMPLE B-18 SKILLS INVENTORY

### POLICY B-18

**ATTACHMENT #1**

**Course:** N346 Family-Child Nursing I

<table>
<thead>
<tr>
<th>Learning experience related to</th>
<th>Presented in lecture</th>
<th>Opportunity to practice skill in college or clinical lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postpartum Assessment</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Newborn Assessment</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Methods of Family Planning</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>