A TECHNICAL REPORT

STUDENTS' INDUSTRIAL WORKS EXPERIENCE SCHEME (SIWES)

HELD AT

SALOS HEALTH CONSULTANTS

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Submitted to:
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DEDICATION

The student industrial work experience scheme is dedicated to **Almighty Allah** for making this opportunity a successful one in life and giving me the opportunity to complete the program.

ACKNOWLEDGEMENT

All praise and adoration is due to Almighty Allah, the uncreated creator of every creature, the first without beginning, the last without an end, He who will continue to exist when existence does no longer exist, for the protection and great privilege he offered me throughout the completion of the program.

My regards also goes to my lovely, wonderful and caring parent **Mr. and Mrs. Lawal** for their support morally, spiritually and financially throughout the program.

My appreciation also goes to our amiable H.O.D may Almighty Allah reward and bless him (Amen).

Special appreciation goes to my SIWES Co-ordinator for his guidance during my Training. God bless you Sir (Amen).

My sincere appreciation goes to my brothers and sisters, and also to my friends, I wish you success in all your endeavors. (Amen).

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<center>**CHAPTER ONE**</center>

1.1   INTRODUCTION TO SIWES

Students Industrial Work Experience Scheme (SIWES) is a Skills Training Program designed to prepare and expose Students of Universities, Polytechnics, Colleges of Technology, Colleges of Agriculture and Colleges of Education for the Industrial Work situation they are likely to meet after graduation. The Scheme affords Students the opportunity of familiarizing and exposing themselves handling equipment and machinery that are usually not available in their institutions.

1.2   HISTORY OF SIWES

The Students' Industrial Work Experience Scheme (SIWES) was initiated in 1973 by the Federal Government of Nigeria under the Industrial Training Fund (ITF) to bridge the gap between theory and practice among products of our tertiary Institutions. It was designed to provide practical training that will expose and prepare students of Universities, Polytechnics, and Colleges of Education for work situation they are likely to meet after graduation.

Before the establishment of the scheme, there was a growing concern among the industrialists that graduates of institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus the employers were of the opinion that the theoretical education going on in higher institutions was not responsive to the needs of the employers of labour.

As a result of the increasing number of students' enrolment in higher institutions of learning, the administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and was taken over by the Federal Government and handed to National Universities commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE). In 1984, the Federal Government reverted back to ITF which took over the scheme officially in 1985 with funding provided by the Federal Government.

1.3   OBJECTIVES OF SIWES

The specific objectives of SIWES are to:

<center>1</center>

- Provide placements in industries for students of higher institutions of learning approved by relevant regulatory authorities (NUC, NBTE, NCCE) to acquire work experience and skills relevant to their course of study

- Prepare students for real work situation they will meet after graduation.

- Expose students to work methods and techniques in the handling of equipment and machinery that may not be available in schools.

- Make transition from school to the labour market smooth and enhance students' conduct for later job placement

- Provide students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice

- Strengthen employer involvement in the entire educational process and prepare students for employment in industry

Promote the desired technological knowhow required for the advancement of the nation.

1.4   OBJECTIVES OF ESTABLISHMENT

- To provide optimum and individual care to patients.

- To develop recognition for patients needs for privacy and preservation of dignity.

- To maintain good relationship with patients, relations and the community through health education.

- To carry out diagnosis and intervention.

- To provide training for students.

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CHAPTER TWO

2.1   EXPERIENCED GAINED DURING SIWES.

Below are some of experiences I gained during the Student Industrial Work Experience Scheme (SIWES).

- ➢ Underwent orientation and training on the organization's policies and procedure
- ➢ How to use excel and statistical software (e.g SPSS) for data analysis
- ➢ Assisted in data collection and entry for a research study on patients outcomes
- ➢ Developed skills in data collection and entry using Excel
- ➢ Improved report writing skills through assisting in writing a research report
- ➢ Interpreting results and drawing meaningful conclusion
- ➢ Developed skills in presentation and communication
- ➢ Collection of data for the Asthenia (body weakness)
- ➢ Assisted in identify patient outcomes, and evaluate the effectiveness of new treatment
- ➢ Analyzed data using statistical software (e.g. SPSS) and interpreted result
- ➢ Registration of new patients by having the patient complete a paper form
- ➢ Collection of data from patients (Physical examination, Blood test)
- ➢ Exposed on data collection procedures on patients outcomes
- ➢ Documentation of patient information (Recorded the information given to the patients)
- ➢ Organization of medical records using statistical software
- ➢ Retrieval of patient records
- ➢ Patient scheduling
- ➢ Learning about some symptoms and how is being controlled
- ➢ Saving of patient records
- ➢ Problem identification
- ➢ Verification of patient demographics
- ➢ Creating of patient record
- ➢ Managing of patient record
- ➢ Validation of data
- ➢ Analyzing the patient data
- ➢ Reporting the findings
- ➢ Visualization of outcomes

2.2 STATISTICS OF NEW PATIENT REGISTERED

Statistics of new patients registered is presented in table form with the old patients in order to facilitate easy analysis

| Year	Old patients	New patients	Total patients
2021	1,500	800	2,300
2022	2,200	2,000	4,200
2023	2,500	1,700	4,200
2024	3,300	2,900	6,200

Table 1: Statistics of New Patient Registered.

2.3 PATIENTS OUTCOMES BY DISEASE TYPE

Patients outcome by disease type, using barchat

Diabetes type	Number of patients	Mean Outcome Score
Diabetes	100	80
Hypertension	80	75
Asthma	60	85
COPD	40	70

Table 2: Patients outcome by disease type
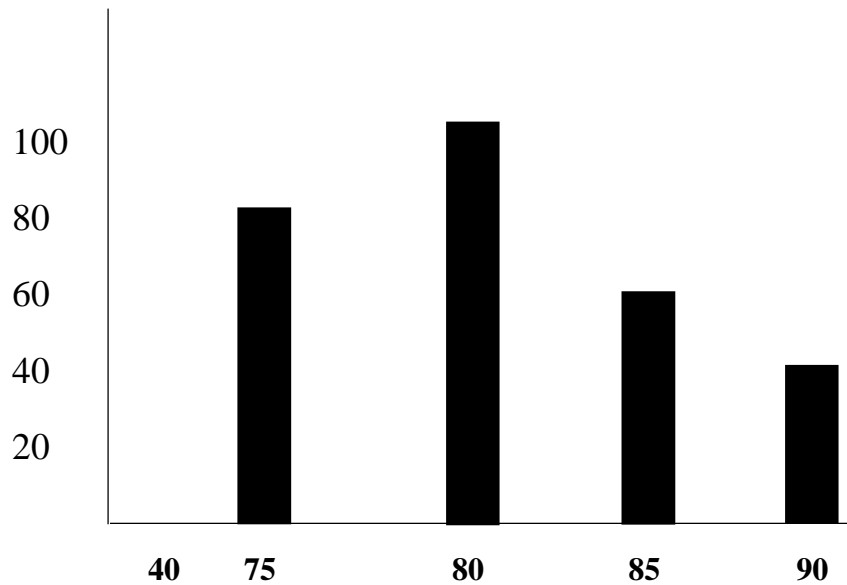
2.4 DATA COLLECTION

➢ Data Collection is the process of data collection, complication, and analysis.

➢ Data collection is a subset collection of data information.

QUALITY/ATTRIBUTE OF DATA COLLECTION

This is the process of gathering and measuring information to targeted variables. In an established systematic fashion which then enable one to answer relevant question and to evaluate outcomes.

TECHNIQUES OF DATA COLLECTION

- You must (respect) obey the constituent authorities
- Polite
- Courtesy
- Probbling
- Good listeners
- Do not hurry the interviewer
- Do not lead the respondent
- The appreciative of his/her time his/her co-operation.

PROBLEM OF DATA COLLECTION

- ➢ Difficult respondent
- ➢ Language Barriers
- ➢ Respondent not located
- ➢ Lack of record or memory Lapses
- ➢ Illiteracy
- ➢ Suspicious respondent
- ➢ Religions believe
- ➢ Traditional believe
- ➢ Economic situation
- ➢ Lack of co-operation.
- ➢ Lack of personal
- ➢ Poor funding
- ➢ Absence of suitable material
- ➢ Design or planning problem
- ➢ Administrative bereave rage

OBJECTIVE OF DATA COLLECTION

- ❖ Quality data
- ❖ Timely data
- ❖ Adequate or comprehensive data
- ❖ Reliable data

METHOD OF DATA COLLECTION

- ❖ Personal Interview
- ❖ Questionnaire Administration
- ❖ Postal Enquiry
- ❖ Telephone Method
- ❖ Internet Method
- ❖ Observation Method
- ❖ Documentary Method
- ❖ Experimental Method

STAGES OF DATA COLLECTION

A. Aims Objective

- ❖ Population
- ❖ Sample Frame
- ❖ Sampling Selection
- ❖ Information to be Collected
- ❖ Method of Collecting Data
- ❖ Questionnaire Construction
- ❖ Recruitment of Staff
- ❖ Analysis of Data
- ❖ Writing of Report or Dissemination

2.4   MICROSOFT WORD

INTRODUCTION TO MICROSOFT WORD

Microsoft word is used in preparing and editing text such as a letter, or reports. Such text or documents can be saved for printing and future retrieval.

It facilitates editing, correcting, revising and other modification of document without the need to re-type the entire document.
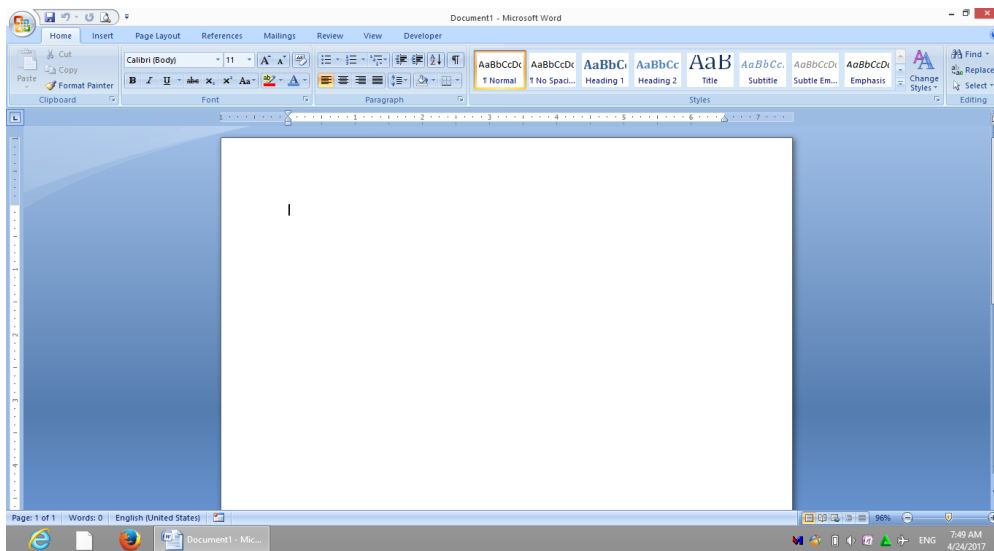
2.5   KEY COMPONENTS OF A WINDOW SCREEN

Title bar: it usually shows the name of the application that is currently being run.

Menu bar: next to the title bar. It displays the primary operations available within the currently running application.

Tool bar: this bar displays short cut button for performing operations, such as saving file or copying data.

Format bar: It also displays shorten buttons for performing formatting operation, such as text alignment, changing the font or the font size.

Special button: they are used to manipulate (reducing/enlarging) windows.

Close button: this is used to close the window and exit from the application. It is represented by a cross symbol (X).

Maximize button: it is used to display a full-screen view of the windows. It is represented by a square box (   ).

Minimize button: it is used to reduce the size of the window. It is represented by a hyphen like symbol (-).

LOADING MICROSOFT WORD PROGRAM

STEPS:

- ❖ Move the mouse pointer to the bottom left of the screen
- ❖ Click on the **start icon**
- ❖ Click on **all programs**
- ❖ Select Microsoft office
- ❖ Click on Microsoft office word

CREATING A NEW DOCUMENT

Steps:

- • Click on office button
- • Select new
- • Click on create.

SAVING A PROGRAM

Steps:

- ➢ Click on office button
- ➢ Select save/save as
- ➢ Type in the file name in the file name box
- ➢ Click on save.

OPENING A DOCUMENT

STEPS:

- ❖ Click on start button
- ❖ Point to document
- ❖ Click on the name of document you want to open

COPYING A TEXT

Steps:

- ▪ Select the text
- ▪ Click on home menu
- ▪ Click on copy

PASTING A TEXT

Steps:

- ➢ Select the text
- ➢ Click on home menu
- ➢ Click on paste

QUITTING WINDOW

Steps:
- Click on start button
- Click shut down
- Click yes.

CHAPTER THREE

3.1 CHALLENGES AND PROBLEM ENCOUNTERED

- ❖ To get a place of attachment is not easy
- ❖ Operating of some big machine e.g. generator in not always easy
- ❖ The stressful in term of transportation (delay in traffic) is another problem

CHAPTER FOUR

4.1 DISCUSSION

I gained a lot of things during my attachment in the organization. I was introduced to the computer software.

4.2 RELEVANT OF EXPERIENCE GAINED TO STUDENT FIELD OF STUDY

    i.   It enables me to practicalized the theoretical aspect of my course.

   ii.   It enable me to know the important and usefulness of computer to man

 iii.   It enables me to expose to the activity involved in the system.

4.3 INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION.

Salos Health Consultants is a nice organization where I was able to interact with the director, instructor and students of the organization. Even when I was about to round up my program, I felt like extending it but I have no option other than to leave.

CHAPTER FIVE

5.1   CONCLUSION

I appreciate the effort of the federal Government of Nigeria for introducing such program Student Industrial Work Experience Scheme (SIWES) to enhance students practical knowledge in their various field of study.

5.2   PERSONAL IMPRESSION ABOUT THE ORGANIZATION

It is an organization where unity exist within the director, instructors, secretary and student and this has really contributed to the grow of the organization.

The organization where I did my SIWES training can be recommended to any individual who is ready to acquire computer knowledge.

5.3   SUGGESTION AND RECOMMENDATION TO THE ORGANIZATION

I am appealing to the organization to give SIWES applicant a helping hand because they can both learn from each other.

5.4   TO THE POLYTECHNIC

I am appealing to all polytechnics that they should get all their students engaged in the SIWES program because I believe it is a program that can boost student in practical knowledge about the theoretical aspect the have been taught in school. It also makes the student to learn more on how to interact with people and how to work.