

Adult Nursing Branch Skills Guidelines (years 2 & 3)

These guidelines have been developed by UWE in collaboration with our Trust partners in order to provide students and mentors guidance regarding the involvement of students with skills / procedures that fall outside of the NMC Essential Skills Clusters and which are therefore not included in the Ongoing Record of Achievement practice document as they are not deemed necessary to gain entry to the register. The aim of the guideline is not to restrict the practice development of our students and their educational experience but to help protect both student and mentor accountability by providing a greater level of clarity to the clinical expectations of Years 2 & 3.

The skills are presented in TWO sections – Non Essential Skills and Medicine Management and have been divided into four categories that provide detail on whether or not a student can undertake the skill and are numbered and colour coded as follows:

1.	YES, Direct supervision NOT required once assessed as competent by a mentor
2.	YES, but always under DIRECT SUPERVISION
3.	YES, but ONLY following completion of relevant TRUST TRAINING AND REQUIRED COMPETENCIES – Documentation must be seen and verified by mentor - Skills are NOT transferable between trusts
4.	NO, NOT in any circumstance

DIRECT SUPERVISION:

For the purpose of this document Direct Supervision means:

In the immediate presence and under the constant observation of a Registered Nurse who is suitably qualified to undertake the skill themselves and is able to assess student ability and performance.

The lists are not designed to restrict the autonomy or practice of mentorship and DOES NOT give students an automatic right to undertake a skill because it appears in a certain category. **The mentor retains accountability for assessing an individual student's knowledge, attitude and competence** and where there is any doubt this guidance should be used in conjunction with the **UWE Decision Making Framework**, relevant **NMC Standards** and **Local Trust Policy** before any skill / procedure is undertaken.

Branch Skills Guidelines - Section One: Non Essential Skills / Procedures

SKILL	ADVICE	SKILL	ADVICE
1.Disconnect IV infusion – *Trained Staff to Flush	1	18.Blood Glucose Monitoring	3
2.Removal of Cannula	1	19.Pressure bandaging – including 3/4 layer	3
3.Removal of SC device eg Butterfly	1	20.Venepuncture	3
4.Removal of urethral catheter	1	21.Defibrillate with AED	3
5.Removal of supra-pubic catheter	1	22.Set up / alter rate of SC infusion	3
6.ECG recording	1	23.Insertion of Male urethral catheter	3
7.Removal of sutures / staples	1	24.Monitoring of patient during Blood Transfusion	3
8.Measuring and application of TED stockings	1	25.Removal of CVP	4
		26.Removal of Arterial Line	4
9.Insert SC device eg butterfly for infusion purposes	2	27.Obtaining an Arterial blood sample by any means	4
10.Undertake bladder washout	2	28.Zeroing an Arterial Line	4
11.Insert WIDE BORE NG tube for drainage purposes	2	29.Insertion of FINE BORE NG tube for feeding purposes	4
12.Run through, flush, connect and administer prescribed enteral feed via NG/PEG tube once correct position confirmed by registered nurse	2	30.Assist with surgery that involves hands in wounds	4
13.Remove / replace inner tracheostomy tube	2	31.Parenteral feeding – checking, setting up, administering, or discontinuing	4
14.Fine bore suctioning via tracheostomy, ET tube or other airway adjunct	2	32. Ear syringing	4
15.Insertion of Oro-pharyngeal airway	2		
16.Insertion of Naso-pharyngeal airway	2		
17.Application of POP Backslab (Not Cylinder)	2		



Have You Checked: **With Your Mentor?**
Trust Policy?
UWE Decision Making Framework?

Branch Skills Guidelines - Section Two: Medicines Management

The guidance incorporates rationale from the NMC Standards for Medicine Management (2010) and policy from other relevant organisations.

The Registered Nurse retains accountability for Medicine Management at all times and therefore the list must be used in conjunction with the **NMC standards** provided, **Local Trust Policy** and the **UWE Decision Making Framework** before, **Under Direct Supervision**, a student can undertake any of these skills.

SKILL	ADVICE	NMC STANDARD FOR MEDICINE MANAGEMENT
1. Disconnect IV infusion - * Trained Staff to Flush	1	
2. Check, calculate dosage and administer NON CONTROLLED drugs through the following routes: inhalation, PO, PR, PV, SL, topical, eyes, ears, enteral feeding tubes, IM and SC injections	2	In accordance with NMC Essential Skills Clusters Must provide evidence of passing UWE Numeracy Test Always under DIRECT SUPERVISION
3. Run fluid through a giving set prior to connection to an IV device by a Qualified nurse	2	Under direct supervision of the nurse who will be administering the solution. Section 4, Standard 14
4. Drawing up (preparation) of IV medicines	2	As Above: Section 4, Standard 14
5. Alter rate of infusion on manual drip set	2	Must provide evidence of passing UWE Numeracy Test
6. Act as only second checker for Controlled drugs *CHECK TRUST POLICY*	2	For administration Only: Section 10, Standard 26
7. Change infusion fluid bags	2	Under Direct Supervision
8. Act as only second checker for IV drugs	4	Exceptional Circumstance: Section 5, Standard 20
9. Act as only second checker for controlled drugs stock	4	Exceptional Circumstance: Section 10, Standard 26
10. Set up / alter rate of IV infusion pumps	4*	*Section 5, Standard 20. However, these skills may be undertaken in the final 8 weeks of the course ONLY if the individual Trust implement an Approved Transition Programme and retain accountability for the assessment of competencies
11. Administration of IV solutions / medicines	4*	
12. Connecting IV infusions and flushing lines	4*	
13. Add drugs to fluid for IV infusion	4*	
14. Cannulation	4*	
15. Administer Vaccinations / Immunisations	4	DH The Green Book (2006), HPA Standards (2005)
16. Act as only second checker of any blood products	4	NPSA - Right Patient, Right Blood (2006)
17. Supply or administer a PGD	4	Section 1, Standard 1, point 12



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