



University of the
West of England

Department of Nursing and Midwifery

Ongoing Achievement Record

Assessment of Practice

Nursing – Adult

This Ongoing Achievement Record remains the property of the University of the West of England (UWE) and if requested to do so, the student is required to produce this document for review and inspection by UWE academic staff.

Version 2016.1

ONGOING ACHIEVEMENT RECORD (OAR)

The standards to support learning and assessment in practice (NMC 2008, page 68) requires that: *'An ongoing achievement record including comments from mentors, must be passed from one placement to the next to enable judgments to be made on the student's progress'*.

In signing this page I am confirming that I have received the ongoing achievement record and that I have read and understood the above statement.

In order to register with the NMC this document will need to be kept safe and in good condition. Students are strongly advised to keep a photocopy of all records; it is their responsibility to keep this document safe.

Correction fluid must not be used in any section of the OAR. If a recording error occurs this must be identified as a single line through the mistake with a signature by the mentor and dated. Failure to adhere to this will affect the student at Progression or Sign-off points.

STUDENT NAME: <i>[printed in capitals]</i>	
STUDENT NUMBER:	
STUDENT SIGNATURE:	
DATE:	
COHORT:	
SITE:	

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UWE Bristol - Faculty of Health and Applied Sciences

Academic and Professional Standards and Behaviour A guide for students on health and social care programmes

Professional status is not an inherent right, but is granted by society.

- *Its maintenance depends on the public's belief that professionals are trustworthy.*
- *To remain trustworthy, professionals must meet the obligations expected by society (p1674).
Cruess and Cruess (1997) Professionalism must be taught. *British Medical Journal*, 315, 1674-1677*

Health and social care professionals and practitioners have to demonstrate the highest standard of behaviour and conduct. Such behaviour and conduct are governed by a 'code of conduct' of respective professions in addition to the standards set by individual health and social care employers. The Faculty of Health and Applied Sciences has a statutory obligation to ensure, as a requirement of 'fitness' to professional practice, students on health and social care programmes learn, practise and demonstrate appropriate standards of behaviour and conduct. The following guiding principles are a reminder of the standards expected of students and need, where pertinent, to be read in conjunction with the appropriate code of professional conduct (NMC 2015).

Respect for others by:

- Showing courtesy and being respectful to colleagues, staff and the public at all times.
- Maintaining the dignity and privacy of individuals in all care situations.
- Valuing and respecting the views, beliefs, and rights of all individuals.
- Embracing difference and valuing diversity; taking steps to promote tolerance, respect, dignity and equality for all.
- Promoting a work and learning environment free of bullying, harassment and discrimination.
- Promoting an environment conducive to learning by contributing actively, and equitably, to learning and teaching activities, whilst minimising the risk of unnecessary disruptions.

Professional responsibility by:

- Engaging in actions that benefit others and minimise the risk of harm.
- Acting in the best interest of individual service users and carers.
- Demonstrating reliability and punctuality in attendance and adhering to agreed procedure for reporting of non-attendance.
- Adhering to appropriate dress/uniform code, including, maintaining appropriate hygiene; taking pride in personal appearance.
- Working collaboratively and harmoniously, as a member of a multi-disciplinary team; respecting the views, expertise and contributions of others.

Social responsibility by:

- Respecting and making appropriate use of University, Faculty and practice placement facilities and services; including use of books, computer, and other teaching/learning resources.
- Ensuring own actions and behaviour enhance the profession's reputation and the public's confidence.
- Maintaining high personal standards in all settings; refraining from actions that can be construed as dishonest, fraudulent and unprofessional.

Professional integrity by:

- Maintaining honesty and openness in all encounters with service users, academic and service staff, and student colleagues.
- Refraining from accessing and sharing information in practice and academic settings without appropriate authorisation.
- Accepting responsibility and accountability for own actions.
- Ensuring that confidentiality and security of information are maintained at all times.

- Taking appropriate action to report situations and incidents that may harm the safety and well-being of others.

Professional competence by:

- Practising safely at all times by meeting required standards of competence.
- Responding appropriately to individuals' needs and providing safe and competent care.
- Accepting responsibility for own learning and responding appropriately to constructive criticisms.
- Acknowledging limitations in own knowledge, skills and competence; seeking help and guidance as and when necessary.

Academic integrity by:

- Ensuring academic honesty in all course work; including examinations, research activities, and assessment of clinical competence.
- Ensuring academic work submitted reflects own effort with credit given to the work of others.

Introduction

In order to achieve the requirements of the NMC (2010) Standards for Pre-registration Nursing Education, students will gain a range of practice learning experiences in:

- Hospital
- Community settings
- Private, Voluntary and Independent health and social care settings

To meet these requirements students must gain practice experience across a range of healthcare provision with access to people across the lifespan and across all fields of nursing practice. In addition, they must gain exposure to 24 hour care, 7 days a week (NMC 2010a:R5.7).

At the completion of their Nursing programme a student is expected to be able to consistently demonstrate the standard of competency for their relevant field of Nursing as required by the Standards for Pre-registration Nurse Education (NMC 2010). These are divided into four domains:

1. Professional Values
2. Communication and Interpersonal Skills
3. Nursing Practice and decision-making
4. Leadership, management and team working

The Ongoing Achievement Record (OAR) maps the practice progress of nursing students in accordance with the Nursing and Midwifery Council Standards for Pre-registration Nursing Education (2010). There are two progression points separating the programme into three equal parts (NMC 2010);

- end of year 1
- end of year 2
- final progression to registration for pre-registration students.

Students must meet the required competencies and outcomes at the end of each year of the programme to progress to the next year. Failure to do so may result in students being withdrawn from the programme.

Retrieval of practice outcomes is not an automatic right; this decision can only be made at a University Award Board and is based on mentor evidence, individual circumstances of the student, student profile and engagement with the programme.

Assessing learning in practice:

During each placement the student must provide evidence to support the achievement of their learning outcomes and competencies in practice and this should be expanded upon during each year of the programme.

Every mentor should review the evidence that has been presented by the student. This **should** include a range of evidence from any of the following examples:

- direct observation in practice by the mentor or associate mentor
- question & answer session
- narrative
- skills development sheets
- patient/service user/carer feedback
- written reflections
- other work items such as a case study, care plan, patient assessment etc.

The method of evidence for each specific competency should be negotiated and outlined in the learning contract at the beginning of each placement. This should reflect the following four points:

- What the student needs to achieve
- What can be achieved in the placement

- What has been achieved in previous placements (other than first placement in year 1)
- Stage the student is at

It is expected that direct observation of practice will be the most common form of evidence. Direct observation of practice should take place as part of the normal working role of the student rather than being contrived for the purpose of assessment.

Nursing students engage in UWE Supervision of Learning Days (SoLD) during their practice placements and it is expected that evidence from these days supports students practice development and should be available to mentors for review/discussion.

NMC requirements:

- Mentors would not normally support more than three students, from any discipline, at any point in time.
- Whilst giving direct care in the practice setting, at least 40% of a student's time must be spent being supervised (directly or indirectly) by a mentor/practice teacher. In the **final placement (year 3 full time)** of a pre-registration programme, mentors are required to be either a sign off mentor, or supported by a sign off mentor or practice teacher, in order to make final decisions on competency.
- Sign off mentors must have time allocated to reflect, give feedback and keep records of student achievement in their **final period of practice learning**, equivalent to **one hour** per student per week. This is in addition to the 40% of supervised practice time already identified.
- Mentors should seek advice and guidance from a sign off mentor, practice teacher or university academic when dealing with failing students.
- Mentors must keep sufficient records to support and justify their decisions on whether a student is, or is not, competent.

Please be aware that assessment of practice accounts for 50% of nursing programmes and is an NMC requirement for registration.

How to Use the Ongoing Achievement Record

The Ongoing Achievement Record provides evidence of progression and achievement of NMC outcomes and competencies throughout the duration of the pre-registration nursing programme and confirms students have met the NMC standards (2010).

Assessment is an ongoing process where students are directly observed by mentors, other staff/professionals, and service users on a student's knowledge and abilities. Mentors have overall responsibility for the assessment of practice and are the only ones who can sign and assess NMC outcomes and competencies. The NMC (2008) states mentors have to be a registered nurse on the same part of the register as the student.

The Pass/Fail Assessment System

The assessment has been developed as a means of offering mentors clear indications of the standards of competence expected of students to achieve practice at the required level in each year. In this way it guides the progression of student competence from year 1 to year 3. The system offers clearly defined criteria for mentors to identify the level of achievement between pass and fail.

Pass: the student has evidenced and achieved competence in the identified NMC outcome.

Fail: the student has not evidenced competence in the identified NMC outcome because they

- lack either knowledge, skill or understanding at the required year level
- are unsafe in their practice
- lack insight
- lack competence in the skill
- required significant support
- were inconsistent in their delivery of the skill or competence

Formative Placements: During the formative placements for each year students may not achieve all competencies and skills for a variety of reasons including that there is no opportunity for the student to achieve that competency or skill in that placement. Please therefore record N/A (not assessed) to identify the reason why this was not assessed and to inform the mentor in the next placement.

Year 1:

Students need to achieve ALL NMC criteria and associated skills by the end of the final placement in Year 1 to pass. The NMC state that the minimum requirement by the first progression point is:

- 1. Safeguards people of all ages, their carers and families**
- 2. Professional values, expected attitudes and the behaviours that must be shown towards people, their carers and families**

Year 2:

Students need to achieve ALL NMC competencies and specified skills by the end of the final placement in Year 2. The NMC (2010) state that the minimum requirement by the second progression point is:

- 1. Works more independently, with less direct supervision, in a safe and increasingly confident manner**
- 2. Demonstrates potential to work autonomously, making the most of opportunities to extend knowledge, skills and practice**

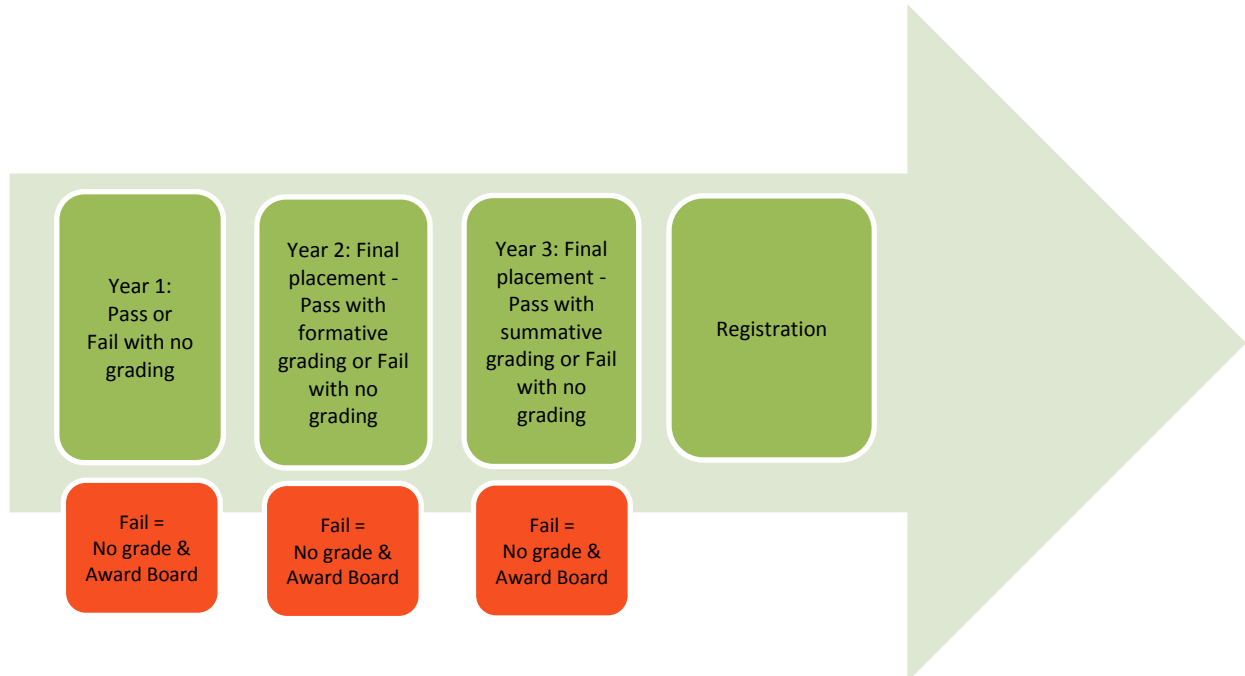
Year 3:

To achieve registration with the Nursing and Midwifery Council, students must pass **ALL NMC** competencies and **ALL** skills by the end of the final placement in Year 3.

Grading of Practice

Students who PASS Year 2 will be formatively graded on their practice using the specific grading criteria for Year 2.

Students who PASS Year 3 practice will be summatively graded on their practice using the specific grading criteria for Year 3.



Gathering Evidence

To make an assessment of progress, mentors will ask for a variety of evidence, some verbal, some written and some observed skills. The achievement of skills contributes to the evidence that should be gathered to determine the achievement of competency in practice. Some competencies can only be achieved if a student also demonstrates competence in an associated skill. The type and amount of evidence should have been agreed in the learning contract. **Evidence should be collated in a portfolio and presented to mentors at the mid-point review and at the final assessment of placement.**

Additional Opportunities Accessed during Placement

In some practice settings students may utilise additional learning opportunities away from the setting. The OAR contains additional learning opportunities sheets to be completed by a student to identify how the experience has contributed to their learning. There is a place for a practitioner to give feedback; this feedback can contribute to evidence but the mentor has overall responsibility for assessing the competence.

Assessment of Skills

During the placement a student will be formally assessed undertaking skills. The student needs to organise a time to do this. A mentor will expect a student to provide evidence of knowledge and understanding of all the factors that support the achievement of the skill, for example; physiology, guidelines, policies, normal and abnormal ranges etc.

Who can assess me?

The mentor(s) takes overall responsibility for the assessment and they are the only one(s) who can sign and assess competency. The mentor decides who can assess skills so another qualified professional may be able to do this and report back to the mentor.

What are the skill development sheets for?

Skills development sheets can be used for any skill but are best used when completing a psychomotor skill (e.g. blood pressure). Once the student has been observed and assessed undertaking a skill they complete a skill development sheet. The student records what they did and why, utilising underpinning knowledge to support delivery of this skill. Students should discuss the particular issues involved in carrying out this skill with a service user or client group.

When are the assessment points?

These are at the mid-point and end of each placement. Students need to book a time with the mentor at these assessment points to formally discuss progress. There are forms to be completed and submitted at the end of each placement. Mentors and practice areas are busy so you need to take responsibility for the achievement of competencies and be flexible. It is advisable to book time for the assessment at the start of the placement.

Process for using the OAR to monitor and assess learning outcomes in placement: A guide for mentors and students

Day 1:

Mentor arranges for student to be met and orientated to the area.

Week 1:

- Induction to clinical area.
- Student and mentor meet to commence learning contract and action plan. In placements longer than 8 weeks this can be achieved in the 2nd week.
- Mentor and student to agree dates for the mid-point review and final assessment

Mid-Point Review:

Mentor and student to complete formative assessment using the Pass/Fail assessment criteria. The midpoint review provides clear direction for students to work toward their final (summative) assessment.

If the mentor has concerns about a student's achievement on any of the competencies these concerns must be discussed with the student, recorded in the OAR and an action plan developed. Should the student's competence not improve after instigating the action plan mentors need to contact the Practice Support Line.

Summative Assessment:

This is the final judgment on the student's **clinical** performance and an assessment using the Pass/Fail criteria must be completed by the end of placement. Please ensure that all of the competencies and skills are assigned an outcome, initialled and dated by the mentor.

Where there are continued concerns about a student's progress/achievement this must be documented with examples to evidence the decision of grade awarded and a member of the Practice Academic Team contacted via the Practice Support Line. The Practice Support Line is available for both student and mentor support on 0117 32 81152 Monday-Thursday 09:00-17:00hrs, Friday 09:30-16:30hrs.

Submission of OAR:

The mentor must ensure they do not jeopardise the student progression by failing to complete assessment in time for the student to meet hand in dates. The student must check that the relevant assessments are initialled, dated and completed and submit the OAR document on the date specified in the practice module handbook.

Guidance for patient, service user & carer feedback sheet for pre-registration student nurses

Where appropriate, pre-registration student nurses are expected to obtain feedback from patients, service users, children, young people and parents or carers regarding their care delivery. The aim of obtaining feedback is to support evidence of learning for the ongoing achievement record (OAR) which in turn will help the mentor's assessment process.

Students must comply with NMC standards and ensure that patient safety is paramount. Within the process they therefore need to ensure that patients, service users, children, young people and parents or carers do not feel obligated to take part or feel anxious about any ramifications following their contribution to the process. Throughout the process it is essential patients, service users, children, young people and parents or carers are treated as individuals and with respect. It is anticipated that, where possible, patient/carers anonymity is preserved.

It is at the mentor or associate mentors discretion as to which patient is considered appropriate. When the mentor decides this process may take place the choice of patient/carers will be their decision, for some cases it may be appropriate to wait until the day of patient discharge

There may be some individuals and circumstances that it may not be appropriate to seek feedback from. This process therefore must be discussed with the mentor at the beginning of the placement.

Patients and carers must be reassured that they have a right to refuse with no repercussions. If they agree, but are not able to write on the form, then they can express their thoughts to another person who can write on their behalf. This may be a relative, member of staff or student nurse mentor.

The mentor should approach the patient/carers and ask if they are able and would like to complete the feedback form. During the explanation of the process it is imperative that patient/carers understand they are only assessing the student nurses performance and not any organisational issues. The mentor should also be mindful of additional organisational feedback processes and ensure that patient/carers are not over burdened with simultaneous processes. It is suggested two feedback sheets should be used per clinical experience.

If complaints are mistakenly highlighted regarding organisational issues it is the mentor's responsibility to follow the usual policies and procedures. If this does occur it is suggested that the mentor arranges a copy of the feedback sheet for future investigation and reassures the patient//carers that this information will be acted on.

On completion of the feedback sheet it should be folded over and ideally handed back to the mentor. At this point the mentor should remove any personal details that could identify the patient/carers i.e. name/address. The mentor and student should then review the feedback and use this in a constructive manner toward the student nurse final summary assessment. There is space for the mentor on the feedback sheet to provide additional comments. Students should discuss the feedback with their mentor and reflect on the implications for future practice.

Feedback will be treated in confidence between the student and mentor and must not affect patient care. Patients or carers should not be approached to discuss points raised about the student's feedback as this could increase anxiety. The completed leaflet is part of the UWE's strategy and should be stored as part of their individual portfolio.

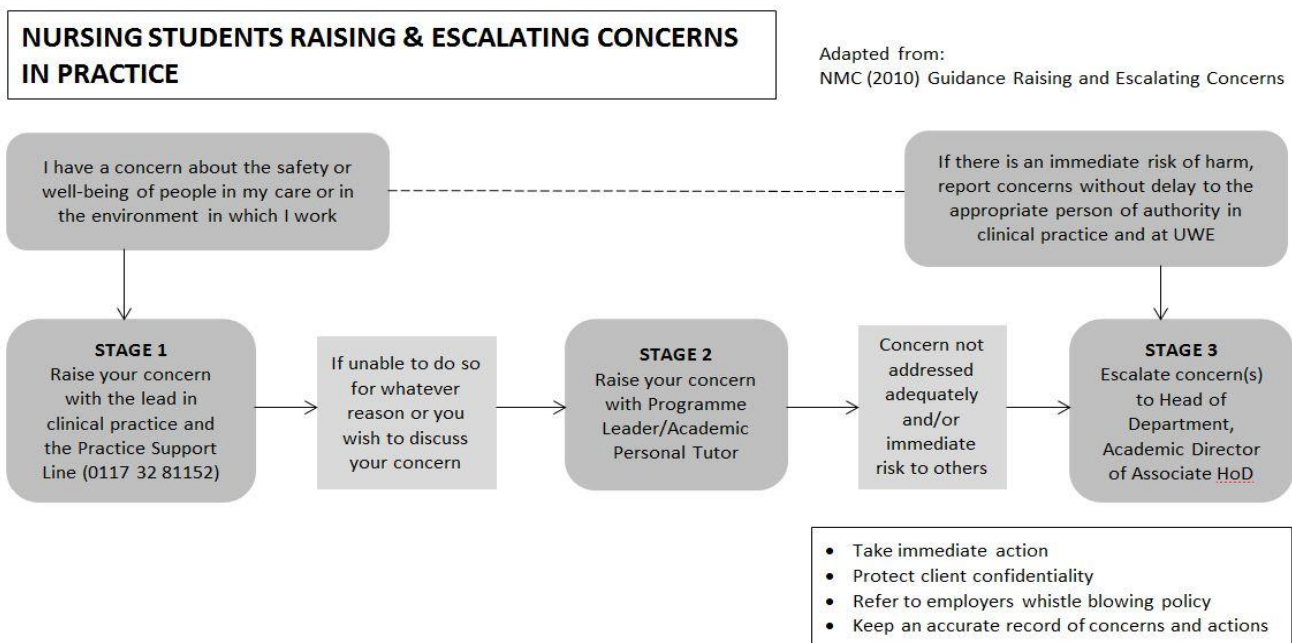
Please read detailed guidance available on the Practice Support webpages
<http://www1.uwe.ac.uk/students/practicesupportnet>

Safeguarding Service Users and Carers

Students have a responsibility to raise concerns when they believe the safety of service users is at risk (NMC, 2015) see guidance here <http://www.nmc.org.uk/standards/guidance/>

This guidance sets out broad principles that will help students think through the issues and take appropriate action in the public interest. In situations where students believe safety of service users is at risk they must promptly raise these concerns through the appropriate channels such as the Practice Support Line, Practice Academic Teams, personal tutor or any UWE academic member of staff. They must also inform a senior member of staff in the practice area. The Public Interest Disclosure Act (2013) enables nurses and midwives to make 'protected disclosures' to the NMC and other organisations.

From 6th April 2015, student nurses and midwives who are in practice settings as part of their education programmes will be given the same level of protection against victimisation or retaliation as registered nurses and midwives. However before going directly to the NMC or CQC it is important to first discuss this with a UWE academic. The flow chart below indicates how this process will work:



STUDENT NAME:	STUDENT NUMBER:
TITLE OF PROGRAMME, FIELD and SITE:	
PLACEMENT:	
PROGRAMME LEADER:	ACADEMIC PERSONAL TUTOR:

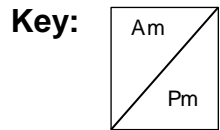
Mentor Information - *to be completed by each mentor*

Placement name

Year 1 Placement 1	Mentor Name [printed]: Date of last mentor update:	Mentor Name [signature]: Date of last mentor update:
Year 1 Placement 2	Mentor Name [printed]: Date of last mentor update:	Mentor Name [signature]: Date of last mentor update:
Year 2 Placement 3	Mentor Name [printed]: Date of last mentor update	Mentor Name [signature]: Date of last mentor update:
Year 2 Placement 4	Mentor Name [printed]: Date of last mentor update	Mentor Name [signature]: Date of last mentor update:
Year 2 Placement 5	Mentor Name [printed]: Date of last mentor update	Mentor Name [signature]: Date of last mentor update:
Year 3 Placement 6	Mentor Name [printed]: Date of last mentor update:	Mentor Name [signature]: Date of last mentor update:
Year 3 Placement 7	Mentor Name [printed]: Date of last mentor update:	Mentor Name [signature]: Date of last mentor update:

Record of Supervision of Learning Days – to be completed by the SoLD facilitator as a record of attendance

YEAR 1		Placement 1								Placement 2															
SoLD attendance	Date																								
	Facilitator Name:	Facilitator's Initials	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/								
YEAR 2		Placement 3								Placement 4								Placement 5							
SoLD attendance	Date																								
	Facilitator Name:	Facilitator's Initials	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
YEAR 3		Placement 6								Placement 7															
SoLD attendance	Date																								
	Facilitator Name:	Facilitator's Initials	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/								



Student Orientation to Placement: Year 1 – (Student to Complete)

<i>* If you have responded with a YES on day 1, you do not need to repeat this in Week 1</i>	Placement 1 DAY 1	Placement 1 During First Week	Placement 2 DAY 1	Placement 2 During First Week
Name Of Placement				
Mentor Identified <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Induction Pack Available/Given <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Emergency Equipment/Procedures <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Layout Of Area <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Profile Of Learning Opportunities <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Introduction To Relevant Personnel <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Access To Local Policies E.G Manual Handling, Infection Control, Child Protection, Safeguarding, Conflict Resolution, and appropriate others. <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Does the student have an access plan in place <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO

Practice Induction Record

Student Name.....

Year 1 - The following sessions should be attended by all students on commencement of each new Trust area*:

Session Title	Trust	Date attended	Student signature	Facilitator signature	Manager/Mentor signature
Fire training - Ward evacuation training					
Violence & Aggression Core level 2 De-escalation Training					
IT training					
Health & Safety					
Clinical Governance					
Infection Control					
Student Responsibilities					
Equipment Training Work Book					
Lone Working					

Year 1 - additional updates may need to be attended in accordance with Trust policy:

Session Title	Trust	Date attended	Student signature	Facilitator signature	Manager/Mentor signature

* The content of induction sessions may differ between placement providers

How to Use the Learning Contract

Learning contracts are about planning. They enable you to make the most of the opportunities available and be organised about achieving your assessment requirements. A learning contract is a plan of what you are going to achieve with your mentor's help. The process allows you to discuss your needs and plan your time and learning in the placement. Your mentor contracts with you to establish an effective working relationship to facilitate your learning; assess your practice whilst being an advocate in assisting you to meet your individual learning needs (NMC, 2010). You know what skills and attributes you need to develop. The mentor knows what experiences are available and has the experience to guide you to what is achievable in the time available. Don't forget that you need to meet all the assessment outcomes by the end of the year.

1. Identify your learning needs

Look at the competencies you need to achieve by the end of the placement. Which do you feel confident about? Which do you think need more work? What personal traits do you need to work on? Outcomes are something to aim for in terms of knowledge, skills, and attitudes, e.g. you may need to increase your knowledge of how diabetes affects the patients or practise the skill of taking observations, or get more confident about talking to patients who you do not know. You may refer to areas that have been identified in previous placements as requiring more work. This allows you to prioritise activities to fit your own experience e.g. *as I have very little experience I would like to learn the fundamental nursing skills.*

With your mentor, discuss how you might achieve some of these competencies. The mentor will offer guidance about how you may do this including activities that you may undertake or visits you may make.

Once you have done this you need to write an agreement or contract of learning. This contract needs to be agreed within the first 2 weeks of the placement. The contract has outcome criteria, an action plan (which includes what supporting evidence you might present) and evaluation.

2. Set criteria - what will you learn?

The learning contract allows you to personalise the assessment competencies and pick out the ones most relevant to you for each placement so that you can plan which you do when, and how you achieve them. Outcomes describe what will be learnt, not what you will do. You are setting some targets. You will be thinking about your knowledge your skills and your attitudes, e.g. *after 3 weeks I want to be competent and confident enough to take BPs unsupervised. I will be able to demonstrate my skill and my knowledge around the procedure.*

3. Make an action plan - What evidence will you submit to show you have succeeded?

Describe what you are going to do to achieve each competency and what help and resources you will need. You may also identify placement specific activities such as: following a patient journey, visiting related clinics, specialist nurses, client/family resources, other members of the multidisciplinary team, carrying out a literature search, and writing a reflection. These learning activities must be achievable within the time frame allowed and your mentor will help you to be realistic about what can be achieved. Agree target dates so that you always have something that you are aiming to do but outcomes are spread throughout the placement. Review your progress regularly.

For each competency you and your mentor will need to agree what evidence is required to prove that learning has occurred and the outcome met. Both student and mentor sign the outcome to signify its completion. This should be an ongoing activity as you progress through the placement in conjunction with your programme and module outcomes, e.g. *I will work with the HCA for 3 shifts and take as many BPs under supervision as I can. I will then be observed by my mentor to test my competence. I will be able to discuss the equipment used, the health and safety and infection control issues. I will*

write a reflection of taking a BP on a patient outlining special considerations because of their condition, legal and ethical requirements and how I felt taking this observation.

4. Evaluation

It is important to evaluate your progress as you go through the placement. When you have done well you can reflect on how you have done this; if less well, then you can plan to do better next time. You may have achieved all you set out to achieve or even added more outcomes. You may find that you have not achieved as much as you hoped. You may wish to move some competencies to the learning contract for the next placement.

LEARNING CONTRACT: Example contract from a student nurse

I am particularly interested in how the interprofessional (IP) team is involved in care in this placement and therefore I want to explore how the theory of IP working relates to the practical experience of both practitioners and service users.

EXAMPLE OF HOW TO USE THE ACTION PLAN

Individual learning outcomes as identified by the student	Action	Target date	Evaluation
<p>1. Identify the members of the interprofessional team who visit and are involved in supporting and caring for the service users.</p> <p>2. Discuss what they see as their role in practice.</p> <p>3. Identify and compare the features that help and encourage their involvement in care.</p> <p>4. Identify and compare the features that “get in the way” of their involvement.</p> <p>5. Explore the benefits of their involvement for the service user.</p>	<p>Arrange meetings with all the relevant personnel and where possible spend working time with them to get an insight into how the role fits in with the service users’ lives. Also explore with the individual professionals what their experience is of the advantages of and barriers to IP working.</p> <p>Search the literature for relevant IP articles specifically related to learning disability care and identify an evidence base to support this particular inquiry.</p> <p>Explore with service users how they see the involvement of lots of different professionals in their lives and whether this is helpful for them or not.</p>	<p>Within first 3 weeks of placement.</p> <p>By mid point review.</p> <p>By end of placement.</p>	<p>Reflective notes within portfolio.</p> <p>Range of articles collected and included within portfolio.</p> <p>Reflective notes within portfolio.</p>

LEARNING CONTRACT: YEAR 1 PLACEMENT 1

PLACEMENT NAME:.....

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their learning contract details.

ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 1

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

MID-POINT SUMMARY – PLACEMENT 1

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

MID-POINT SUMMARY – PLACEMENT 1

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes for development	Agreed Activities	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes for development	Agreed Activities	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

END OF PLACEMENT SUMMARY – PLACEMENT 1

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

END OF PLACEMENT SUMMARY – PLACEMENT 1

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

STUDENT NAME

STUDENT NUMBER

ACADEMIC PERSONAL TUTOR AND STUDENT REVIEW (TO BE COMPLETED MIDWAY THROUGH YEAR 1)

NMC Criteria	Indicate Grade (Fail, Pass)	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Number of skills achieved:

Online Numeracy Test passed : Yes/No

Score:

Manual Handling achieved: Yes/No

Basic Life Support achieved: Yes/No

Paediatric Life Support achieved: Yes/No

I have reviewed the above student's Ongoing Achievement Record and portfolio of evidence and given advice and support and **informed the module leader of the student's progress.**

Academic Personal Tutor name:

Academic Personal Tutor signature:

Date:

MENTOR AND STUDENT REVIEW (TO BE COMPLETED AT THE END OF PLACEMENT 1)

Competency	Outcome - Indicate Grade	
1		Number of passed skills: Identify skills graded as fail, list skills number
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		Score:
12		
13		
14		
15		
16		
17		
18		

Mentor's Name: _____ Mentor's signature: _____ Date: _____

Student's Name: _____ Student's signature: _____ Date: _____

LEARNING CONTRACT: YEAR 1 PLACEMENT 2

PLACEMENT NAME:.....

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their learning contract details.

ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 2

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

MID-POINT SUMMARY – PLACEMENT 2

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

MID-POINT SUMMARY – PLACEMENT 2

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes for development	Agreed Activities	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes for development	Agreed Activities	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

END OF PLACEMENT SUMMARY – PLACEMENT 2

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

END OF PLACEMENT SUMMARY – PLACEMENT 2

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour. Please make use of comments made by other professionals if available, see page 41.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

COMPLETED EXAMPLE: FINAL SUBMISSION OF PRACTICE

Student Name	<i>P A NOTHER</i>	Student Number	<i>123456</i>
Title of Programme, Site and Field <i>BSc (Hon) Adult Nursing, Glenside</i>			
Module Title	<i>Practice 1</i>	Module Code	<i>UZU.....</i>
Module Leader	<i>D A NOTHER</i>	Academic Personal Tutor	<i>R A NOTHER</i>
Name: Placement 1	<i>Ward...</i>	Mentor Name	<i>K A NOTHER</i>
Name: Placement 2	<i>NBT - PCT with</i>	Mentor Name	<i>L A NOTHER</i>

To be completed by the MENTOR at the end of the final placement year 1

Please assign the NMC Criteria boxes with the relevant grade and sign as confirmation of accuracy

NMC Criteria	Grade	NMC Criteria	Grade	Identify skills assigned Fail, list skill number(s)	<p>I can confirm that all of the NMC Criteria and skills have been assessed for year 1</p> <p>Mentor Name: <i>K A NOTHER</i></p> <p>Signature: <i>KNother</i> Date: 00/00/00</p> <p>I can confirm that I have seen evidence of a pass in the UWE online numeracy test</p> <p>Score: 99%</p> <p>Mentor Name: <i>K A NOTHER</i></p> <p>Signature: <i>KNother</i> Date: 00/00/00</p>
1	Pass	10	Pass		
2	Pass	11	Pass		
3	Pass	12	Fail		
4	Pass	13	Pass		
5	Pass	14	Pass		
6	Fail	15	Pass		
7	Fail	16	Pass		
8	Pass	17	Pass		
9	Pass	18	Fail		

Practice evaluation forms completed (student signature).....

FINAL SUBMISSION OF PRACTICE

Student Name	Student Number
Title of Programme, Site and Field	
Module Title	Module Code
Module Leader	Academic Personal Tutor
Name: Placement 1	Mentor Name
Name: Placement 2	Mentor Name

TO BE COMPLETED AT THE END OF THE FINAL PLACEMENT YEAR 1

Please assign the NMC Criteria boxes with the relevant grade and sign as confirmation of accuracy

NMC Criteria	Grade	NMC Criteria	Grade	Identify skills assigned Fail, list skill number(s)	I can confirm that all of the NMC criteria and skills have been assessed for year 1
1		10			Mentor Name: Signature: _____ Date: _____
2		11			
3		12			I can confirm that I have seen evidence of a pass in the UWE online numeracy test
4		13			
5		14			Score: Mentor Name: Signature: _____ Date: _____
6		15			
7		16			
8		17			
9		18			

Practice evaluation forms completed (student signature).....

CARBONATE IN DUPLICATE Attach front white copy of all feedback sheets to this sheet and submit these in nominated assessment box for programmes. Yellow copies to be retained in the student OAR DO NOT TEAR OUT failure to retain copies could result in your referral in the programme, see module handbook for further details.

ADDITIONAL OPPORTUNITIES ACCESSED DURING PLACEMENT: this information can be used to inform the assessment process

Placement learning opportunity <i>(student to complete)</i>	What was experienced as a result of the learning opportunity, link to learning criteria and skills <i>(student to complete)</i>	Practitioner feedback
		<p data-bbox="1361 603 1892 635"><i>Title, signature and date to verify visit</i></p>
		<p data-bbox="1361 975 1892 1007"><i>Title, signature and date to verify visit</i></p>
		<p data-bbox="1361 1353 1892 1385"><i>Title, signature and date to verify visit</i></p>

ASSESSMENT OF PRACTICE COMPETENCIES ONGOING ACHIEVEMENT RECORD BSc (HONS) NURSING (ADULT) YEAR 1

The NMC has identified skills and professional behaviours that a student must demonstrate by the first progression point. These competencies must normally be achieved during the student's practice learning but some may be met through simulation and during SoLD.

These competencies cover:

- Safety, safeguarding and protection of people of all ages, their carers and their families.
- Professional values, expected attitudes and the behaviours that must be shown towards people, their carers, their families and others.

The competencies reflect public expectations about nurses' basic skills and their ability to communicate effectively with people in vulnerable situations, ensuring their dignity is maintained at all times. If a student is unable to demonstrate these skills and behaviours by progression point one, through the assessment procedures set by the programme provider and their partners, they will not normally be allowed to progress to the second part of the programme. Most of the assessment will take place when providing direct care but some may be through simulation.

NMC DOMAIN	DESCRIPTION
PROFESSIONAL VALUES	Demonstrates an understanding of how to work within legal and professional frameworks and local policies to safeguard and protect people, especially vulnerable adults, children and young people. Understands the principles of confidentiality and data protection and when sharing information is appropriate. Practices honestly and with professional integrity applying the principles of the NMC Code: Professional Standards of Practice and Behaviour for Nurses and Midwives.
COMMUNICATION AND INTERPERSONAL SKILLS	Communicates appropriately to ensure people's essential needs are met. Demonstrates an ability to listen, seek clarity and carry out instructions safely. Demonstrates safe and effective communication skills both orally and in writing. Recognises signs of aggression and takes appropriate action to keep themselves and others safe.
NURSING PRACTICE AND DECISION MAKING	Demonstrates safe, basic person-centred care. Acts in a manner that is attentive, kind, sensitive, compassionate, non-discriminatory and values diversity. Practices with respect and maintains service users dignity at all times. Works within laws governing health and safety at work. Safely and accurately carries out medicine calculations. Meets peoples essential needs in relation to safety, security, wellbeing, comfort, bowel and bladder care, nutrition and fluid maintenance and personal hygiene.
LEADERSHIP, MANAGEMENT AND TEAM-WORKING	Recognises own limitations in knowledge, skills and professional boundaries. Seeks help when a persons needs are not being met. Is able to recognise deterioration in a person's physical or psychological condition. Responds appropriately in an emergency and administers first aid as required. Displays a professional image in behaviour and appearance showing respect for diversity and individual preferences. Acts in a way that values the roles of others in the team.

ASSESSMENT OF STUDENT ACHIEVEMENT: YEAR 1

The NMC has set minimum requirements that **must be demonstrated by progression point one**. You should assign a grade to each outcome using the domain description and criteria statements below to help you make an informed judgement about each student's ability across the range. Students **MUST** have achieved a **pass** across all four Domains for **each year 1 NMC competency and skill** by the end of the final placement in year 1 to progress into year 2.

NMC DOMAINS	FAIL	PASS
PROFESSIONAL VALUES	Demonstrates inadequate understanding of professional frameworks to safeguard people, especially children, young people and vulnerable adults. Has inadequate depth of understanding and poor application of professional values relating to practice.	Under supervision practices safely with a good knowledge base and understanding of professional values to meet practice needs.
COMMUNICATION AND INTERPERSONAL SKILLS	Demonstrates an unacceptable level of empathy, verbal and non-verbal communication with individuals/carers and professionals. Documentation is consistently inaccurate, absent or unclear.	Demonstrates empathy and good verbal and non-verbal communication with service users /carers and professionals. Raises concerns where people's needs are not being met. Documentation is consistently accurate, clear and concise.
NURSING PRACTICE AND DECISION MAKING	Incompetent and/or unsafe nursing practice demonstrated across service user assessment, care planning and delivery.	Demonstrates person-centred assessment and care planning. With increasing confidence initiates care delivery under guidance in predictable and less well recognised situations of care.
LEADERSHIP, MANAGEMENT AND TEAM-WORKING	Unable to recognise own limitations and when to seek support leading to unsafe practice. Does not recognise deterioration in a service user's condition. Does not respond appropriately in an emergency. Inappropriate interaction with others in the team.	Recognises own limitations and seeks appropriate support. Recognises and reports a service user's deteriorating condition. Responds confidently in an emergency. Is a good role model. Values the roles of and collaborates with others in the team.

EXAMPLE PAGE – YEAR 1 – AS YOU SEE NOT ALL OUTCOMES WILL BE COMPLETED IN THE FIRST PLACEMENT

Each identified NMC competency has the related domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
1. Demonstrates safe, basic person-centred care, under supervision, for people who are unable to meet their own physical and emotional needs. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.	Fail	KN	Pass	KN	Fail	DC	Pass	DC
Supporting Examples: Demonstrate fairness and sensitivity when responding to service users and carers from diverse circumstances; recognise and safe guard the needs and lives of those who are affected by disability.								
Indicate types of evidence provided for each placement: Placement 1: PO, PCFF, R, Placement 2: SoLD, R, Q & A								
2. Meets people’s essential needs in relation to safety and security, well being, comfort, bowel and bladder care, nutrition and fluid maintenance and personal hygiene, maintaining dignity at all times. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.	N/A	KN	N/A	KN	Pass	DC	Pass	DC
Supporting Examples: Maintains dignity, privacy and confidentiality in meeting essential needs.								
Indicate types of evidence provided for each placement: Placement 1: PO, R, Placement 2: SoLD, R, Q & A								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

Each identified NMC competency has the related domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
Each identified NMC criteria has the related competency domain below	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
NMC Competency								
1. Demonstrates safe, basic person-centred care, under supervision, for people who are unable to meet their own physical and emotional needs. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Demonstrate fairness and sensitivity when responding to patients/service users and carers from diverse circumstances; recognise and safe guard the needs of lives who are affected by disability.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				
2. Meets people’s essential needs in relation to safety and security, well being, comfort, bowel and bladder care, nutrition and fluid maintenance and personal hygiene, maintaining dignity at all times. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Maintain dignity, privacy and confidentiality in meeting essential needs, demonstrate care and compassion.								
Indicate types of evidence provided for each placement : Placement 1:				Placement 2:				

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

Each identified NMC criteria has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
3. Seeks help where people's needs are not being met, or they are at risk. <i>Communication and interpersonal skills; Nursing practice and decision making; Leadership, management and team working.</i>								
Supporting Examples: Recognise and report situations that are potentially unsafe for service users, carers, oneself and others.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				
4. Is able to recognise when a person's physical or psychological condition is deteriorating, demonstrating how to act in an emergency. <i>Nursing practice and decision making; Leadership, management and team working.</i>								
Supporting Examples: Discuss the prioritisation of care needs; be aware of the need to reassess service users and carers ; demonstrate an awareness of the need to regularly assess a service users response to nursing interventions; provide for a supervising registered practitioner evaluative commentary and information on nursing carers.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				

Key: Types of evidence that may be used to support verification of achievement, **PO** – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

Each identified NMC criteria has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
5. Demonstrates an understanding of how to work within legal and professional frameworks and local policies to safeguard and protect people, particularly children, young people and vulnerable adults. Professional values.								
Supporting Examples: Demonstrate a basic knowledge of professional regulation and self-regulation; recognise and acknowledge the limitations of one's own abilities; identify key issues in relevant legislation relating to mental health, children, young people and vulnerable adults.								
Indicate types of evidence provided for each placement: Placement 1: Placement 2:								
6. Is able to recognise, and work within, the limitations of their own knowledge and skills and professional boundaries, understanding that they are responsible for their own actions. Professional Values; Nursing practice and decision making.								
Supporting Examples: Commit to the principles that the primary purpose of the registered nurse is to protect and serve society; work within limitations of the role and recognise own level of competence.								
Indicate types of evidence provided for each placement: Placement 1: Placement 2:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

Each identified NMC criteria has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
7. Demonstrates the ability to listen, seek clarity, and carry out instructions safely. Professional Values; Communication and interpersonal skills; Nursing practice and decision making; Leadership, management and team working.								
Supporting Examples: Utilise appropriate communication skills with service users/carers; acknowledge the boundaries of a professional caring relationship; demonstrate the ability to discuss and safely carry out care decisions/instructions.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				
8. Uses and disposes of medical devices safely under supervision according to local and national policy, reporting any incidents or near misses. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Undertake activities that are consistent with the local and national policy and within the limits of one's own abilities.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

Each identified NMC criteria has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
9. Understands and works within the laws governing health and safety at work. Demonstrates safe manual handling techniques, and understands how nurses can help reduce the risk of infection, including effective hand washing. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Understand and initiate health and safety principles and policies. TO PASS THIS COMPETENCY THE SUPPORTING SKILLS MUST BE ACHIEVED - Health and safety, infection control, organisational aspects of care								
Indicate types of evidence provided for each placement: Placement 1: Placement 2:								
10. Recognises signs of aggression and takes the appropriate action to keep themselves and others safe. Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Promotes wellbeing and effectively manages personal safety.								
Indicate types of evidence provided for each placement: Placement 1: Placement 2:								

Key: Types of evidence that may be used to support verification of achievement, **PO** – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

Each identified NMC competency has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
11. Safely and accurately carries out basic medicines calculations. Professional Values; Nursing Practice and Decision Making.								
Safely participates in the basic calculations and process of drug administration.								
TO PASS THIS COMPETENCY THE MEDICINE MANAGEMENT SKILLS MUST BE ACHIEVED AND MENTOR HAS SEEN EVIDENCE OF A PASS IN THE UWE NUMERACY TEST								
Indicate types of evidence provided for each placement: Placement 1:					Placement 2:			

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

Each identified NMC competency has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
12. Demonstrates safe and effective communication skills, both orally and in writing. Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Recognise the effects of one's own values on interactions with service users and carers; records information accurately and clearly on the basis of observation and communication; be able to clearly communicate and engage with service users/carers and the nursing/professional team.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				
13. Displays a professional image in their behaviour and appearance, showing respect for diversity and individual preferences. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Identify ethical issues in day to day practice; act in a professional manner; show respect for others.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

Each identified NMC competency has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
14. Demonstrates respect for people’s rights and choices. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Demonstrate respect for service user and carer confidentiality, rights and choices; be able to communicate these rights and choices to nursing practice; demonstrate respect for diversity and individual preference.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				
15. Acts in a manner that is attentive, kind, sensitive, compassionate and non-discriminatory, that values diversity and acts within professional boundaries. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Demonstrate care that is caring, compassionate and non-discriminatory; understand how culture, religion, spiritual beliefs, gender and sexuality can impact/influence care.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

Each identified NMC competency has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
16. Understands the principles of confidentiality and data protection. Treats information as confidential, except where sharing is required to safeguard and protect people. Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples: Demonstrate respect for service user and carer; recognise situations where safeguarding may override confidentiality.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				
17. Practices honestly and with integrity, applying the principles of <i>The code: Professional standards of practice and behaviour for nurses and midwives (2015).</i> Professional Values; Communication and interpersonal skills; Nursing practice and decision making.								
Supporting Examples Demonstrate a basic knowledge of professional regulation and self-regulation; recognise and acknowledge the limitations of one's own abilities; recognise situations that require referral to a registered practitioner.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

Each identified NMC competency has the related competency domain below:	GRADE = PASS or FAIL							
	Placement 1 <i>Write in grade achieved and Initial in relevant box</i>				Placement 2 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
NMC Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
18. Acts in a way that values the roles and responsibilities of others in the team and interacts appropriately. Professional Values; Communication and interpersonal skills; Nursing practice and decision making; Leadership, management and team working.								
Supporting Examples: Communicate care to the relevant members of the health and social care team; demonstrate the ability to work as part of a team.								
Indicate types of evidence provided for each placement: Placement 1:				Placement 2:				

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection



University of the
West of England

Department of Nursing and Midwifery

Skills

for Entry to the Register

Nursing – Adult

SKILLS GUIDANCE: YEAR 1 SKILL SETS

Each skill should support a live account of care delivery that was observed / participated in by the student under the supervision of the mentor / supervisor and signed off by that person after the activity / activities have been assessed. Simulation and discussion can be used if observation and participation is not available e.g. BLS.

In order to give the student an indication of how well they are performing a grade using the Pass/Fail criteria for assessment should be assigned to each skill/skill set once it is undertaken.

It is important that each skill or skill set completed represents a live account of care delivery that was observed / participated in by the student under the supervision of the mentor/supervisor and signed off by that person after the activity/activities have been assessed.

This is normally during, or at the end of the shift, when the activity was observed. This will require the student to ensure they make an agreement with the supervisor/mentor that this will be an observed activity for assessment and feedback and time is allocated to complete the activity effectively. Continuous assessment and feedback from staff to students regarding their continuing skills development is expected to be a part of the daily activity for all students in practice.

Who can assess a skill?

The mentor decides who can assess skills so another qualified professional may be able to do this and they report back to the mentor. The mentor should take overall responsibility.

NOTES FOR GUIDANCE

- The student may be assessed on more than one occasion within a placement, and in more than one placement, with feedback given each time as to capability to help give a clear indication as to how well they are doing and a grade assigned as a clear indicator of performance level.
- It is possible that the student may only be assessed in one placement for a skill as exposure is not available in other placements for the year. This needs to be clearly indicated in the learning contract to ensure the student is given the opportunity to practise the skill when it is appropriate and available.
- Failure to maintain a skill to the required standard when opportunities to practise are available may result in referral on a subsequent assessment even if a pass had originally been achieved in a previous placement.
- **The student cannot be referred in a skill if a pass has been achieved in a prior placement and there is no further exposure to the practise of the skill. This will need to be clearly documented in the learning contract.**
- Further evidence of clinical skills should be recorded in the skills development sheets. These provide the competency statements to support the achievement of skills. These should be available to the mentor and kept in a student's portfolio.
- **Skills can only be assigned as pass or a fail. The Sign Off Mentor can only 'Sign Off' a student where there is evidence ALL skills are achieved as pass.**

SKILLS DECISION MAKING FRAMEWORK

The purpose of this decision making framework is to provide the mentor and the student with a tool to assist when learning about a new skill. It utilises a step-by-step approach to the areas you need to consider when developing and building your skill repertoire.

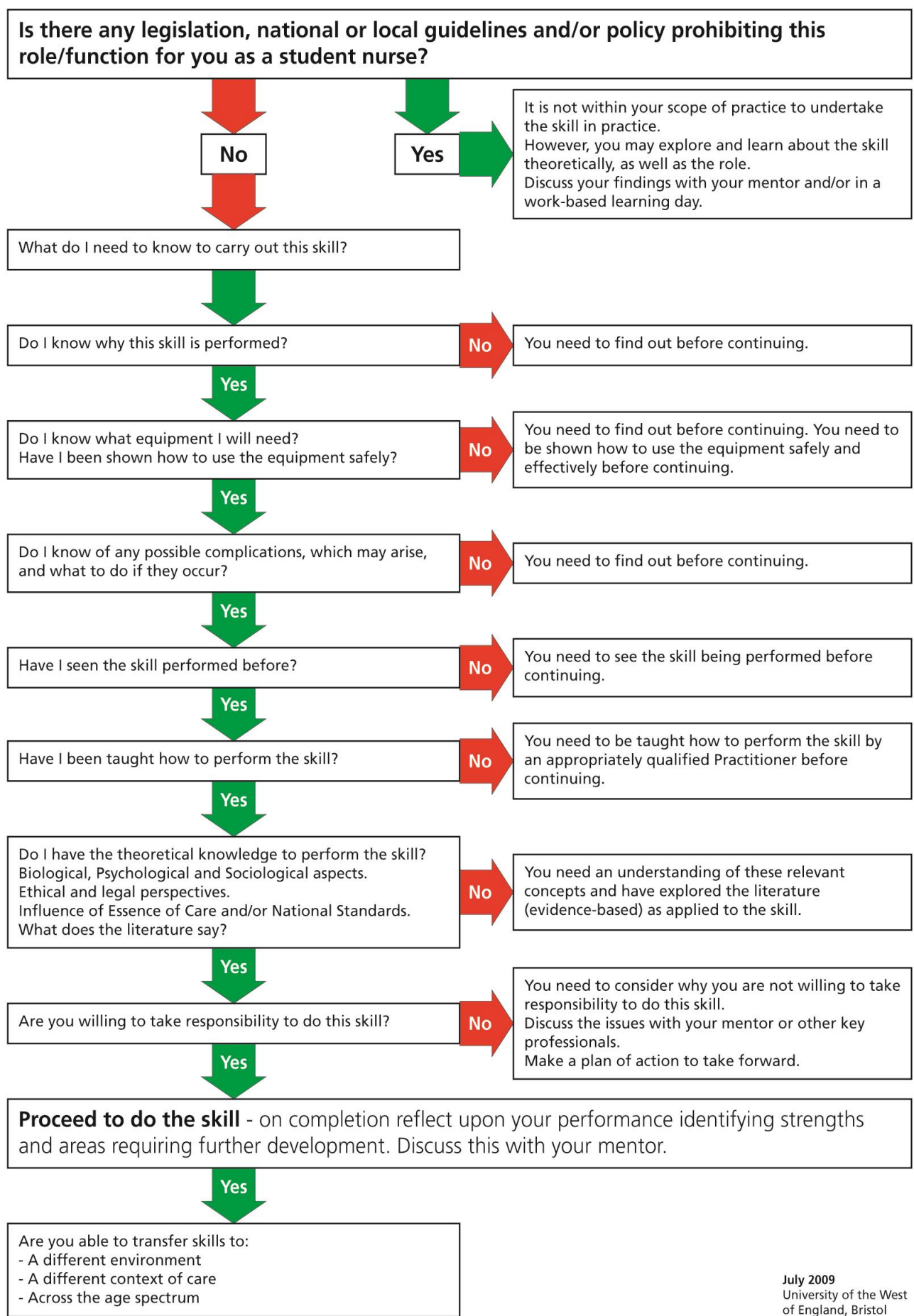
The primary aim of this tool is to aid you in meeting the learning outcomes and competencies outlined in your Ongoing Achievement Record. It will hopefully help you, with support from your mentor and/or another qualified healthcare professional, in practice, in identifying the particular aspects of a skill that you need to consider prior to undertaking this for the first time in the practice setting. The framework can also act as a means by which you and your mentor can measure your progress in developing your knowledge and understanding around the implementation of a specific skill.

One of the key aspects of the pre-registration programme and a crucial attribute of a Registered Nurse is the ability to take responsibility for one's own learning. Firstly you need to be able to recognise your own strengths and weaknesses and secondly to develop an action plan to address developmental needs. Using this framework will assist you and your mentor in undertaking an appraisal of your abilities with regards to certain skills and then an appropriate action plan to enable you to gain the knowledge and understanding required prior to undertaking the skill for the first time to be developed.

In order to practise a skill confidently and competently it needs to be undertaken many times. You have a responsibility to ensure that you continue to develop your knowledge, understanding and delivery of this skill, exploring the implementation of this skill within differing environments, contexts of care as well as across the age spectrum.

At all times your mentor, or the appropriately qualified healthcare professional supervising you is accountable. However, this does not mean that you can never be held to account by the university or by the legal system for the consequences of your actions.

A Decision Making Framework Toward Skill Development



EXAMPLE PAGE – SKILLS ASSESSMENT

EXAMPLE PAGE: SKILLS FOR FIRST PROGRESSION POINT				
ESSENTIAL SKILLS:	YEAR 1			
	<i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
CARE, COMPASSION AND COMMUNICATION	GRADE	INITIALS	GRADE	INITIALS
As partners in the care process, people can trust a Year 1 student nurse to provide collaborative care based on the highest standards, knowledge and competence.	Fail	PM	Pass	BM
For example: Articulating the underpinning values of The Code: Professional standards of practice and behaviour for nurses and midwives (NMC 2015); Working within limitations of the role and recognises own level of competence; Promoting a professional image; Being able to engage with people and build caring professional relationships.				
People can trust the Year 1 student nurse to engage in person centred care empowering people to make choices about how their needs are met when they are unable to meet them for themselves.	Fail	PM	Fail	BM
For example: Taking a person-centred, personalised approach to care.				
People can trust the Year 1 student nurse to respect them as individuals and strive to help them the preserve their dignity at all times.	Pass	PM	Pass	BM
For example: Demonstrating respect for diversity and individual preference, valuing differences, regardless of personal view; Engaging with people in a way that ensures dignity is maintained through making appropriate use of the environment, self and skills and adopting an appropriate attitude; Using ways to maximise communication where hearing, vision or speech is compromised.				

ESSENTIAL SKILLS:	YEAR 1			
	<i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
1 CARE, COMPASSION AND COMMUNICATION	GRADE	INITIALS	GRADE	INITIALS
1.1 As partners in the care process, people can trust a Year 1 student nurse to provide collaborative care based on the highest standards, knowledge and competence.				
For example: Articulates the underpinning values of The Code (NMC 2015); Works within limitations of the role and recognises own level of competence; Promotes a professional image; Is able to engage with people and build caring professional relationships.				
1.2 People can trust the Year 1 student nurse to engage in person centred care empowering people to make choices about how their needs are met when they are unable to meet them for themselves.				
For example: Takes a person-centred, personalised approach to care.				
1.3 People can trust the Year 1 student nurse to respect them as individuals and strive to help them preserve their dignity at all times.				
For example: Demonstrates respect for diversity and individual preference, valuing differences, regardless of personal view; Engaging with people in a way that ensures dignity is maintained through making appropriate use of the environment, self and skills and adopting an appropriate attitude; Using ways to maximise communication where hearing, vision or speech is compromised.				
1.4 People can trust a Year 1 student nurse to engage with them and their family or carers within their cultural environments in an acceptant and anti-discriminatory manner free from harassment and exploitation.				
For example: Demonstrates an understanding of how culture, religion, spiritual beliefs, gender and sexuality can impact on illness and disability; Respecting people's rights; Adopting a principled approach to care underpinned by The Code (NMC 2015).				
1.5 People can trust the Year 1 student nurse to engage with them in a warm, sensitive and compassionate way.				
For example: Being attentive and acting with kindness and sensitivity; Taking into account people's physical and emotional responses when engaging with them; Interacting with the person in a manner that is interpreted as warm, sensitive, kind and compassionate, making appropriate use of touch; Providing person centred care that addresses both physical and emotional needs and preferences; Evaluating ways in which own interactions affect relationships to ensure that they do not impact inappropriately on others.				

ESSENTIAL SKILLS:	YEAR 1			
	<i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
CARE, COMPASSION AND COMMUNICATION	GRADE	INITIALS	GRADE	INITIALS
1.6 People can trust the Year 1 student nurse to engage therapeutically and actively listen to their needs and concerns, responding using skills that are helpful, providing information that is clear, accurate, meaningful and free from jargon.				
For example : Communicating effectively both orally and in writing, so that the meaning is always clear; Recording information accurately and clearly on the basis of observation and communication; Always seeking to confirm understanding; Responding in a way that confirms what a person is communicating; Effectively communicating people's stated needs and wishes to other professionals.				
1.7 People can trust the Year 1 student nurse to protect and keep as confidential all information relating to them.				
For example : Applying the principles of confidentiality; Protecting and treating information as confidential except where sharing information is required for the purposes of safeguarding and public protection; Applying the principles of data protection.				
1.8 People can trust the Year 1 student nurse to gain their consent based on sound understanding and informed choice prior to any intervention and that their rights in decision making and consent will be respected and upheld.				
For example : Seeking consent prior to sharing confidential information outside of the professional care team, subject to agreed safeguarding and protection procedures.				

ESSENTIAL SKILLS:	YEAR 1			
	<i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
2 ORGANISATIONAL ASPECTS OF CARE	GRADE	INITIALS	GRADE	INITIALS
2.1 People can trust the Year 1 student nurse to treat them as partners and work with them to make a holistic and systematic assessment of their needs; to develop a personalised plan that is based on mutual understanding and respect for their individual situation promoting health and well-being, minimising risk of harm and promoting their safety at all times.				
For example: Responding appropriately when faced with an emergency or a sudden deterioration in a person's physical or psychological condition (for example, abnormal vital signs, collapse, cardiac arrest, self-harm, extremely challenging behaviour, attempted suicide) including seeking help from an appropriate person.				
2.2 People can trust the Year 1 student nurse to safeguard children and adults from vulnerable situations and support and protect them from harm.				
For example: Acting within legal frameworks and local policies in relation to safeguarding adults and children who are in vulnerable situations; Sharing information with colleagues and seeking advice from appropriate sources where there is a concern or uncertainty; Using support systems to recognise, manage and deal with own emotions.				
2.3 People can trust the Year 1 student nurse to respond to their feedback and a wide range of other sources to learn, develop and improve services.				
For example: Responding appropriately to compliments and comments.				
2.4 People can trust the Year 1 student nurse to be an autonomous and confident member of the multi-disciplinary or multi agency team and to inspire confidence in others.				
For example: Working within The Code (NMC 2015)				
2.5 People can trust the Year 1 student nurse to safely delegate to others and to respond appropriately when a task is delegated to them.				
For example: Accepting delegated activities within limitations of own role, knowledge and skill.				

ESSENTIAL SKILLS:	YEAR 1			
	<i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
ORGANISATIONAL ASPECTS OF CARE	GRADE	INITIALS	GRADE	INITIALS
2.6 People can trust the Year 1 student nurse to work safely under pressure and maintain the safety of service users at all times.				
For example: Recognising when situations are becoming unsafe and reporting appropriately; Understanding and applying the importance of rest for effective practice.				
2.7 People can trust a Year 1 student nurse to enhance the safety of service users and identify and actively manage risk and uncertainty in relation to people, the environment, self and others.				
For example: Under supervision, working within clinical governance frameworks; Reporting safety incidents regarding service users to senior colleagues. Assessing risk within current sphere of knowledge and competence; Following instructions and taking appropriate action, sharing information to minimise risk; Working within legal frameworks to protect self and others; Knowing and accepting own responsibilities and taking appropriate action.				
2.8 People can trust the Year 1 student nurse to work to prevent and resolve conflict and maintain a safe environment.				
For example: Recognising signs of aggression and responding appropriately to keep self and others safe; Assisting others or obtaining assistance when help is required.				
2.9 People can trust the Year 1 student nurse to select and manage medical devices, relevant within the placement area, safely.				
For example: Safely using and disposing of medical devices under supervision and in keeping with local and national policy and understanding reporting mechanisms relating to adverse incidents.				

ESSENTIAL SKILLS:	YEAR 1			
	<i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
3 INFECTION PREVENTION AND CONTROL	GRADE	INITIALS	GRADE	INITIALS
3.1 People can trust the Year 1 student nurse to identify and take effective measures to prevent and control infection in accordance with local and national policy.				
For example: Following local and national guidelines and adhering to standard infection control precautions.				
3.2 People can trust the Year 1 student nurse to maintain effective standard infection control precautions and apply and adapt these to needs and limitations in all environments.				
For example: Demonstrating effective hand hygiene and the appropriate use of standard infection control precautions when caring for all people.				
3.3 People can trust a Year 1 student nurse to fully comply with hygiene and dress codes in order to limit, prevent and control infection.				
For example: Adhering to local policy and national guidelines on dress code for prevention and control of infection, including: footwear, hair, piercing and nails; Maintaining a high standard of personal hygiene; Wearing appropriate clothing for the care delivered in all environments.				

ESSENTIAL SKILLS:	YEAR 1			
	<i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
4 NUTRITION AND FLUID MANAGEMENT	GRADE	INITIALS	GRADE	INITIALS
4.1 People can trust the Year 1 student nurse to assist them in creating an environment that is conducive to eating and drinking.				
For example: Reporting to an appropriate person where there is a risk of meals being missed. Following food hygiene procedures in accordance with policy.				

ESSENTIAL SKILLS: 5 MEDICINES MANAGEMENT¹	YEAR 1 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 1		PLACEMENT 2	
	GRADE	INITIALS	GRADE	INITIALS
5.1 People can trust the Year 1 student nurse to correctly and safely undertake medicines² calculations.				

For example: Being competent in the process of medication-related calculation relevant to Adult Nursing practice areas: for example: Tablets and capsules, Liquid medications, injections according to the service users' individual prescribed medication routine.

Students must have evidence of passing the UWE online numeracy test to pass this skill

Year 1 evidence of pass for UWE online test: Mentor Signature and date.....

¹ Medicines management is “the clinical cost effective and safe use of medicines to ensure patients get maximum benefit from the medicines they need while at the same time minimising potential harm” (MHRA 2004). As the administration of a medicinal product is only part of the process, these ESCs reflect the process from prescribing, through to dispensing, storage, administration and disposal.

² A Medicinal product is “Any substance or combination of substances presented for treating or preventing disease in human beings or in animals. Any substance or combination of substances which may be administered to human beings or animals with a view to making a medical diagnosis or to restoring, correcting or modifying physiological functions in human beings or animals is likewise considered a medicinal product” (Council Directive 65/65/EEC).: Reporting to an appropriate person where there is a risk of meals being missed. Following food hygiene procedures in accordance with policy.



University of the
West of England

Department of Nursing and Midwifery

Standards of Competency for Entry to the Register

**Nursing – Adult
Year 2**

STUDENT ORIENTATION TO PLACEMENT: YEAR 2 – (Student to Complete)

<i>* If you have responded with a YES on day 1, you do not need to repeat this in Week 1</i>	Placement 3 DAY 1	Placement 3 During First Week	Placement 4 DAY 1	Placement 4 During First Week	Placement 5 DAY 1	Placement 5 During First Week
Name Of Placement						
Mentor Identified <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Induction Pack Available/Given <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Emergency Equipment/Procedures <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Layout Of Area <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Profile Of Learning Opportunities <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Introduction To Relevant Personnel <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Access To Local Policies E.G Manual Handling, Infection Control, Child Protection, Safeguarding, Conflict Resolution, and appropriate others. <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO
Does the student have an access plan in place <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

Practice Induction Record

Student Name.....

Year 2 - The following sessions should be attended by all students on commencement of each new Trust area*:

Session Title	Trust	Date attended	Student signature	Facilitator signature	Manager/Mentor signature
Fire training - Ward evacuation training					
Violence & Aggression Core level 2 De-escalation Training					
IT training					
Health & Safety					
Clinical Governance					
Infection Control					
Student Responsibilities					
Equipment Training Work Book					
Lone Working					

Year 2 - additional updates may need to be attended in accordance with Trust policy:

Session Title	Trust	Date attended	Student signature	Facilitator signature	Manager/Mentor signature

* The content of induction sessions may differ between placement providers

LEARNING CONTRACT: YEAR 2 PLACEMENT 3

PLACEMENT NAME:.....

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ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 3

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

MID-POINT SUMMARY – PLACEMENT 3

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MID-POINT SUMMARY – PLACEMENT 3

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW (PLACEMENT 3)

Outcomes that are causing concern	Agreed Activities to address areas of concern	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

**END OF PLACEMENT SUMMARY – PLACEMENT 3
STUDENT TO COMPLETE PRIOR TO MEETING WITH MENTOR**

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

END OF PLACEMENT SUMMARY – PLACEMENT 3

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MENTOR AND STUDENT REVIEW (TO BE COMPLETED AT THE END OF PLACEMENT 3)

Competency	Outcome - Indicate Grade	Competency	Outcome - Indicate Grade
Domain 1 – Professional Values		Domain 3 – Nursing Practice and Decision Making	
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
Domain 2 – Communication and Interpersonal Skills		20	
7		21	
8		Domain 4 – Leadership, management and team working	
9		22	
10		23	
11		24	
12		25	
13		26	
		27	
		28	
<p>Number of passed skills:</p> <p>Identify skills graded as fail, list skills number</p> <p>Online Numeracy Test: Achieved/Not Achieved</p> <p>Score:</p>			

Mentor's Name: _____ Mentor's signature: _____ Date: _____

Student's Name: _____ Student's signature: _____ Date: _____

LEARNING CONTRACT: YEAR 2 PLACEMENT 4

PLACEMENT NAME:.....

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ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 4

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

MID-POINT SUMMARY – PLACEMENT 4

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MID-POINT SUMMARY – PLACEMENT 4

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW (PLACEMENT 4)

Outcomes that are causing concern	Agreed Activities to address areas of concern	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

**END OF PLACEMENT SUMMARY – PLACEMENT 4
STUDENT TO COMPLETE PRIOR TO MEETING WITH MENTOR**

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

END OF PLACEMENT SUMMARY – PLACEMENT 4

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MENTOR AND STUDENT REVIEW (TO BE COMPLETED AT THE END OF PLACEMENT 4)

Competency	Outcome - Indicate Grade	Competency	Outcome - Indicate Grade
Domain 1 – Professional Values		Domain 3 – Nursing Practice and Decision Making	
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
Domain 2 – Communication and Interpersonal Skills		20	
7		21	
8		Domain 4 – Leadership, management and team working	
9		22	
10		23	
11		24	
12		25	
13		26	
		27	
		28	
Number of passed skills: _____ Identify skills graded as fail, list skills number _____ Online Numeracy Test: Achieved/Not Achieved _____ Score: _____			

Mentor's Name: _____ Mentor's signature: _____ Date: _____

Student's Name: _____ Student's signature: _____ Date: _____

ACADEMIC PERSONAL TUTOR REVIEW (TO BE COMPLETED MIDWAY THROUGH YEAR 2)

Academic Personal Tutor Comments

I have reviewed the above student's Ongoing Achievement Record and portfolio of evidence including patient/carer feedback and given advice and support and informed the module leader of the students' progress.

Academic Personal tutor name:

Academic Personal tutor signature:

Date:

**I have reviewed my progress with my academic personal tutor and received advice and support from them.
I have completed the practice evaluation form.**

Student name:

Student signature:

Date:

LEARNING CONTRACT: YEAR 2 PLACEMENT 5

PLACEMENT NAME:.....

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ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 5

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

MID-POINT SUMMARY – PLACEMENT 5

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MID-POINT SUMMARY – PLACEMENT 5

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes that are causing concern	Agreed Activities to address areas of concern	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

**END OF PLACEMENT SUMMARY – PLACEMENT 5
STUDENT TO COMPLETE PRIOR TO MEETING WITH MENTOR**

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

END OF PLACEMENT SUMMARY – PLACEMENT 5

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

FINAL SUBMISSION OF PRACTICE: YEAR 2

Student Name	Student Number
Title of Programme, Site and Field	
Module Title	Module Code
Module Leader	Academic Personal Tutor
Name: Placement 3	Mentor Name
Name: Placement 4	Mentor Name
Name: Placement 5	Mentor Name

TO BE COMPLETED AT THE END OF THE FINAL PLACEMENT YEAR 2

Please assign the numbered NMC competency boxes with the relevant grade and sign as confirmation of accuracy

	Comp	Grade		Comp	Grade		Comp	Grade	
Domain 1 - PV	1		Domain 3 - NPDM	14		Domain 4 - LMTW	22		I can confirm that the year 2 NMC criteria and skills have been assessed.
	2			15			23		
	3			16			24		
	4			17			25		
	5			18			26		
	6			19			27		
Domain 2 - CIPS	7			20			28		
	8		21		Identify skills graded as fail, list skill number(s)				
	9		UWE Numeracy Score:						
	10		Mentor Name:						
	11		Signature:		Date:				
	12								
	13								

Practice evaluation forms completed (student signature).....

CARBONATE IN DUPLICATE Attach front white copy of all feedback sheets to this sheet and submit these in nominated assessment box for programmes. Yellow copies to be retained in the student OAR DO NOT TEAR OUT failure to retain copies could result in your referral in the programme, see module handbook for further details.

ADDITIONAL OPPORTUNITIES ACCESSED DURING PLACEMENT

Placement learning opportunity (<i>student to complete</i>)	How did the additional learning opportunity contribute to achievement of learning competencies or skills? (<i>student to complete</i>)	Practitioner feedback
		<p data-bbox="1458 635 1989 667"><i>Title, signature and date to verify visit</i></p>
		<p data-bbox="1458 1013 1989 1045"><i>Title, signature and date to verify visit</i></p>
		<p data-bbox="1458 1380 1989 1412"><i>Title, signature and date to verify visit</i></p>

PROGRESSION REQUIREMENTS FOR MENTORS

Second progression point

The NMC (2010 p.102) has set minimum requirements that **must be demonstrated by the second progression point**, the end of the second year. These learning outcomes allow the student to show that they can work more independently, with less direct supervision, in a safe and increasingly confident way to extend their knowledge and skills. Students must demonstrate their ability to work as autonomous practitioners by the point of registration. Students are required to make safe and effective use of practice learning, which includes less direct supervision in the final part of the programme. This enables students to be confident and fit for practice by entry to the register. **Students must demonstrate competency in the criteria before being allowed to progress to the third and final part of the programme.**

Progression point two requirements

Criteria that must be met as a minimum requirement by the second progression point:

Requirements related to competency domains

1. Works more independently, with less direct supervision, in a safe and increasingly confident manner.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, management and team working

2. Demonstrates potential to work autonomously, making the most of opportunities to extend knowledge, skills and practice.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, management and team working

ASSESSMENT OF PRACTICE COMPETENCIES ONGOING ACHIEVEMENT RECORD
BSc (HONS) NURSING (ADULT) YEAR 2

NMC DOMAIN	DESCRIPTION
PROFESSIONAL VALUES	Practises with increasing confidence and is responsible for safe, compassionate, user-centred, evidence-based nursing that respects and maintains dignity and human rights. Shows professionalism and integrity and works within recognised professional, ethical and legal frameworks. With increasing confidence is able to work in partnership with other health and social care professionals and agencies, patients, carers and families in all settings, ensuring that decisions about care are shared. Uses the principles of confidentiality and data protection when sharing information.
COMMUNICATION AND INTERPERSONAL SKILLS	Communication must always be safe, effective, compassionate and respectful. With increasing confidence is able to communicate effectively using a wide range of strategies and interventions including the use of communication technologies. Is able to work with service users and others to obtain the information needed to make reasonable adjustments that promote optimum health and enable equal access to services for all.
NURSING PRACTICE AND DECISION MAKING	Able to practice competently under indirect supervision. Practices compassionately, skilfully and safely, maintaining dignity and promoting health and wellbeing. Able to assess essential physical and mental health needs of service users in their care and to detect, record, report and respond appropriately to signs of deterioration or improvement. Able to provide safe and effective immediate care to service users prior to accessing or referring to specialist services. Also able to meet more complex and coexisting needs for service users in the relevant setting. Practice is informed by the best available evidence and complies with local and national guidelines. Where appropriate, decision-making must be shared with patients, carers and families and informed by analysis of a range of possible interventions, including the use of up-to-date technology. Understands how behaviour, culture, socioeconomic and other factors, in the care environment and its location, can affect health, illness, health outcomes and public health priorities and take this into account in planning and delivering care.
LEADERSHIP, MANAGEMENT AND TEAM-WORKING	Is professionally responsible and demonstrates knowledge of clinical governance processes to maintain and improve nursing practice and standards of healthcare. Able to respond with increasing confidence to planned and uncertain situations, managing themselves and beginning to manage others. Recognises own limitations in knowledge, skills and professional boundaries. Considers opportunities to improve services. Demonstrates potential to develop further management and leadership skills during the final year of the programme.

ASSESSMENT OF STUDENT ACHIEVEMENT: YEAR 2

The NMC has set minimum requirements that **must be demonstrated by progression point two**. You should assign a grade to each outcome using the Domain descriptions and Competency statements below to help you make an informed judgement about each student's ability across the range. Students **MUST** have achieved a **pass** across all the NMC Domains below for **each Year 2 competency and skill** by the end of the final placement in Year 2 to progress into Year 3.

GRADE	FAIL	PASS
PROFESSIONAL VALUES	Has not demonstrated professional knowledge, values and integrity to support safe practice.	Practises with professional integrity to provide safe and compassionate care for service users, their carers and family. Demonstrates knowledge and understanding of the evidence base that underpins practice and the legal, regulatory and ethical frameworks that guide practice. Shows increasing confidence when working with the wider multi-disciplinary team and service users, ensuring decisions about care are shared.
COMMUNICATION AND INTERPERSONAL SKILLS	Communication skills are limited, poor or inconsistent. Does not demonstrate ability to communicate effectively within the multidisciplinary team.	Communication with service users, their carers and family is compassionate and respectful. With increasing confidence communicates effectively with the multidisciplinary team to maximise people's access to healthcare services.
NURSING PRACTICE AND DECISION MAKING	Does not show increasing independence in practice. Unable to demonstrate competent skills of assessment of the physical and mental health needs of people in their care. Is not able to follow directions and inappropriate performance observed at times.	Is able to follow directions and initiate care under guidance in predictable situations and some less well recognised situations of care. Is able to assess the physical and mental health needs of people in their care. Engages in best practice including local and national guidelines in the decision making process. Demonstrates knowledge and understanding of how broader socioeconomic and cultural factors can affect access to and delivery of healthcare.
LEADERSHIP, MANAGEMENT AND TEAM-WORKING	Does not demonstrate professional responsibility. Lacks knowledge and understanding of governance processes to maintain standards of care. Does not respond appropriately to an individual's deteriorating condition. Does not demonstrate potential for leadership.	Demonstrates clear professional responsibility and knowledge of governance processes that maintain and improve practice. Recognises reports and responds to an individual's deteriorating condition. Shows increasing confidence in managing self and begins to manage others when responding to planned and unplanned situations. Has potential to develop leadership skills in the final year of the programme.

COMPETENCY DOMAIN 1: Professional Values Adult nurses must also be able at all times to promote the rights, choices and wishes of all adults and, where appropriate, children and young people, paying particular attention to equality, diversity and the needs of an ageing population. They must be able to work in partnership to address people's needs in all healthcare settings.	GRADE = PASS or FAIL											
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Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
1. Practises with confidence, managing self and others in accordance with the Code: Professional standards of practice and behaviour for nurses & midwives (NMC 2015) & within other recognised ethical & legal frameworks												
Demonstrates knowledge and application of professional standards; demonstrates a good understanding of personal scope of practice and available support; seeks advice appropriately; With increasing confidence demonstrates knowledge of ethical issues, nursing policies and legislation, inc. the rationale for sharing information with others when the interests of safety and protection override the need for confidentiality.												
Indicate types of evidence provided for each placement:												
2. Understand & apply current legislation to all service users paying special attention to the protection of vulnerable people, including those with complex needs												
Identifies threats to safeguarding of vulnerable and at risk groups; e.g. those who are ageing, cognitive impairment, long term conditions, and those approaching the end of life.												
Indicate types of evidence provided for each placement:												

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

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3. Practises in a holistic, non-judgemental, caring and sensitive manner, avoids assumptions, supports social inclusion, recognises & respects individual choice & acknowledges diversity												
Shows awareness of own prejudices and biases; demonstrates spirituality and culturally appropriate care for service users; preserves dignity and compassion in care.												
Indicate types of evidence provided for each placement:												
4. Work in partnership to support & promote the health, wellbeing, rights & dignity of people, service users, carers, families, groups, organisations, communities & populations to manage risk while aiming to empower choices that promote self-care & safety												
Shows awareness and understanding of people whose lives are affected by ill health, disability, ageing, death & dying; Understand how activities influence public health;												
Indicate types of evidence provided for each placement:												

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5. Understand the nurse & other health & social care professionals various roles, responsibilities & functions to work collaboratively & adapt their own practices to meet the changing needs of people, groups, communities & populations												
Understands their own various roles and responsibilities; understands the roles and responsibilities of other health & social care professionals and seeks to work collaboratively for the benefit of all who need care												
Indicate types of evidence provided for each placement:												
6. Responsible & accountable for keeping knowledge & skills up to date through CPD; aims to improve performance & enhance the safety & quality of care through evaluation, supervision & appraisal												
Demonstrates responsibility for own learning needs; actively seeks and uses feedback to inform and develop own practice.												
Indicate types of evidence provided for each placement:												

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COMPETENCY DOMAIN 2: Communication and Interpersonal Skills Adult nurses must demonstrate the ability to listen with empathy. They must be able to respond warmly and positively to people of all ages who may be anxious, distressed, or facing problems with their health and wellbeing.	GRADE = PASS or FAIL											
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7. Uses a range of communication skills & technologies to support person-centred care & enhance quality & safety; ensures people receive information they need that allows them to make informed choices & share decision making												
Demonstrates warmth, empathy, active listening skills, compassionate and respectful non-discriminatory language; obtains, interprets and provides information to service users to inform choices												
Indicate types of evidence provided for each placement:												
8. Uses full range of communication methods to enquire, interpret & record knowledge & understanding of people's needs; be aware of their values, beliefs & the impact this has on communication with others; take account of different ways others communicate & respond effectively												
Demonstrates accurate and comprehensive written and verbal communication; demonstrates effective interpersonal skills, including an awareness of non-verbal skills; shows development of assertiveness with self and others; recognises the impact of service users' emotions and health on their ability to communicate with others												
Indicate types of evidence provided for each placement:												

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9. Promotes the concept, knowledge & practice of self-care with people with acute & long-term conditions using a range of communication skills & strategies												
Shows partnership working to support the decision making process to promote self-care; encourages health promoting behaviour through education, role modelling and effective communication strategies.												
Indicate types of evidence provided for each placement:												
10. Recognises when people are anxious, in distress & responds effectively using therapeutic principles to promote their wellbeing, manage personal safety & resolve conflict												
Manages personal safety; with support, knows when to consult a third party; uses effective communication strategies & negotiation techniques to achieve best outcomes; respects dignity & human rights of those concerned; knows when to consult a third party/referrals for advocacy, mediation or arbitration												
Indicate types of evidence provided for each placement:												

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11. Uses therapeutic principles to engage, maintain and where appropriate disengage from professional caring relationships & respect professional boundaries												
With increasing confidence demonstrates effective interpersonal skills, including an awareness of non-verbal skills; shows development of assertiveness with self and others, respecting professional boundaries												
Indicate types of evidence provided for each placement:												
12. Maintains accurate, clear & complete records including the use of electronic formats using appropriate and plain language												
Contributes to effective documentation and competent record keeping to support service user care planning, accesses information from a variety of sources.												
Indicate types of evidence provided for each placement:												

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13. Respect individual rights to confidentiality in accordance with the law and relevant ethical and regulatory frameworks taking account of local protocols; actively shares personal information with others when the interests of safety and protection override the need for confidentiality												
Respects individuals rights in accordance with the law, nursing policies and legislation; awareness of others ethical and spiritual beliefs; work collaboratively to share information with others when the interests of safety and protection override the need for confidentiality.												
Indicate types of evidence provided for each placement:												

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14. Able to recognise & respond to the needs of all people who come into their care; uses up to date knowledge & evidence to assess, plan, deliver & evaluate care, communicate findings, influence change & promote health & best practice												
Has the ability the make person-centred, evidence based judgements & decisions; work in partnership with others involved in the care process; recognises when the complexity of clinical decisions requires specialist knowledge & expertise												
Indicate types of evidence provided for each placement:												
15. Possess a broad knowledge of the structure & functions of the human body & other relevant knowledge from the life, behavioural & social sciences as applied to health, ill health, disability, ageing & death; possess in depth knowledge of common physical & mental health problem & treatments												
Has knowledge of physical, mental and ill health, impairment, long term conditions, ageing and death; possess in-depth knowledge of co-morbidity and physiological and psychological vulnerability												
Indicate types of evidence provided for each placement:												

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16. Carry out comprehensive, systematic nursing assessments; takes account of physical, cultural, psychological, spiritual, genetic & environmental factors; work in partnership with others through interaction, observation & measurement to assess needs of services users												
Contributes to the nursing assessment and diagnosis of complex care needs; safely uses a range of diagnostic skills employing appropriate technology to assess the needs of service users												
Indicate types of evidence provided for each placement:												
17. Ascertain & respond to physical & psychological needs of people, groups & communities; plan, deliver & evaluate safe competent person centred care in partnership & pays attention to changing health needs												
With support identifies & prioritises service user centred goals; reviews & evaluates planned care in partnership with service user & recognises & respond to the changing needs of adults, families & carers; shows awareness of informed consent & service user choice; provides a rationale for the nursing care delivered; safely uses invasive & non-invasive procedures, medical devices & current technological & pharmacological interventions												
Indicate types of evidence provided for each placement:												

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18. Understand public health principles, priorities & practice in order to recognise & respond to the major causes & social determinants of health, illness & health inequalities												
Uses a range of information & data to assess the needs of people, groups, communities & populations; works to improve health, wellbeing & experiences of healthcare and promote social inclusion												
Indicate types of evidence provided for each placement:												
19. Practice safely by being aware of the correct use, limitations & hazards of common interventions inc. nursing activities, treatments & use of medical devices & equipment; must contribute to the collection of local & national data & formulation of policy on risks, hazards & adverse outcomes												
Demonstrates an understanding of protection of vulnerable and at risk groups; applies knowledge of relevant policies regarding universal infection control precautions, contributes to the identification and reporting of environmental risk procedures to self & others												
Indicate types of evidence provided for each placement:												

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Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
20. Able to recognise & interpret signs of normal & deteriorating mental & physical health & respond promptly to maintain or improve the health & comfort of the service user												
Be able to recognise the early signs of illness in people of all ages; make accurate assessments & start appropriate & timely management of those acutely ill, at risk of deterioration or require emergency care												
Indicate types of evidence provided for each placement:												
21. Provide educational support, facilitation skills & therapeutic nursing interventions to optimise health & wellbeing; promote self-care & help people make choices about healthcare needs; evaluate care to improve clinical decision-making, quality & outcomes using a range of methods & communicating change												
Must be able to demonstrate the ability to work in partnership with people who have long-term conditions that require medical or surgical nursing and their families and carers to provide therapeutic nursing interventions, optimise health & wellbeing, facilitate choice and maximise self-care and self-management.												
Indicate types of evidence provided for each placement:												

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COMPETENCY DOMAIN 4: Leadership, management and team working Adult nurses must be able to provide leadership in managing adult nursing care, understand and coordinate interprofessional care when needed, and liaise with specialist teams. They must be adaptable and flexible, and able to take the lead in responding to the needs of people of all ages in a variety of circumstances, including situations where immediate or urgent care is needed. They must recognise their leadership role in disaster management, major incidents and public health emergencies, and respond appropriately according to their levels of competence.	GRADE = PASS or FAIL											
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22. Enhances the professional development and safe practice of others through peer support, evaluation and teaching												
Understands what constitutes safe practice: knows when to seek advice, actively seeks feedback on own performance, is self-aware of how their own values, principles and assumptions may affect practice.												
Indicate types of evidence provided for each placement:												
23. Acts as change agent and provides leadership through quality improvement & service development to enhance people's wellbeing & experiences of healthcare												
With support begins to show leadership skills i.e. role modelling, time management, resource management, and prioritising care.												
Indicate types of evidence provided for each placement:												

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24. Systematically evaluate care and ensure that they & others use the findings to help improve people's experience & care outcomes & to shape future services												
Be able to evaluate the care provided and use findings to improve own knowledge and understanding; use evaluation & findings to improve experiences for service users, carers and families and shape future services												
Indicate types of evidence provided for each placement:												
25. Able to identify priorities and manage time and resources effectively to ensure the quality of care is maintained or enhanced												
Plans own time effectively, contributes to clinical governance, shows understanding of implications of clinical governance.												
Indicate types of evidence provided for each placement:												

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26. Must be self-aware & recognise how their values, principles & assumptions may affect their practice; maintain their own personal & professional development, learning from experience through supervision, feedback, reflection & evaluation												
Shows awareness of their own values & assumptions of others/situations & understands how this may affect their practice; maintains & continually develops their own professional learning												
Indicate types of evidence provided for each placement:												
27. Works independently as well as in teams; able to take the lead in coordinating, delegating & supervising care safely, managing risk & remaining accountable for care given												
Starts to participate in delegating simple procedures and activities to others; acts within own scope of practice, with increasing confidence shows potential to develop accountability, decision-making, leadership and management skills.												
Indicate types of evidence provided for each placement:												

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	Placement 3 <i>Write in grade achieved and Initial in relevant box</i>				Placement 4 <i>Write in grade achieved and Initial in relevant box</i>				Placement 5 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
28. Works effectively across professional & agency boundaries; actively involving & respecting others' contributions to integrated person-centred care; respect the choices of service users & others, promoting shared decision making, deliver positive outcomes, coordinate smooth effective transition within & between services & agencies												
Contributes to collaborative & partnership working; demonstrates an understanding of the challenges of inter professional working												
Indicate types of evidence provided for each placement:												

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS: 1 CARE, COMPASSION AND COMMUNICATION PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 2 <i>Write in grade achieved and Initial in relevant box</i>					
	PLACEMENT 3		PLACEMENT 4		PLACEMENT 5	
	GRADE	INITIALS	GRADE	INITIALS	GRADE	INITIALS
1.1 People can trust the Year 2 student nurse to engage in person centred care empowering people to make choices about how their needs are met when they are unable to meet them for themselves.						
For example: Actively empowering people to meet their own needs and to make choices; Determining people's preferences to maximise comfort & dignity; Actively supporting people in their own care and self-care; Considering, with the person and their carers, their capability for self-care; Providing personalised care, or making provisions for those who are unable to maintain their own activities of living, maintaining dignity at all times; Assisting people with their care.						
1.2 People can trust the Year 2 student nurse to engage therapeutically and actively listen to their needs and concerns, responding using skills that are helpful, providing information that is clear, accurate, meaningful and free from jargon.						
For example: Using strategies to enhance communication and remove barriers to effective communication minimising risk to people from lack of or poor communication.						
1.3 People can trust the Year 2 student nurse to protect and keep as confidential all information relating to them.						
For example: Distinguishing between information that is relevant to care planning and information that is not.						
1.4 People can trust the Year 2 student nurse to gain their consent based on sound understanding and informed choice prior to any intervention and that their rights in decision making and consent will be respected and upheld.						
For example: Applying principles of consent in relation to restrictions relating to specific client groups and seeks consent for care; Ensuring that the meaning of consent to treatment and care is understood by the people or service users.						

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS:

1 CARE, COMPASSION AND COMMUNICATION

PASS or FAIL

Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.

YEAR 2

Write in grade achieved and Initial in relevant box

PLACEMENT 3

PLACEMENT 4

PLACEMENT 5

GRADE

INITIALS

GRADE

INITIALS

GRADE

INITIALS

1.5 People can trust the Year 2 student nurse to treat them as partners and work with them to make a holistic and systematic assessment of their needs; to develop a personalised plan that is based on mutual understanding and respect for their individual situation promoting health and well-being, minimising risk of harm and promoting their safety at all times.

For example: Accurately undertaking and recording a baseline assessment of weight, height, temperature, pulse, respiration and blood pressure using manual and electronic devices; Understanding the concept of public health and the benefits of healthy lifestyles and the potential risks involved with various lifestyles or behaviours, for example, substance misuse, smoking, obesity; Recognising indicators of unhealthy lifestyles; Contributing to care based on an understanding of how the different stages of an illness or disability can impact on people and carers; Measuring and documenting vital signs under supervision and responding appropriately to findings outside the normal range; Performing routine, diagnostic tests for example urinalysis under supervision as part of assessment process (near client testing). Collecting and interpreting routine data, under supervision, related to the assessment and planning of care from a variety of sources; Undertaking the assessment of physical, emotional, psychological, social, cultural and spiritual needs, including risk factors by working with the person and records, shares and responds to clear indicators and signs; With the person and under supervision, planning safe and effective care by recording and sharing information based on the assessment; Where relevant, applies knowledge of age and condition-related anatomy, physiology and development when interacting with people.

1.6 People can trust the Year 2 student nurse to deliver nursing interventions and evaluate their effectiveness against the agreed assessment and care plan.

For example: Acting collaboratively with people and their carers enabling and empowering them to take a shared and active role in the delivery and evaluation of nursing interventions; Working within the limitations of own knowledge and skills to question and provide safe and holistic care; Preparing people for clinical interventions as per local policy; Actively seeking to extend knowledge and skills using a variety of methods in order to enhance care delivery; Detecting, recording, reporting and responding appropriately to signs of deterioration or improvement.

1.7 People can trust the Year 2 student nurse to safeguard children and adults in vulnerable situations and support and protect them from harm.

For example: Documenting concerns and information about people who are in vulnerable situations.

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS: 2 - ORGANISATIONAL ASPECTS OF CARE PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 2 Write in grade achieved and Initial in relevant box					
	PLACEMENT 3		PLACEMENT 4		PLACEMENT 5	
	GRADE	INITIALS	GRADE	INITIALS	GRADE	INITIALS
2.1 People can trust the Year 2 student nurse to respond to their feedback and a wide range of other sources to learn, develop and improve services.						
For example: Responding appropriately when people want to complain, providing assistance and support; Using supervision and other forms of reflective learning to make effective use of feedback; Taking feedback from colleagues, managers and other departments seriously and sharing the messages and learning with other members of the team.						
2.2 People can trust the Year 2 student nurse to promote continuity when their care is to be transferred to another service or person.						
For example: Assisting in preparing people and carers for transfer and transition through effective dialogue and accurate information; Reporting issues and people's concerns regarding transfer and transition; Assisting in the preparation of records and reports to facilitate safe and effective transfer						
2.3 People can trust the Year 2 student nurse to be an autonomous and confident member of the multi-disciplinary or multi agency team and to inspire confidence in others.						
For example: Supporting and assisting others appropriately; Valuing others' roles and responsibilities within the team and interacting appropriately; Reflecting on own practice and discussing issues with other members of the team to enhance learning; Communicating with colleagues verbally, face-to-face and by telephone, and in writing and electronically in a way that the meaning is clear, and checking that the communication has been fully understood.						
2.4 People can trust the Year 2 student nurse to work safely under pressure and maintain the safety of service users at all times.						
For example: Contributing as a team member; Demonstrating professional commitment by working flexibly to meet service needs to enable quality care to be delivered; Using supervision as a means of developing strategies for managing own stress and for working safely and effectively; Adhering to safety policies when working in the community and in people's homes, for example, lone worker policy.						
2.5 People can trust a Year 2 student nurse to enhance the safety of service users and identify and actively manage risk and uncertainty in relation to people, the environment, self and others.						
For example: Contributing to promote safety and positive risk taking; Under supervision working safely within the community setting taking account of local policies, for example, lone worker policy.						

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS: 3 - INFECTION, PREVENTION AND CONTROL PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 2 Write in grade achieved and Initial in relevant box					
	PLACEMENT 3		PLACEMENT 4		PLACEMENT 5	
	GRADE	INITIALS	GRADE	INITIALS	GRADE	INITIALS
3.1 People can trust the Year 2 student nurse to identify and take effective measures to prevent and control infection in accordance with local and national policy.						
For example: Participating in assessing and planning care appropriate to the risk of infection thus promoting the safety of service users; Participating in completing care documentation and evaluation of interventions to prevent and control infection; Being aware of the role of the Infection Control Team and Infection Control Nurse Specialist, and local guidelines for referral; Recognising the potential signs of infection and reporting to relevant senior member of staff; Discussing the benefits of health promotion within the concept of public health in the prevention and control of infection for improving and maintaining the health of the population						
3.2 People can trust the Year 2 student nurse to maintain effective standard infection control precautions and apply and adapt these to the needs and limitations in all environments.						
For example: Applying knowledge of transmission routes in describing, recognising and reporting situations where there is a need for standard infection control precautions; Participating in the cleaning of multi-use equipment between each person; Uses multi-use equipment and following the appropriate procedures; Safely using and disposing of, or decontaminates, items in accordance with local policy and manufacturers' guidance and instructions; Adhering to requirements for cleaning, disinfecting, decontaminating of 'shared' nursing equipment, including single or multi-use equipment, before and after every use as appropriate, according to recognised risk, in accordance with manufacturers' and organisational policies.						
3.3 People can trust a Year 2 student nurse to provide effective nursing interventions when someone has an infectious disease including the use of standard isolation techniques.						
For example: Safely delivering care under supervision to people who require to be nursed in isolation or in protective isolation settings; Taking appropriate actions in any environment including the home care setting, should exposure to infection occur, for example, chicken pox, diarrhoea and vomiting, needle stick injury; Applying knowledge of an 'exposure prone procedure' and taking appropriate precautions and actions. Taking personal responsibility, when a student knowingly has a blood borne virus, to consult with occupational health before carrying out exposure prone procedures.						
3.4 People can trust a Year 2 student nurse to safely apply the principles of asepsis when performing invasive procedures and be competent in aseptic technique in a variety of settings.						
For example: Demonstrating an understanding of the principles of wound management, healing and asepsis; Safely performing basic wound care using clean and aseptic techniques in a variety of settings. Assisting in providing accurate information to people and their carers on the management of a device, site or wound to prevent and control infection and to promote healing wherever that person might be, for example, in hospital, in the home care setting, in an unplanned situation.						

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS:

3 - INFECTION, PREVENTION AND CONTROL

PASS or FAIL

Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.

YEAR 2

Write in grade achieved and Initial in relevant box

PLACEMENT 3

PLACEMENT 4

PLACEMENT 5

GRADE

INITIALS

GRADE

INITIALS

GRADE

INITIALS

3.5 People can trust the Year 2 student to act, in a variety of environments including the home care setting, to reduce risk when handling waste, including sharps, contaminated linen and when dealing with spillages of blood and other body fluids.

For example: Adhering to health and safety at work legislation and infection control policies regarding the safe disposal of all waste, soiled linen, blood and other body fluids and disposing of 'sharps' including in the home setting; Ensuring dignity is preserved when collecting and disposing of bodily fluids and soiled linen. Acting to address potential risks within a timely manner including in the home setting.

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS: 4 - NUTRITION AND FLUID MANAGEMENT PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 2 <i>Write in grade achieved and Initial in relevant box</i>					
	PLACEMENT 3		PLACEMENT 4		PLACEMENT 5	
	GRADE	INITIALS	GRADE	INITIALS	GRADE	INITIALS
4.1 People can trust the Year 2 student nurse to assist them to choose a diet that provides an adequate nutritional and fluid intake.						
For example: Under supervision helping people to choose healthy food and fluid in keeping with their personal preferences and cultural needs; Accurately monitoring dietary and fluid intake and completing relevant documentation; Supporting people who need to adhere to specific dietary and fluid regimens and informs them of the reasons; Maintaining independence and dignity wherever possible and provides assistance as required; Identifying people who are unable to or have difficulty in eating or drinking and reports this to others to ensure adequate nutrition and fluid intake is provided.						
4.2 People can trust the Year 2 student nurse to assess and monitor their nutritional status and in partnership, formulate an effective plan of care						
For example: Taking and recording accurate measurements of weight, height, length, body mass index and other appropriate measures of nutritional status; Assessing baseline nutritional and fluid requirements for healthy people related to factors such as age and mobility; Contributing to formulating a care plan through assessment of dietary preferences, including local availability of foods and cooking facilities; Reporting to other members of the team when agreed plan is not achieved.						
4.3 People can trust a Year 2 student nurse to assess and monitor their fluid status and in partnership with them, formulate an effective plan of care.						
For example: Applying knowledge of fluid requirements needed for health and during illness and recovery so that appropriate fluids can be provided; Accurately monitoring and recording fluid intake and output; Recognising and reporting reasons for poor fluid intake and output; Reporting to other members of the team when intake and output falls below requirements.						
4.4 People can trust the Year 2 student nurse to assist them in creating an environment that is conducive to eating and drinking.						
For example: Following local procedures in relation to mealtimes, for example, protected mealtimes, indicators of people who need additional support; Ensuring that people are ready for the meal; that is, in an appropriate location, position, offered opportunity to wash hands, offered appropriate assistance. Recognising, responding appropriately and reporting when people have difficulty eating or swallowing.						
4.5 People can trust the Year 2 student nurse to ensure that those unable to take food by mouth receive adequate fluid and nutrition to meet their needs.						
For example: Recognising, responding appropriately and reporting when people have difficulty eating or swallowing; Adhering to an agreed plan of care that provides for individual difference, for example, cultural considerations, psychosocial aspects and provides adequate nutrition and hydration when eating or swallowing is difficult.						

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS: 5 - MEDICINES MANAGEMENT PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 2 <i>Write in grade achieved and Initial in relevant box</i>					
	PLACEMENT 3		PLACEMENT 4		PLACEMENT 5	
	GRADE	INITIALS	GRADE	INITIALS	GRADE	INITIALS
5.1 People can trust the Year 2 student nurse to work within legal and ethical frameworks that underpin safe and effective medicines management.						
For example: Demonstrating understanding of legal and ethical frameworks relating to safe administration of medicines in practice; Demonstrating an understanding of types of prescribing, types of prescribers and methods of supply; Demonstrating understanding of legal and ethical frameworks for prescribing.						
<p>Students must have evidence of passing the UWE online numeracy test to pass this skill</p> <p>Year 2 evidence of pass for UWE online test: Mentor Signature and date.....</p>						
5.2 People can trust the Year 2 student nurse to work as part of a team to offer holistic care and a range of treatment options of which medicines may form a part.						
For example: Demonstrating awareness of a range of commonly recognised approaches to managing symptoms, for example, relaxation, distraction and lifestyle advice; Discussing referral options.						
5.3 People can trust the Year 2 student nurse to ensure safe and effective practice in medicines management through comprehensive knowledge of medicines, their actions, risks and benefits.						
For example: Using knowledge of commonly administered medicines in order to act promptly in cases where side effects and adverse reactions occur.						
5.4 People can trust the Year 2 student nurse to safely order, receive, store and dispose of medicines (including controlled drugs) in any setting						
For example: Demonstrating the ability to safely store medicines under supervision						
5.5 People can trust the Year 2 student nurse to administer medicines safely and in a timely manner, including controlled drugs.						
For example: Using prescription charts correctly and maintaining accurate records; Utilising and safely disposing of equipment needed to draw up and administer medication, for example, needles, syringes, gloves; Administering and, where necessary, preparing medication safely under direct supervision, including orally and by injection.						

Minimum of achieving to level Pass once in Year 2

ESSENTIAL SKILLS: 5 - MEDICINES MANAGEMENT PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 2 Write in grade achieved and Initial in relevant box					
	PLACEMENT 3		PLACEMENT 4		PLACEMENT 5	
	GRADE	INITIALS	GRADE	INITIALS	GRADE	INITIALS
5.6 People can trust a Year 2 student nurse to keep and maintain accurate records using information technology, where appropriate, within a multi-disciplinary framework as a leader and as part of a team and in a variety of care settings including at home.						
For example: Demonstrating awareness of roles and responsibilities within the multi-disciplinary team for medicines management, including how and in what ways information is shared within a variety of settings.						
5.7 People can trust a Year 2 student nurse to work in partnership with people receiving medical treatments and their carers.						
For example: Under supervision involving people and carers in administration and self-administration of medicines.						
5.8 People can trust the Year 2 student nurse to use and evaluate up-to-date information on medicines management and work within national and local policy guidelines.						
For example: Accessing commonly used evidence based sources relating to the safe and effective management of medicine.						
5.9 People can trust the Year 2 student nurse to demonstrate understanding and knowledge to supply and administer via a patient group direction (through simulation only)						
For example: Working within national and local policies and ensuring others do the same						

YEAR 2 GRADING

The process of assessment for year 2

During year 2 there are 3 practice placements: The first 2 are formatively assessed and the final placement is summatively assessed. Year 2 students should be assessed in all required competencies and skills using the PASS/FAIL assessment system.

ONLY if the student passes all competencies and skills in Year 2 **at the final placement** can they proceed to be graded in practice. **In the event of the student failing, they will NOT be graded in practice.**

The grading of practice in Year 2 is a formative process to guide students in their professional development towards the Year 3 summative grading of practice. This grade does not contribute to the overall degree classification.

Mentor: Using the grading criteria defined below; now assign a grade for each domain that can be justified by your assessment and comments of the student's skills and competencies in final placement of year 2.

Overview of grading criteria (see table below for detailed explanations)

- **Acceptable:** Student demonstrates skills and competencies that would be expected at this level of experience. There is scope for improvements.
- **Satisfactory:** Student demonstrates skills and competencies to a satisfactory and sound standard that would be expected at this level of experience
- **Good:** Student clearly demonstrates skills and competencies to a good standard that would be expected at this level of experience
- **Very good:** Student demonstrates skills and competencies to a very good standard for this level of experience
- **Excellent:** Student demonstrates skills and competencies to an excellent standard for this level of experience
- **Exceptional:** Student demonstrates skills and competencies to an exceptional standard for this level of experience.

NMC Domain	C Acceptable	C+ Satisfactory	B Good	B+ Very Good	A Excellent	A+ Exceptional
<p>Professional Values <i>Practises with <u>increasing confidence</u> to</i></p> <ul style="list-style-type: none"> • Provide safe, compassionate, person-centred, evidence-based nursing that respects and maintains dignity • Work within professional, ethical and legal frameworks. • Demonstrate partnership working with other professionals, service users, carers and families, ensuring shared decision making. 	<p>Demonstrates acceptable depth of knowledge, understanding and practice of professional values relating to adult nursing. Service user feedback is generally acceptable with scope for improvement.</p>	<p>Demonstrates satisfactory and sound depth of knowledge, understanding and practice of professional values for adult nursing. . Service user feedback is satisfactory.</p>	<p>Demonstrates a good level of knowledge and understanding of professional values and practices these consistently. Service user feedback is good.</p>	<p>Demonstrates a very good knowledge and understanding of professional values and is able to link these in a comprehensive range of situations. Service user feedback is very good</p>	<p>Demonstrates excellent, critical knowledge and understanding of professional values and these are embedded in practice. Service user feedback excellent</p>	<p>Demonstrates outstanding critical, knowledge and understanding of professional values, which are embedded in every aspect of practice, and the education of others. Service user feedback is exceptional</p>
<p>Tick grade</p>						
<p>Communication and interpersonal skills <i>Practises with <u>increasing confidence</u> to</i></p> <ul style="list-style-type: none"> • Communicate in a safe, effective, compassionate, respectful and empathic manner. • Use a wide range of communication strategies. • Promote optimum health and enable equal access to services for all users, including for those with a disability. 	<p>Demonstrates an acceptable level of empathetic verbal and non verbal communication with service users. Documentation is clear and concise</p>	<p>Communicates empathetically using a range of verbal and non verbal Communicates to a satisfactory standard with service users and professionals. Documentation is usually accurate, clear and concise</p>	<p>Demonstrates a good level of communication in challenging situations and responds empathetically. Documentation is consistently accurate, clear and concise</p>	<p>Demonstrates a very good level of empathetic communication, and is able to use skills to de-escalate challenging situations. Documentation is a very good standard</p>	<p>Demonstrates an excellent level of empathetic communication in a wide range of situations. Is able to advocate for others. Documentation is always of an excellent standard</p>	<p>Demonstrates an exceptional level of empathetic communication. Has courage to advocate for others in complex situations. Documentation is always of an exceptional standard and demonstrates the ability to draw on information from a range of sources.</p>
<p>Tick grade</p>						

NMC Domain	C Acceptable	C+ Satisfactory	B Good	B+ Very Good	A Excellent	A+ Exceptional
<p>Nursing practice and decision making <i>With increasing confidence</i></p> <ul style="list-style-type: none"> Practises under indirect supervision, within the NMC code, to assess and deliver evidence-based care that is compassionate, skilful and safe for service users in increasingly complex situations Provides safe and effective immediate care including accessing specialist services. Plans and delivers care which reflects social and cultural factors. 	Acceptable nursing practice demonstrated, across patient assessment, care planning and delivery guided by national and local protocols.	A satisfactory level of proficiency is demonstrated across patient assessment, care planning and delivery, informed by evidence.	A good standard of proficiency is demonstrated in assessment of patients' needs, care planning and delivery, informed by best available evidence.	A very good standard of proficiency demonstrated using a range of evidence based nursing assessments and interventions.	An excellent standard of proficiency within clinical practice using a wide range of nursing assessments and interventions. Critically applies evidence based practice.	Outstanding proficiency within clinical practice critically using a wide range of relevant nursing assessments and interventions in a range of contexts. Critically applies and evaluates evidence based practice.
Tick grade						
<p>Leadership, management and team-working <i>With increasing confidence is able to</i></p> <ul style="list-style-type: none"> Demonstrate clear professional responsibility and knowledge of governance processes that safeguard service users and maintain and improve practice. Prioritise and delegate care Manage self and begin to manage others when responding to planned and unplanned situations 	Recognises and reports relevant clinical governance issues. Beginning to prioritise care in collaboration with others. Some evidence of reflection to identify personal development needs.	Recognises reports and understands the significance of clinical governance issues. Able to prioritise and co-ordinate care in collaboration with others. Demonstrates satisfactory reflective skills.	Supports clinical governance and standards of healthcare effectively. Prioritises and co-ordinates care effectively. Demonstrates good reflective skills.	Promotes clinical governance and upholds standards of healthcare. Effectively directs and manages care in a variety of situations. Demonstrates very good reflective skills	Promotes clinical governance and upholds high standards of healthcare. Effective in managing care in collaboration with others in complex situations. Demonstrates excellent reflective skills.	Promotes clinical governance and upholds high standards of healthcare in the wider context. Highly effective in decision making and managing care. Demonstrates exceptional reflective skills.
Tick grade						

SUBMISSION OF FORMATIVE GRADING OF PRACTICE: YEAR 2 – COMPLETED EXAMPLE

NB Must have completed Final Submission of Practice Year 2 page prior to completing this formative grading of practice.

Student name..... Placement.....

Name of Mentor.....

Mentor to circle Pass or Fail and sign in the box below

IF FAIL, DO NOT PROCEED TO GRADING.

<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 20px; display: inline-block; margin-right: 5px;">PASS</div> / FAIL	Mentor's signature (Please sign and date) <i>A Mentor 13.6.13</i>
--	---

Mentor to assign a grade for each domain as justified by final placement year 2 comments

NMC Domain	Grade	Mentor's signature (Please sign and date)
1. Professional Values	B+	<i>A Mentor (13/06/13)</i>
2. Communication and interpersonal skills	A	<i>A Mentor (13/06/13)</i>
3. Nursing practice and decision making	B+	<i>A Mentor (13/06/13)</i>
4. Leadership, management and team working	C	<i>A Mentor (13/06/13)</i>

Final Overall grade (UWE to complete)	
--	--

CARBONATE IN DUPLICATE: This page must be stapled to the final submission of Practice Year 2 documents and submit these in nominated assessment box. Yellow copies to be retained in the student OAR. DO NOT TEAR OUT. Failure to retain copies could result in your referral in the programme, see module handbook for further details.

SUBMISSION OF FORMATIVE GRADING OF PRACTICE: YEAR 2

NB Must have completed Final Submission of Practice Year 2 page prior to completing this formative grading of practice.

Student name..... Placement.....

Name of Mentor.....

Mentor to circle Pass or Fail and sign in the box below

IF FAIL, DO NOT PROCEED TO GRADING.

PASS / FAIL	Mentor's signature (Please sign and date)
--------------------	--

Mentor to assign a grade for each domain as justified by final placement year 2 comments

NMC Domain	Grade	Mentor's signature (Please sign and date)
1. Professional Values		
2. Communication and interpersonal skills		
3. Nursing practice and decision making		
4. Leadership, management and team working		

Final Overall grade (UWE to complete)	
--	--

CARBONATE IN DUPLICATE: This page must be stapled to the final submission of Practice Year 2 documents and submit these in nominated assessment box. Yellow copies to be retained in the student OAR. **DO NOT TEAR OUT.** Failure to retain copies could result in your referral in the programme, see module handbook for further details.



University of the
West of England

Department of Nursing and Midwifery

Standards of Competency

for Entry to the Register

Nursing – Adult
Year 3

STUDENT ORIENTATION TO PLACEMENT: YEAR 3 (Student to complete)

* If you have responded with a YES on day 1, you do not need to repeat this in Week 1	Placement 6 DAY 1	Placement 6 During First Week	Placement 7 DAY 1	Placement 7 During First Week
Name Of Placement				
Mentor Identified (each placement) & Sign Off Mentor Identified (Placement 7 only) <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Induction Pack Available/Given <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Emergency Equipment/Procedures <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Layout Of Area <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Profile Of Learning Opportunities <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Introduction To Relevant Personnel <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Access To Local Policies E.G Manual Handling, Infection Control, Child Protection, Safeguarding, Conflict Resolution, and appropriate others. <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO
Does the student have an access plan in place <i>Please Circle</i>	YES / NO	YES / NO	YES / NO	YES / NO

Practice Induction Record

Student Name.....

Year 3 - The following sessions should be attended by all students on commencement of each new Trust area*:

Session Title	Trust	Date attended	Student signature	Facilitator signature	Manager/Mentor signature
Fire training - Ward evacuation training					
Violence & Agression Core level 2 De-escalation Training					
IT training					
Health & Safety					
Clinical Governance					
Infection Control					
Student Responsibilities					
Equipment Training Work Book					
Lone Working					

Year 3 - additional updates may need to be attended in accordance with Trust policy:

Session Title	Trust	Date attended	Student signature	Facilitator signature	Manager/Mentor signature

* The content of induction sessions may differ between placement providers

LEARNING CONTRACT: YEAR 3 PLACEMENT 6

PLACEMENT NAME:.....

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their learning contract details.

ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 6

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

MID-POINT SUMMARY – PLACEMENT 6

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MID-POINT SUMMARY – PLACEMENT 6

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 6 (Cont)

Outcomes that are causing concern	Agreed activities to address areas of concern	Target Date	Evaluation of Student Performance

Mentor's Name: _____ Mentor's signature: _____ Date: _____

Student's Name: _____ Student's signature: _____ Date: _____

**END OF PLACEMENT SUMMARY – PLACEMENT 6
STUDENT TO COMPLETE PRIOR TO MEETING WITH MENTOR**

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

END OF PLACEMENT SUMMARY – PLACEMENT 6

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MENTOR AND STUDENT REVIEW (TO BE COMPLETED AT THE END OF PLACEMENT 6)

Competency	Outcome - Indicate Grade	Competency	Outcome - Indicate Grade
Domain 1 – Professional Values		Domain 3 – Nursing Practice and Decision Making	
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
Domain 2 – Communication and Interpersonal Skills		20	
7		21	
8		Domain 4 – Leadership, management and team working	
9		22	
10		23	
11		24	
12		25	
13		26	
		27	
		28	
Number of passed skills: /41 Identify skills graded as fail, list skills number Online Numeracy Test: Achieved/Not Achieved Score:			

Mentor's Name: _____ Mentor's signature: _____ Date: _____

Student's Name: _____ Student's signature: _____ Date: _____

ACADEMIC PERSONAL TUTOR REVIEW (TO BE COMPLETED MIDWAY THROUGH YEAR 3)

Academic Personal Tutor Comments

I have reviewed the above student's Ongoing Achievement Record and portfolio of evidence including patient/carer feedback and given advice and support and informed the module leader of the students' progress.

Academic Personal tutor name:

Academic Personal tutor signature:

Date:

**I have reviewed my progress with my academic personal tutor and received advice and support from them.
I have completed the practice evaluation form.**

Student name:

Student signature:

Date:

LEARNING CONTRACT: YEAR 3 PLACEMENT 7

PLACEMENT NAME:.....

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their learning contract details.

ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: PLACEMENT 7

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____ Mentor's signature: _____ Date: _____

Student's Name: _____ Student's signature: _____ Date: _____

MID-POINT SUMMARY – PLACEMENT 7

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

MID-POINT SUMMARY – PLACEMENT 7

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes that are causing concern	Agreed Activities to address areas of concern	Target Date	Evaluation of Student Performance

Mentor's Name: _____ Mentor's signature: _____ Date: _____

Student's Name: _____ Student's signature: _____ Date: _____

**END OF PLACEMENT SUMMARY – PLACEMENT 7
STUDENT TO COMPLETE PRIOR TO MEETING WITH MENTOR**

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

END OF PLACEMENT SUMMARY – PLACEMENT 7

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

FINAL SUBMISSION OF PRACTICE: YEAR 3

Student Name	Student Number
Title of Programme, Site and Field	
Module Title	Module Code
Module Leader	Academic Personal Tutor
Name: Placement 6	Mentor Name
Name: Placement 7 (Final placement)	Mentor Name (Sign off)

To be completed by the MENTOR at the end of the final placement year 3

Please assign the numbered NMC competency boxes with the relevant grade and sign as confirmation of accuracy

Domain 1 - PV	Comp	Grade	Domain 3 - NPDM	Comp	Grade	Domain 4 - LMTW	Comp	Grade
	1			14			22	
2		15		23				
3		16		24				
4		17		25				
5		18		26				
6		19		27				
Domain 2 - CIPS	7		20		28			
	8		21					
	9							
	10							
	11							
	12							
	13							

I can confirm that the year 3 NMC criteria and skills have been assessed.

Identify skills graded as fail, list skill number(s)

UWE Numeracy Score:

Mentor Name:

Signature: _____ **Date:** _____

Practice evaluation forms completed (student signature).....

CARBONATE IN DUPLICATE Attach front white copy of all feedback sheets to this sheet and submit these in nominated assessment box for programmes. Yellow copies to be retained in the student OAR DO NOT TEAR OUT failure to retain copies could result in your referral in the programme, see module handbook for further details.

ADDITIONAL OPPORTUNITIES ACCESSED DURING PLACEMENT

Placement learning opportunity (<i>student to complete</i>)	How did the additional learning opportunity contribute to achievement of learning competencies or skills? (<i>student to complete</i>)	Practitioner feedback
		<p data-bbox="1458 635 1989 667"><i>Title, signature and date to verify visit</i></p>
		<p data-bbox="1458 1002 1989 1034"><i>Title, signature and date to verify visit</i></p>
		<p data-bbox="1458 1385 1989 1417"><i>Title, signature and date to verify visit</i></p>

ASSESSMENT OF PRACTICE COMPETENCIES: YEAR 3

The NMC (2010 p.102) state students must demonstrate their ability to work as autonomous practitioners by the point of registration.

Students are required to make safe and effective use of practice learning, which includes less direct supervision in the final part of the programme. This enables students to be confident and fit for practice by entry to the register.

The **Sign-off mentor**, who has met additional NMC requirements, is responsible for making the judgement about whether a student has achieved the overall standards of competence required for entry to the register at the end of an NMC approved programme.

**ASSESSMENT OF PRACTICE COMPETENCIES ON GOING ACHIEVEMENT RECORD
BSc (HONS) NURSING (ADULT) YEAR 3**

NMC DOMAIN	DESCRIPTION
PROFESSIONAL VALUES	Works within legal and professional frameworks and local policies to safeguard service users and carers. Promotes the rights, choices and wishes of people across the age spectrum and in all healthcare environments. Promotes the health, wellbeing, comfort, dignity and rights of people, groups, communities and populations whose lives are affected by transition, disability, mental capacity, ill health, distress, disease, ageing or death. Show professionalism, integrity and caring while working in partnership with service users, their carers and other health and social care professionals. Recognises own strengths and limitations, seeking appropriate support when required. Maintains confidentiality and protection of data at all times, especially when sharing information.
COMMUNICATION AND INTERPERSONAL SKILLS	Communicates appropriately to ensure service users essential care needs are met. Demonstrates an ability to listen, seek clarity and carry out instructions safely. Demonstrates safe and effective communication skills using a variety of complex skills including relevant communication technology. Communication is characterised by respect for service users' differences, care, compassion and dignity. Recognises when other specialist services are required to promote service users wellbeing.
NURSING PRACTICE AND DECISION MAKING	Demonstrates safe and effective person-centred care. Acts in a manner that is attentive, kind, sensitive, compassionate and non-discriminatory that values diversity. Maintains service user dignity at all times. Has a broad knowledge of mental health, learning disabilities and children and young people's nursing that enables them to respond to a wide range of healthcare needs. Working in partnership demonstrates effective person-centred, evidence-based care planning, delivery, implementation and evaluation. Recognises when complex clinical decisions require specialist input and makes appropriate referrals. Promotes best practice and influences change. Works within laws governing health and safety at work. Recognises signs of aggression and acts to keep self and others safe.
LEADERSHIP, MANAGEMENT AND TEAM-WORKING	Demonstrates understanding of professional accountability and the role of clinical governance processes in maintaining standards of healthcare and nursing practice. Recognises own limitations in knowledge, skills and professional boundaries. Seeks help when service users' needs are not being met. Is able to recognise deterioration in an service user's physical or psychological condition. Responds appropriately in an emergency and administers first aid. Displays a professional image in behaviour and appearance. Shows respect for diversity and individual preferences. Acts in a way that values the roles of others in the team. Demonstrates potential for leadership and autonomous practice.

ASSESSMENT OF STUDENT ACHIEVEMENT: YEAR 3

You should assign a grade to each outcome using the domain description and competency statements below to help you make an informed judgement about each student's ability across the range. Students **MUST** have achieved a **pass** across all the NMC Domains for **each Year 3 competency and skill** by the end of the final placement in Year 3 to progress onto the register.

NMC DOMAINS	FAIL	PASS
PROFESSIONAL VALUES	Demonstrates inadequate understanding of professional frameworks to safeguard those in their care. Has inadequate depth of understanding and poor application of professional values relating to practice. Does not demonstrate confidence in a variety of situations.	With minimal supervision practices safely and competently with a good knowledge base and understanding of professional values to meet practice needs. With confidence works in partnership with a range of people including relevant healthcare professionals to improve health outcomes. Promotes the rights, choices and wishes of service users across the age spectrum and in all healthcare environments. Understands the principles of confidentiality and data protection and when sharing information is appropriate. Practices honestly and with integrity. Acts as an advocate for service users and their families, working in partnership with them. Maintains professional boundaries at all times. With confidence and competence adapts to the changing healthcare environment.
COMMUNICATION AND INTERPERSONAL SKILLS	Demonstrates an unacceptable level of empathy, verbal and non-verbal communication with service users/carers and professionals. Documentation is inaccurate, absent or unclear or inconsistent. Does not protect security and/or individual duty of confidentiality.	Communicates safely and effectively with service users and groups of all ages using a variety of appropriate techniques including technology where applicable. Demonstrates empathy and good verbal and non-verbal communication with individuals and professionals. Communicates with care and compassion showing respect for individual differences and protecting dignity. Raises concerns where an service user's needs are not being met. Makes appropriate referrals to specialist services when required. Documentation is accurate, clear, complete and concise. Understands principles of data protection, security and confidentiality in accordance with the law, ethical and regulatory frameworks including local protocols.
NURSING PRACTICE AND DECISION MAKING	Incompetent and/or unsafe nursing practice demonstrated, across patient assessment, care planning and delivery. Demonstrates inadequate knowledge and skills to provide up to date evidence-based care to all. Lacks confidence to practice without guidance. Is unable to consistently carry out accurate medicine calculations and administration.	Practices holistic, person-centred care with compassion and respect, maintaining the dignity and wellbeing of all concerned. Demonstrates ability to critically assess and plan evidence-based care using a variety of technology and appropriate nursing interventions. Uses standard care pathways where appropriate and confidently instigates individual care plans when required. Confidently implements care delivery with minimal guidance in predictable and less well recognised situations of care. Protects vulnerable service users and accesses additional support where required. Demonstrates an up to date knowledge base of biological, psychological and social differences that informs care planning and delivery. Incorporates appropriate health promotion in care delivery. Safely and accurately carries out medicine calculations and administration.
LEADERSHIP, MANAGEMENT AND TEAM-WORKING	Does not recognise own limitations and/or when to seek support leading to unsafe practice. Does not respond to an individual's deteriorating condition. Does not respond appropriately in an emergency. Inappropriate interaction with others in the team. Does not demonstrate potential for leadership and autonomy.	Recognises own limitations and seeks appropriate support. With minimal guidance is able to respond confidently to planned and unplanned situations, managing themselves and demonstrating potential to manage others effectively. Values the roles of, collaborates with and practices effectively as part of the team demonstrating potential leadership skills. Recognises reports and responds to a service user's deteriorating condition. Responds confidently in an emergency. Is able to prioritise and manage time effectively ensuring quality of care is maintained. Is a good role model.

COMPETENCY DOMAIN 1: Professional Values Adult nurses must also be able at all times to promote the rights, choices and wishes of all adults and, where appropriate, children and young people, paying particular attention to equality, diversity and the needs of an ageing population. They must be able to work in partnership to address people's needs in all healthcare settings.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
1. Practises with confidence, managing self and others in accordance with the Code: Professional standards of practice and behaviour for nurses & midwives (NMC 2015) & within other recognised ethical & legal frameworks								
Demonstrates knowledge and application of professional standards; demonstrates a good understanding of personal scope of practice and available support; seeks advice appropriately; With increasing confidence demonstrates knowledge of ethical issues, nursing policies and legislation, inc. the rationale for sharing information with others when the interests of safety and protection override the need for confidentiality.								
Indicate types of evidence provided for each placement:								
2. Understand & apply current legislation to all service users paying special attention to the protection of vulnerable people, including those with complex needs								
Identifies threats to safeguarding of vulnerable and at risk groups; e.g. those who are ageing, cognitive impairment, long term conditions, and those approaching the end of life.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 1: Professional Values Adult nurses must also be able at all times to promote the rights, choices and wishes of all adults and, where appropriate, children and young people, paying particular attention to equality, diversity and the needs of an ageing population. They must be able to work in partnership to address people's needs in all healthcare settings.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
3. Practises in a holistic, non-judgemental, caring and sensitive manner, avoids assumptions, supports social inclusion, recognises & respects individual choice & acknowledges diversity								
Shows awareness of own prejudices and biases; demonstrates spirituality and culturally appropriate care for service users; preserves dignity and compassion in care.								
Indicate types of evidence provided for each placement:								
4. Work in partnership to support & promote the health, wellbeing, rights & dignity of people, service users, carers, families, groups, organisations, communities & populations to manage risk while aiming to empower choices that promote self-care & safety								
Shows awareness and understanding of people whose lives are affected by ill health, disability, ageing, death & dying; Understand how activities influence public health;								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 1: Professional Values Adult nurses must also be able at all times to promote the rights, choices and wishes of all adults and, where appropriate, children and young people, paying particular attention to equality, diversity and the needs of an ageing population. They must be able to work in partnership to address people's needs in all healthcare settings.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
5. Understand the nurse & other health & social care professionals various roles, responsibilities & functions to work collaboratively & adapt their own practices to meet the changing needs of people, groups, communities & populations								
Understands their own various roles and responsibilities; understands the roles and responsibilities of other health & social care professionals and seeks to work collaboratively for the benefit of all who need care								
Indicate types of evidence provided for each placement:								
6. Responsible & accountable for keeping knowledge & skills up to date through CPD; aims to improve performance & enhance the safety & quality of care through evaluation, supervision & appraisal								
Demonstrates responsibility for own learning needs; actively seeks and uses feedback to inform and develop own practice.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 2: Communication and Interpersonal Skills Adult nurses must demonstrate the ability to listen with empathy. They must be able to respond warmly and positively to people of all ages who may be anxious, distressed, or facing problems with their health and wellbeing.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
7. Uses a range of communication skills & technologies to support person-centred care & enhance quality & safety; ensures people receive information they need that allows them to make informed choices & share decision making								
Demonstrates warmth, empathy, active listening skills, compassionate and respectful non-discriminatory language; obtains, interprets and provides information to service users to inform choices								
Indicate types of evidence provided for each placement:								
8. Uses full range of communication methods to enquire, interpret & record knowledge & understanding of people's needs; be aware of their values, beliefs & the impact this has on communication with others; take account of different ways others communicate & respond effectively								
Demonstrates accurate and comprehensive written and verbal communication; demonstrates effective interpersonal skills, including an awareness of non-verbal skills; shows development of assertiveness with self and others; recognises the impact of service users' emotions and health on their ability to communicate with others								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 2: Communication and Interpersonal Skills Adult nurses must demonstrate the ability to listen with empathy. They must be able to respond warmly and positively to people of all ages who may be anxious, distressed, or facing problems with their health and wellbeing.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
9. Promotes the concept, knowledge & practice of self-care with people with acute & long-term conditions using a range of communication skills & strategies								
Shows partnership working to support the decision making process to promote self-care; encourages health promoting behaviour through education, role modelling and effective communication strategies.								
Indicate types of evidence provided for each placement:								
10. Recognises when people are anxious, in distress & responds effectively using therapeutic principles to promote their wellbeing, manage personal safety & resolve conflict								
Manages personal safety; with support, knows when to consult a third party; uses effective communication strategies & negotiation techniques to achieve best outcomes; respects dignity & human rights of those concerned; knows when to consult a third party/referrals for advocacy, mediation or arbitration								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 2: Communication and Interpersonal Skills Adult nurses must demonstrate the ability to listen with empathy. They must be able to respond warmly and positively to people of all ages who may be anxious, distressed, or facing problems with their health and wellbeing.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
11. Uses therapeutic principles to engage, maintain and where appropriate disengage from professional caring relationships & respect professional boundaries								
With increasing confidence demonstrates effective interpersonal skills, including an awareness of non-verbal skills; shows development of assertiveness with self and others, respecting professional boundaries								
Indicate types of evidence provided for each placement:								
12. Maintains accurate, clear & complete records including the use of electronic formats using appropriate and plain language								
Contributes to effective documentation and competent record keeping to support service user care planning, accesses information from a variety of sources.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 2: Communication and Interpersonal Skills Adult nurses must demonstrate the ability to listen with empathy. They must be able to respond warmly and positively to people of all ages who may be anxious, distressed, or facing problems with their health and wellbeing.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
13. Respect individual rights to confidentiality in accordance with the law and relevant ethical and regulatory frameworks taking account of local protocols; actively shares personal information with others when the interests of safety and protection override the need for confidentiality								
Respects individuals rights in accordance with the law, nursing policies and legislation; awareness of others ethical and spiritual beliefs; work collaboratively to share information with others when the interests of safety and protection override the need for confidentiality.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 3: Nursing practice and decision-making Adult nurses must be able to carry out accurate assessment of people of all ages using appropriate diagnostic and decision-making skills. They must be able to provide effective care for service users and others in all settings. They must have in-depth understanding of and competence in medical and surgical nursing to respond to adults' full range of health and dependency needs. They must be able to deliver care to meet essential and complex physical and mental health needs.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
14. Able to recognise & respond to the needs of all people who come into their care; uses up to date knowledge & evidence to assess, plan, deliver & evaluate care, communicate findings, influence change & promote health & best practice								
Has the ability the make person-centred, evidence based judgements & decisions; work in partnership with others involved in the care process; recognises when the complexity of clinical decisions requires specialist knowledge & expertise								
Indicate types of evidence provided for each placement:								
15. Possess a broad knowledge of the structure & functions of the human body & other relevant knowledge from the life, behavioural & social sciences as applied to health, ill health, disability, ageing & death; possess in depth knowledge of common physical & mental health problem & treatments								
Has knowledge of physical, mental and ill health, impairment, long term conditions, ageing and death; possess in-depth knowledge of co-morbidity and physiological and psychological vulnerability								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement: PO – Practice Observed, **SUCT** – Service User/Carer Testimony **N** – Narrative, **Q&A** – Question and Answer **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days Activity, **R** – Reflection

COMPETENCY DOMAIN 3: Nursing practice and decision-making Adult nurses must be able to carry out accurate assessment of people of all ages using appropriate diagnostic and decision-making skills. They must be able to provide effective care for service users and others in all settings. They must have in-depth understanding of and competence in medical and surgical nursing to respond to adults' full range of health and dependency needs. They must be able to deliver care to meet essential and complex physical and mental health needs	GRADE = PASS or FAIL								
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>				
	Mid point review		End of placement assessment		Mid point review		End of placement assessment		
	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials	
Competency									
16. Carry out comprehensive, systematic nursing assessments; takes account of physical, cultural, psychological, spiritual, genetic & environmental factors; work in partnership with others through interaction, observation & measurement to assess needs of services users									
Contributes to the nursing assessment and diagnosis of complex care needs; safely uses a range of diagnostic skills employing appropriate technology to assess the needs of service users									
Indicate types of evidence provided for each placement:									
17. Ascertain & respond to physical & psychological needs of people, groups & communities; plan, deliver & evaluate safe competent person centred care in partnership & pays attention to changing health needs									
With support identifies & prioritises service user centred goals; reviews & evaluates planned care in partnership with service user & recognises & respond to the changing needs of adults, families & carers; shows awareness of informed consent & service user choice; provides a rationale for the nursing care delivered; safely uses invasive & non-invasive procedures, medical devices & current technological & pharmacological interventions									
Indicate types of evidence provided for each placement:									

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 3: Nursing practice and decision-making Adult nurses must be able to carry out accurate assessment of people of all ages using appropriate diagnostic and decision-making skills. They must be able to provide effective care for service users and others in all settings. They must have in-depth understanding of and competence in medical and surgical nursing to respond to adults' full range of health and dependency needs. They must be able to deliver care to meet essential and complex physical and mental health needs	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
18. Understand public health principles, priorities & practice in order to recognise & respond to the major causes & social determinants of health, illness & health inequalities								
Uses a range of information & data to assess the needs of people, groups, communities & populations; works to improve health, wellbeing & experiences of healthcare and promote social inclusion								
Indicate types of evidence provided for each placement:								
19. Practice safely by being aware of the correct use, limitations & hazards of common interventions inc. nursing activities, treatments & use of medical devices & equipment; must contribute to the collection of local & national data & formulation of policy on risks, hazards & adverse outcomes								
Demonstrates an understanding of protection of vulnerable and at risk groups; applies knowledge of relevant policies regarding universal infection control precautions, contributes to the identification and reporting of environmental risk procedures to self & others								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

COMPETENCY DOMAIN 3: Nursing practice and decision-making Adult nurses must be able to carry out accurate assessment of people of all ages using appropriate diagnostic and decision-making skills. They must be able to provide effective care for service users and others in all settings. They must have in-depth understanding of and competence in medical and surgical nursing to respond to adults' full range of health and dependency needs. They must be able to deliver care to meet essential and complex physical and mental health needs	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
20. Able to recognise & interpret signs of normal & deteriorating mental & physical health & respond promptly to maintain or improve the health & comfort of the service user								
Be able to recognise the early signs of illness in people of all ages; make accurate assessments & start appropriate & timely management of those acutely ill, at risk of deterioration or require emergency care								
Indicate types of evidence provided for each placement:								
21. Provide educational support, facilitation skills & therapeutic nursing interventions to optimise health & wellbeing; promote self-care & help people make choices about healthcare needs; evaluate care to improve clinical decision-making, quality & outcomes using a range of methods & communicating change								
Must be able to demonstrate the ability to work in partnership with people who have long-term conditions that require medical or surgical nursing and their families and carers to provide therapeutic nursing interventions, optimise health & wellbeing, facilitate choice and maximise self-care and self-management.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, PCFF – Patient/Carer Feedback Form, N – Narrative, Q&A – Question and Answer, SDS – Skills Development Sheet, SoLD – Supervision of Learning Days, R – Reflection

COMPETENCY DOMAIN 4: Leadership, management and team working Adult nurses must be able to provide leadership in managing adult nursing care, understand and coordinate interprofessional care when needed, and liaise with specialist teams. They must be adaptable and flexible, and able to take the lead in responding to the needs of people of all ages in a variety of circumstances, including situations where immediate or urgent care is needed. They must recognise their leadership role in disaster management, major incidents and public health emergencies, and respond appropriately according to their levels of competence.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
22. Enhances the professional development and safe practice of others through peer support, evaluation and teaching								
Understands what constitutes safe practice: knows when to seek advice, actively seeks feedback on own performance, is self-aware of how their own values, principles and assumptions may affect practice.								
Indicate types of evidence provided for each placement:								
23. Acts as change agent and provides leadership through quality improvement & service development to enhance people's wellbeing & experiences of healthcare								
With support begins to show leadership skills i.e. role modelling, time management, resource management, and prioritising care.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 4: Leadership, management and team working Adult nurses must be able to provide leadership in managing adult nursing care, understand and coordinate interprofessional care when needed, and liaise with specialist teams. They must be adaptable and flexible, and able to take the lead in responding to the needs of people of all ages in a variety of circumstances, including situations where immediate or urgent care is needed. They must recognise their leadership role in disaster management, major incidents and public health emergencies, and respond appropriately according to their levels of competence.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
24. Systematically evaluate care and ensure that they & others use the findings to help improve people's experience & care outcomes & to shape future services								
Be able to evaluate the care provided and use findings to improve own knowledge and understanding; use evaluation & findings to improve experiences for service users, carers and families and shape future services								
Indicate types of evidence provided for each placement:								
25. Able to identify priorities and manage time and resources effectively to ensure the quality of care is maintained or enhanced								
Plans own time effectively, contributes to clinical governance, shows understanding of implications of clinical governance.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

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	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
26. Must be self-aware & recognise how their values, principles & assumptions may affect their practice; maintain their own personal & professional development, learning from experience through supervision, feedback, reflection & evaluation								
Shows awareness of their own values & assumptions of others/situations & understands how this may affect their practice; maintains & continually develops their own professional learning								
Indicate types of evidence provided for each placement:								
27. Works independently as well as in teams; able to take the lead in coordinating, delegating & supervising care safely, managing risk & remaining accountable for care given								
Starts to participate in delegating simple procedures and activities to others; acts within own scope of practice, with increasing confidence shows potential to develop accountability, decision-making, leadership and management skills.								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

COMPETENCY DOMAIN 4: Leadership, management and team working Adult nurses must be able to provide leadership in managing adult nursing care, understand and coordinate interprofessional care when needed, and liaise with specialist teams. They must be adaptable and flexible, and able to take the lead in responding to the needs of people of all ages in a variety of circumstances, including situations where immediate or urgent care is needed. They must recognise their leadership role in disaster management, major incidents and public health emergencies, and respond appropriately according to their levels of competence.	GRADE = PASS or FAIL							
	Placement 6 <i>Write in grade achieved and Initial in relevant box</i>				Placement 7 <i>Write in grade achieved and Initial in relevant box</i>			
	Mid point review		End of placement assessment		Mid point review		End of placement assessment	
Competency	Grade	Initials	Grade	Initials	Grade	Initials	Grade	Initials
28. Works effectively across professional & agency boundaries; actively involving & respecting others' contributions to integrated person-centred care; respect the choices of service users & others, promoting shared decision making, deliver positive outcomes, coordinate smooth effective transition within & between services & agencies								
Contributes to collaborative & partnership working; demonstrates an understanding of the challenges of inter professional working								
Indicate types of evidence provided for each placement:								

Key: Types of evidence that may be used to support verification of achievement, PO – Practice Observed, **PCFF** – Patient/Carer Feedback Form, **N** – Narrative, **Q&A** – Question and Answer, **SDS** – Skills Development Sheet, **SoLD** – Supervision of Learning Days, **R** – Reflection

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 1 - CARE, COMPASSION AND COMMUNICATION PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
1.1 As partners in the care process, people can trust a Year 3 student nurse to provide collaborative care based on the highest standards, knowledge and competence.				
For example: Demonstrating clinical confidence through sound knowledge, skills and understanding relevant to field. Being self-aware and self-confident, knows own limitations and is able to take appropriate action; Acting as a role model in promoting a professional image; Acting as a role model in developing trusting relationships, within professional boundaries; Recognising and acting to overcome barriers in developing effective relationships with service users and carers; Initiating, maintaining and closing professional relationships with service users and carers; Using professional support structures to develop self-awareness, challenging own prejudices and enabling professional relationships, so that care is delivered without compromise.				
1.2 People can trust the Year 3 student nurse to engage in person centred care empowering people to make choices about how their needs are met when they are unable to meet them for themselves.				
For example: Being sensitive and empowering people to meet their own needs and make choices and considers with the person and their carer(s) their capability to care; Ensuring access to independent advocacy; Recognising situations and acting appropriately when a person's choice may compromise their safety or the safety of others; Using strategies to manage situations where a person's wishes conflict with nursing interventions necessary for the person's safety; Acting with dignity and respect to ensure that people who are unable to meet their activities of living have choices about how these are met and feel empowered to do as much as possible for themselves; Working autonomously, confidently and in partnership with people, their families and carers to ensure that needs are met through care planning and delivery, including strategies for self-care and peer support; Actively helping people to identify and use their strengths to achieve their goals and aspirations.				
1.3 People can trust the Year 3 student nurse to respect them as individuals and strive to help them to preserve their dignity at all times.				
For example: Acting professionally to ensure that personal judgements, prejudices, values, attitudes and beliefs do not compromise care; Being proactive in promoting and maintaining dignity; Acting autonomously to challenge situations or others when someone's dignity may be compromised; Using appropriate strategies to empower and support their choice.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 1 - CARE, COMPASSION AND COMMUNICATION PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
1.4 People can trust a Year 3 student nurse to engage with them and their family or carers within their cultural environments in an acceptant and anti-discriminatory manner free from harassment and exploitation.				
For example: Upholding people’s legal rights and speaking out when these are at risk of being compromised; Accepting and accommodating differing cultural traditions, beliefs, UK legal frameworks and professional ethics when planning care with people and their families and carers; Acting autonomously and proactively in promoting care environments that are culturally sensitive and free from discrimination, harassment and exploitation; Managing and diffusing challenging situations effectively.				
1.5 People can trust the Year 3 student nurse to engage with them in a warm, sensitive and compassionate way				
For example: Anticipating how people might feel in a given situation and responding with kindness and empathy to provide physical and emotional comfort; Making appropriate use of touch; Listening to, watching for, and responding to verbal and non-verbal cues; Engaging with people in the planning and provision of care that recognises personalised needs and provides practical and emotional support; Having insight into own values and how these may impact on interactions with others; Recognising circumstances that trigger personal negative responses and taking action to prevent this compromising care; Recognising and acting autonomously to respond to own emotional discomfort or distress in self and others; Through reflection and evaluation demonstrating commitment to personal and professional development and life-long learning;				
1.6 People can trust the Year 3 student nurse to engage therapeutically and actively listen to their needs and concerns, responding using skills that are helpful, providing information that is clear, accurate, meaningful and free from jargon.				
For example: Consistently showing ability to communicate safely and effectively with people providing guidance for others; Communicating effectively and sensitively in different settings, using a range of methods and skills; Providing accurate and comprehensive written and verbal reports based on best available evidence; Acting autonomously to reduce and challenge barriers to effective communication and understanding; Being proactive and creative in enhancing communication and understanding; Using the skills of active listening, questioning, paraphrasing and reflection to support a therapeutic intervention. Using appropriate and relevant communication skills to deal with difficult and challenging circumstances, for example, responding to emergencies, unexpected occurrences, saying “no”, dealing with complaints, resolving disputes, de-escalating aggression, conveying ‘unwelcome news’.				
1.7 People can trust the Year 3 student nurse to protect and keep as confidential all information relating to them.				
For example: Acting professionally and autonomously in situations where there may be limits to confidentiality, for example, public interest and protection from harm; Recognising the significance of information and acting in relation to who does or does not need to know; Acting appropriately in sharing information to enable and enhance care (carers, MDT and across agency boundaries); Working within the legal frameworks for data protection including access to and storage of records.; Acting within the law when confidential information has to be shared with others.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS:

1 - CARE, COMPASSION AND COMMUNICATION

PASS or FAIL

Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.

1.8 People can trust the Year 3 student nurse to gain their consent based on sound understanding and informed choice prior to any intervention and that their rights in decision making and consent will be respected and upheld.

YEAR 3

Write in grade achieved and Initial in relevant box

PLACEMENT 6

PLACEMENT 7

GRADE

INITIALS

GRADE

INITIALS

For example: Using helpful and therapeutic strategies to enable people to understand treatments and other interventions in order to give informed consent; Working within legal frameworks when seeking consent; Assessing and responding to the needs and wishes of carers and relatives in relation to information and consent; Demonstrating respect for the autonomy and rights of people to withhold consent in relation to treatment within legal frameworks and in relation to people's safety.

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 2 - ORGANISATIONAL ASPECTS OF CARE PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
2.1 People can trust the Year 3 student nurse to treat them as partners and work with them to make a holistic and systematic assessment of their needs; to develop a personalised plan that is based on mutual understanding and respect for their individual situation promoting health and well-being, minimising risk of harm and promoting their safety at all times.				
For example: In partnership with the person, their carers and their families, making a holistic, person centred and systematic assessment of physical, emotional, psychological, social, cultural and spiritual needs, including risk, and together, develops a comprehensive personalised plan of nursing care; Acting autonomously and taking responsibility for collaborative assessment and planning of care delivery with the person, their cares and their family; Applying research based evidence to practice; Working within the context of a multi-professional team and working collaboratively with other agencies when needed to enhance the care of people, communities and populations; Promoting health and well-being, self-care and independence by teaching and empowering people and carers to make choices in coping with the effects of treatment and the ongoing nature and likely consequences of a condition including death and dying; Using a range of techniques to discuss treatment options with people; Discussing sensitive issues in relation to public health and providing appropriate advice and guidance to individuals, communities and populations for example, contraception, substance misuse, smoking, obesity; Referring to specialists when required; Acts autonomously and appropriately when faced with sudden deterioration in people's physical or psychological condition or emergency situations, abnormal vital signs, collapse, cardiac arrest, self-harm, extremely challenging behaviour, attempted suicide; Measuring, documenting and interpreting vital signs and acting autonomously and appropriately on findings; Working within a public health framework to assess needs and plan care for individuals, communities and populations.				
2.2 People can trust the Year 3 student nurse to deliver nursing interventions and evaluate their effectiveness against the agreed assessment and care plan				
For example: Providing safe and effective care in partnership with people and their carers within the context of people's ages, conditions and developmental stages; Prioritising the needs of groups of people and individuals in order to provide care effectively and efficiently; Detecting, recording and reporting if necessary, deterioration or improvement and taking appropriate action autonomously; Evaluating the effect of interventions, taking account of people's and carers' interpretation of physical, emotional, and behavioural changes; Involving the person in review and adjustments to their care, communicating changes to colleagues.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 2 - ORGANISATIONAL ASPECTS OF CARE PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
2.3 People can trust the Year 3 student nurse to safeguard children and adults in vulnerable situations and support and protect them from harm.				
For example: Recognising and responding when people are in vulnerable situations and at risk, or in need of support and protection; sharing information safely with colleagues and across agency boundaries for the protection of individuals and the public; making effective referrals to safeguard and protect children and adults requiring support and protection; working collaboratively with other agencies to develop, implement and monitor strategies to safeguard and protect individuals and groups who are in vulnerable situations; supporting people in asserting their human rights; Challenging practices which do not safeguard those in need of support and protection.				
2.4 People can trust the Year 3 student nurse to respond to their feedback and a wide range of other sources to learn, develop and improve services.				
For example: sharing complaints, compliments and comments with the team in order to improve care; actively responding to feedback; supporting people who wish to complain; as an individual team member and team leader, actively seeking and learning from feedback to enhance care and own and others professional development; working within ethical and legal frameworks and local policies to deal with complaints, compliments and concerns.				
2.5 People can trust the Year 3 student nurse to be an autonomous and confident member of the multi-disciplinary or multi agency team and to inspire confidence in others.				
For example: Actively consulting and exploring solutions and ideas with others to enhance care; challenging the practice of self and others across the multi-professional team; Taking effective role within the team adopting the leadership role when appropriate; Acting as an effective role model in decision making, taking action and supporting others; Working inter-professionally and autonomously as a means of achieving optimum outcomes for people; Safeguarding the safety of self and others, and adhering to lone working policies when working in the community setting and in people's homes.				
2.6 People can trust the Year 3 student nurse to safely delegate to others and to respond appropriately when a task is delegated to them.				
For example: Working within the requirements of the code (NMC 2008) in delegating care and when care is delegated to them; taking responsibility and accountability for delegating care to others; Preparing, supporting and supervising those to whom care has been delegated; Recognising and addressing deficits in knowledge and skill in self and others and taking appropriate action.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 2 - ORGANISATIONAL ASPECTS OF CARE PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
2.7 People can trust the Year 3 student nurse to safely lead, co-ordinate and manage care				
For example: Inspiring confidence and providing clear direction to others; Taking decisions and being able to answer for these decisions when required; Basing decisions on evidence and using experience to guide decision-making; Acting as a positive role model for others; Managing time effectively; Negotiating with others in relation to balancing competing and conflicting priorities.				
2.8 People can trust the Year 3 student nurse to work safely under pressure and maintain the safety of service users at all times				
For example: Demonstrating effective time management; Prioritising own workload and manages competing and conflicting priorities; Appropriately reporting concerns regarding staffing and skill-mix and acting to resolve issues that may impact on the safety of service users within local policy frameworks; Recognising stress in others and providing appropriate support or guidance ensuring safety to people at all times; Enabling others to identify and manage their stress; Working within local policies when working in the community setting including in people's homes and ensures the safety of others.				
2.9 People can trust a Year 3 student nurse to enhance the safety of service users and identify and actively manage risk and uncertainty in relation to people, the environment, self and others.				
For example: Reflecting on and learning from safety incidents as an autonomous individual and as a team member and contributing to team learning; Participating in clinical audit to improve the safety of service users; Assessing and implementing measures to manage, reduce or remove risk that could be detrimental to people, self and others; Assessing, evaluating and interpreting risk indicators and balancing risks against benefits, taking account of the level of risk people are prepared to take; Working within legal and ethical frameworks to promote safety and positive risk taking; Working within policies to protect self and others in all care settings including in the home care setting; Taking steps not to cross professional boundaries and put self or colleagues at risk.				
2.10 People can trust the Year 3 student nurse to work to prevent and resolve conflict and maintain a safe environment.				
For example: Selecting and applying appropriate strategies and techniques for conflict resolution, de-escalation and physical intervention in the management of potential violence and aggression.				
2.11 People can trust the Year 3 student nurse to select and manage medical devices safely.				
For example: Working within legal frameworks and applying evidence based practice in the safe selection and use of medical devices; Safely using and maintaining a range of medical devices appropriate to the area of work, including ensuring regular servicing, maintenance and calibration including reporting adverse incidents relating to medical devices; Keeping appropriate records in relation to the use and maintenance of medical devices and the decontamination processes required as per local and national guidelines; Explaining the devices to people and carers and checking understanding.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 3 - INFECTION PREVENTION AND CONTROL PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 Write in grade achieved and Initial in relevant box			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
3.1 People can trust the Year 3 student nurse to identify and take effective measures to prevent and control infection in accordance with local and national policy.				
For example: Working within the code (NMC 2008) and in keeping with the Guidance on professional conduct for nursing and midwifery students (NMC 2010) and in collaboration with people and their carers to meet responsibilities for prevention and control of infection; In partnership with people and their carers, planning, delivering and documenting care that demonstrates effective risk assessment, infection prevention and control; Identifying, recognising and referring to the appropriate clinical expert; Explaining risks to people, relatives, carers and colleagues and educating them in prevention and control of infection; Recognising infection risk and reporting and acting in situations where there is need for health promotion and protection and public health strategies.				
3.2 People can trust the Year 3 student nurse to maintain effective standard infection control precautions and apply and adapt these to needs and limitations in all environments.				
For example: Initiating and maintaining appropriate measures to prevent and control infection according to route of transmission of micro-organism, in order to protect service users, members of the public and other staff; Applying legislation that relates to the management of specific infection risk at a local and national level; Adhering to infection prevention and control policies and procedures at all times and ensuring that colleagues work according to good practice guidelines; Challenging the practice of other care workers who put themselves and others at risk of infection; Managing overall environment to minimise risk.				
3.3 People can trust a Year 3 student nurse to provide effective nursing interventions when someone has an infectious disease including the use of standard isolation techniques.				
For example: Recognising and acting upon the need to refer to specialist advisers as appropriate; Assessing the needs of the infectious person, or people and applying appropriate isolation techniques; Ensuring that people including colleagues are aware of and adhere to local policies in relation to isolation and infection control procedures; Identifying suitable alternatives when isolation facilities are unavailable and principles have to be applied in unplanned circumstances.				
3.4 People can trust a Year 3 student nurse to fully comply with hygiene, uniform and dress codes in order to limit, prevent and control infection.				
For example: Acting as a role model to others and ensuring colleagues work within local policy.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 3 - INFECTION PREVENTION AND CONTROL PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
3.5 People can trust a Year 3 student nurse to safely apply the principles of asepsis and be competent in aseptic technique as appropriate to the placement and task to be performed				
For example: Applying a range of appropriate measures to prevent infection including application of safe and effective aseptic technique; Safely performing wound care, applying non-touch or aseptic techniques as appropriate to the placement. Being able to communicate potential risks to others and advise people on the management of their device, site or wound to prevent and control infection and to promote healing.				
3.6 People can trust the Year 3 student nurse to act, in a variety of environments including the home care setting, to reduce risk when handling waste, including sharps, contaminated linen and when dealing with spillages of blood and other body fluids				
For example: Managing hazardous waste and spillages in accordance with local health and safety policies; Instructing others to do the same.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 4 - NUTRITION AND FLUID MANAGEMENT PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
4.1 People can trust the Year 3 student nurse to assist them to choose a diet that provides an adequate nutritional and fluid intake.				
For example: Using knowledge of dietary, physical, social and psychological factors to inform practice being aware of those that can contribute to poor diet, cause or be caused by ill health; Supporting people to make appropriate the choices and changes to eating patterns, taking account of dietary preferences, religious and cultural requirements, treatment requirements and special diets needed for health reasons; Referring to specialist members of the multi-disciplinary team for additional or specialist advice; Discussing in a non-judgemental way how diet can improve health and the risks associated with not eating appropriately; Liaising with a registered midwife and providing essential advice and support to mothers who are breast feeding; Providing support and advice to carers when the person they are caring for has specific dietary needs.				
4.2 People can trust the Year 3 student nurse to assess and monitor their nutritional status and in partnership, formulate an effective plan of care.				
For example: Making a comprehensive assessment of people's needs in relation to nutrition and fluid intake identifying, documenting and communicating level of risk; Seeking specialist advice as required in order to formulate an appropriate care plan; Providing information to people and their carers; Monitoring and recording progress against the plan; Discussing progress and changes in condition with the person, carers and the multi-disciplinary team; Acting autonomously to initiate appropriate action when malnutrition is identified or where a person's nutritional status worsens, and report this as an adverse event.				
4.3 People can trust a Year 3 student nurse to assess and monitor their fluid status and in partnership with them, formulate an effective plan of care.				
For example: Using negotiating and other skills to encourage people who might be reluctant to drink to take adequate fluids; Identifying signs of dehydration and acting to correct these; Working collaboratively with the person their carers and the multi-disciplinary team to ensure an adequate fluid intake and output.				
4.4 People can trust the Year 3 student nurse to assist them in creating an environment that is conducive to eating and drinking.				
For example: Challenging others who do not follow procedures; Ensuring appropriate assistance and support is available to enable people to eat; Ensuring provision is made for replacement meals for anyone who is unable to eat at the usual time, or unable to prepare their own meals; Ensuring that appropriate food and fluids are available as required.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 4 - NUTRITION AND FLUID MANAGEMENT PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
4.5 People can trust the Year 3 student nurse to ensure that those unable to take food by mouth receive adequate fluid and nutrition to meet their needs.				
For example: Taking action to ensure that, where there are problems with eating and swallowing, nutritional status is not compromised; Administering enteral feeds safely and maintaining equipment in accordance with local policy; Safely, maintaining and using naso-gastric, PEG and other feeding devices; Working within legal and ethical frameworks taking account of personal choice.				
4.6 People can trust the Year 3 student nurse to safely administer fluids when fluids cannot be taken independently.				
For example: Understanding and applying knowledge of intravenous fluids and how they are prescribed and administered within local administration of medicines policy; Monitoring and assessing people receiving intravenous fluids; Documenting progress against prescription and markers of hydration; Monitoring infusion site for signs of abnormality, and taking the required action reporting and documenting signs and actions taken.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 5 - MEDICINES MANAGEMENT¹ PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
5.1 People can trust the Year 3 student nurse to correctly and safely undertake medicines² calculations				
For example: Being competent in the process of medication-related calculation I the nursing field involving: Tablets and capsules; Liquid medications, Injections; IV infusions including: unit dose, sub and multiple unit dose, complex calculations, SI unit conversion Students must have evidence of passing the UWE online numeracy test to pass this skill Year 3 evidence of pass for UWE online test: Mentor Signature and date.....				
¹ Medicines management is “the clinical cost effective and safe use of medicines to ensure patients get maximum benefit from the medicines they need while at the same time minimising potential harm” (MHRA 2004). As the administration of a medicinal product is only part of the process, these ESCs reflect the process from prescribing, through to dispensing, storage, administration and disposal. ² A Medicinal product is “Any substance or combination of substances presented for treating or preventing disease in human beings or in animals. Any substance or combination of substances which may be administered to human beings or animals with a view to making a medical diagnosis or to restoring, correcting or modifying physiological functions in human beings or animals is likewise considered a medicinal product” (Council Directive 65/65/EEC).				
5.2 People can trust the Year 3 student nurse to work within legal and ethical frameworks that underpin safe and effective medicines management.				
For example: Applying legislation to practice to safe and effective ordering, receiving, storing administering and disposal of medicines and drugs, including controlled drugs in both primary and secondary care settings and ensures others do the same; Fully understanding all methods of supplying medicines, for example, Medicines Act exemptions, patient group directions (PGDs), clinical management plans and other forms of prescribing; Fully understanding the different types of prescribing including supplementary prescribing, community practitioner nurse prescribing and independent nurse prescribing.				
5.3 People can trust the Year 3 student nurse to work as part of a team to offer holistic care and a range of treatment options of which medicines may form a part.				
For example: Working confidently as part of the team and, where relevant, as leader of the team to develop treatment options and choices with the person receiving care and their carers; Questioning, critically appraising, taking into account ethical considerations and the preferences of the person receiving care and using evidence to support an argument in determining when medicines may or may not be an appropriate choice of treatment.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 5 - MEDICINES MANAGEMENT PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
5.4 People can trust the Year 3 student nurse to ensure safe and effective practice in medicines management through comprehensive knowledge of medicines, their actions, risks and benefits.				
For example: Applying knowledge of basic pharmacology, how medicines act and interact in the systems of the body, and their therapeutic action; Understanding common routes and techniques of medicine administration including absorption, metabolism, adverse reactions and interactions; Safely managing drug administration and monitoring effects; Reporting adverse incidents and near misses; Safely managing anaphylaxis.				
5.5 People can trust the Year 3 student nurse to safely order, receive, store and dispose of medicines (including controlled drugs) in any setting.				
For example: Ordering, receiving, storing and disposing of medicines safely (including controlled drugs).				
5.6 People can trust the Year 3 student nurse to administer medicines safely and in a timely manner, including controlled drugs.				
For example: Safely and effectively administering and, where necessary, preparing medicines via routes and methods commonly used and maintaining accurate records; Supervising and teaching others to do the same; Understanding the legal requirements.				
5.7 People can trust a Year 3 student nurse to keep and maintain accurate records using information technology, where appropriate, within a multi-disciplinary framework as a leader and as part of a team and in a variety of care settings including at home.				
For example: Keeping accurate records of medication administered and omitted, in a variety of care settings, and ensuring others do the same.				
5.8 People can trust a Year 3 student nurse to work in partnership with people receiving medical treatments and their carers				
For example: Working with people and carers to provide clear and accurate information; Giving clear instruction and explanation and checking that the person understands the use of medicines and treatment options; Assessing the person's ability to safely self-administer their medicines; Assisting people to make safe and informed choices about their medicines.				

Minimum of achieving to level Pass once in Year 3

ESSENTIAL SKILLS: 5 - MEDICINES MANAGEMENT PASS or FAIL Supervisor/mentor - Please initial and grade against the skill in the relevant box once assessed.	YEAR 3 <i>Write in grade achieved and Initial in relevant box</i>			
	PLACEMENT 6		PLACEMENT 7	
	GRADE	INITIALS	GRADE	INITIALS
5.9 People can trust the Year 3 student nurse to use and evaluate up-to-date information on medicines management and work within national and local policy guidelines				
For example: Working within national and local policies and ensuring others do the same				
5.10 People can trust the Year 3 student nurse to demonstrate understanding and knowledge to supply and administer via a patient group direction (through simulation only)				
For example: Through simulation and course work demonstrating knowledge and application of the principles required for safe and effective supply and administration via a patient group direction including an understanding of role and accountability; Through simulation and course work demonstrating how to supply and administer via a patient group direction				

YEAR 3 SUMMATIVE GRADING OF PRACTICE: ADULT NURSING

Process of assessment for Year 3

During Year 3 there are 2 practice placements: the first is formatively assessed and the final placement is summatively assessed. Year 3 students should be assessed in all required competencies and skills using the PASS/FAIL assessment system.

ONLY if the student passes all competencies and skills in Year 3 **at the final placement** can they proceed to be graded in practice. **In the event of the student failing, they will NOT be graded in practice.**

NB The final overall mark will be calculated by UWE following submission, not by the mentor.

Mentor: Using the grading criteria defined below; now assign a grade for each domain that can be justified by your assessment and comments of the student's skills and competencies achieved in final placement of year 3.

Overview of grading criteria see below for detailed explanations:

- **Acceptable:** Student demonstrates skills and competencies that would be expected at this level of experience. There is scope for improvements.
- **Satisfactory:** Student demonstrates skills and competencies to a satisfactory and sound standard that would be expected at this level of experience
- **Good:** Student clearly demonstrates skills and competencies to a good standard that would be expected at this level of experience
- **Very good:** Student demonstrates skills and competencies to a very good standard for this level of experience
- **Excellent:** Student demonstrates skills and competencies to an excellent standard for this level of experience
- **Exceptional:** Student demonstrates skills and competencies to an exceptional standard for this level of experience.

NMC Domain	C Acceptable	C+ Satisfactory	B Good	B+ Very Good	A Excellent	A+ Exceptional
Professional Values <ul style="list-style-type: none"> • Accountable for safe, compassionate, person-centred, evidence-based nursing that respects and maintains dignity • Works within professional, ethical and legal frameworks. • Demonstrates partnership working with other professionals, service users, carers and families, ensuring shared decision making. 	Demonstrates acceptable level of knowledge, understanding and practice of professional values relating to adult nursing. Service user feedback is generally acceptable with scope for improvement.	Demonstrates satisfactory level of knowledge, understanding and practice of professional values for adult nursing. Service user feedback is satisfactory.	Demonstrates a good level of knowledge and understanding of professional values and practises these consistently. Service user feedback is good.	Demonstrates a very good knowledge and understanding of professional values and is able to link these in a comprehensive range of situations. Service user feedback is very good.	Demonstrates excellent, critical knowledge and understanding of professional values and these are embedded in practice. Service user feedback consistently excellent.	Demonstrates outstanding critical, knowledge and understanding of professional values, which are embedded in every aspect of practice, and the education of others. Service user feedback is outstanding.
Tick grade						
Communication and interpersonal skills <ul style="list-style-type: none"> • Communication is empathic, safe, effective, compassionate and respectful. • Able to use a wide range of communication strategies. • Able to promote optimum health and enable equal access to services for all users, including for those with a disability. 	Demonstrates an acceptable level of verbal and non verbal communication with service users and other professionals. Documentation is usually accurate, clear and concise	Demonstrates a satisfactory level of verbal and non verbal communication with service users and other professionals. Documentation is consistently accurate, clear and concise	Demonstrates a good level of communication in challenging situations. Documentation is always accurate, clear and concise	Demonstrates a very good level of communication, and is able to use skills to de-escalate challenging situations. Documentation is always factual and follows a logical sequence relating observation to care delivery	Demonstrates excellent communication skills in a wide range of situations, and is able to advocate for others. Documentation is always of an excellent standard	Demonstrates exceptional communication skills, has courage to advocate for others in complex situations. Documentation is always of an excellent standard and demonstrates the ability to draw on information from a range of sources.
Tick grade						

NMC Domain	C Acceptable	C+ Satisfactory	B Good	B+ Very Good	A Excellent	A+ Exceptional
<p>Nursing practice and decision making</p> <ul style="list-style-type: none"> Practise autonomously, within the NMC code to assess and deliver evidence-based care that is compassionate, skilful and safe for service users in both uncomplicated and complex situations Provides safe and effective immediate care including accessing specialist services. Plans and delivers care which reflects influencing social and cultural factors. 	<p>Competent nursing practice demonstrated, across patient assessment, care planning and delivery guided by national and local protocols.</p>	<p>A satisfactory level of competency is demonstrated across patient assessment, care planning and delivery, informed by best available evidence.</p>	<p>A good standard of competency is demonstrated in assessment of patients' needs, care planning and delivery, informed by best available evidence.</p>	<p>A very good standard of competency is demonstrated using a range of evidence based nursing assessments and interventions.</p>	<p>An excellent standard of competency is shown within clinical practice using a wide range of nursing assessments and interventions. Critically applies evidence based practice.</p>	<p>An outstanding competency within clinical practice is shown; uses a wide range of relevant nursing assessments and interventions in a range of complex contexts. Critically applies evidence based practice.</p>
<p>Tick grade</p>						
<p>Leadership, management and team-working</p> <ul style="list-style-type: none"> Maintains, improves and evaluates nursing practice and healthcare standards including contributing to development of self and others. Demonstrates leadership skills in prioritisation, delegation and supervision of care Practises autonomously, confidently and competently in planned and unplanned situations, managing themselves and others effectively. 	<p>Acceptable leadership skills, co-ordinates care in collaboration with others. Supports clinical governance and standards of healthcare. Some evidence of reflection to identify personal development needs.</p>	<p>Satisfactory leadership skills; effective in managing care in collaboration with others in planned and unplanned situations. Promotes clinical governance and upholds standards of healthcare. Demonstrates satisfactory reflective skills.</p>	<p>Demonstrates good leadership skills in directing and managing care in all situations. Competent to take the lead in response to changing situations. Upholds standards of clinical standards.</p>	<p>Demonstrates very good leadership skills Effectively directs, manages and supervises care delivery. Promotes a high standard of clinical care to others.</p>	<p>Excellent leadership skills evident in a range of situations. Effectively directs, manages and supervises care. Maintains excellent standards of clinical practice. Able to advocate for others. Identifies novel ways of working.</p>	<p>Shows exceptional leadership qualities in a range of complex situations and is an excellent advocate. Highly effective care manager and takes responsibility to promote and maintain high standards of clinical care. Able to use skills to educate others. Shows creative or innovative ways of working and improving services.</p>
<p>Tick grade</p>						

SUBMISSION OF SUMMATIVE GRADING OF PRACTICE: YEAR 3

NB Must have completed Final Submission of Practice Year 3 page prior to completing this summative grading of practice.

Student name..... Placement.....

Name of Mentor.....

Mentor to circle Pass or Fail and sign in the box below

IF FAIL, DO NOT PROCEED TO GRADING.

PASS / FAIL	Mentor's signature (Please sign and date)
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Mentor to assign a grade for each domain as justified by final placement year 3 comments

NMC Domain	Grade	Mentor's signature (Please sign and date)
1. Professional Values		
2. Communication and interpersonal skills		
3. Nursing practice and decision making		
4. Leadership, management and team working		

Final Overall grade (UWE to complete)	
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CARBONATE IN DUPLICATE: This page must be stapled to the final submission of Practice Year 3 documents and submit these in nominated assessment box. Yellow copies to be retained in the student OAR. **DO NOT TEAR OUT.** Failure to retain copies could result in your referral in the programme, see module handbook for further details.

Adult Nursing Field Specific 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 graded 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 circumstances

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.

Field specific Skills Guidelines - Section One: Non Essential Skills / Procedures

SKILL	ADVICE	SKILL	ADVICE
1.Disconnect IV infusion – *Trained Staff to Flush	1	20.Blood Glucose Monitoring	3
2.Removal of Cannula	1	21.Pressure bandaging – including 3/4 layer	3
3.Removal of SC device e.g. Butterfly	1	22.Venepuncture	3
4.Removal of urethral catheter	1	23.Defibrillate with AED	3
5.Removal of supra-pubic catheter	1	24.Set up / alter rate of SC infusion	3
6.ECG recording	1	25.Insertion of Male urethral catheter	3
7.Removal of sutures / staples	1	26.Monitoring of patient during Blood Transfusion	3
8.Measuring and application of TED stockings	1	27.Flu vaccination under patient directive (GP practice only)	3
9.Insert SC device eg butterfly for infusion purposes	2	28.Removal of CVP	4
10.Undertake bladder washout	2	29.Removal of Arterial Line	4
11.Insert WIDE BORE NG tube for drainage purposes	2	30.Obtaining an Arterial blood sample by any means	4
12.Run through, flush, connect and administer	2	31.Zeroing an Arterial Line	4
13.Insert WIDE BORE NG tube for drainage purposes	2	32.Insertion of FINE BORE NG tube for feeding purposes	4
14.Remove / replace inner tracheostomy tube	2	33.Assist with surgery that involves hands in wounds	4
15.Fine bore suctioning via tracheostomy, ET tube or other airway adjunct	2	34.Parenteral feeding – checking, setting up, administering, or discontinuing	4
16.Remove / replace inner tracheostomy tube	2	35. Ear syringing	4
17.Insertion of Oro-pharyngeal airway	2		
18.Insertion of Naso-pharyngeal airway	2		
19.Application of POP Backslab (Not Cylinder)	2		



Have You Checked:

With Your Mentor?

Trust Policy?

UWE Decision Making Framework?

Field Specific 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	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



Have You Checked:

With Your Mentor?

Trust Policy?

UWE Decision Making Framework?



University of the
West of England

Department of Nursing and Midwifery

Ongoing Achievement Record

Assessment of Practice

RETRIEVAL DOCUMENTATION

Nursing – Adult

STUDENT NAME:	STUDENT NUMBER:
TITLE OF PROGRAMME, FIELD and SITE:	
PLACEMENT:	
PROGRAMME MANAGER:	ACADEMIC PERSONAL TUTOR:

Mentor Information - *to be completed by each mentor*

Placement name

Year 1 Retrieval Placement	Mentor Name [printed]: Date of last mentor update:	Mentor Name [signature]: Date of last mentor update:
Year 2 Retrieval Placement	Mentor Name [printed]: Date of last mentor update	Mentor Name [signature]: Date of last mentor update:
Year 3 Retrieval Placement	Mentor Name [printed]: Date of last mentor update:	Mentor Name [signature]: Date of last mentor update:

LEARNING CONTRACT - RETRIEVAL: To retrieve practice the student is required to have passed all competency previously assessed as fail and maintained all competency previously assessed as pass. All skills must be assessed as pass and signed off. These must be completed AND passed within this retrieval period in order for the student to progress into year 2 of the field specific programme.

RETRIEVAL ACTION PLAN TO MEET INDIVIDUAL COMPETENCY AND SKILLS AGREED BY STUDENT AND MENTOR

Individual outcome criteria as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

Identify number of additional sheets used:

RETRIEVAL MID-POINT SUMMARY

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

RETRIEVAL MID-POINT SUMMARY

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student: Print name:

Signature:

Date:

Mentor: Print name:

Signature:

Date:

RETRIEVAL DOCUMENTATION ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes for development	Agreed Activities	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

Identify number of additional sheets used:

RETRIEVAL FINAL SUMMARY

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL FINAL SUMMARY

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL DOCUMENTATION – YEAR 2

MODULE CODE AND TITLE:.....

LEARNING CONTRACT - RETRIEVAL: To retrieve practice the student is required to have passed all criteria previously assessed as fail and maintained all criteria previously assessed as pass. All skills must be assessed as pass and signed off. These must be completed AND passed within this retrieval period in order for the student to progress into year 3 of the field specific programme.

ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: RETRIEVAL PLACEMENT

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

RETRIEVAL MID-POINT SUMMARY (YEAR 2)

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL MID-POINT SUMMARY (YEAR 2)

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes that are causing concern	Agreed Activities to address areas of concern	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

Identify number of additional sheets used:

RETRIEVAL END OF PLACEMENT SUMMARY (YEAR 2)

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL END OF PLACEMENT SUMMARY (YEAR 2)

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL OF PRACTICE ASSESSMENT: FIELD PROGRAMME - YEAR 2

Student Name	Student Number
Title of Programme, Site and Field	
Module Title	Module Code
Module Leader	Academic Personal Tutor
Name: Placement 3	Mentor Name
Name: Placement 4	Mentor Name
Name: Placement 5	Mentor Name

TO BE COMPLETED AT THE END OF THE FINAL PLACEMENT YEAR 2

Please assign the numbered NMC competency boxes with the relevant grade and sign as confirmation of accuracy

Domain 1 - PV	Comp	Grade	Domain 3 - NPDM	Comp	Grade	Domain 4 - LMTW	Comp	Grade
	1			14			22	
2		15		23				
3		16		24				
4		17		25				
5		18		26				
6		19		27				
Domain 2 - CIPS	7		20		I can confirm that the year 2 NMC criteria and skills have been assessed.			
	8		21					
	9		Identify skills graded as fail, list skill number(s)					
	10		UWE Numeracy Score:					
	11		Mentor Name:					
	12		Signature:					
13		Date:						

SUBMISSION OF FORMATIVE GRADING OF PRACTICE: YEAR 2

NB Must have completed Final Submission of Practice Year 2 page prior to completing this formative grading of practice.

Student name..... Placement.....

Name of Mentor.....

Mentor to circle Pass or Fail and sign in the box below

IF FAIL, DO NOT PROCEED TO GRADING.

PASS / FAIL	Mentor's signature (Please sign and date)
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Mentor to assign a grade for each domain as justified by final placement year 2 comments

NMC Domain	Grade	Mentor's signature (Please sign and date)
1. Professional Values		
2. Communication and interpersonal skills		
3. Nursing practice and decision making		
4. Leadership, management and team working		

Final Overall grade (UWE to complete)	
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RETRIEVAL DOCUMENTATION – YEAR 3

MODULE CODE AND TITLE:.....

LEARNING CONTRACT - RETRIEVAL: To retrieve practice the student is required to have passed all criteria previously assessed as fail and maintained all criteria previously assessed as pass. All skills must be assessed as pass and signed off. These must be completed AND passed within this retrieval period in order for the student to progress to completion of the field specific programme.

ACTION PLAN TO MEET INDIVIDUAL OUTCOMES AGREED BY STUDENT AND MENTOR: RETRIEVAL PLACEMENT

Individual outcome as identified by the student	Action	Target Date	Evaluation

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

RETRIEVAL MID-POINT SUMMARY

Placement Name.....

Student Overall Comments:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL MID-POINT SUMMARY

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

ACTION PLAN TO ADDRESS ANY AREAS FOR FURTHER DEVELOPMENT FOLLOWING MID-POINT REVIEW

Outcomes that are causing concern	Agreed Activities to address areas of concern	Target Date	Evaluation of Student Performance

Mentor's Name: _____

Mentor's signature: _____

Date: _____

Student's Name: _____

Student's signature: _____

Date: _____

Identify number of additional sheets used:

RETRIEVAL END OF PLACEMENT SUMMARY

Placement Name.....

Student Overall Comments:

Personal Tutor:

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL END OF PLACEMENT SUMMARY

Placement Name.....

Mentor Overall Comments – Please provide specific examples in relation to competencies and skills for example, communication; professional behaviour.

Professional values

Communication and interpersonal skills

Nursing practice and decision making

Leadership, Management and Team-Working

Student Print name:

Signature:

Date:

Mentor Print name:

Signature:

Date:

RETRIEVAL OF PRACTICE ASSESSMENT: ADULT PROGRAMME - YEAR 3

Student Name	Student Number
Title of Programme, Site and Field:	
Module Title	Module Code
Module Leader	Academic Personal Tutor
Name: Placement 6	Mentor Name
Name: Placement 7 (final placement)	Mentor Name (sign off)

To be completed by the MENTOR at the summative assessment point of the final placement: year 3

Please assign the numbered NMC competency boxes with the relevant grade and sign as confirmation of accuracy

Domain 1 - PV	Comp	Grade	Domain 3 - NPDM	Comp	Grade	Domain 4 - LMTW	Comp	Grade
	1			14			22	
2		15		23				
3		16		24				
4		17		25				
5		18		26				
6		19		27				
Domain 2 - CIPS	7		20		I can confirm that the year 3 NMC criteria and skills have been assessed.			
	8		21					
	9		Identify skills graded as fail, list skill number(s)					
	10		UWE Numeracy Score:					
	11		Mentor Name:					
	12		Signature:					
13		Date:						