



Undergraduate Diploma/ BSc (Hons) in Nursing

Assessment of Practice Record

Achievement of Outcomes for Entry to Branch

Common Foundation Programme Semester One for use with Own Branch Placement or Non Branch Placement

Student Details

| | | | |
|---|------|-------------------------------|--|
| Name | | | |
| Centre | | | |
| Cohort | | Intended Branch | |
| Role (Expected Minimum Practice Level - circle as appropriate) | | Semester 1 – Practice Level 1 | |
| Name of Placement | | | |
| Dates | From | To | |
| Mentor | | | |

Personal Tutor Contact Details

| | |
|----------------------------|--|
| Name | |
| Telephone Extension | |
| E-mail | |

This document **MUST** be used in conjunction with the student's NMC Ongoing Achievement Record. The Mentor's version of this document is Doc ref: 22/03/10-dipbsc-asr-mentor-cfp-sem1-1001-onwards

Guidance for Mentors, Students and Teachers

This booklet contains the **NMC** stated outcomes of Standard for Proficiency for Pre-Registration Nursing Education¹ against which the student's competence in nursing practice will be assessed and recorded in the student's Ongoing Achievement Record. Each outcome to be achieved for entry to the branch programme requires supporting evidence*. It is the student's responsibility to provide evidence of achievement of the outcome. The student should indicate against the outcome within the four domains in this document the type of evidence and where it can be found.

All written/documentary evidence **MUST** be retained in the student's portfolio.

* Evidence of inter-professional learning in practice will provide the student opportunities to reflect on inter-professional working, learning and achieving outcomes with students of allied professionals.

Evidence of achievement of competence must be retained in the student's portfolio and can be provided through:

1. **Direct observation (DO)** of the student whilst they are working under supervision. More than one observation of the activity/skill may be appropriate for the mentor to satisfy himself or herself that the student is able to sustain an acceptable level of performance and competence. These observations should take place as part of the normal working role of the student, rather than being contrived for the purpose of assessment. Dates, name of supervisor and location of evidence should be recorded against the appropriate Outcome in this document and completion of the Clinical Skills Development Pocket Booklet if appropriate.
2. **Question and answer session (QA)** between an appropriate member of placement and student to assess underpinning knowledge the student should demonstrate understanding and applications. Dates, name of supervisor, activities/skills undertaken and location of evidence **must** be recorded by the student against the appropriate Outcome in this document.
3. **Reflective discussion (RD)** between the mentor and the student regarding the progress in relation to knowledge, understanding and application. Dates, name of supervisor, activities/skills undertaken and location of evidence **must** be recorded by the student against the appropriate Outcome in this document.
4. **Reflective writing (RW)** demonstrating knowledge and understanding as applied to specific placement experiences supported by sources of evidence. This **must** be retained in the student's portfolio. If appropriate the use of a reflective model would enhance this process.
5. **Insight visit/record of observed learning statement (OL)**. An Observed Learning statement can be obtained from a member of health and social care staff (other than mentor) that the student has worked with as evidence of their observed performance and skills. The student **must** write the statement and the Observer sign it. It should link directly to the NMC outcomes and standards of proficiency that the student is working towards. It should be a statement of learning with supporting evidence outside of normal placement experience. If the statement is achieved as part of an **Insight Visit** then aims for the visit should be agreed beforehand and recorded on the record.
(see www.nottingham.ac.uk/nursing/students/prereg-docs/portfolio/index.php for examples and record) Patients in **exceptional circumstances** may be approached, but **only** after initial discussion with the Mentor. All Observed Learning Records/Insight Visit statements **must** provide sources of evidence in support of achieving outcomes.
6. **Work product, (WP)** a development by the student such as anonymised care plan, risk assessment, fluid balance etc.
7. Any other form of evidence which provides verification of a student's achievement.

Mentors and/or students should contact the student's personal tutor, or a member of the Practice Learning Team, if they require advice or support.

¹ UKCC 2000 - Requirements for Pre-Registration Nursing Programmes, Registrars Letter 17/2000 25th May 2000, United Kingdom Central Council for Nursing, Midwifery and Health Visiting, London. Outcomes adopted by Nursing and Midwifery Council (2002), updated by Standards of Proficiency for Pre-Registration Nursing Education Nursing & Midwifery Council (2004).

Assessment of Competence in Practice:

At preliminary interview review student's Ongoing Achievement Record to note any previous issues and action plan.

Mentor:

1. This Assessment of Practice Record with the student's collection of evidence will provide the evidence of achievement for the mentor to assess the student's competence in practice against the Practice Levels.
2. Whilst competence is assessed via the evidence provided, the student **must** also demonstrate appropriate knowledge, skills and attitudes.
3. The evidence should be reviewed continuously, at an intermediate stage of the placement and in the final week.
4. In the final week of placement the student **must** arrange an appointment with their mentor and submit this document and collection of evidence with their Ongoing Achievement Record.
5. The mentor will then review the evidence to support achievement and competence in the outcomes indicating in the students Ongoing Achievement Record Practice Level 'Achieved' or 'Not Achieved' as appropriate on the Assessment Results Sheet (full instructions will be found in the Ongoing Achievement Record).

Student:

1. This Assessment of Practice Record with your collection of evidence will provide the evidence of achievement of the NMC outcomes for the mentor to assess your competence in practice against the Practice Levels.
2. Whilst competence is assessed via the evidence provided, the student **must** also demonstrate appropriate knowledge, skills and attitudes.
3. Evidence should be reviewed by your mentor continuously, at an intermediate stage of the placement and in the final week.
4. You **must** indicate within the four domains (Professional and Ethical Practice; Care Delivery; Care Management and Personal and Professional Development) in the appropriate box the type and location of evidence you are submitting to support achievement of the outcomes. You **must** make evidence available to your mentor.
5. In the final week of placement you **must** arrange an appointment with your mentor and submit this document and portfolio of evidence with your Ongoing Achievement Record to enable your mentor to assess your competence in practice within the NMC outcomes.

Role of the student

The role of the student in practice is identified from the practice levels adapted from Bondy Model (1983). This is a developmental process where student progression is through a Skills Escalator. It is recognised that in some placements, e.g. specialist, critical care, the student may be limited in demonstrating fully their Practice Level of competence. Recognising that the student's level of competence may fluctuate on the Skills Escalator a minimum Practice Level is identified for end of semester or year.

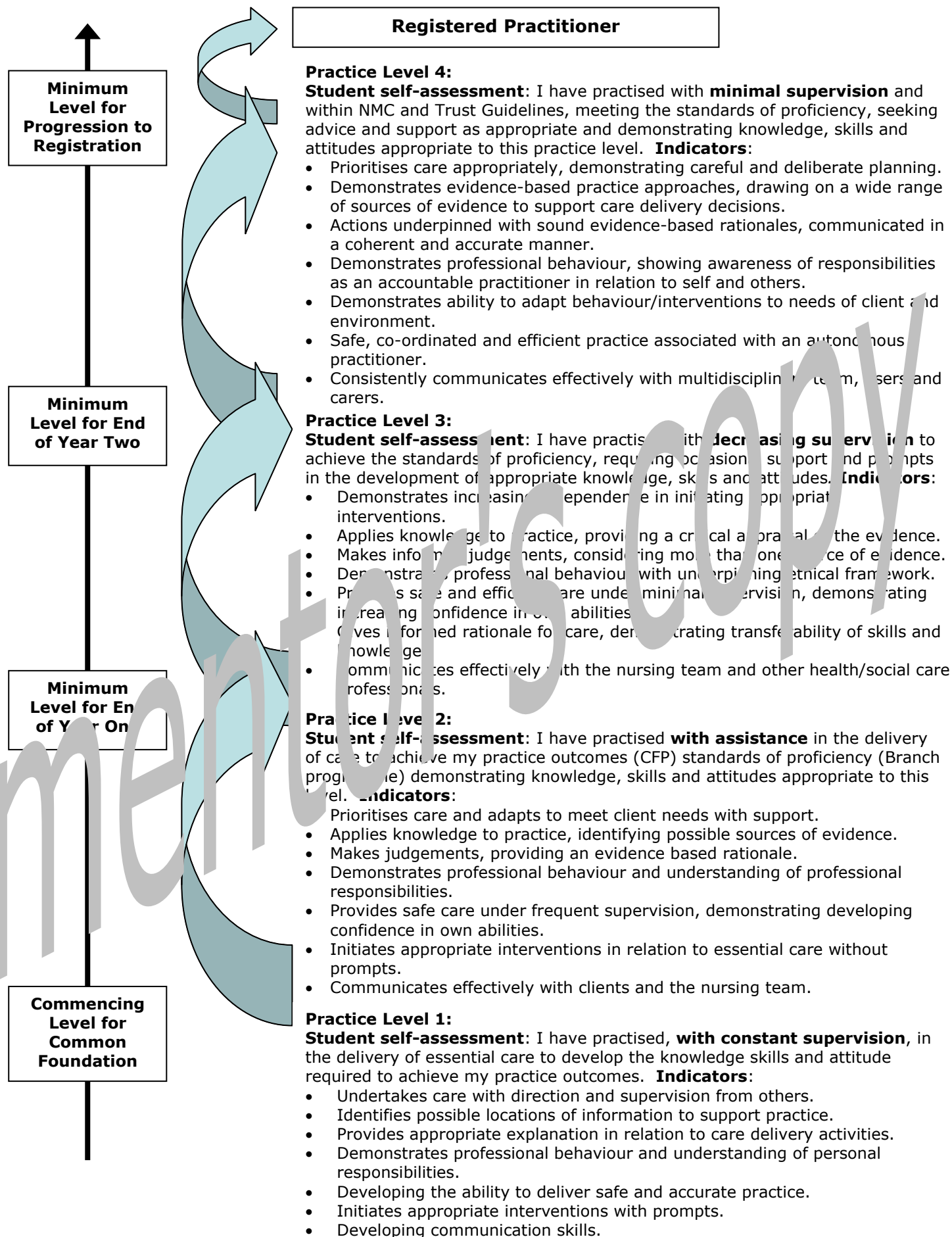
Overview of the progression requirements

1. Students **must** be assessed on all outcomes.
2. Students **must** achieve all of the outcomes to the identified Practice Level by the end of the Common Foundation Programme.
3. The student's progress towards achievement of the outcomes will be monitored by their personal tutor and will be recorded in the student's Personal Academic Record.

Skills Escalator Pre-Registration Nursing Courses

Adapted from Bondy (1983)

The Practice Levels below are the minimum levels of achievement for that part of the course. Students may be assessed at achieving beyond the minimal level and should be encouraged to progress towards the higher levels



The placement support process

Day 1 The student completes documentation for **Orientation – Part 1**
The mentor and student arrange time for the preliminary interview

Week 1 The student completes documentation for **Orientation – Part 2**

Preliminary Interview The student and mentor discuss the student's learning objectives and personal action plan, reviewing the student's Ongoing Achievement Record, identifying the learning opportunities available to enable the student to achieve the outcomes at the appropriate Practice Level of the Skills Escalator.

Subsequent Weeks (Intermediate Interview) The student works with their mentor (and/or other first level practitioners/appropriate professionals) to develop the knowledge, skills and attitudes that are necessary for achievement of the outcomes at the appropriate practice level of the skills escalator. The student should be collating sources of evidence to demonstrate achievement.

The student and the mentor arrange an interview in the fourth week of the own branch placement to discuss progress. The Intermediate Interview sheet is completed and signed. There may be insufficient opportunity during the students' non branch placement to undertake an intermediate interview.

If the student is not progressing satisfactorily the personal tutor and/or a member of the Practice Learning Team **must** be notified.

Final Week (Final Interview and completion of Ongoing Achievement Record) The student and the mentor arrange a first summative assessment interview in the final week of the placement. The results of the assessment **must** be recorded in the student's Ongoing Achievement Record. The mentor must award a Practice Level of achievement against each outcome. The mentor **must** sign and date the Assessment Results form, using their full signature and signing against each outcome.

The documentation must be completed before the student's final working day on the placement. Students are required to submit their Ongoing Achievement Record at the end of each semester.

If the student is to fail to achieve one or more of the outcomes the student's personal tutor and/or education representative of the Practice Learning Team **must** be notified immediately so that the decision can be discussed and validated by a member of academic staff.

Orientation – Part 1

To be completed by the student on their first working day

1. I know my responsibilities in the event of fire (✓) , cardiac arrest (✓) and other emergency situations (✓) .
2. I have been shown the layout of the placement, including fire and resuscitation equipment (as relevant) (✓) .
3. I know my responsibilities with regard to health and safety at work (✓) .
4. I have been made aware of the moving and handling equipment available in this area (as appropriate) (✓) .
5. I am aware of who the practice and academic representative is for this placement's Practice Learning Team (✓) .

Signature of student _____ Date _____

Orientated by (signed) _____ Date _____

Print name _____ Designation: _____

Orientation – Part 2

To be completed by the student during their first week on the placement

I have been shown the following:

1. The procedure for receiving and referring messages and enquiries (as relevant) (✓) .
2. The policy and procedure for administration of medicines in this area (as relevant) (✓) .
3. Trust policies and procedures (as relevant to the placement) (✓) .
4. Placement profile and learning opportunities (✓) .

Signature of student _____ Date _____

Orientated by (signed) _____ Date _____

Print name _____ Designation: _____

Preliminary Interview

Role of the Student: Commencing Practice Level for Common Foundation Programme
Practice Level 1:

The aim of this meeting is for the student and their mentor to:

1. Review Ongoing Achievement Record and previous action plans.
2. Discuss the student's action plan and their personal learning objectives.
3. Identify the learning opportunities that are available to enable the student to achieve these and the NMC outcomes at the appropriate Practice Level.

The student **must** complete the section 'my goals for this placement' prior to the meeting.
The student must bring this action plan to the meeting (not applicable in first placement).

My goals for this placement are

Action plan to achieve in key areas of learning (as identified on previous placement)

Comments and discussion

Name of mentor (print) _____

Signature of mentor _____ Date _____

Signature of student _____ Date _____

Outcomes to be Achieved for Entry to the Branch Programme

Domain 1. Professional and Ethical Practice

1.1 Discuss in an informed manner the implications of professional regulation for nursing practice.

| | Outcome | Type and Location of Evidence |
|-------|--|-------------------------------|
| 1.1.1 | Demonstrate a basic knowledge of professional regulation and self-regulation | |
| 1.1.2 | Recognise and acknowledge the limitations of one's own abilities | |
| 1.1.3 | Recognise situations that require referral to a registered practitioner | |

1.2 Demonstrate an awareness of the NMC code of professional conduct: standards for conduct, performance and ethics.

| | Outcome | Type and Location of Evidence |
|-------|--|-------------------------------|
| 1.2.1 | Commit to the principle that the primary purpose of the registered nurse is to protect and serve society | |
| 1.2.2 | Accept responsibility for one's own actions and decisions | |

1.3 Demonstrate an awareness of, and apply ethical principles to, nursing practice.

| | Outcome | Type and Location of Evidence |
|-------|--|-------------------------------|
| 1.3.1 | Demonstrate respect for patient and client confidentiality | |
| 1.3.2 | Identify ethical issues in day to day practice | |

1.4 Demonstrate an awareness of legislation relevant to nursing practice.

| | Outcome | Type and Location of Evidence |
|-------|--|-------------------------------|
| 1.4.1 | Identify key issues in relevant legislation relating to mental health, children, data protection, manual handling and health and safety, etc | |

1.5 Demonstrate the importance of promoting equity in patient and client care by contributing to nursing care in a fair and anti-discriminatory way.

| | Outcome | Type and Location of Evidence |
|-------|---|-------------------------------|
| 1.5.1 | Demonstrate fairness and sensitivity when responding to patients, clients and groups from diverse circumstances | |
| 1.5.2 | Recognise the needs of patients and clients whose lives are affected by disability, however manifest | |

Outcomes to be Achieved for Entry to the Branch Programme

Domain 2. Care Delivery

2.1 Discuss methods of barriers to, and the boundaries of, effective communication and interpersonal relationships.

| | Outcome | Type and Location of Evidence |
|-------|---|-------------------------------|
| 2.1.1 | Recognise the effect of one's own values on interactions with patients and clients and their carers, families and friends | |
| 2.1.2 | Utilise appropriate communication skills with patients and clients | |
| 2.1.3 | Acknowledge the boundaries of a professional caring relationship | |

2.2 Demonstrate sensitivity when interacting with and providing information to patients and clients.

| | Outcome | Type and Location of Evidence |
|-------|---|-------------------------------|
| 2.2.1 | Demonstrate sensitivity when interacting with and providing information to patients and clients | |

2.3 Contribute to enhancing the health and social well-being of patients and clients by understanding how, under the supervision of a registered practitioner, to

| | Outcome | Type and Location of Evidence |
|-------|--|-------------------------------|
| 2.3.1 | Contribute to the assessment of health and needs | |
| 2.3.2 | Identify opportunities for health promotion | |
| 2.3.3 | Identify networks of health and social care services | |

2.4 Contribute to the development and documentation of nursing assessments by participating in comprehensive and systematic nursing assessment of the physical, psychological, social and spiritual needs of patients and clients.

| | Outcome | Type and Location of Evidence |
|-------|--|-------------------------------|
| 2.4.1 | Be aware of assessment strategies to guide the collection of data for assessing patients and clients and use assessment tools under guidance | |
| 2.4.2 | Discuss the prioritisation of care needs | |
| 2.4.3 | Be aware of the need to reassess patients and clients as to their needs for nursing care | |

2.5 Contribute to the planning of nursing care, involving patients and clients and, where possible, their carers; demonstrating an understanding of helping patients and clients to make informed decisions.

| | Outcome | Type and Kind of Evidence |
|-------|---|----------------------------------|
| 2.5.1 | Identify care needs based on the assessment of a patient or client | |
| 2.5.2 | Participate in the negotiation and agreement of the care plan with the patient or client and with their carer, family or friends, as appropriate, under the supervision of a registered nurse | |
| 2.5.3 | Inform patients and clients about intending nursing actions, respecting their right to participate in decisions about their care | |

2.6 Contribute to the implementation of a programme of nursing care, designed and supervised by registered practitioners.

| | Outcome | Type and Location of Evidence |
|-------|--|--------------------------------------|
| 2.6.1 | Undertake activities that are consistent with the care plan and within the limits of one's own abilities | |

2.7 Demonstrate evidence of a developing knowledge base which underpins safe and effective nursing practice.

| | Outcome | Type and Location of Evidence |
|-------|---|--------------------------------------|
| 2.7.1 | Access and discuss research and other evidence in nursing and related disciplines | |
| 2.7.2 | Identify examples of the use of evidence in planned nursing interventions | |

2.8 Demonstrate a range of essential nursing skills, under the supervision of a registered nurse, to meet individuals' needs, which include:

| | Outcome | Type and Location of Evidence |
|-------|--|--------------------------------------|
| 2.8.1 | Maintaining dignity, privacy and confidentiality; effective communication and observation skills, including listening and taking physiological measurements; safety and health, including moving, and handling and infection control; essential first aid and emergency procedures; administration of medicines; emotional, physical and personal care, including meeting the need for comfort, nutrition and personal hygiene | |

2.9 Contribute to the evaluation of the appropriateness of nursing care delivered.

| | Outcome | Type and Location of Evidence |
|-------|---|--------------------------------------|
| 2.9.1 | Demonstrate an awareness of the need to assess regularly a patient's or client's response to nursing interventions | |
| 2.9.2 | Provide for a supervising registered practitioner, evaluative commentary and information on nursing care based on personal observations and actions | |
| 2.9.3 | Contribute to the documentation of the outcomes of nursing interventions | |

2.10 Recognise situations in which agreed plans of nursing care no longer appear appropriate and refer these to an appropriate accountable practitioner.

| | Outcome | Type and Location of Evidence |
|--------|--|--------------------------------------|
| 2.10.1 | Demonstrate the ability to discuss and accept care decisions | |
| 2.10.2 | Accurately record observations made and communicate these to the relevant members of the health and social care team | |

Outcomes to be Achieved for Entry to the Branch Programme

Domain 3. Care Management

3.1 Contribute to the identification of actual and potential risks to patients, clients and their carers, to oneself and to others, and participate in measures to promote and ensure health and safety.

| | Outcome | Type and Location of Evidence |
|-------|---|--------------------------------------|
| 3.1.1 | Understand and implement health and safety principles and policies | |
| 3.1.2 | Recognise and report situations that are potentially unsafe for patients, clients, oneself and others | |

3.2 Demonstrate an understanding of the role of others by participating in inter-professional working practice.

| | Outcome | Type and Location of Evidence |
|-------|---|--------------------------------------|
| 3.2.1 | Identify the roles of the members of the health and social care team | |
| 3.2.2 | Work within the health and social care team to maintain and enhance integrated care | |

3.3 Demonstrate literacy, numeracy and computer skills needed to record, enter, store, retrieve and organise data essential for care delivery.

| | Outcome | Type and Location of Evidence |
|-------|---|--------------------------------------|
| 3.3.1 | Demonstrate literacy, numeracy and computer skills needed to record, enter, store, retrieve and organise data essential for care delivery | |

Outcomes to be Achieved for Entry to the Branch Programme

Domain 4. Personal and Professional Development

4.1 Demonstrate responsibility for one's own learning through the development of a portfolio of practice and recognise when further learning is required.

| | Outcome | Type and Location of Evidence |
|-------|---|-------------------------------|
| 4.1.1 | Identify specific learning needs and objectives | |
| 4.1.2 | Begin to engage with, and interpret, the evidence base which underpins nursing practice | |

4.2 Acknowledge the importance of seeking supervision to develop safe and effective nursing practice.

| | Outcome | Type and Location of Evidence |
|-------|--|-------------------------------|
| 4.2.1 | Acknowledge the importance of seeking supervision to develop safe and effective nursing practice | |

mentor's copy

Intermediate interview

(Optional for Non-Branch Placement Experiences)

The aim of this meeting between the mentor and the student is to:

1. Review the initial action plan
2. Discuss the progress that the student has made towards achieving their personal learning objectives and the NMC outcomes of standards of proficiency at the appropriate Practice Level.
3. Identify the student's strengths and learning needs.
4. Formulate a new action plan to assist the learner's achievement. If you have concerns please contact the Practice Learning Team Representative/Personal Tutor.

It is the student's responsibility to provide evidence of the progress they have made towards achievement of their objectives and the NMC outcomes.

Review of progress and evidence to support this (to be completed by the student)

Comments and discussion (including any amendments to the action plan)

New action plan (Please provide further evidence of any additional intermediate interviews in relation to the student's progress)

Name of mentor (print) _____

Signature of mentor _____ Date _____

Signature of student _____ Date _____