GUIDANCE FOR COMPLETING THE PRACTICE ASSESSMENT DOCUMENTS

SECTION 2

This section includes the assessment requirements within each of the four NMC competency domains.

The Essential Skills Clusters (ESCs) form part of the assessment for each domain but should not be viewed in isolation. They should be considered in relation to the Generic Standard for Competence detailed on the first page of each domain. Students need to be able to demonstrate underpinning knowledge related to each of the ESCs and should not just be assessed through observation of the student undertaking the skill.

Each of the domains should also be considered in relation to the feedback from mentors/supervisors during pathway placements and service user/carer feedback.

The blue text boxes provide guidance related to the assessment process.
Generic standard for competence to be achieved at the performance level required (see page 12) by the end of the period of practice learning for this year:

All nurses must act first and foremost to care for and safeguard the public. They must practise autonomously and be responsible and accountable for safe, compassionate, person-centred, evidence-based nursing that respects and maintains dignity and human rights. They must show professionalism and integrity and work within recognised professional, ethical and legal frameworks. They must work in partnership with other health and social care professionals and agencies, service users, their carers and families in all settings, including the community, ensuring that decisions about care are shared.

To achieve the required standard of practice the student must:

- Complete all essential skills clusters to the performance level required (see page 12).
- Must complete the written piece of evidence linking knowledge to practice at the appropriate time.
- Must practise in accordance with the requirements of the generic standard at the performance level required (see page 12).

Mentors should seek service user/carers feedback about the student’s ability to:

- Maintain privacy and dignity
- Be polite, courteous and respectful
- Treat the service user as an individual

This feedback should be recorded on the Final Assessment page.
Professional Values Domain: Linking knowledge to practice

You are required to locate The Code: Standards of conduct, performance and ethics for nurses and midwives (NMC, 2008) and the Guidance on Professional Conduct for Nursing and Midwifery Students (NMC, 2011) from the NMC website. You are also required to read the information at the following link on the NMC website related to the use of social networking sites: http://www.nmc-uk.org/Nurses-and-midwives/Advice-by-topic/A/Advice/Social-networking-sites/ You can simply search social networking on the NMC website to obtain this link. From these documents you should provide a written account of your understanding of:

- The role of NMC.
- How you can use social networking sites responsibly and professionally.

You should present and discuss your written evidence with your hub placement mentor who will determine whether or not this is sufficient. You must complete the written evidence for this domain before the Final Interview. You will be allocated one study day per week for the first 3 weeks of placement and a further evidence (study) week during the second semester to allow you some time to complete these activities.

Mentor Assessment:

The student has demonstrated knowledge and understanding of the NMC publications identified above at the level required for YEAR 1: LEVELS OF PERFORMANCE, SUPERVISION & PRACTICE

- Demonstrates an awareness of legal and professional limitations adhering to the NMC Guidance on professional conduct for nursing and midwifery students (2010)
- Can offer explanations for the activities undertaken demonstrating a grasp of underpinning theory
- Demonstrates a professional attitude towards service users, staff and work
- Recognises appropriateness of own actions
- Demonstrates a commitment to professional development

Mentor Name: .......................... Mentor Signature ........................................ Date: .................................
<table>
<thead>
<tr>
<th>Essential Skills Clusters linked to the Professional Values domain</th>
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<tbody>
<tr>
<td>All shaded ESCs should be completed prior to the Progress Review</td>
</tr>
<tr>
<td>All ESCs to be assessed against level of performance, see page 12</td>
</tr>
</tbody>
</table>

### CARE, COMPASSION AND COMMUNICATION

In relation to the care of service users, the first year student nurse must be able to:

1. **Provide collaborative care based on the highest standards, knowledge and competence (NMC: 1)**
   
   a. Articulates the underpinning values of *The code: Standards of conduct, performance and ethics for nurses and midwives (the code)* (NMC, 2008).
   
   b. Works within limitations of the role and recognises own level of competence.

2. **Respect them as individuals and strive to help them to preserve their dignity at all times (NMC: 3).**
   
   a. Demonstrates respect for diversity and individual preference, valuing differences, regardless of personal view.

3. **Engage with them and their family or carers within their cultural environments in an acceptant and anti-discriminatory manner free from harassment and exploitation (NMC: 4).**
   
   a. Demonstrates an understanding of how culture, religion, spiritual beliefs, gender and sexuality can impact on illness and disability.
   
   b. Respects people’s rights.

### Evidence Methods:

- Direct observation of practice
- Client documentation
- Written evidence linking knowledge to practice
- Testimony of others/service user feedback
- Simulation
- Oral questioning/discussion/presentation

Further information regarding the types of evidence can be found in the Placement Handbook.
### CARE, COMPASSION AND COMMUNICATION

In relation to the care of service users, the first year student nurse must be able to:

<table>
<thead>
<tr>
<th>4. protect and keep as confidential all information relating to them (NMC: 7).</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Applies the principles of confidentiality.</td>
</tr>
<tr>
<td>b. Protects and treats information as confidential except where sharing information is required for the purposes of safeguarding and public protection.</td>
</tr>
<tr>
<td>c. Applies the principles of data protection</td>
</tr>
</tbody>
</table>

### ORGANISATIONAL ASPECTS OF CARE

In relation to the care of service users, the first year student nurse must be able to:

<table>
<thead>
<tr>
<th>5. be an autonomous and confident member of the multi-disciplinary or multi-agency team and to inspire confidence in others (NMC: 14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Works within the code (NMC, 2008) and adheres to the Guidance on professional conduct for nursing and midwifery students (NMC, 2010).</td>
</tr>
</tbody>
</table>

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**Evidence Methods:**

1. Direct observation of practice
2. Client documentation
3. Testimony of others/service user/carer feedback
4. Written evidence linking knowledge to practice
5. Simulation
6. Oral questioning/discussion/presentation
**Organisational Aspects of Care**

In relation to the care of service users, the first year student nurse must be able to:

<table>
<thead>
<tr>
<th>6. safely delegate to others and to respond appropriately when a task is delegated to them (NMC: 15).</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Accepts delegated activities within limitations of own role, knowledge and skill.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. enhance the safety of service users and identify and actively manage risk and uncertainty in relation to people, the environment, self and others (NMC: 18).</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Under supervision works within legal frameworks to protect self and others.</td>
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</table>

<table>
<thead>
<tr>
<th>Infection Prevention and Control</th>
</tr>
</thead>
</table>

In relation to the care of service users, the first year student nurse must be able to:

<table>
<thead>
<tr>
<th>8. identify and take effective measures to prevent and control infection in accordance with local and national policy (NMC: 21).</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Follows local and national guidelines and adheres to standard infection prevention and control precautions.</td>
</tr>
</tbody>
</table>

**Evidence Methods:**

- 1 Direct observation of practice
- 2 Client documentation
- 3 Testimony of others/service user/carer feedback
- 4 Written evidence linking knowledge to practice
- 5 Simulation
- 6 Oral questioning/discussion/presentation
The NMC Competency Framework: Communication and Interpersonal Skills Domain

Generic standard for competence to be achieved at the performance level required (see page 12) by the Progress Review:

All nurses must use excellent communication and interpersonal skills. Their communications must always be safe, effective, compassionate and respectful. They must communicate effectively using a wide range of strategies and interventions including the effective use of communication technologies. Where people have a disability, nurses must be 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.

To achieve the required standard of practice the student must:

- Complete all essential skills clusters to the performance level required (see page 12)
- Must complete the written piece of evidence linking knowledge to practice at the appropriate time.
- Must practise in accordance with the requirements of the generic standard at the performance level required (see page 12).

Mentors should seek service user/carer feedback about the student’s ability to:

- Provide explanations using appropriate language/resources
- Listen and be attentive
- Make the service user feel welcome

This feedback should be recorded on the Final Assessment page.
Communication and Interpersonal Skills: Linking knowledge to practice

You are required to locate the *Making Every Contact Count Strategy 2012* all resources can be found on the NHS local website at [http://www.midlandsandeast.nhs.uk/OurAmbitions/Everycontactcounts.aspx](http://www.midlandsandeast.nhs.uk/OurAmbitions/Everycontactcounts.aspx). From this document you should provide a written account of your understanding of:

- The key points of the Making Every Contact Counts Strategy.
- How have the main points from this guidance been incorporated into the practice setting when delivering care?

You should present and discuss your written evidence with your hub placement mentor who will determine whether or not this is sufficient. You must complete the written evidence for this domain before the Progress Review. You will be allocated an evidence (study) week during the second semester to allow you some time to complete these activities.

**Mentor Assessment:**

The student has demonstrated knowledge and understanding of the publication identified above at the level required for YEAR 1: LEVELS OF PERFORMANCE, SUPERVISION & PRACTICE

- Demonstrates an awareness of legal and professional limitations adhering to the NMC Guidance on professional conduct for nursing and midwifery students (2010)
- Can offer explanations for the activities undertaken demonstrating a grasp of underpinning theory
- Demonstrates a professional attitude towards service users, staff and work
- Recognises appropriateness of own actions
- Demonstrates a commitment to professional development

**Mentor Name:** ...........................................  **Mentor Signature** .............................................  **Date:** .............................................
### Essential Skills Clusters linked to the Communication and Interpersonal Skills domain

All shaded ESCs should be completed prior to the Progress Review
All ESCs to be assessed against level of performance, see page 12

#### CARE, COMPASSION AND COMMUNICATION

In relation to the care of service users, the first year student nurse must be able to:

1. **provide collaborative care based on the highest standards, knowledge and competence (NMC: 1).**
   a. Shows respect for others.
   b. Is able to engage with people and build caring professional relationships.

2. **respect them as individuals and strive to help them to preserve their dignity at all times (NMC: 3).**
   a. Engages 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.
   b. Uses ways to maximise communication where hearing, vision or speech is compromised.

3. **to engage with them in a warm, sensitive and compassionate way (NMC: 5)**
   a. Is attentive and acts with kindness and sensitivity.
   b. Takes into account people’s physical and emotional responses when engaging with them.
   c. Interacts with the person in a manner that is interpreted as warm, sensitive, kind and compassionate, making appropriate use of touch.
   d. Provides person centred care that addresses both physical and emotional needs and preferences.
   e. Evaluates ways in which own interactions affect relationships to ensure that they do not impact inappropriately on others.

#### Evidence Methods:

<table>
<thead>
<tr>
<th>Evidence used to demonstrate competence (see foot of page)</th>
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1 Direct observation of practice  
2 Client documentation  
3 Testimony of others/service user/carer feedback  
4 Written evidence linking knowledge to practice  
5 Simulation  
6 Oral questioning/discussion/presentation
**Essential Skills Clusters linked to the Communication and Interpersonal Skills domain**

All shaded ESCs should be completed prior to the Progress Review
All ESCs to be assessed against level of performance, see page 12

**CARE, COMPASSION AND COMMUNICATION**
In relation to the care of service users, the first year student nurse must be able to:

**4. 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 (NMC: 6).**

- a. Communicates effectively both orally and in writing, so that the meaning is always clear.
- b. Records information accurately and clearly on the basis of observation and communication.
- c. Always seeks to confirm understanding.
- d. Responds in a way that confirms what a person is communicating.
- e. Effectively communicates people’s stated needs and wishes to other professionals.

**5. 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 (NMC: 8)**

- a. Seeks consent prior to sharing confidential information outside of the professional care team, subject to agreed safeguarding and protection procedures.

**Evidence Methods:**

1. Direct observation of practice
2. Client documentation
3. Testimony of others/service user/carer feedback
4. Written evidence linking knowledge to practice
5. Simulation
6. Oral questioning/discussion/presentation
**Essential Skills Clusters linked to the Communication and Interpersonal Skills domain**

All shaded ESCs should be completed prior to the Progress Review
All ESCs to be assessed against level of performance, see page 12

**ORGANISATIONAL ASPECTS OF CARE**
In relation to the care of service users, the first year student nurse must be able to:

6. safeguard children and adults from vulnerable situations and support and protect them from harm (NMC: 11).
   a. Shares information with colleagues and seeks advice from appropriate sources where there is a concern or uncertainty.

7. respond to their feedback and a wide range of other sources to learn, develop and improve services (NMC: 12).
   a. Responds appropriately to compliments and comments.

8. work to prevent and resolve conflict and maintain a safe environment (NMC: 12).
   a. Recognises signs of aggression and responds appropriately to keep self and others safe.
   b. Assists others or obtains assistance when help is required.

**Evidence Methods:**
1 Direct observation of practice
2 Client documentation
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The NMC Competency Framework: Nursing Practice and Decision Making Domain

Generic standard for competence to be achieved at the performance level required (see page 12) by the Progress Review:

All nurses must practise autonomously, compassionately, skilfully and safely, and must maintain dignity and promote health and wellbeing. They must assess and meet the full range of essential physical and mental health needs of people of all ages who come into their care. Where necessary they must be able to provide safe and effective immediate care to all people prior to accessing or referring to specialist services irrespective of their field of practice. All nurses must also meet more complex and coexisting needs for people in their own nursing field of practice, in any setting including hospital, community and at home. All practice should be informed by the best available evidence and comply with local and national guidelines. Decision-making must be shared with service users, carers and families and informed by critical analysis of a full range of possible interventions, including the use of up-to-date technology. All nurses must also understand 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.

To achieve the required standard of practice the student must:

- Complete all essential skills clusters to the performance level required (see page 12).
- Must complete the written piece of evidence linking knowledge to practice at the appropriate time.
- Must practise in accordance with the requirements of the generic standard at the performance level required (see page 12).

Mentors should seek service user/carer feedback about the student’s ability to:

- Involve the service user in their care
- Treated the service user as an individual

This feedback should be recorded on the Final Assessment Assessment page.
You are required to locate the local Infection Prevention and Control Policy.

- Identify the main points that you have learnt from this document in relation to nursing practice.
- Reflect upon an aspect of care that you have been involved in, identifying where and how you incorporated the policy guidance into the care delivered.

You should present and discuss your written reflection with your hub placement mentor who will determine whether or not this is sufficient. You must complete the written evidence for this domain before the Progress Review. You will be allocated one study day per week for the first 3 weeks of placement and a further evidence (study) week during the second semester to allow you some time to complete these activities.

**Mentor Assessment:**

The student has demonstrated knowledge and understanding of the publication identified above at the level required for **YEAR 1: LEVELS OF PERFORMANCE, SUPERVISION & PRACTICE**

- demonstrates an awareness of legal and professional limitations adhering to the NMC Guidance on professional conduct for nursing and midwifery students (2010)
- Can offer explanations for the activities undertaken demonstrating a grasp of underpinning theory
- Shows an awareness of how nursing knowledge and research influence the way care is planned and delivered
- Demonstrates a professional attitude towards service users, staff and work
- Recognises appropriateness of own actions
- Demonstrates a commitment to professional development

**Mentor Name:** ...........................................  **Mentor Signature** ...........................................  **Date:** ...........................................
### Essential Skills Clusters linked to the Nursing Practice and Decision Making domain

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### CARE, COMPASSION AND COMMUNICATION

In relation to the care of service users, the first year student nurse must be able to:

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</table>

1. **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 (NMC: 2).**
   - Takes a person-centred, personalised approach to care.

2. **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 (NMC: 9).**
   - Responds appropriately when faced with an emergency or a sudden deterioration in a person’s physical or psychological condition (for example, abnormal vital signs, collapse, unconsciousness, cardiac arrest, uncontrolled bleeding, seizures, self-harm, extremely challenging behaviour, attempted suicide) including seeking help from an appropriate person (this should be assessed through question and answer if the situation doesn’t arise).
   - Identifies appropriate local policies and equipment for resuscitation.
   - Accurately undertakes and records a baseline assessment of the skills, as detailed on the following page.
<table>
<thead>
<tr>
<th>Skill</th>
<th>Date and signature of mentor/supervisor when assessed as safe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body mass index</td>
<td></td>
</tr>
<tr>
<td>Temperature (*)</td>
<td></td>
</tr>
<tr>
<td>Pulse (*)</td>
<td></td>
</tr>
<tr>
<td>Respiration (*)</td>
<td></td>
</tr>
<tr>
<td>Blood pressure: manual (*)</td>
<td></td>
</tr>
<tr>
<td>Blood pressure: electronic device (*)</td>
<td></td>
</tr>
<tr>
<td>Urinalysis (*)</td>
<td></td>
</tr>
<tr>
<td>Pulse oximetry</td>
<td></td>
</tr>
<tr>
<td>Peak flow recordings</td>
<td></td>
</tr>
<tr>
<td>Early Warning Score</td>
<td></td>
</tr>
<tr>
<td>Glasgow coma scale</td>
<td></td>
</tr>
</tbody>
</table>

*Indicative content:* the student should demonstrate underpinning knowledge of anatomy and physiology where relevant. The student should be able to identify values outside the ‘normal’ range and demonstrate knowledge of when to refer these to someone more senior.

(*) skills marked with an asterisk must be undertaken on at least 3 occasions. Students should not be penalised for being unable to complete other skills on 3 occasions.
### Essential Skills Clusters linked to the Nursing Practice and Decision Making domain

All shaded ESCs should be completed prior to the Progress Review
All ESCs to be assessed against level of performance, see page 12

### ORGANISATIONAL ASPECTS OF CARE

In relation to the care of service users, the first year student nurse must be able to:

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</table>

2. (continued) 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 (NMC: 9).

- a. Assists with personal hygiene needs and dressing
- b. Assists with elimination needs including use of the toilet, bedpan, urinal and commode
- c. Assists with the use of continence aids (where relevant)

3. safeguard children and adults from vulnerable situations and support and protect them from harm (NMC: 11).

- a. Acts within legal frameworks and local policies in relation to safeguarding adults and children who are in vulnerable situations.
### Essential Skills Clusters linked to the Nursing Practice and Decision Making domain

All shaded ESCs should be completed prior to the Progress Review  
All ESCs to be assessed against level of performance, see page 12

### ORGANISATIONAL ASPECTS OF CARE

In relation to the care of service users, the first year student nurse must be able to:

4. enhance the safety of service users and identify and actively manage risk and uncertainty in relation to people, the environment, self and others (NMC: 18)

   a. Under supervision works within clinical governance frameworks.
   b. Reports safety incidents regarding service users to senior colleagues.
   c. Under supervision assesses risk within current sphere of knowledge and competence.
   d. Follows instructions and takes appropriate action, sharing information to minimise risk.
   e. Knows and accepts own responsibilities and takes appropriate action.
   f. Adheres to local policy demonstrating safe moving and handling techniques in relation to use of manual handling aids for assisting movement in bed and transferring.
   g. Safely assists in the use of walking aids.
   h. Adheres to local policy in the assessment of pressure ulcer risk.
   i. Assists the person in correct positioning to prevent complications of immobility.
   j. Accurately completes falls risk assessments.

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</tr>
</tbody>
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**ORGANISATIONAL ASPECTS OF CARE**

In relation to the care of service users, the first year student nurse must be able to:

5. **select and manage medical devices safely (NMC: 20).**
   - a. Safely uses and disposes of medical devices under supervision and, in keeping with local and national policy, understands reporting mechanisms relating to adverse incidents.

**Indicative content:** examples include pressure relieving aids, manual handling aids, vital signs monitoring equipment, thermometers, blood glucose meters (in accordance with local policy, as in some trusts/organisations students can only use blood glucose meters under direct supervision and not in the first year of the course)

6. **maintain effective standard infection control precautions and apply and adapt these to needs and limitations in all environments (NMC: 22).**
   - a. Demonstrates effective hand hygiene and the appropriate use of standard infection prevention and control precautions when caring for all people.
   - b. Safely disposes of sharps and other clinical waste.
   - c. Observed safely collecting specimens of urine, sputum and stool.
   - d. In accordance with the local infection prevention and control policy, is able to carry out the skills related to personal cleansing and dressing: assist with personal hygiene needs, hair washing, nail care, eye care, care of an indwelling urinary catheter and emptying a catheter bag.

**Evidence Methods:**

1. Direct observation of practice
2. Client documentation
3. Testimony of others/service user/carer feedback
4. Written evidence linking knowledge to practice
5. Simulation
6. Oral questioning/discussion/presentation
## Essential Skills Clusters linked to the Nursing Practice and Decision Making domain

All shaded ESCs should be completed prior to the Progress Review
All ESCs to be assessed against level of performance, see page 12

### INFECTION PREVENTION & CONTROL

In relation to the care of service users, the first year student nurse must be able to:

7. fully comply with hygiene, uniform and dress codes in order to limit, prevent and control infection (NMC: 24).
   a. Adheres to local policy and national guidelines on dress code for prevention and control of infection, including: footwear, hair, piercing and nails.
   b. Maintains a high standard of personal hygiene.
   c. Wears appropriate clothing for the care delivered in all environments.

### NUTRITION AND FLUID MANAGEMENT

In relation to the care of service users, the first year student nurse must be able to:

8. assist them in creating an environment that is conducive to eating and drinking (NMC: 30).
   a. Reports to an appropriate person where there is a risk of meals being missed.
   b. Follows food hygiene procedures in accordance with policy.
   c. Assists with eating and drinking
   d. Accurately records fluid balance
   e. Provides care for a person with an intravenous infusion, recognising own limitations
   f. Accurately completes a nutritional assessment using a recognised tool
   g. Observed accurately completing food charts
   h. Has an understanding of the need for different diets, e.g. thickened fluids

### Evidence Methods:

1. Direct observation of practice
2. Client documentation
3. Testimony of others/service user/carer feedback
4. Written evidence linking knowledge to practice
5. Simulation
6. Oral questioning/discussion/presentation
Essential Skills Clusters linked to the Nursing Practice and Decision Making domain

All shaded ESCs should be completed prior to the Progress Review
All ESCs to be assessed against level of performance, see page 12

MEDICINES MANAGEMENT
In relation to the care of service users, the first year student nurse must be able to:

9. correctly and safely undertake basic medicines calculations (*) relating to (NMC: 33):
   - tablets and capsules
   - liquid medicines
   - injections including:
     - Unit dose
     - Sub and multiple unit dose
     - SI unit conversion

Indicative content: numeracy skills, drug calculations required to administer medicines safely via appropriate routes including specific requirements for children and other groups. The student must be involved in basic calculations on a regular basis whilst in practice. The student must complete the online calculation test (Authentic World) and print off evidence in support of this for the mentor/ supervisor to view.
The student must be involved in medication administration on a minimum of twenty occasions in year 1, each administration must be recorded by the student and signed by the mentor/supervisor on the following pages

(*) requires calculation

Evidence Methods:
1 Direct observation of practice
2 Client documentation
4 Written evidence linking knowledge to practice
5 Simulation
3 Testimony of others/service user/carer feedback
6 Oral questioning/discussion/presentation

Evidence used to demonstrate competence (see foot of page)
Multiple forms of evidence should be used, assessment should not rely on observation alone

Achieved Mentor/ Supervisor Signature & date
Not achieved Mentor/ Supervisor Signature & date

Authentic World Certificate Seen by mentor
Authentic World Certificate Not Seen by mentor

It is sometimes a requirement that students print off evidence of completing online learning activities associated with an Essential Skills Cluster. Failure to produce a certificate should result in a ‘not achieved’ grade being recorded.
**Medicines Management ESC 9.a Record of Medication Administration**

You must participate in medication administration on at least twenty occasions during year 1 – it must be evident below that you have undertaken 20 administrations. Each administration may be administration of the same medication(s) to the same service user(s) at different times or dates, but where possible a variety of opportunities should be accessed.

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Practice setting</th>
<th>Detail of administration: include name of drug, type of administration i.e. oral, intramuscular injection, subcutaneous injection, rectal, etc</th>
<th>Mentor/supervisor signature, name and date confirming that the dosage calculation was correct and that the student demonstrated some understanding of the medication administered</th>
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Students must complete the required number of administrations to ‘achieve’ the relevant Essential Skills Cluster. If the ESC is recorded as ‘achieved’ by the mentor but the student has not completed the required number of administrations this will be overturned to a ‘not achieved’ grade by the University.
<table>
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The NMC Competency Framework: Leadership, Management and Teamwork Domain

Generic standard for competence to be achieved at the performance level required (see page 12) by the end of the period of practice learning for this year:

All nurses must be professionally accountable and use clinical governance processes to maintain and improve nursing practice and standards of healthcare. They must be able to respond autonomously and confidently to planned and uncertain situations, managing themselves and others effectively. They must create and maximise opportunities to improve services. They must also demonstrate the potential to develop further management and leadership skills during their period of preceptorship and beyond.

To achieve the required standard of practice the student must:

- Complete all essential skills clusters to the performance level required (see Page 12).
- Must complete the written piece of evidence linking knowledge to practice at the appropriate time.
- Must practise in accordance with the requirements of the generic standard at the performance level required (see page 12).

Mentors should seek service user/carer feedback about the student’s ability to:

- Organise the service user’s care

This feedback should be recorded on the Final Assessment page.
Leadership, Management and Teamwork: Linking knowledge to practice

In year 1, your achievement of this domain will mainly be reflected in your ability to work as a team member. You must complete the written evidence for this domain before the Final Interview.

For your written evidence you are required to reflect upon an episode of care that you have been involved in and identify how you contributed to the planning and delivery of this care as a team member. Within your analysis of the reflection, you should discuss the effectiveness of the team working, supported with some evidence relating to the value of team working.

You should present and discuss your written reflection with your hub placement mentor who will determine whether or not this is sufficient. You will be allocated one study day per week for the first 3 weeks of placement and a further evidence (study) week during the second semester to allow you some time to complete these activities.

Mentor Assessment:

The student has demonstrated knowledge and understanding of the publication identified above at the level required for YEAR 1: LEVELS OF PERFORMANCE, SUPERVISION & PRACTICE

- demonstrates an awareness of legal and professional limitations adhering to the NMC Guidance on professional conduct for nursing and midwifery students (2010)
- Can offer explanations for the activities undertaken demonstrating a grasp of underpinning theory
- Shows an awareness of how nursing knowledge and research influence the way care is planned and delivered
- Demonstrates a professional attitude towards service users, staff and work
- Recognises appropriateness of own actions
- Demonstrates a commitment to professional development

Mentor Name: ...............................  Mentor Signature ................................. Date: .................................
**Organisational Aspects of Care**

In relation to the care of service users, the first year student nurse must be able to:

1. **Safeguard children and adults from vulnerable situations and support and protect them from harm (NMC: 11)**.
   - a. Uses support systems to recognise, manage and deal with own emotions.

2. **To work safely under pressure and maintain the safety of service users at all times (NMC: 17)**.
   - a. Recognises when situations are becoming unsafe and reports appropriately.
   - b. Understands and applies the importance of rest for effective practice.

**Evidence Methods:**

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<thead>
<tr>
<th>Method 1</th>
<th>Method 2</th>
<th>Method 3</th>
<th>Method 4</th>
<th>Method 5</th>
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