BIRMINGHAM CITY University

Return to Practice: Nursing

Professional Practice Profile

Student Details

Name: _____

Return to Practice start date: _____

Placement Details

Name of Ward/Department: _____

Trust or Organisation: _____

Dates: - From _____ **To** _____

Practice Placement Manager(or equivalent): _____

Sign-off Mentor's Details: **Other mentor details**

Name: _____   **Name:** _____

Title: _____   **Title:** _____

Placement contact details (to report sickness/absence)

Name: **Phone:**

University Contact details

Name: Chris Jones   **Phone: 0121 331 6117**

E-mail: Chris.jones@bcu.ac.uk

About the Return to Practice Programme

The aims of the Return to Practice Programme are to provide professional education which meets the NMC's theory and practice requirements for nurses to return to practice and encourage multi- professional approaches to care planning and delivery. Indicative content incudes revision of professional regulation; nursing in the political, national and local context; evidence to support practice; introduction to contemporary nursing practice; nursing in action; dealing with challenging situations; legal advocacy in difficult situations; legal issues; making an impact.

Introduction

Returners on a Nursing and Midwifery Council (NMC) return to practice programme for nursing must be supported and assessed by sign-off mentors. Returner nurses' practical ability must be assessed to ensure that they demonstrate the skills, knowledge and attitudes necessary to return to the register without risk to the public.

By the end of the programme you must be able to demonstrate that you are fit to practice in order to renew your registration as a nurse. This means you must be able to practice safely and effectively without supervision and have met the outcomes for return to practice specified in The Prep Handbook (NMC 2011).

In your practice learning opportunities within this programme you will be in direct contact with service users in a variety of settings. During these practice learning opportunities your knowledge, skills and attitudes will be assessed by your sign-off mentor, who will judge if you have reached the required level of performance. Evidence from this assessment of practice documents must be used to support this judgement. A sign-off mentor will make the final assessment of your practice and confirm that you have demonstrated the standards of competence and effective practice required for renewing your NMC registration.

Practice Learning Opportunities

During the return to practice programme you will undertake assessment in both theory and practice. The theoretical content of the programme is placed into periods of study called modules all of which inform practice assessments. Your practice learning opportunities will be in a setting where you have opportunity to demonstrate that you have achieved the required standard of competence.

Mandatory Training Prior to Practice Learning Opportunities

You must attend pre placement preparation, induction sessions and mandatory training in basic life support and patient handling as specified by your placement provider. You will not be permitted to attend your practice learning opportunities if mandatory updates have not been attended.

<u>Returners with Disclosed Disabilities and Learning Differences including Dyslexia</u>

This assessment of practice document must be completed in line with all reasonable adjustments to which you may be entitled if you have a diagnosed disability or Specific Learning Difference such as dyslexia which has been disclosed, assessed and recognised by the University. You will require evidence of such entitlement. The reasonable adjustments applied to student placement learning opportunities must not detract from the level of competence to be met in order to be successful. Further advice is available from the Associate Professor (Accessibility and Inclusivity) or via 0121 331 6071

Allocation of Practice Learning Opportunities

Before commencing the return to practice programme you will have identified your practice learning opportunities. This gives the sign-off mentor the opportunity to identify any specific requirements of the practice learning experience (e.g. off duty requirements, uniform policy, and reasonable adjustments for disclosed disabilities).

Supernumerary Status

Returners undertaking the return to practice programme have supernumerary status for the duration of their programme leading to renewal of registration. Supernumerary means that the returner will not, as part of their programme of preparation, be contracted by any person or body to provide nursing care.

This means that the returner is additional to workforce requirements and staffing figures. The returner will make an evolving contribution to enable them to learn and meet professional standards and competence required in the programme of learning.

Risk Assessments

If you are pregnant a risk assessment must have been undertaken before you can attend your practice learning opportunities. If this has not been carried out you must contact a placement tutor immediately. Any adjustments or recommendations from the assessment can then be considered by the practice learning opportunities prior to your attendance.

It is also advisable that you disclose any illness or disability that may be a risk during the practice learning opportunities so that a risk assessment can be undertaken and adjustments recommended by any such assessment can be considered.

The Sign-Off Mentor and Mentor Roles

You must be assessed by a Sign-Off Mentor who is a registered nurse and who has met the outcomes of stage 2 of the Standards to Support Learning and Assessment in Practice (NMC 2008) and undertaken additional training. Your sign-off mentor must be a nurse registered in the same field of nursing as that in which you will renew your registration. This nurse will make the final assessment of your practice and confirm that you have achieved the required standards of competence for entry to the NMC register.

Additionally you may have a mentor who is a registrant who will your facilitate learning, supervise and support your assessment in practice. Your sign-off mentor must be available to you for at least 40% of the time during your return to practice placement.

Short returner visits lasting no more than a day are permitted, though these do not reduce the time required with your sign-off mentor. In these you will also work with a range of staff in addition to mentors, in order to gain experience. At all times, you should be supervised by staff that are appropriately qualified for that practice learning area. It is important for you to learn with, and from, other health and social care professionals.

Attendance

The minimum number of practice hours you are required to complete has been agreed individually. You must complete the "Record of Attendance" sheet at the back of this document. Your sign-off mentor must sign this sheet to confirm the accuracy of the hours you have undertaken.

The number of hours practice which you complete, and your pattern of attendance, must be agreed by you with your placement provider. These will need to reflect your sign-off mentor's work patterns to ensure you have adequate opportunities for learning, effective supervision and assessment. Your supernumerary status does not imply the right for you to change allocated duty at will, or always to have off-duty / leave requests honored.

Reporting Sickness & Absence

It is your responsibility to report sickness/absence to the practice learning area prior to the commencement of your working hours. This must be done in accordance with the policies and procedures of the area. You must also report this information to the University by emailing healthstudentabsence@bcu.ac.uk. Further information is available on iCity and the relevant field placement Moodle site. Mentors are also welcome to report student sickness/absence - please see contact details on the placement allocation report for your area.

Student and Mentor Support

Should either students or mentors require support and advice the following help is available:
- Practice Placement Manager or equivalent
- Academic Lecturers for Placement Development and Support
- Placement Moodle Sites
- Programme Directors
- Personal Tutors
- Supported Practice and Clinical Excellence (SPACE) https://icity.bcu.ac.uk/health/Skills-and-Simulation/SPACE

Student services www.bcu.ac.uk/student-info/student-services

Submission date and time

You must submit your `**Final Assessment Sheet"** and `**Record of Attendance Whilst on Placement`** Sheet by 12:00 midday on your agreed submission date. This date can be found on the Placement Moodle site.

If your placement has been rearranged by the University outside of the normal course plans you will be notified of your submission date via email.

Achievement of NMC outcomes

for Return to Practice

The NMC "Prep handbook" (2011) specifies the following outcomes for return to practice:

6.1 an understanding of the influence of health and social policy relevant to the practice of nursing

6.2 an understanding of the requirements of legislation, guidelines, codes of practice and policies relevant to the practice of nursing

6.3 an understanding of the current structure and organisation of care, nationally and locally

6.4 an understanding of current issues in nursing education and practice

6.5 the use of relevant literature and research to inform the practice of nursing

6.6 the ability to identify and assess need, design and implement interventions and evaluate outcomes in all relevant areas of practice, including the effective delivery of appropriate emergency care

6.7 the ability to use appropriate communications, teaching and learning skills

6.8 the ability to function effectively in a team and participate in a multi-professional approach to people's care

6.9 the ability to identify strengths and weaknesses, acknowledge limitations of competence, and recognise the importance of maintaining and developing professional competence.

The evidence in this Professional Practice Profile is structured around the NMC Standards of Proficiency for Pre-registration nursing education (2010). The NMC outcomes for return to practice have been mapped against these proficiencies, and this is indicated for each proficiency statement.

The NMC Standards of Proficiency

The NMC Standards for pre-registration nursing education (2010) set out the standards for competence and the related competencies that every nursing returner must acquire before applying to be registered on the nurses' part of the register. In the return to practice programme returners demonstrate that they are competent to return to the register by assessment of these proficiencies. The assessment of practice requirements set out in this document reflects the branch specific and generic proficiencies set out in the NMC Standards for pre-registration nursing education (2010). The full version of the NMC generic and field specific competencies can be viewed via the NMC web site. Please see the Process of Assessment pages at the back of this document for information relating to how you are assessed.

Within each of the four domains there are standards of proficiency which are listed below. These standards are broken down into outcomes which form the required standards of practice in this document.

Process of Assessment in Practice

The NMC defines four Domains of Nursing with specific competences in to gain entry to the professional register. These competencies can be achieved in any practice setting. The impact of returner learning on service users and their right to decline returner care must be respected by both returners and mentors.

Returners' must take responsibility for their own learning. You must take ownership of this document by recording and updating evidence of your own achievement on a regular basis throughout the practice learning opportunities. Examples of how to complete the elements of this document can be found on the placement iCity pages.

The domains of nursing are:
1. Professional and ethical practice
2. Care delivery
3. Care management
4. Personal and professional development

This practice profile document has been organised into these four areas for assessment purposes. Each Domain has a set of performance descriptors that returners must achieve to pass the assessment of practice, which have been mapped against the return to practice

outcomes.

To support learning and assessment, return to practice returners have a Skills Inventory (specific to your branch of nursing) which has been mapped against the principles of the NMC **Essential Skills Clusters**. Achieving skills and demonstrating attributes from this document contributes to your evidence of achievement.

Domain 1: Professional and ethical practice

Manage oneself, one's practice, and that of others, in accordance with *The Code: standards of conduct, performance and ethic for nurses and midwives*, recognising one's own abilities and limitations;

Practice in accordance with an ethical and legal framework which ensures the primacy of patient and client interest and well-being and respects confidentiality;

Practice in a fair and anti-discriminatory way, acknowledging the differences in beliefs and cultural practices of individuals or groups.

Domain 2: Care delivery

Engage in, develop and disengage from therapeutic relationships through the use of appropriate communication and interpersonal skills;

Create and utilise opportunities to promote the health and well-being of patients, clients and

groups;

Undertake and document a comprehensive, systematic and accurate nursing assessment of the physical, psychological, social and spiritual needs of patients, clients and communities;

Formulate and document a plan of nursing care, where possible, in partnership with patients, clients, their carers and family and friends, within a framework of informed consent;

Based on the best available evidence, apply knowledge and an appropriate repertoire of skills indicative of safe and effective nursing practice;

Provide a rationale for the nursing care delivered which takes account of social, cultural, spiritual, legal, political and economic influences;

Evaluate and document the outcomes of nursing and other interventions;

Demonstrate sound clinical judgement across a range of differing professional and care delivery contexts.

Domain 3: Care management

Contribute to public protection by creating and maintaining a safe environment of care through the use of quality assurance and risk management strategies

Demonstrate knowledge of effective inter-professional working practices which respect and utilise the contributions of members of the health and social care team

Delegate duties to others, as appropriate, ensuring that they are supervised and monitored

Demonstrate key skills (literacy, numeracy, information technology and management, problem solving

Domain 4: Personal and professional development

Demonstrate a commitment to the need for continuing professional development and personal supervision activities in order to enhance knowledge, skills, values and attitudes needed for safe and effective nursing practice

Enhance the professional development and safe practice of others through peer support, leadership, supervision and teaching

Achievement will be recorded in the following ways:

- A learning log in where you will document evidence of your
    - Knowledge
    - Practical ability
    - Attitude

- A list of skills and attributes which will be confirmed by the sign-off mentor when achieved

Further guidance and examples of how to record evidence in each of the above sections is available on the placement iCity page and placement website.

- Feedback from service users and their families/carers

Service users' views must contribute to the assessment of returning nurses. In consulting with service users sign-off mentors should be guided by the following:

- The service user will only be approached by the sign-off mentor for comments
- Contribution by the service user will be entirely voluntary
- Sign-off mentors must be mindful of over surveying service users
- Verbal consent will be sought from the service user
- The identity of the service user will be anonymised wherever possible
- If anonymity is not possible the service user can choose not to participate
- Any lack of service user contribution will not prejudice the practical assessment of the returner
- The sign-off mentor will use professional judgement to determine the quality, significance and meaning of the verbal accounts they receive.

This means that sign-off mentors will record in the returner's practical assessment document that service users' experiences have been taken into account in assessing the returner's practice at both interim and final assessment points.

As part of the assessment of practice process sign-off mentors should provide continuous written and verbal feedback on your performance; this may include both positive feedback and highlight areas for improvement.

You will meet formally with your sign-off mentor to review your progress at the following points:
- Initial interview and induction to placement area
- Interim interview and formative assessment of progress.
- Final interview and summative assessment

For further details please refer to the flow chart for practical assessment process within this document

Required Level of Performance
You will have a maximum of 2 attempts at this practical assessment.

Raising and Escalating Concerns

    1. Safeguarding
You have a duty to put the interests of the people in your care first and to act to protect them if you consider they may be at risk. It is therefore important that you know how to raise and escalate concerns appropriately. You are therefore encouraged to raise any concerns that you have over the standard of care you witness with your sign-off mentor, practice learning area manager, practice education facilitator, personal tutor or an academic practice tutor.
The NMC guidance on Raising and Escalating concerns can be accessed at:
http://www.nmc-uk.org/Documents/NMC-Publications/NMC-Raising-and-escalating-concerns.pdf

The Faculty of Health Whistle-blowing policy also offers guidance for returners.

    2. Fitness for Practice
When there are concerns at any time about a returner's personal / professional suitability to remain on their programme sign-off mentors must raise and escalate these concerns via their local practice education facilitator or an academic practice tutor. This might happen, for example, when a returner
- has physical or mental health problems which may put themselves or others at risk
- demonstrates unprofessional behavior
- has committed an offence under the University's Returner Disciplinary Procedure which raises doubts about professional suitability

This list is not exhaustive and other behavior may raise concerns about a returner's fitness for practice.
If a sign-off mentor raises a concern about your Fitness for Practice this may result in your practice learning opportunities being withdrawn whilst an investigation takes place.

Returner and Sign-off mentor Support
Should either returners or mentors require support and advice the following help is available:
- Practice Education Facilitators
- Placement Learning and Assessment Network (staff)
- Placement Learning and Assessment Network (website)
- Programme Directors
- Personal Tutors / Placement liaison tutors
- Returner drop in surgeries (see placement website or iCity)

- Supported Practice and Clinical Excellence (SPACE) https://icity.bcu.ac.uk/health/Skills-and-Simulation/SPACE
- Returner services www.bcu.ac.uk/student-info/student-services

Evaluation of the Practice Learning Area

Returners will have the opportunity to complete a formal evaluation of each practice learning experience either online or in a written format. Mentors can access a summary of this information from their designated practice education facilitator.

Return to practice: **Required Level of Performance: Practice, Knowledge & Attitude**

In order to be awarded a "Pass" grade the returner must be consistently achieving the pass criteria indicated below by the end of the practice learning opportunity:

Level of supervision: Minimal and/or indirect.

Pass (P)	Unsuccessful (U)
Practice ☐ Actively participates ☐ Actively engages with service users ☐ Delivers integrated care safely and confidently ☐ Performs with an awareness of legal and professional limitations ☐ Plan and organise activities independently and efficiently ☐ Initiates activities independently ☐ Able to lead practice ☐ Does not require prompting in routine situations ☐ Responds effectively to individual situations in a timely manner ☐ Performs in a fluid and coordinated way ☐ Performs efficiently and with dexterity ☐ Articulate and honest ☐ Uses language appropriate to the situation ☐ Adheres to the NMC Code: Standards of conduct, performance and ethics for nurses and midwives (2008) **Knowledge** ☐ Relates up to date knowledge correctly to practical situations ☐ Uses knowledge to make decisions and problem solve ☐ Knowledge is interconnected and structured ☐ Inter-relates pieces of information and draw inferences from these ☐ Questions nursing assumptions and challenges these where appropriate ☐ Make judgements based on best evidence/research **Attitude** ☐ Appropriate professional attitude ☐ Considers the service user first ☐ Recognises appropriateness of own actions ☐ Demonstrates self-awareness ☐ Responds appropriately to feedback ☐ Commitment to professional development	**Practice** ☐ Does not routinely participate ☐ Does not engage with service users ☐ Unsafe care delivery / requires direct or close supervision ☐ Practice lacks coherence and confidence ☐ Acts outside own professional limitations ☐ Disorganized in planning, initiating or leading activities. ☐ Does not act on own initiative ☐ Evades responsibility ☐ Requires prompting regularly ☐ Wastes resources ☐ Slow to respond ☐ Uncoordinated and ineffective ☐ Cannot express self with clarity ☐ Inappropriate use of language ☐ Does not adhere to the NMC Code: Standards of conduct, performance and ethics for nurses and midwives (2015) **Knowledge** ☐ Lacks appropriate knowledge ☐ Does not relate knowledge to practice ☐ Unable to make knowledge based decisions ☐ Does not draw links from related information ☐ Accepts all practice without question ☐ Demonstrates poor independent judgement ☐ Does not consider best evidence/ research when making decisions **Attitude** ☐ Poor professional attitude ☐ Does not consider the service user first ☐ Unaware of own inappropriate responses ☐ Lacks self-awareness ☐ Unprofessional response to feedback ☐ Uncommitted
	Absent (A)
	A decision cannot be made about the returner's ability because of insufficient attendance.

Level of Supervision

During this programme you must demonstrate that you will be able to work as autonomous practitioners by the point at which you return to the register. At the start of your practice learning opportunities you may require Direct Supervision under which the sign-off mentor is required to ensure you are directly supervised by a competent individual at all times. You will need to progress to Indirect Supervision, where you are supervised less obtrusively in order ascertain that you are capable of autonomous practice.

Flow Chart Practical Assessment Process

SIGN-OFF MENTORS RESPONSIBILITIES

Interview	Content	Considerations	Action
Initial	Introduce returner to placement Review this practice profile Discuss the returners initial development plan to meet learning outcomes & skills Complete initial interview sheets	Has the meeting taken place in week 1? **No →** **Yes** ↓	Contact PPM &/or placement academic
	↓	←	←
Interim	Review Returner progress - consider feedback from pathway experiences and service users Discuss achievements and ongoing learning needs Indicate to returner projected grade Plan to help returner develop further Complete interim assessment sheets	Has returner recorded evidence of achievement? **No →** Is returner progressing to the required standard? **Yes** ↓	Inform PPM &/or placement academic Draw up and implement intermediate action plan to help returner to achieve
	↓	←	←
Final	Review Returner progress - consider feedback from pathway experiences and service users Provide returner with feedback about achievements and any on-going learning needs Complete final interview sheets	Has returner recorded evidence of achievement? **No →** Is returner at the standard required to pass? **Yes** ↓	Inform PPM &/or placement academic Inform returner and provide formal statement indicating reasons why U grade was awarded Retain returner practical assessment document and give to PPM
		↓	↓
		Returner passes placement and progresses	Returner is awarded Unsuccessful grade for practical assessment.

Initial Interview and Induction to Placement Area

Sections 1 to 3 must be completed by the returner prior to this interview

1. I have prepared for this placement by doing the following:

2. I am hoping to learn the following during this placement:

Sections 4 – 11 should be completed by returner & sign-off mentor together during the interview

3. Learning experiences which are available:

4. Resources and equipment available to aid learning:

5. Care pathways which are available for the returner to follow:

6. I am preparing the following academic work linked to this placement:

Disability Statement

7. Do you wish to disclose a known disability to your sign-off mentor?

     YES   NO

8. Do you wish to disclose a Disability Action Plan for Practice Placements? YES   NO

9. Do you have a temporary health condition that you wish to disclose?   YES   NO

10. Do you have a temporary health plan which you wish to disclose?   YES   NO

If you choose not to disclose a known disability, ill health or pregnancy or discuss your requirements with your sign-off mentor at this interview should you be unsuccessful in this practical assessment this may not be considered as an extenuating circumstance.

Disclosure of Ill Health, Pregnancy - please specify:

_____

11. Risk assessment required?   YES NO

    If yes: Date completed:_____Completed by: _____

Please refer to guidance at the front of this document regarding returners with disclosed disabilities and returners requiring risk assessments.

Initial Interview and Induction to Placement Area (cont)

I am aware of the following and have discussed them with my sign-off mentor:	Yes	No
	Student to sign	
• Action to be taken in the event of an emergency		
• Fire and evacuation procedure		
• Patient handling policy		
• Infection prevention and control policy		
• Health and safety at work regulations		
• Safeguarding of vulnerable individuals		
• Location and nature of policy and procedure manuals		
• Placement information for returners		

	Yes	No
• How to contact the Practice Placement Manager or equivalent		
NMC Code: Standards of conduct, performance and ethics for nurses and midwives (2015)		
• Information technology governance policies and procedures		

I have also discussed the following with my sign-off mentor:	Yes	No
• Reporting sickness and absence		
• Policy for telephone enquiries		
• Dress/uniform code		
• Shift patterns (see below)		
• Contact hours with sign-off mentor (minimum 40% of placement time)		
• Grade to be achieved during this placement		
• Returner's emergency contact details (disclosure by returner is optional)		

Agreed pattern of attendance

Review dates

Further review dates should be provisionally agreed at this interview.

Interim Review date: _____   Final Review date: _____

Additional interviews may be required at the discretion of the sign-off mentor

Placement Development Plan

You should start completing the Placement Development Plans during the first week of placement and these should be discussed with your mentor/s.

Returner Declaration

I agree to abide by local policies and procedures, make known as soon as possible any concerns I have regarding my placement experience and take responsibility for my own learning.

Mentor Declaration

I confirm my name is currently on the local mentor register and I last updated on (please insert date): _____

You must contact your practice placement manager if it has been more than 1 year since your last update.

Returner Signature: _____   Date: _____

Sign-off mentor Signature/s: _____   Date: _____

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The NMC Standards of Proficiency

Domain 1
Professional and Ethical Practice

To achieve the required standard of practice the returner must:

☐ practise in accordance with *The NMC code of professional conduct: standards for conduct, performance and ethics* (6.2, 6.6)

☐ use professional standards of practice to self-assess performance (6.2, 6.9)

• consult with a registered nurse when nursing care requires expertise beyond one's own current scope of competence (6.2, 6.8, 6.9)

☐ consult other health care professionals when individual or group needs fall outside the scope of nursing practice (6.2, 6.3, 6.8, 6.9)

☐ identify unsafe practice and respond appropriately to ensure a safe outcome (6.2, 6.4, 6.5, 6.6, 6.9)

• manage the delivery of care services within the sphere of one's own accountability (6.2, 6.3, 6.6, 6.8)

☐ demonstrate knowledge of legislation and health and social policy relevant to nursing practice (6.1, 6.2)

☐ ensure the confidentiality and security of written and verbal information acquired in a professional capacity (6.2, 6.3, 6.7, 6.8)

☐ demonstrate knowledge of contemporary ethical issues and their impact on nursing and health care(6.2, 6.4)

☐ manage the complexities arising from ethical and legal dilemmas (6.2, 6.4, 6.6, 6.8)

☐ act appropriately when seeking access to caring for patients and clients in their own homes (6.2, 6.3, 6.4, 6.6)

☐ maintain, support and acknowledge the rights of individuals or groups in the health care setting (6.2, 6.4, 6.6)

☐ act to ensure that the rights of individuals and groups are not compromised (6.2, 6.8)

☐ respect the values, customs and beliefs of individuals and groups(6.2, 6.3, 6.4, 6.6, 6.7)

☐ provide care which demonstrates sensitivity to the diversity of patients and clients (6.2, 6.4, .6.6, 6.7)

Sign off Mentors should seek feedback from service users and their families and carers about the returner's ability to:

• Maintain privacy and dignity
• Be polite, courteous and respectful

This feedback should be recorded on the final interview pages at the back of this document.

Professional and Ethical Practice

Date	**Learning Log** Returners should record evidence that demonstrates breadth of achievement in the space below.	
	Include information about:	Assessor Signature
	• The things you have done in practice.	
	• The knowledge you have applied in practice.	

Domain 2 - Part 1:

Communication and Health Promotion

To achieve the required standard of practice the returner must:

- utilise a range of effective and appropriate communication and engagement skills (6.6, 6.7, 6.8)
- maintain and, where appropriate, disengage from professional caring relationships that focus on meeting the patient's or client's needs within professional therapeutic boundaries (6.6, 6.7, 6.8)
- consult with patients, clients and groups to identify their need and desire for health promotion advice (6.2, 6.6, 6.7)
- provide relevant and current health information to patients, clients and groups in a form which facilitates their understanding and acknowledges choice/individual preference (6.2, 6.5, 6.6, 6.7)
- provide support and education in the development and/or maintenance of independent living skills (6.2, 6.6, 6.8, 6.9)
- Seek specialist/expert advice as appropriate (6.2, 6.3, 6.8).

Sign off Mentors should seek feedback from service users and their families and carers about the returner's ability to:

- Make them feel welcome
- Provide explanations and listen attentively

This feedback should be recorded on the final interview pages at the back of this document

The NMC Competency Framework

Learning Log		
Returners should record evidence that demonstrates breadth of achievement in the space below.		
Date	Include information about	Assessor Signature
	• The things you have done in practice.	
	• The knowledge you have applied in practice.	
	• Examples which demonstrate an appropriate attitude/approach to your practice.	

Domain 2 – Part 2
Care Delivery

To achieve the required standard of practice the returner must:

- ☐ select valid and reliable assessment tools for the required purpose (6.5, 6.6)
- ☐ systematically collect data regarding the health and functional status of individuals, clients and communities through appropriate interaction, observation and measurement (6.6, 6.7)
- ☐ analyse and interpret data accurately to inform nursing care and take appropriate action (6.5, 6.6)
- ☐ establish priorities for care based on individual or group needs (6.1, 6.3)
- ☐ develop and document a care plan to achieve optimal health, habilation, and rehabilitation based on assessment and current nursing knowledge (6.5, 6.6)
- ☐ identify expected outcomes, including a time frame for achievement and/or review in consultation with patients, clients, their carers and family and friends and with members of the health and social care team (6.5, 6.6, 6.7, 6.8)
- ☐ collaborate with patients and clients and, when appropriate, additional carers to review and monitor the progress of individuals or groups towards planned outcomes (6.5, 6.6, 6.7, 6.8)
- • analyse and revise expected outcomes, nursing interventions and priorities in accordance with changes in the individual's condition, needs or circumstances(6.5, 6.6, 6.7).
- ☐ based on best available evidence, apply knowledge and an appropriate repertoire of skills indicative of safe and effective nursing practice (see skills inventory) (6.5, 6.6)

Sign off Mentors should seek feedback from service users and their families and carers about the returner's ability to:
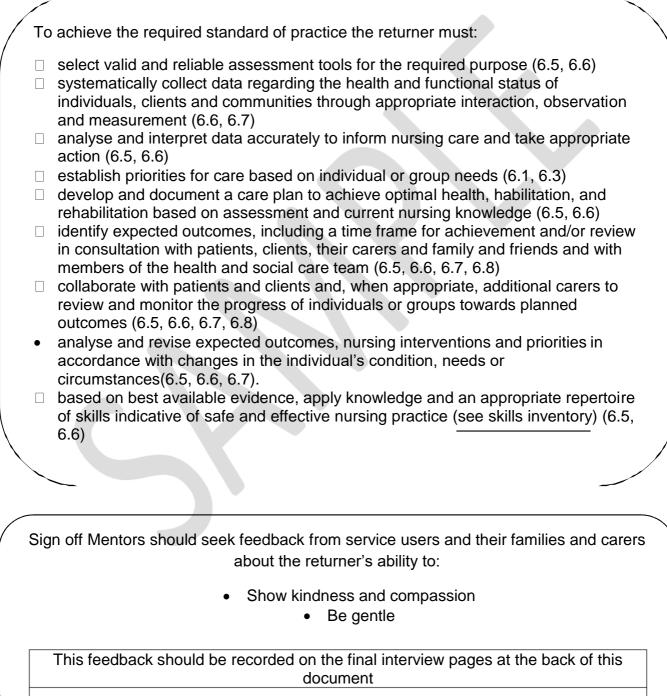
- • Show kindness and compassion
  - • Be gentle

This feedback should be recorded on the final interview pages at the back of this document
Care Delivery

The NMC Competency Framework

	Learning Log	
	Returners should record evidence that demonstrates breadth of achievement in the space below.	
Date	Include information about	Assessor Signature
	• The things you have done in practice.	
	• The knowledge you have applied in practice.	
	• Examples which demonstrate an appropriate attitude/approach to your practice.	

Domain 2 – Part 3
Nursing Decision Making

To achieve the required standard of practice the returner must:

- Identify, collect and evaluate information to justify the effective utilisation of resources to achieve planned outcomes of nursing care. (6.3, 6.4, 6.6)
- use evidence based knowledge from nursing and related disciplines to select and individualise nursing interventions (6.2, 6.5, 6.6)
- demonstrate the ability to transfer skills and knowledge to a variety of circumstances and settings (6.5, 6.6, 6.9)
- recognise the need for adaptation and adapt nursing practice to meet varying and unpredictable circumstances (6.4, 6.6)
- ensure that practice does not compromise the nurse's duty of care to individuals or the safety of the public (6.2, 6.6)

Sign off Mentors should seek feedback from service users and their families and carers about the returner's ability to:

- Gain their trust
- Help them make informed choices about their care

This feedback should be recorded on the final interview pages at the back of this document

The NMC Competency Framework

	Learning Log	
	Returners should record evidence that demonstrates breadth of achievement in the space below.	
Date	Include information about	Assessor Signature
	• The things you have done in practice.	
	• The knowledge you have applied in practice.	
	• Examples which demonstrate an appropriate attitude/approach to your practice.	

Domain 3

Care Management

To achieve the required standard of practice the returner must:

- apply relevant principles to ensure the safe administration of therapeutic substances (6.2, 6.5, 6.6)
- use appropriate risk assessment tools to identify actual and potential risks (6.5, 6.6)
- identify environmental hazards and eliminate and/or prevent where possible (6.5, 6.6)
- communicate safety concerns to a relevant authority (6.2, 6.6, 6.8, 6.9)
- Manage risk to provide care which best meets the needs and interests of patients,clients and the public(6.2, 6.6).
- establish and maintain collaborative working relationships with members of the health and social care team and others(6.2, 6.8)
- participate with members of the health and social care team in decision-making concerning patients and clients (6.2, 6.8)
- Review and evaluate care with members of the health and social care team and others (6, 6.8).
- take into account the role and competence of staff when delegating work (6.2, 6.6, 6.7, 6.8, 6.9)
- maintain one's own accountability and responsibility when delegating aspects of care to others (6.2, 6.8)
- Demonstrate the ability to co-ordinate the delivery of nursing and health care (6.6, 6.8).
- literacy – interpret and present information in a comprehensible manner (6.3, 6.7, 6.9)
- numeracy – accurately interpret numerical data and their significance for the safe delivery of care (6.2, 6.6, 6.9)
- information technology and management - interpret and utilise data and technology, taking account of legal, ethical and safety considerations, in the delivery and enhancement of care (6.2, 6.6)
- Problem-solving – demonstrate sound clinical decision-making which can be justified even when made on the basis of limited information (6.6, 6.9).

Sign Off Mentors should seek feedback from service user and their families and carers about the returner's ability to:

- Organise their care

This feedback should be recorded on the final interview pages at the back of this document.

The NMC Competency Framework

Learning Log		
Returners should record evidence that demonstrates breadth of achievement in the space below.		
Date	Include information about	Assessor Signature
	• the things you have done in practice.	
	• the knowledge you have applied in practice.	
	• Examples which demonstrate an appropriate attitude/approach to your practice.	

Management of Medicines

RTP-N

Applied Practice – Skills and Attributes Criteria for the level of performance can be found on the penultimate pages of this document.	U	A	P
• Adhere to the NMC's Standards for Medicines Management (2010) and the organisation's local medication policy and procedures			
• Give service users clear and accurate instructions and explanations relating to use of medicines and treatment options. Check the service user's understands.			
• Assist service user's to make safe and informed choices about their medicines			
• Apply knowledge of pharmacology: - correct name of medicine - therapeutic action of medicines - normal dosage - side effects of medicines - contraindications to administration - preparations (e.g. tablet, elixir)			
• Read prescriptions / drug sheets accurately			
• Prepare equipment and drugs			
• Accurately calculate the dosage of medicines frequently encountered			
• Observe and assess patients prior to administering medicines			
• Assess the service user's ability to safely self administer own medicines			
• Approach service users and communicate effectively prior to administering medicines			
• Follow safety procedures and checks: - correct patient - correct drug - correct dose - correct route - correct time			
• Assist service user into a suitable position for drug administration			

	U	A	P

- Administer medication via a variety of routes
  (please list these below)

- Keep accurate records of medication administered and omitted

- Take appropriate action where administration has been omitted

- Clear away and dispose of equipment

- Monitor the effects of medicines which have been administered

- Reports adverse incidents, near misses and/or drug administration errors

- Apply legislation in practice to:
- ordering
- receiving
- storing
- disposal of medicines

- Knowledge of controlled drugs:
- demonstrate understanding of legislation, policies and procedures
- demonstrate awareness of the registered nurses role

- When preparing and administering medication for children accurately calculate the correct medication dosage required for the child's weight in kilograms.
- (Using the BNF for children or local policy as reference).

- When preparing and administering medication for children accurately calculate the correct medication dosage required for the child's age.
  (Using the BNF for children or local policy as reference).

- Accurately calculate the correct volume of drug required to deliver this dosage.
  (Using: What you want ÷ What you have got x What it is in)

RTP-N

	U	A	P
• Identify 10 medicines commonly administered in this area of practice (list below) Demonstrate knowledge of each drugs - therapeutic uses - normal dosage - action - side effects - precautions - contraindications			
• Medicine 1:			
• Medicine 2:			
• Medicine 3:			
• Medicine 4:			
• Medicine 5:			
• Medicine 6:			
• Medicine 7:			
• Medicine 8:			
• Medicine 9:			
• Medicine 10:			

Domain 4

Personal and Professional Development

To achieve the required standard of practice the returner must:

- identify one's own professional development needs by engaging in activities such as reflection in, and on, practice and lifelong learning (6.2, 6.9)
- develop a personal development plan which takes into account personal, professional and organisational needs (6.2, 6.9)
- share experiences with colleagues and patients and clients in order to identify the additional knowledge and skills needed to manage unfamiliar or professionally challenging situations (6.7, 6.8, 6.9)
- take action to meet any identified knowledge and skills deficit likely to affect the delivery of care within the current sphere of practice (6.2, 6.8)
- contribute to creating a climate conducive to learning (6.8)
- contribute to the learning experiences and development of others by facilitating the mutual sharing of knowledge and experience (6.3, 6.7, 6.8)
- demonstrate effective leadership in the establishment and maintenance of safe nursing practice (6.3, 6.6, 6.7, 6.8)

Personal and Professional Development

Learning Log		
Returner s should record evidence that demonstrates breadth of achievement in the space		
Date	Include information about:	Assessor Signature
	• the things you have done in practice	
	• the knowledge you have applied in practice	

Interim Assessment

An interim assessment must be conducted by the sign-off mentor during the placement. This will usually occur during the mid-third of the placement

Mentor please inform the PPM or academic lecturer for the Return to Practice Course for support prior to midway interview if the student is experiencing difficulty in achieving the required standard for whatever reason

Returner to complete questions 1 – 5 in preparation for intermediate assessment interview.

1. I have learnt the following to date:

2. I have done the following particularly well:

3. I have achieved the following to date:

4. I still need / would like to develop the following areas of my practice:

5. My current Placement Development Plan will facilitate the development needs specified above

Yes / No

If "No" please update and amend your placement development plan and / or interim action plan with your sign-off mentor.

Interim Assessment (Sign-off mentor to complete)

Projected Achievement (if current level of performance is maintained and continued) ⟹	No Opportunity	Unsatisfactory	Further Development Needed	Satisfactory
Required Level of ⟹ **Performance**	The returner has had no opportunity to practice	The returner's practice is currently unsafe.	The returner is currently functioning below the standard required.	The returner is currently functioning at the standard required.
Domain of Nursing ⟱				
1 Professional and Ethical Practice				
2.1 Communication and Health Promotion				
2.2 Care Delivery				
2.3 Nursing Decision Making				
3 Care Management				
Management of Medicines				
4 Personal and Professional Development				
Immediate Required Action >	**An Action Plan _must_ be negotiated and implemented (on the following pages).** Support from PPM and placement academic **must** be sought.			Optional further development planning to enhance practice

When undertaking this interview please consider how receptive the returner is to feedback

Specific areas of good practice:

Specific areas requiring further attention:

Service user/family/carer feedback indicates:

Does sickness/absence pattern require an action plan?   YES   NO

Sign-off mentor Signature/s:_____ Date:_____

Returner Signature:_____ Date: _____

Developmental Action Plan

This must be completed at any point where it is identified that you require additional help to achieve the required level of performance. You should discuss your requirements and complete this with the help of your mentor / assessor. Objectives should be S M A R T

Specific   **M**easurable   **A**chievable   **R**ealistic   **T**imely

State Domain of Nursing and Performance Indicator(s) that requires additional support and development. **(S M A)**	Identify actions required by you and the learning and support available to assist you to successfully demonstrate knowledge and practice **(M A R)**	Review Date **(R T)**

Additional Sheets can be obtained from placement iCity pages

Developmental Action Plan (continued)

Date Practice Placement Manager / University support informed:

Evidence of knowledge and practice which demonstrates progress and/or achievement **(S M A R T)**	Final Outcome Date /achieved/ further work and planning **(M T)**

I have explained to the student that these areas for development must be addressed if the student is to reach the standard required by the end of this placement.

Mentor Signature/s: _____   Date: _____

Student Signature: _____   Date: _____

<u>Final Interview</u>
Sections 1 – 4 to be completed by the returner in preparation for interview with sign-off mentor

1. I have achieved the following during my placement:

2. I have identified the following areas for my continuing professional development:

3. The placement has the following attributes:

4. The placement could enhance the learning environment for returners by:

Final Assessment Sheet and Sign Off Decision (Mentor to Complete)

(Please print clearly in black pen)

Returner Name:	Sign Off Mentor Name/s:
BCU Returner Number:	Placement:
Cohort:	Dates of Placement:

	Domain of Nursing	Grade		
		U	**A**	**P**
1	Professional and Ethical Practice			
2.1	Communication and Health Promotion			
2.2	Care Delivery			
2.3	Nursing Decision Making			
3	Care Management			
	Management of Medicines			
4	Personal and Professional Development			

Grading criteria	U = unsuccessful A = attendance insufficient P = meets pass criteria

Decision Regarding Competency at the Point of Registration

This final decision regarding competency in practice draws on evidence of the returner's assessment during the programme. This has been provided by the returner's ongoing achievement record, assessment of practice documents and other supporting evidence relating to practice-based learning.

In signing that the student has passed all domains the mentor is indicating that the student is currently displaying a satisfactory standard of fitness to return to practice.

Sign Off Achieved		**Sign Off Not Achieved**
To the best of my knowledge, at this time, this represents a complete record of evidence of achievement and demonstrates the above- named returner's capacity for safe and effective practice, sufficient to ensure eligibility for entry to the professional register.	**OR**	At this time *I cannot sign off this returner* as eligible for entry to the professional register. A statement is attached detailing the reasons for this decision
Signature of Sign-Off Mentor: _____		**Signature of Sign-Off Mentor:** _____
Returner Signature : _____		**Returner Signature:** _____
Date: _____		**Date:** _____

Pink copy to be retained White copy to be submitted

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Final Interview

Sign-off mentor to complete (please print clearly in black pen)

Returner Name: _____	Sign-off mentor name:_____
BCU Returner Number:	Placement:
Cohort:	Dates of Placement:

Please comment on the returner's performance (i.e. strengths and areas for improvement)

Professional behavior:

Motivation:

Punctuality & time keeping:

Interaction with others:

Ability to read and respond to social situations:

Recording and reporting skills:

Care delivery:

Empathy and compassion:

Application of theory to practice:

<u>Final Interview (Cont.)</u>

Personal organisation:

Team working:

Planning own learning needs:

Service user/family/carer feedback about
Maintenance of privacy and dignity:

Being polite, courteous and respectful:

Provide explanations and listen attentively

Make them feel welcome and gain their trust

Kindness and compassion

Gentleness

Organisation of care:

Help them make informed choices about their care:

<u>Other comments:</u>

Sign-off mentor Signature: _____   Date: _____

Returner Signature: _____   Date: _____

Returner name: _____ ____Return to Practice start date _____

Returner number: _____ PIN _____

Placement address: _____

This record of placement attendance must be completed to demonstrate hours of practice experience. It is the returner's responsibility to ensure that this attendance record is signed and kept up to date. This document will be checked when you return to University.

Please enter: Number of hours present in placement each day
　　　　　Mark sickness with **S**, Mark absence with **A**, Mark University Study Days with **SD**

Week Commencing	MON	TUE	WED	THU	FRI	SAT	SUN	Total hours	Supervisor's Signature
	TOTAL HOURS ATTENDED								

100% attendance is expected whilst on practical placement.

Please confirm dates when returner did not attend due to sickness /absence.

Date From	Date To	Total Days	Date From	Date To	Total Days

Total duration of sickness/absence_____days over_____occasions.

Total number of hours missed:_____hours

Sign-off mentor/s Signature/s: _____ _____

Returner Signature:_____ **Date:** _____

It is the student's responsibility to report sickness/absence to the University by emailing healthstudentabsence@bcu.ac.uk. Further information is available on iCity. Mentors are also welcome to report student sickness/absence via the email address.

This record must be submitted with the Final Assessment Sheet.

RTP-N

<u>**Record of Placement Visit by Education Staff**</u>

To be completed by Practice Placement Managers (or equivalent) or University Lecturers

Date	Record of Visit	Name/ Signature