National Competence Assessment Document for the Undergraduate Children’s & General Nursing Student

(2019)

**NOTE: Use this Document for**

**General Nursing Practice**

**Placements Only**

BSc (Hons) in CHILDREN’S & GENERAL NURSING (General Nursing) Long Practice Placement - Year One (4 weeks or more)

|  |
| --- |
| Full nursing student name (as per candidate register): |
|  |
| Nursing student college ID number: |
|  |
| Higher education institution: |
|  |



(PLEASE INSERT YOUR HEI LOGO HERE)

**NMBI National Competence Assessment Document – YEAR ONE**

**Signature Bank**

# PRECEPTORS/ASSOCIATE PRECEPTORS/REGISTERED NURSES

# SIGNATURE SHEET

All Preceptors/Associate Preceptors/Registered Nurses signing nursing student documentation should insert their details below, as indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Preceptor/Associate Preceptor/ Registered Nurse (PRINT NAME) | Signature | Initials | Practice Placement Area |
|  |  |  |  |
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Completing this grid is a requirement for any professional who is signing the National Competence Assessment Document or making an entry.

**NMBI National Competence Assessment Document – YEAR ONE**

**Practice Placement Details and Attendance Record**

# This is a sample attendance record and will be operationalised in each HEI in

# accordance with local policy and procedures.

**PRACTICE PLACEMENT**

|  |  |
| --- | --- |
| Name of practice placement |  |
| Number of weeks in this practice placement |  |
| Type of practice placement |  |
| Name of the health service provider |  |
| Phone number of placement |  |
| Name of CNM |  |
| Name of Preceptor |  |
| Name of Associate Preceptor |  |
| Name of CPC |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Attendance Record | | | | | | |
| Week 1 | Date: |  |  |  |  |  |
| Nursing student signature |  |  |  |  |  |
| Preceptor signature |  |  |  |  |  |
|  | | | | | | |
| Week 2 | Date: |  |  |  |  |  |
| Nursing student signature |  |  |  |  |  |
| Preceptor signature |  |  |  |  |  |
|  | | | | | | |
| Week 3 | Date: |  |  |  |  |  |
| Nursing student signature |  |  |  |  |  |
| Preceptor signature |  |  |  |  |  |
|  | | | | | | |
| Week 4 | Date: |  |  |  |  |  |
| Nursing student signature |  |  |  |  |  |
| Preceptor signature |  |  |  |  |  |
|  | | | | | | |
| Week 5 | Date: |  |  |  |  |  |
| Nursing student signature |  |  |  |  |  |
| Preceptor signature |  |  |  |  |  |
|  | | | | | | |
| Week 6 | Date: |  |  |  |  |  |
| Nursing student signature |  |  |  |  |  |
| Preceptor signature |  |  |  |  |  |

**NMBI National Competence Assessment Document – YEAR ONE**

**Self-Evaluation**

# PRACTICE PLACEMENT: SELF-EVALUATION OF LEARNING NEEDS

# AND EXPECTATIONS

To be completed by the undergraduate nursing student prior to practice placement, incorporating theory and clinical skills learning to date. Learning plan agreed with Preceptor/Associate Preceptor for practice placement (in accordance with the practice placement learning outcomes). See Appendix 1 in Guidelines for the National Competence Assessment Document.

|  |
| --- |
| The previous applicable experiences that I bring with me to this practice placement are … |
|  |
| The learning outcomes and opportunities that I hope to achieve during this practice placement are … |
|  |
| Any concerns that I have about this practice placement are … |
|  |
| The relevant theoretical and practical learning that I bring to this practice placement are … |
|  |

**NMBI National Competence Assessment Document – YEAR ONE**

**Competence Assessment Interviews**

# PRACTICE PLACEMENT: PRELIMINARY INTERVIEW

# (Must be completed within the first 2 days)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Preceptor | |  | | |
| Name of Associate Preceptor | |  | | |
| **To be completed by the nursing student:**  Learning needs identified by the nursing student (refer to practice placement learning outcomes) | | | | |
|  | | | | |
| **To be completed by the Preceptor/Associate Preceptor:**  Learning plan agreed with Preceptor/Associate Preceptor for practice placement (in accordance with the practice placement learning outcomes) | | | | |
|  | | | | |
| Orientation to practice placement and Practice placement learning outcomes |  | | Date: |  |
| Nursing student signature |  | | Date: |  |
| Preceptor/Associate Preceptor signature |  | | Date: |  |
| Proposed date for mid interview |  | | | |
| Proposed date for the final interview |  | | | |

**NMBI National Competence Assessment Document – YEAR ONE**

**Competence Assessment Interviews**

# PRACTICE PLACEMENT: MID INTERVIEW

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To be completed by the nursing student:**  Nursing student’s review of progress during practice placement to date (refer to practice placement learning outcomes) | | | | |
|  | | | | |
| **To be completed by the Preceptor/Associate Preceptor:**  Preceptor/Associate Preceptor’s review of nursing student’s progress during practice placement to date (in accordance with the practice placement learning outcomes) | | | | |
|  | | | | |
| Nursing student signature |  | | Date: |  |
| Preceptor/Associate Preceptor signature |  | | Date: |  |
| Does the nursing student require additional learning support to achieve competences? | Yes\* |  | No |  |
| CPC signature (if yes above) |  | | Date: |  |

**\***If yes, contact CPC and adhere to local HEI policy and procedures

**NMBI National Competence Assessment Document – YEAR ONE**

**Competence Assessment Interviews (Reflection)**

**REFLECTIVE PRACTICE: NURSING STUDENT REFLECTION USING GIBBS MODEL OF REFLECTION (1988)**

As part of the nursing student’s Competence assessment, the nursing student is required to complete ONE piece of reflective writing per practice placement, regardless of duration. The purpose of reflective writing is to demonstrate learning. The reflective writing is to provide one source of evidence relevant to the learning that has been achieved and must be linked to the practice placement learning outcomes in a particular domain. The nursing student should follow the template provided in the competence assessment document.

\*The nursing student, Preceptor/CPC/Link Academic Staff must ensure that **Children, Persons, Service Users or staff are not identified in the reflective writing piece.**

Reflection must relate to situations encountered by the nursing student in this practice placement.

|  |  |  |  |
| --- | --- | --- | --- |
| Description – What happened? | | | |
|  | | | |
| Feelings – What were you thinking and feeling? | | | |
|  | | | |
| Evaluation – What was good and bad about the experience? | | | |
|  | | | |
| Analysis – What sense can you make of the situation? | | | |
|  | | | |
| Conclusion – What else could you have done? | | | |
|  | | | |
| Action plan – If it arose again, what would you do? | | | |
|  | | | |
| Nursing student signature |  | Date: |  |
| Preceptor/Associate Preceptor signature |  | Date: |  |

**NMBI National Competence Assessment Document – YEAR ONE**

**Competence Assessment Interviews**

# PRACTICE PLACEMENT: PROGRESS NOTES

# (Performing at Year 1 Level of Competence)

# These are sample progress notes and will be operationalised in each HEI in accordance with local policy and procedures.

|  |  |  |  |
| --- | --- | --- | --- |
| Preceptor/Associate Preceptor can use this space to write any progress notes they may have on nursing student’s development of Competences | | | |
|  | | | |
| Signature |  | Date |  |
|  | | | |
| Signature |  | Date |  |
|  | | | |
| Signature |  | Date |  |
|  | | | |
| Signature |  | Date |  |

**NMBI National Competence Assessment Document – YEAR ONE**

**Six Domains of Competence**

NMBI have determined that to practise safely and effectively as a Registered Nurse, a nursing student must demonstrate competence in the following Six Domains of Competence:

1. Professional Values and Conduct of the Nurse Competences
2. Nursing Practice and Clinical Decision making Competences
3. Knowledge and Cognitive Competences
4. Communication and Interpersonal Competences
5. Management and Team Competences
6. Leadership Potential and Professional Scholarship Competences

Competence is defined as the attainment of knowledge, intellectual capacities, practice skills, integrity and professional and ethical values required for safe, accountable and effective practice as a Registered Nurse. To assist in determining if a nursing student has met the required level of competence, NMBI has detailed performance criteria for each domain and relevant indicators which demonstrate if the performance criteria have been met.

**Year 1:** This level recognises that the undergraduate nursing student is a **novice** to the world of nursing and requires exposure to and participation in all aspects of practice. It is expected that a Registered Nurse will ***directly supervise*** the nursing student when participating in the care provided to people in the practice setting across the life continuum. ***Direct supervision is defined as the Preceptor being present and working continuously with the undergraduate nursing student while providing delegated nursing care to children/persons/service users****.* It is further expected that the nursing student will have a basic understanding of the broad concepts underpinning such care. The undergraduate nursing student may require continuous prompting in the provision of person-centred nursing care and considerable direction in identifying learning needs.

**In Year 1, at the end of each practice placement, nursing students have to achieve all domains and all indicators at exposure and/or participation level in line with local HEI policy and procedures.**

|  |
| --- |
| Novice |
| The nursing student has no/limited experience and understanding of the clinical situation, therefore they are taught about the situation in terms of tasks or skills, taking cognisance of the theory taught in the classroom. The nursing student is taught rules to help them apply theory to clinical situations and to perform tasks. |

|  |
| --- |
| Exposure |
| The nursing student has the opportunity to observe a situation, taking cognisance of the learning objectives of the programme and the practice placement. |
| Participation |
| The nursing student becomes a participant rather than an observer with the support of the Preceptor where learning opportunities are identified in partnership. |

**NMBI National Competence Assessment Document – YEAR ONE: NOVICE**

## DOMAIN 1: PROFESSIONAL VALUES AND CONDUCT OF THE NURSE\*

Criteria related to practising safety, compassionately and professionally under the ***direct supervision*** of a Preceptor/Associate Preceptor/Registered Nurse

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1 Demonstrates safe, person-centred care | | \*E (Yes=✓ or No = X) | \*\*P (Yes=✓ or No = X) | Initials\*\*\* |
| a. | Clarifies with Preceptor/Associate Preceptor/Registered Nurse instructions that are not clear |  |  |  |
| b. | Applies principles of safe moving and handling |  |  |  |
| c. | Adheres to principles of safe hand hygiene |  |  |  |
| d. | Adheres to principles of infection prevention and control |  |  |  |
| e. | Is able to discuss clearly the actions to be taken in emergency situations |  |  |  |
| f. | Is able to discuss clearly how to recognise and respond to situations of risk to vulnerable people |  |  |  |

\***E** – Exposure: The nursing student observes an activity or situation and can discuss the core elements and relates theoretical knowledge

\*\***P** – Participation: The nursing student safely participates under the direct supervision and demonstrates knowledge

**Yes** = ✓ : Competence achieved.

**No**= X : Competence not achieved.

\*\*\***Initials** – Initials of the Preceptor/Associate Preceptor or Registered Nurse

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.2 Demonstrates compassion in providing nurse care | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Shows respect, kindness and compassion towards persons and their families |  |  |  |
| b. | Acts in a professional manner that is attentive, sensitive and non-discriminatory towards other people |  |  |  |
| c. | Assists persons to maintain their dignity in all nursing and healthcare interventions |  |  |  |
| d. | Demonstrates respect for diversity and individual preferences |  |  |  |
| e. | Seeks help and guidance from the Registered Nurse when a person’s healthcare needs are not being met |  |  |  |
| 1.3 Demonstrates responsible and professional practice | | **E** (Yes=✓ or No = X) | **P** (Yes=✓ or No = X) | Initials |
| a. | Works within the level of competence under the guidance and supervision of a Registered Nurse |  |  |  |
| b. | Takes responsibility for completing delegated nursing interventions |  |  |  |
| c. | Adheres to local policies, procedures, protocols and guidelines (PPPG’s) |  |  |  |
| d. | Adheres to reporting policy in respect of any untoward incidents or near misses |  |  |  |

**NMBI National Competence Assessment Document – YEAR ONE: NOVICE**

## DOMAIN 2: NURSING PRACTICE AND CLINICAL DECISION MAKING

Criteria related to delivering effective, person-centred nursing care under the ***direct supervision*** of a Preceptor/Associate Preceptor/Registered Nurse.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.1 Assesses the person’s nursing and health needs | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Monitors and records a person’s vital signs accurately and reports observations |  |  |  |
| b. | Gathers information and records and reports it in a systematic way |  |  |  |
| c. | Seeks information on a person’s health status in a person-centred manner |  |  |  |
| d. | Takes part in an assessment or re-assessment of a person’s nursing and healthcare needs |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.2 Plans and prioritises person-centred nursing care | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Identifies with Preceptor/Associate Preceptor/Registered Nurse how information gathered is structured using an appropriate framework |  |  |  |
| b. | Collaborates with Preceptor/Associate Preceptor/Registered Nurse and the person in planning an aspect of nursing care |  |  |  |
| c. | Reviews with Preceptor/Associate Preceptor/Registered Nurse in collaboration with the person the goals for the structured plan of nursing care |  |  |  |
| d. | Identifies with Preceptor/Associate Preceptor/Registered Nurse in collaboration with the person the actual and potential goals of the planned nursing care |  |  |  |
| e. | Identifies with Preceptor/Associate Preceptor/Registered Nurse in collaboration with the person the interventions needed to meet nursing or healthcare goals |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.3 Undertakes nursing interventions | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Ensures consent of the person prior to giving nursing care |  |  |  |
| b. | Maintains the person’s dignity, rights and independence when undertaking nursing care |  |  |  |
| c. | Uses clinical equipment safely, showing awareness of limitations and associated hazards in usage and disposal |  |  |  |
| d. | Assists persons to meet their person-centered care needs: |  |  |  |
|  | * Comfort and wellbeing |  |  |  |
| * Personal hygiene |  |  |  |
|  | * Respiration |  |  |  |
| * Fluid management |  |  |  |
| * Nutrition |  |  |  |
| * Elimination care |  |  |  |
| * Skin integrity |  |  |  |
| * Safety and security |  |  |  |
| * Sleep and rest |  |  |  |
| e. | Records nursing interventions, observations and feedback from the person accurately and concisely |  |  |  |
| f. | Assists the Registered Nurse in the safe administration and management of medicines |  |  |  |
| g. | Carries out instructions in a responsible and timely manner in accordance with local policies, procedures and guidelines |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.4 Evaluates person-centred nursing care | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Gathers and records information in accordance with a person’s nursing care plan |  |  |  |
| b. | Assists the Preceptor/Associate Preceptor/Registered Nurse and in collaboration with the person to review a person’s plan of nursing care in light of observations and feedback from the person and healthcare team |  |  |  |
| c. | Assists the Preceptor/Associate Preceptor/Registered Nurse and in collaboration with the person, to review and revise as necessary the planned outcomes or interventions of a person’s plan of nursing care |  |  |  |
| d. | Assists the Preceptor/Associate preceptor/Registered Nurse and in collaboration with the person, to carry out a re-assessment of a person’s nursing and healthcare needs |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.5 Utilises clinical judgement | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Recognises and reports if a person appears to be at risk |  |  |  |
| b. | Recognises and reports if a person’s physical or psychological condition is deteriorating |  |  |  |
| c. | Is able to discuss clearly how to act in an emergency and in administering essential life-saving interventions |  |  |  |

**NMBI National Competence Assessment Document – YEAR ONE: NOVICE**

## DOMAIN 3: NURSING KNOWLEDGE AND COGNITIVE COMPETENCE

Criteria related to the application of knowledge and understanding of the health continuum and of principles from health and life sciences underpinning practice under the ***direct supervision*** of a Preceptor/Associate Preceptor/Registered Nurse

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.1 Practises from a competent knowledge base | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | With supervision from Preceptor/Associate Preceptor/Registered Nurse, monitors and records the changes in sensory, physical, emotional, behavioural or developmental signs of a person in the practice setting |  |  |  |
| b. | Applies knowledge from the health and life sciences to the nursing care needs of a person in the practice setting |  |  |  |
| c. | Is able to discuss clearly how medication calculations and management are carried out safely |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.2 Uses critical thinking and reflection to inform practice | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Sources information relevant to nursing intervention in the practice setting |  |  |  |
| b. | Applies knowledge of local policies, procedures and guidelines to an aspect of nursing intervention encountered in the practice setting |  |  |  |

## DOMAIN 4: COMMUNICATION AND INTERPERSONAL COMPETENCE

Criteria related to effective communication and empathic inter-personal skills under the direct supervision of a Preceptor/Associate Preceptor/Registered Nurse

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1 Communicates in a person-centred manner | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Demonstrates the ability to listen, seek clarification and to carry out instructions safely |  |  |  |
| b. | Demonstrates respect for a person’s rights and choices |  |  |  |
| c. | Ensures that confidential information is maintained securely according to local healthcare policy |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.2 Communicates accurately with the healthcare team | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Communicates clearly with other healthcare team members |  |  |  |
| b. | Demonstrates safe and effective communication skills in oral, written and electronic modes |  |  |  |
| c. | Demonstrates accurate reporting and recording and documents clinical observations |  |  |  |

**NMBI National Competence Assessment Document – YEAR ONE: NOVICE**

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## DOMAIN 5: NURSING MANAGEMENT AND TEAM COMPETENCE

Criteria related to the application of management and team working competence under the ***direct supervision*** of a Preceptor/Associate Preceptor/Registered Nurse

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.1 Practises in a collaborative manner | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Interacts and collaboratively works with the person, family and members of the multidisciplinary healthcare team in a manner that respects and values their roles and responsibilities |  |  |  |
| b. | Develops a professional relationship by working in partnership with members of the multidisciplinary healthcare team |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.2 Manages team, others and self safely | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Promotes a safe and therapeutic environment for nursing care |  |  |  |
| b. | Recognises and responds appropriately to situations that challenge self or others |  |  |  |
| c. | Recognises risks and hazards associated with nursing interventions and reports these to a Registered Nurse as appropriate |  |  |  |

## 

## DOMAIN 6: LEADERSHIP POTENTIAL AND PROFESSIONAL SCHOLARSHIP COMPETENCES

Criteria related to effective leadership potential and self-awareness under the direct supervision of a Preceptor/Associate Preceptor/Registered Nurse

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.1 Develops leadership potential | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Demonstrates the constructive use of feedback supervision and appraisal on the development of self-awareness and competence as a nurse |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.2 Develops professional scholarship | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Communicates an example of self-directed learning used to enhance professional performance in practice |  |  |  |
| b. | Communicates with the multidisciplinary team regarding the plan of nursing care intervention |  |  |  |
| c. | Identifies the use of relevant opportunities for learning in the practice setting |  |  |  |

**NMBI National Competence Assessment Document – YEAR ONE**

**Competence Assessment Interviews**

# PRACTICE PLACEMENT: FINAL INTERVIEW

|  |
| --- |
| **To be completed by the nursing student:**  Nursing student’s review of progress during practice placement (refer to original practice placement learning outcomes and nursing student reflection) |
|  |
| **To be completed by the Preceptor/Associate Preceptor:**  Preceptor/Associate Preceptor’s review of nursing student’s progress during practice placement (refer to original practice placement learning outcomes and nursing student reflection) |
|  |

|  |  |  |
| --- | --- | --- |
| Competence achieved (Please circle as appropriate) | | |
| Yes | | **No\*** |
| Preceptor signature |  | |
| Nursing student signature |  | |
| Date |  | |

\*If no, please indicate the domains and indicators which were not achieved on the next page. Contact the CPC/ HEI in line with local policies and procedures.

**NMBI National Competence Assessment Document – YEAR ONE**

**Competence Assessment Interviews**

**Domains and indicators that were not achieved by the nursing student in this practice placement**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Preceptor signature |  | Date: |  |
| Nursing student signature |  | Date: |  |
| CPC/HEI signature |  | Date: |  |