**National Competence Assessment Document for the Undergraduate General Nursing Student**

**(2019)**

***NB: Do not use this document for your final discipline specific internship practice placement***

BSc (Hons) in GENERAL NURSING Practice Placement – Internship (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 FOUR**

**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 FOUR**

**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.

|  |  |
| --- | --- |
| 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 FOUR**

**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 – INTERNSHIP**

**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 – INTERNSHIP**

**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 – INTERNSHIP**

**Competence Assessment Interviews (Reflection)**

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.\***

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

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 – INTERNSHIP**

**Competence Assessment Interviews**

# PRACTICE PLACEMENT: PROGRESS NOTES

# (Performing at Year 4 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 – INTERNSHIP**

**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 4/4.5:** At this level, the undergraduate nursing student will be expected to competently apply a systematic approach to the provision of person-centred practice to an allocation of children/service users/persons under the ***distant supervision*** of a Registered Nurse. ***Distant supervision is defined as the undergraduate nursing student providing safe and effective delegated nursing care to children/service users, persons and supports family members. The undergraduate nursing student accepts responsibility for the provision of delegated care and recognises when the guidance and support of the preceptor and Registered Nurse is required and seeks such assistance in a timely manner***.

The nursing student must demonstrate the evidence-based practice and critical thinking. The nursing student is capable of supporting the person and their family and to work collaboratively with professional colleagues within the clinical environment. The nursing student possesses many attributes including practical and technical skills, communication and interpersonal skills, organisational and managerial skills and the ability to perform as part of the healthcare team, demonstrating a professional attitude, accepting responsibility and being accountable for one’s own practice.

**In the internship, at the end of each practice placement, nursing students have to achieve all domains and all indicators at Internalisation and/or dissemination in line with local HEI policy and procedures.**

|  |
| --- |
| Competent |
| A student nurse who has gained experience and therefore can plan actions with a view to achieving efficiency and long-term goals. They have the ability to manage the complexity of clinical situations. |

|  |
| --- |
| Internalisation |
| The student nurse makes informed decisions based on the information available and works as an autonomous practitioner. |
| Dissemination |
| The student nurse uses critical analysis to determine the outcomes of their actions and can give the rationale for their action to others. |

**NMBI National Competence Assessment Document – INTERNSHIP: COMPETENT**

## DOMAIN 1: PROFESSIONAL VALUES AND CONDUCT OF THE NURSE COMPETENCES

Criteria related to practising safely, compassionately and professionally under the ***distant supervision*** of a Preceptor/Associate Preceptor/Registered Nurse.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1 Demonstrates safe, person-centred care | | \*I (Yes =✓ or No= X) | \*\*D (Yes =✓ or No= X) | \*\*\*Initials |
| a. | Adheres to best practice to ensure the safety of the person and protection of the public through delivery of safe, ethical and competent person-centred care |  |  |  |
| b. | Demonstrates professional conduct through integrity, honesty and adherence to legislative requirements in the delivery of person-centred care |  |  |  |
| c. | Adheres to the principles of hand hygiene, infection prevention and control, and regulations governing these for the care of the person in this practice placement |  |  |  |
| d. | Acts professionally with due regard to regulatory requirements |  |  |  |
| e. | Challenges and reports practice that could compromise a person’s safety, dignity or privacy |  |  |  |

**\*I** – Internalisation: The student nurse makes informed decisions based on the information available and works as an autonomous practitioner.

\*\* D – Dissemination: The student nurse uses critical analysis to determine the outcomes of their actions and can give the rationale for their action to others.

**Yes** = ✓ : Competence achieved.

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

**\*\*\*Initials** – Initials of the Preceptor/Associate Preceptor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.2 Demonstrates compassion in providing nursing care | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Consistently supports the person through the delivery of compassionate, impartial and non-judgemental nursing care |  |  |  |
| b. | Consistently acts in a professional manner showing respect for diversity and individual preferences |  |  |  |
| c. | Assists persons to enhance their physical, sensory and emotional well-being during person centred care |  |  |  |
| 1.3 Demonstrates responsible and professional practice | | I **(Yes =✓ or No= X)** | D (Yes =✓ or No= X) | Initials |
| a. | Practises to the level of expected competence |  |  |  |
| b. | Recognises and responds to situations that require to be shared with the registered nurse, more experienced colleagues or members of the multidisciplinary team |  |  |  |
| c. | Provides a rationale for decisions and actions taken to complete delegated tasks safely and in accordance with policies, procedures, protocols and guidelines (PPPGs) |  |  |  |
| d. | Seeks opportunities to undertake and enhance competence |  |  |  |

**NMBI National Competence Assessment Document – INTERNSHIP: COMPETENT**

## DOMAIN 2: NURSING PRACTICE AND CLINICAL DECISION MAKING COMPETENCES

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.1 Assesses the person’s nursing and health needs | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Applies an appropriate framework in a systematic manner when taking a comprehensive nursing history |  |  |  |
| b. | Undertakes health status assessments and develops physical examination skills. |  |  |  |
| c. | Recognises and interpret signs of normal and changing healthcare needs to reach an accurate assessment of the person’s nursing needs. |  |  |  |
| d. | Integrates knowledge of pathophysiology and pharmacotherapeutics into the assessment of a person |  |  |  |
| 2.2 Plans and prioritises person-centred nursing care | | **I (Yes =✓ or No= X)** | **D (Yes =✓ or No= X)** | **Initials** |
| a. | Devises a person-centred care plan, taking into account relevant observations, feedback from the person and results of nursing and clinical assessments |  |  |  |
| b. | Plans nursing interventions with specific outcomes for the achievement of goals, applying best practice evidence and taking into account the acuity of a person’s health status |  |  |  |
| c. | Prioritises and provides a rationale for the person’s immediate and long-term nursing needs while taking into account the person’s holistic needs |  |  |  |
| d. | Discusses with the person concerned and family the plan of care and priorities, taking into account feedback |  |  |  |
| 2.3 Undertakes nursing interventions | | **I (Yes =✓ or No= X)** | **D (Yes =✓ or No= X)** | **Initials** |
| a. | Adapts nursing interventions to a person’s changing health care needs and document changes in the plan of care |  |  |  |
| b. | Recognises and reports when a person requires interventions beyond the student’s competence |  |  |  |
| c. | Empowers a person to promote self-management of their condition and to facilitate their health and well-being |  |  |  |
| d. | Supports the person’s safety, dignity and comfort whilst undergoing nursing interventions and in meeting their activities of daily living needs |  |  |  |
| e. | Uses medical devices and equipment safely, showing awareness of limitations and associated hazards in usage and disposal |  |  |  |
| f. | Assists the Registered Nurse in the safe administration, ordering, checking and management of medicines while following legislation and professional guidance |  |  |  |
| g. | Supports a person with a life-limiting condition and their family to adapt to the transition to palliative care |  |  |  |

**NMBI National Competence Assessment Document – INTERNSHIP: COMPETENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.4 Evaluates person-centred nursing care | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Collates a range of nursing observations, clinical data and feedback from the person and multidisciplinary team to evaluate and adjust the person-centred care plan |  |  |  |
| b. | Gathers additional data to analyse and evaluate person centred priorities, goals and timeframes based on the changes to the person’s condition or responses to care or treatment |  |  |  |
| c. | Monitors and evaluates nursing interventions within a person centred care plan using evidence of best practice |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.5 Utilises clinical judgement | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Uses clinical judgement to adapt interventions in recognising changes in a person’s health status |  |  |  |
| b. | Recognises and acts responsibly to intervene and alert members of the multidisciplinary team if a person’s health or condition is deteriorating |  |  |  |
| c. | Initiates emergency interventions in response to life-threatening changes to a person’s health status |  |  |  |

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**NMBI National Competence Assessment Document – INTERNSHIP: COMPETENT**

## DOMAIN 3: NURSING KNOWLEDGE AND COGNITIVE COMPETENCES

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 ***distant supervision*** of a Preceptor/Associate Preceptor/Registered Nurse.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.1 Practises from a competent knowledge base | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Discusses with the Registered Nurse common physical, psychological and behavioural signs, associated with the care of persons within this practice placement |  |  |  |
| b. | Discusses with the Registered Nurse vulnerabilities and co-morbidities commonly associated with a specific person’s health and nursing care in this practice placement |  |  |  |
| c. | Applies current nursing knowledge to situations encountered in this practice placement |  |  |  |
| d. | Safely and accurately carries out medication calculations for medication management by diverse routes of delivery |  |  |  |
| e. | Sources information regarding an aspect of health policy relevant to this practice placement |  |  |  |
| f. | Explores ethical dilemmas that may occur in this practice placement |  |  |  |
| g. | Utilises health information technology and nursing informatics where available in nursing practice appropriate to this practice placement |  |  |  |
| h. | Applies knowledge of relevant legislation to the nursing care of persons in this practice placement |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.2 Uses critical thinking and reflection to inform practice | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Analyses and suggests potential responses to a situation in the current practice placement perceived to be problematic |  |  |  |
| b. | Discusses the steps taken to enhance personal resilience during this practice placement |  |  |  |

**NMBI National Competence Assessment Document – INTERNSHIP: COMPETENT**

## DOMAIN 4: COMMUNICATION AND INTERPERSONAL COMPETENCES

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1 Communicates in a person-centred manner | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Applies active listening skills and responses to communicate effectively and compassionately with the person and family |  |  |  |
| b. | Applies the principles of cultural diversity, dignity and autonomy when communicating in a person centred manner |  |  |  |
| c. | Uses person-centred communication strategies and demonstrates respect for a person’s rights and choices. |  |  |  |
| d. | Provides emotional support and information during nursing, medical/surgical or diagnostic procedures |  |  |  |
| e. | Uses appropriate skills and knowledge to teach/facilitate a person or family member to self-manage an aspect of health care |  |  |  |
| f. | Empowers a person to express wishes in respect of healthcare decisions/interventions. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.2 Communicates accurately with the healthcare team | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Using professional nursing terminology and approved abbreviations, accurately reports, records and documents clinical observations |  |  |  |
| b. | Demonstrates safe and effective communication skills, in oral, written and electronic modes. |  |  |  |
| c. | Conveys information accurately in nurse to nurse reporting and during multidisciplinary team meetings |  |  |  |
| d. | Liaises with other health and social care professionals to ensure that the rights and wishes of the person are represented |  |  |  |
| e. | Shares information in accordance with legal and professional requirements and in the interests of the protection of the public, whilst respecting confidentiality and data privacy |  |  |  |

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**NMBI National Competence Assessment Document – INTERNSHIP: COMPETENT**

## DOMAIN 5: NURSING MANAGEMENT AND TEAM COMPETENCE

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.1 Practises in a collaborative manner | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Develops opportunities to work towards the wellbeing and optimal functioning of a person through a collaborative partnership with the person, family and multidisciplinary team |  |  |  |
| b. | Collaborates effectively with nursing colleagues and multidisciplinary team to coordinate the person’s care |  |  |  |
| c. | Works with the multidisciplinary team to foster a supportive clinical working environment |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.2 Manages team, others and self safely | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Organises workload to complete delegated activities in a responsible and timely manner in accordance with local policies, procedures, protocols and guidelines (PPPGs) |  |  |  |
| b. | Assesses priorities to manage the organisation of nursing interventions and resources safely and effectively |  |  |  |
| c. | Assesses risk to a person’s safety, security and wellbeing and uses information to develop a safety plan |  |  |  |
| d. | Contributes to the learning experiences of other students through support, supervision and facilitation of learning |  |  |  |
| e. | Participates in an audit /quality improvement activity in this practice placement |  |  |  |

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**NMBI National Competence Assessment Document – INTERNSHIP: COMPETENT**

## DOMAIN 6: LEADERSHIP POTENTIAL AND PROFESSIONAL SCHOLARSHIP COMPETENCES

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.1 Develops leadership potential | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Identifies the skills necessary to coordinate the management of care in this practice placement |  |  |  |
| b. | Enhances personal competence through the constructive use of feedback, supervision and appraisal |  |  |  |
| c. | Applies learning derived from reflection on critical incidents in daily practice to enhance competence  . |  |  |  |
| d. | Shows the application of self-awareness in developing competence to manage diverse clinical situations and to enhance resilience |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.2 Develops professional scholarship | | I (Yes =✓ or No= X) | D (Yes =✓ or No= X) | Initials |
| a. | Demonstrates professional scholarship through self-directed learning and critical reasoning in decision making |  |  |  |
| b. | Learns from experience to adapt nursing interventions and to update competence |  |  |  |

**NMBI National Competence Assessment Document – INTERNSHIP**

**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. Contact the CPC in line with local HEI policy and procedures.

**NMBI National Competence Assessment Document – INTERNSHIP**

**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: |  |