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

(2019)

**Note: Use this Document for Children’s Nursing Practice Placements Only.**

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



(PLEASE INSERT YOUR HEI LOGO HERE)

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

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

**Signature Bank**

# PRECEPTORS/ASSOCIATE PRECEPTORS/REGISTERED NURSE

# 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.

|  |  |
| --- | --- |
| 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 |  |  |  |  |  |

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**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 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**

SAMPLE

**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 nurse has no 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 washing |  |  |  |
| d. | Promotes a safe and therapeutic environment for children, young people and their families, staff and visitors |  |  |  |
| e. | Recognises and responds to situations of risk to protect children and young people |  |  |  |
| f. | Discusses how to act in an emergency and to administer the essential life-saving intervention |  |  |  |

\***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 children, young people and their families |  |  |  |
| b. | Acts in a professional manner that is attentive, empathetic and non-discriminatory towards children, young people and their families, respecting diversity in culture, faith and social background |  |  |  |
| c. | Supports children, young people and their families with sensitivity during periods of emotional distress or when undergoing diagnostic, nursing or medical procedures |  |  |  |
| d. | Seeks help and guidance from the Registered Nurse when a child or young 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 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 the changes in sensory, physical, emotional, behavioural or developmental status or responses of a child or young person in the practice setting |  |  |  |
| b. | Gathers information systematically in a child and family-centred manner |  |  |  |
| c. | Documents and reports observations accurately |  |  |  |
| d. | Participates in risk assessment with a child or young person, under the direct supervision of a Registered Nurse |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.2 Plans and prioritises person-centred nursing care | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Assists the Registered Nurse in the gathering and recording of clinical information using an appropriate child and family-centred framework |  |  |  |
| b. | Assists a Registered Nurse to plan an aspect of nursing care |  |  |  |
| c. | Reviews with Preceptor/Associate Preceptor the structure of goals for a plan of care |  |  |  |
| d. | Identifies with Preceptor/Associate Preceptor actual and potential goals |  |  |  |
| e. | Identifies with Preceptor/Associate Preceptor interventions to meet a child or young person’s developmental, nursing or health goal |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.3 Undertakes nursing interventions | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Ensures consent of the child, young person and family member prior to undertaking nursing interventions |  |  |  |
| b. | Builds relationships with children, young people and their families to meet their developmental and health needs: |  |  |  |
|  | * Demonstrates respect for the welfare, human rights and individuality of the child and young person |  |  |  |
| * Builds on a child or young person’s personal preferences, capabilities and abilities |  |  |  |
| * Promotes the child or young person’s autonomy and self-management of healthcare to the maximum degree |  |  |  |
|  | * Provides a supportive presence for the child, young person and family members in their response to and experience of altered health |  |  |  |
| * Affords protection to the child and young person throughout their healthcare experience in any setting |  |  |  |
| c. | Promotes the child and young person’s health, recovery and optimal functioning |  |  |  |
| d. | Participates in a group or social activity with children, young people and their families |  |  |  |
| e. | Assists children, young people and their families to maintain their dignity in all nursing and healthcare interventions |  |  |  |
| f. | Records nursing interventions, observations and feedback from the child, young person or family member(s) and inter-professional colleagues accurately and concisely |  |  |  |
| g. | Uses clinical equipment safely, showing awareness of limitations and associated hazards in usage and disposal |  |  |  |
| h. | Assists the Registered Nurse in the safe administration and management of medicines, in line with local policy |  |  |  |
| i. | Safely and accurately carries out medication calculations and management, in line with local policy |  |  |  |
| j. | 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 child or young person’s nursing care plan |  |  |  |
| b. | Assists the Registered Nurse to review a child or young person’s plan of nursing care in light of observations, feedback from the person and the healthcare team |  |  |  |
| c. | Assists the Registered Nurse to review and revise as necessary the planned outcomes or interventions of a child or young person’s plan of nursing care |  |  |  |
| d. | Assists the Registered Nurse to carry out an evaluation of a child or young 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 child or young person appears to be at risk |  |  |  |
| b. | Discusses how to act in an emergency and to administer the essential life-saving intervention |  |  |  |

**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. | Applies knowledge of the philosophical underpinnings of the child and family-centred nursing to the care of the child and young person |  |  |  |
| b. | Applies knowledge from the social and life sciences to the nursing care of a child or young 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 INTER-PERSONAL 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 child-centred manner | | E (Yes=✓ or No = X) | P (Yes=✓ or No = X) | Initials |
| a. | Demonstrates the ability to listen, seek clarification and observe non-verbal cues |  |  |  |
| b. | Demonstrates respect for children, young people and their families’ rights and choices |  |  |  |
| c. | Engages in a collaborative manner with the child, young person and family member in all aspects of nursing intervention |  |  |  |
| d. | Utilises age-appropriate non-verbal and verbal strategies to facilitate effective communication with the child and young person |  |  |  |
| e. | Acts as an advocate, under supervision, for the child, young person and family whilst accessing healthcare |  |  |  |
| f. | Demonstrates awareness of power imbalances between children, young people and their families and healthcare professionals |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |  |  |
| d. | Ensures that confidential information is maintained securely according to local healthcare policy |  |  |  |

## 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 with members of the multidisciplinary healthcare team in a manner that 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, reports and respond appropriately to a change or deterioration in a child or young person’s sensory, physical or emotional state or behaviour |  |  |  |
| c. | Recognises risks and hazards whilst undertaking therapeutic or clinical interventions and escalates these to the Registered Nurse |  |  |  |

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

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

|  |  |  |
| --- | --- | --- |
| 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 policy 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: |  |