

BSc Nursing (Adult) (Pre-Registration)

Nursing Skills (Adult)

Development of Practical Skills

*(Incorporating the 2010 NMC Essential Skills Clusters
and the NHS Constitution Values and Behaviour)*

HS565 – Nursing Skills (A) PP1

HS566 – Nursing Skills (B) PP2

HS567 – Nursing Skills (C) CP

Student Name.....

Cohort - September 2015

Statement of Consent

This is a **cumulative** skills book which will build, over the course of your studies, into a comprehensive record of your skills achievement. Each subsequent placement mentor will be able to view what has been recorded by previous mentors. This is necessary for them to be able to see areas of strength and weakness in your performance and thus negotiate areas for development within your placement. This document is important and you must keep it safe at all times. It is a permanent record of your practical achievement during the programme which will contribute to the evidence required for final registration. It must be submitted for inspection at the end of every placement and as part of your portfolio.

By signing below you indicate that:

- 1. You understand and consent to your on-going record of skills achievement being shared with each of your mentors/education providers during your studies.**
- 2. You understand and agree that it is your responsibility to keep this record safe and ensure that an accurate copy is maintained.**

Signed **Date.....**

Student Name (print).....

Please note:

In the event of an irretrievably lost/destroyed book:

- The student will work with the relevant programme lead and placement unit to attempt to capture available information from other sources.
- The student and the programme lead will prepare a statement indicating what can be incontestably proved to have been completed.
- Current/recent evidence that can be confirmed with mentors will be signed off with a note indicating circumstances.
- The student will commence a new skills book from the point agreed with the programme lead.

Statements of Progression

**To be completed *by the mentor* at Progression Point 1.
To be completed at the end of the first year of study.**

I have reviewed the student's skills assessment record up to progression Point 1 (PP1); all skills have been satisfactorily achieved.

Therefore the student (insert name) should remain on the programme in order to work towards Progression Point 2 (PP2).

Mentor Name *Date*

Signature *Qualification*

**To be completed *by the mentor* at Progression Point 2.
To be completed at the end of the second year of study.**

I have reviewed the student's skills assessment record up to progression Point 2 (PP2); all skills have been satisfactorily achieved.

Therefore the student (insert name) should remain on the programme in order to work towards Completion Point.

Mentor Name *Date*

Signature *Qualification*

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Terminology

Mentor

A mentor is a Registered Nurse who, during the student's allocation to the mentor's practice area, takes on a mentoring/supervisory relationship with the student. (Previously may have been known as known as practice-supervisor).

Progression Mentor

A progression mentor is a mentor (as described above) who, during the student's allocation to the mentor's practice area immediately prior to a Progression Point, (i.e. at the end of Year 1 and Year 2) reviews with the student their progress and determines whether the student has met all the competencies required to progress from one part of the programme to the next. No additional training is required to undertake this role.

Sign-Off Mentor

A sign-off mentor is a mentor (as described above) who has met additional criteria and is registered in the same field of practice as the student. At the end of the student's period of training it is the sign-off mentor who makes a final judgement of the student's competence to enter the nursing register.

Link-Lecturer

A member of the University staff, who has specific responsibility for liaison between the staff of the practice area, the University and the student. Link-lecturers are available to support mentors and other staff in their work with students.

Assessor

An assessor is usually a mentor who undertakes formal assessment of the student's performance in real-life or simulated settings. On occasion and with **the prior agreement** of the link-lecturer; the assessor may be another appropriately qualified and experienced registered nurse practitioner who has opportunity to assess specific skills when such opportunities did not arise in the mentor's practice.

Contact Details

Link Lecturers and Programme Leaders may be contacted during office hours
Monday – Friday via the Programme Administrator:

School of Health and Human Sciences
University of Essex
Southend Campus
Southend on Sea
SS1 1LW
T 01702 328367
E bbard@essex.ac.uk

More information about Placements can be located on the HHS website:
www.essex.ac.uk/hhs/placements

Introduction & General Information

The following package has been drawn from the NMC's *Standards for Pre-Registration Nursing (2010) Annex 3 Essential Skills Clusters (ESCs)* which itemises the skills required for entry to the Register. The package has been developed with reference to *The Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives*, (NMC 2015, www.nmc-uk.org.uk) and *Guidance on Professional Conduct for Nursing and Midwifery Students* (NMC 2009) and the values outlined in the *NHS Constitution* (DoH 2013). <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

Each of the ESCs has been mapped against the skill areas to be assessed in this practice document. Each skill includes criteria by which the student can demonstrate achievement. A reference to this can be found under each skill heading, (e.g. ESC 7.1; "Applies the principles of data protection" applies to the assessment of skills for Record Keeping).

Progression Points (PP1 and PP2) and Completion Point (CP)

Twice during the programme (Progression Points 1 and 2) students will need to have demonstrated satisfactory development in order to continue within the programme. It is the role of the progression mentor, who is the student's mentor for that placement, to make a decision about the student's progression into the next part of the programme. At the end of the programme (Completion Point) the student must have demonstrated competence in all of the skills required for entry onto the register. It is the role of the sign-off mentor to make a final judgement about the student's competence and be satisfied that the student is safe and effective in practice.

The book contains 20 *focused skills assessment (see below)* sets that the student is required to have achieved by completion of the programme. Each of the skills sets is split into three points, (eg Record Keeping is assessed at 2a, 2b and 2c) which must be completed in sequence. All (a) skills must be achieved by PP1, all (b) skills achieved by PP2 and all (c) skills achieved before CP.

Although all of these skills are important, the need for brevity has also been acknowledged. In consequence, skills developed in PP1 are not generally repeated in full in the documentation of PP2 and CP. It is recognised, however, that they will remain current throughout the programme, building the students level of competence and confidence and, therefore, should be practised as much as possible in order to acquire mastery.

Learning contract

As part of the usual mentor support, mentors and students are expected to document (using the pages towards the end of this book) a meeting at the start, middle and at the end of each placement. In these meetings the student and mentor would briefly discuss the learning aims/outcomes in relation to the placement. The mentor identifies and records opportunities to achieve these aims/outcomes, whilst identifying other learning opportunities that the student may not be aware of. At the mid and end of placement reviews a record should be made of progress in relation to meeting the learning aims/outcomes.

There are two types of skills areas to be assessed during the student's placements. Firstly there are the **Core Professional Values**. This assessment must be undertaken in **every** placement. At the end of each clinical placement the mentor makes an overall assessment of the student's performance and progress using the relevant pages at the end of this skills book.

Comments are invited on the student's performance. This might include constructive evaluations of the strengths and weaknesses of an individual student, progress towards core professional values or other issues that a mentor feels relevant to assist the student to become a Registered Nurse. Should a student fail against any of the core professional values, the student will have failed the clinical placement; the mentor must give specific comments to support this. A student who fails a placement will be given one opportunity to re-take the placement - this re-take opportunity will be a placement of a similar type and duration. If a student fails a clinical placement on the second attempt at the assessment, no further attempt is allowed and the student is required to withdraw from the programme. Only two failed clinical placements which are passed at second attempt in any one year will be allowed during the course of the programme. Any further failures at second attempt will require the student to withdraw from the programme.

The second type of skills is the **Focused Skills' Assessments**. These skill areas can be assessed in **any** of the placement settings a student works in during the programme. However the mentor/ student may find that one placement setting may be more suited to undertaking practice and assessment in a particular skill/ performance criteria. Therefore each focused skills assessment does not need to be undertaken in every placement setting. The mentor and student should identify early on in the placement which of the focused skills assessments would be most suited to the placement area they are presently working in.

Throughout their placements, students, staff and mentors are invited to record the student's progress on the **Progress Sheets** (see example below). This should be used to detail specific activities undertaken and experiences relevant to the focussed skills assessments, particularly when these have been under the supervision of someone other than the mentor/ assessor. The information provided within the progress sheets contribute to the assessments made by the mentor/assessor.

All skills must be practised and assessed (**formative and summative**) in the clinical area. Only in exceptional circumstances and with the agreement of the Programme Lead could an assessment be carried out in the classroom by a lecturer.

When an assessment is undertaken the mentors/ assessors are invited to provide comments on the student's performance in the **comments** box, and summarise the judgement by indicating the student's grade in the "Assessment" section. A student may repeat **formative** assessments as often as necessary within their placements. Once sufficient assessment of the student's ability in a skill area has occurred, (i.e. each of the performance criteria has been addressed), the mentor/assessor may assess and record the student's level of achievement in the **summative** box at the bottom of the page.

Should a student fail a summative assessment the link lecturer **must** be informed **before** that assessment is repeated. The student should be given support to achieve the standard required for safe practice by the mentor and tutor. Should a student fail to successfully complete any summative assessment during the placements, a further opportunity will be offered for the student to be re-assessed. The student must achieve a pass grade in all summative skills assessments by the end of the programme. If a student fails any summative skills assessment on a second attempt they will have failed and will be required to withdraw.

The awarding of a specific grade by an assessor must only be based upon the student's performance during the completion of a specified assessment. Please refer to the **Guidelines for Scoring Skills Assessment** (see below) for a further explanation of the grades that should be awarded during practical assessments. Examples of pass and fail records are given below. The importance of a rigorous assessment must not be under-estimated. If there is an issue that arises with a student in clinical practice, (including strong concerns or a failure of the student by the mentor/ assessor in a skills assessment), the guidance given on pages 10-12 must be followed. Student nurses should not be failed on a single aspect of performance, provided that they accept guidance and modify their future practice accordingly.

If the student nurse has **not** reached the standard for any item, the link lecturer must be informed at the earliest opportunity before that assessment is repeated. The link lecturer will assist both student and mentor to make fair assessment of the student's performance. The mentor will need to supply evidence on which the decision is based.

This should include records of:-

1. The events on which the decision is based.
2. Discussion with others involved in training.
3. Discussions with the student nurse.
4. The evaluation of the student nurse's failure to progress.
5. The reasons for the failure.

Summative assessment can also be undertaken by a member of the teaching staff on the BSc Nursing Programme. Their judgement will be based upon;

- The formative assessment records undertaken in practice
- Evaluation of information contained in the progress sheets
- Discussion with the student
- Reference to any Record of Additional Learning Needs Sheets
- Observation of simulated practice (where necessary)
- Discussion with the students' clinical mentor/s (where necessary)

It is anticipated that all students will make the most of the opportunities offered to them on placement. Should there be concerns about a student, please follow the guidelines given under the section 'what to do if' (further guidance and contact details can be found in the education folder in your clinical area). The University staff will work with you to address these concerns.

The structure of the package should not be seen as inflexible. Whilst a student must have achieved all the required skills for PP1 and PP2 in order to continue to the next part of the programme, it is possible to perform some of the skills for PP2 skills during PP1 if circumstances allow (or dictate). Nevertheless, the student and the Mentor/Assessor must recognise that achieving a skill requires more than the act of doing; it involves the critical application of the relevant knowledge that is developed throughout the programme.

The generic nature of these skills implies that it ought to be possible for all student nurses to achieve them all by the end of the final year. In view of the limited time that the student nurse has got to complete these skills, it is suggested that the package should be reviewed with the mentor/link-lecturer on a weekly basis.

Any person, (other than the student) who writes in this skills book **must** enter a record of their signature into the Register of Signatories (see below).

We thank all those involved in the practice assessment of students from the University of Essex for your support of our students.

University of Essex

School of Health and Human Sciences

What to do If...Information for Mentors

What to do if there is an issue with a student in the clinical area:

Issue	Action to be taken
<p>Student absence or lateness</p> <p>e.g. unauthorised absence, excessive absence, lack of punctuality, request for compassionate leave</p>	<ol style="list-style-type: none"> 1. Inform the Programme Administrator (01702 328367) or email bbard@essex.ac.uk 2. Document absences in the student's skills book. 3. Programme Administrator informs the University of Essex link lecturer. 4. Link lecturer communicates with clinical staff and student. 5. An action plan is agreed, to include: changes required; timescale for changes; review date. This is noted on a copy of <i>Record of Additional Learning Needs</i> (see below). A copy of this form is retained by the student and the mentor sends a copy to the link lecturer.
<p>Poor student performance or concerns about professional behaviour</p>	<ol style="list-style-type: none"> 1. Mentor discusses the issue with the student and informs the link lecturer. A note is made in the student's skills book indicating how and by when the issue is to be resolved. 2. If the problem is unresolved, the University of Essex link lecturer, mentor and student agree an action plan to include: changes required; timescale for changes; review date. This is noted on a copy of <i>Record of Additional Learning Needs</i> (see below). A copy of this form is retained by the student and the mentor sends a copy to the link lecturer. 3. The Trust Education Liaison Manager is informed by the mentor of major concerns about student performance.
<p>Clinical incident or accident involving the student</p>	<ol style="list-style-type: none"> 1. Follow Trust policy on reporting a clinical incident/accident. 2. Inform the Trust Education Liaison Manager and the University of Essex link lecturer, link lecturer to inform the programme leader. 3. Provide a copy of the incident/accident form to the University of Essex link lecturer/programme leader 4. Programme leader decides if further action is required.
<p>Student has difficulty with their academic work</p>	<p>Direct the student to seek help from their module leader/university lecturer.</p>

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What to do If...Information for Students

What to do if there is an issue in the clinical area:

Issue	Action to be taken
<p>Student absence or lateness</p> <p>e.g. you are not well enough to attend placement, you have been delayed and are not going to be on time for placement, you need to request compassionate leave</p>	<ol style="list-style-type: none"> 1. Inform the clinical area as soon as possible. 2. Inform the Programme Administrator at the University (01702 328367) or email bbard@essex.ac.uk. 3. Programme Administrator informs the University of Essex link lecturer. 4. Requests for compassionate leave will be sent to the Programme leader for a decision. 5. University of Essex link lecturer communicates with clinical staff and student if required. 6. If lateness or absence is a problem, an action plan is agreed between the mentor, link lecturer and student, to include: changes required; timescale for changes; review date. This is noted on a copy of <i>Record of Additional Learning Needs</i> (see below). A copy of this form is retained by the student and the mentor sends a copy to the link lecturer.
<p>You are concerned that you are not learning enough or not working with your mentor.</p>	<ol style="list-style-type: none"> 1. Discuss the issue with your mentor or the ward manager if the mentor is not available. 2. Inform the University of Essex link lecturer. A note is made in the student's skills book indicating how and by when the issue is to be resolved. 3. If the problem is unresolved, the University of Essex link lecturer, mentor and student agree an action plan to include: changes required; timescale for changes; review date. This is noted on a copy of <i>Record of Additional Learning Needs</i> (see below). A copy of this form is retained by the student and the mentor sends a copy to the link lecturer.
<p>There is a Clinical incident or accident involving you, the student.</p>	<ol style="list-style-type: none"> 1. Follow Trust policy on reporting a clinical incident/accident and inform your mentor. 2. Inform the University of Essex link lecturer. 3. Provide a copy of the incident/accident form to the University of Essex link lecturer/programme leader. 4. Programme leader decides if further action is required.
<p>You are having difficulty with your academic work</p>	<p>Seek help from the module leader, or module teaching team at the University.</p>

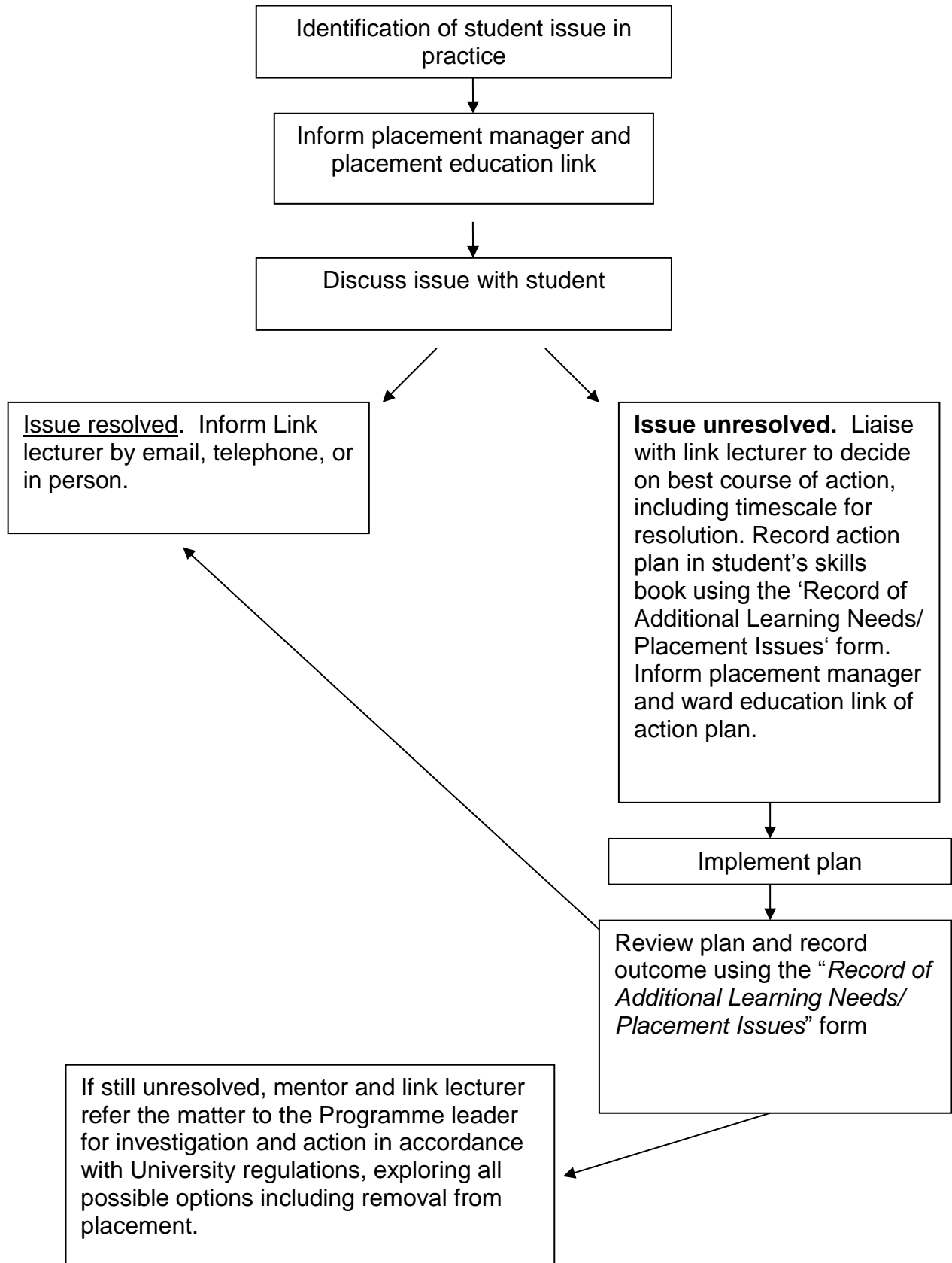
Please refer to the Placement Guidelines for full details.

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Guidelines for Mentors

(For full details please see Placement Guidelines)



Guidelines for Scoring Skill Assessment

	Level	Meaning
4	<p>Independent & excellent performance</p> <p>Safe: requires & seeks minimal prompts for thinking or action.</p>	<ul style="list-style-type: none"> ▪ Demonstrates an excellent understanding of knowledge underpinning practice. ▪ Very coordinated, proficient and confident in technical clinical skills. ▪ Professional and caring at all times. ▪ Excellent effective communication skills with clients, carers and staff. ▪ Very good ability to synthesise theory and practice with minimal prompts. ▪ Very well developed clinical reasoning skills.
3	<p>Infrequently assisted & good performance</p> <p>Safe: requires and seeks infrequent prompts for thinking or action.</p>	<ul style="list-style-type: none"> ▪ Demonstrates a sound understanding of knowledge underpinning practice. ▪ Coordinated, proficient and confident in technical skills. ▪ Professional and caring at all times. ▪ Good effective interpersonal communication skills with clients, carers and staff. ▪ Good ability to synthesise theory and practice with infrequent prompts. ▪ Good clinical reasoning skills.
2	<p>Assisted & satisfactory performance</p> <p>Safe: requires and seeks frequent prompts for thinking or action.</p> <p>The awarding of this score (or higher) denotes a PASS grade.</p>	<ul style="list-style-type: none"> ▪ Demonstrates a satisfactory understanding of knowledge underpinning practice. ▪ Coordinated, proficient and confident in most technical skills. ▪ Professional and caring at all times. Appropriate interpersonal communication skills with clients, carers and staff. ▪ Satisfactory ability to synthesise theory and practice requiring prompts at times. Satisfactory clinical reasoning skills.
1	<p>Dependent & unsatisfactory performance</p> <p>Unsafe: requires frequent verbal and physical prompts and direction.</p> <p>This awarding of this score denotes a FAIL grade, please refer to the further guidance given in the preceding pages of this document, the worked examples of a fail record and the 'Information for Mentors - what to do if...' regarding poor student performance.</p>	<ul style="list-style-type: none"> ▪ Deficient in knowledge underpinning practice. Requires frequent prompting to elicit knowledge. ▪ Uncoordinated, unconfident and lacks proficiency in basic technical skills. Professional conduct and caring not consistently demonstrated. ▪ Frequently demonstrates ineffective interpersonal communication skills. ▪ Inability to synthesise theory and practice even with frequent prompting and support.

Adapted from Bondy, K.N. (1983) Journal of Nursing Education. 22(9); University of South Australia (1999) Bachelor of Nursing Clinical Assessment Form; Flinders Medical Centre Performance Review Graduate Nurse

Example of progress sheet

Maintaining Safety – one sheet is included for each set of skills. To be completed during the placements by student and staff who work with the student.

Maintaining Safety (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature
<i>01/02/13</i>	<i>Needs to think about assisting people to shower. Needs to consider correct positioning of shower chair before moving client.</i>	<i>Angelina Plume</i>
<i>03/02/13</i>	<i>Practiced moving client using a hoist - helped to transfer clients from bed to chair. Always waited for help.</i>	<i>Dorothy Denton</i>
<i>04/02/13</i>	<i>Too eager to move clients without assistance. More care must be taken to ensure own & client safety.</i>	<i>Martha Cratched</i>
<i>12/02/13</i>	<i>Had problems moving a chest in the clinical room. However asked for assistance and guided me through the procedure.</i>	<i>Sandra May</i>
<i>14/04/13</i>	<i>Was able to describe signs of unconsciousness and the correct procedure for raising alarm. Could describe ABC and BLS protocols.</i>	<i>Charles Fairhead</i>
<i>16/05/13</i>	<i>Helped in the cleaning of hoist and then used it to transfer patient to the bath. Helped to clean hoist again after use in preparation for next client.</i>	<i>Student Nurse Betty Sizemore</i>

Example of a pass record

12c. Planning (CP)			
Aim: The newly qualifying nurse will competent in formulating realistic and measurable plans of care. <i>ESC: 2.8, 2.10, 2.11, 4.5, 9.14, 9.16, 16.3</i>			
The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and: <ol style="list-style-type: none"> is able to plan and document a strategy for care that is realistic, measurable, and is based on a reflection of previous experience and published evidence; recognising, where possible, the importance of client choice. is able to negotiate an appropriate plan of care with the client(s), carer(s) and appropriate staff, which takes into account culture and beliefs, legal frameworks and professional ethics. This plan should recognize and promote the client's ability to self-care. identifies situations where client choice may compromise safety and act appropriately. appropriately manages situations where client's wishes conflict with planned care. 			
Date	Ass Type	Grade	Assessor's Signature
21/02/13	Formative	1 2 3 4	Charlie Dickens RMN
Comments <i>Has continuously been involved in care planning for client group and has correctly identified client needs on number of occasions. Ensures that the client is involved in the planning and documents care plan satisfactorily.</i>			
Date	Ass Type	Grade	Assessor's Signature
23/04/13	Formative	1 2 3 4	Charles Fairhead RMN
Comments <i>Student has demonstrated a continued ability to appropriately collaborate with clients and carers to establish care plans. The needs and views of the client and their carers are always included in the plan, and other staff are asked to contribute to the plan where appropriate. Recording is good with a clear indication of responsibility and timescales for various actions. Student is clearly aware of the importance of continually reviewing care plans to ensure currency and validity.</i>			
Date	Ass Type	Grade	Assessor's Signature
05/09/13	Summative	1 2 3 4	Angelina Plume RMN
Comments <i>Student ensured that planning is based upon appropriate assessment and appropriate negotiation of preferences with the client and their carers. Care plans were reviewed regularly and kept up to date and recorded in an in appropriate format. Wherever possible the student ensured that care plans were based upon the best available research and they regularly reviewed published databases in search of new evidence. Student always takes account of evaluation strategy during the planning process, which ensures that the plans are always measurable, and set in an appropriate timescale.</i>			

Example of a fail record

3a. Physiological Measurements (PP1)			
Aim: The student nurse is able to accurately measure and record vital signs <i>ESC; 5.2,5.4, 9.1-9.3, 9.6, 9.8-9.11, 10.5, 28.1, 28.4</i>			
Performance criteria: The student nurse: a) is able to carry out clinical screening of Body Mass Index and vital signs, (to include pulse, blood pressure, respirations, and temperature) and cleanses/disposes of equipment appropriately. b) is able to record findings in the appropriate documentation, recognising their significance. c) is able to recognise deviations from the norm, or the agreed action plan and reports these to relevant members of the healthcare team in a timely manner. d) is able to describe the potential impact that the environment or emotions have upon physiological measurements. e) is able to identify indicators of unhealthy lifestyles and their associated risks.			
Date	Ass Type	Grade	Assessor's Signature
21/02/13	Formative	1 ② 3 4	<i>Eric Williams RMN</i>
Comments <i>Able to measure temperature, pulse and respirations and calculate BM1. Has difficulty in hearing blood pressures, but draws this to the attention of other staff and other members of the group. Accurately described the effects of anxiety on BP and pulse.</i>			
Date	Ass Type	Grade	Assessor's Signature
01/05/13	Formative	1 ② 3 4	<i>Angelina Plume RMN</i>
Comments <i>Has adequately measured vital signs in a number of clients and has a clear understanding of the importance of client emotions on readings. Has made correct use of electronic BP monitor. Appears too hurried in recording measurements, making them difficult for other staff to read, necessity of accurate recording discussed. Able to discuss the potential impact of obesity on long-term health.</i>			
Date	Ass Type	Grade	Assessor's Signature
01/07/13	Summative	① 2 3 4	<i>Charles Fairhead RMN</i>
Comments <i>Able to measure temperature, pulse and blood pressure on a number of clients, but has not informed S/N when clients' temperature is high. Has not fully grasped how to record findings on the chart and has made 2 errors in recording BP. Student did describe in detail the potential impact of panic on pulse and respiration rates. However, accurate recording and reporting of unexpected readings are essential for safe practice.</i>			

Communication & Relationships (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

1a. Communication & Relationships (PP1)				
Aim:				
The student nurse is able to communicate effectively with clients, carers and other health care workers.				
<i>ESC; 1.5, 1.6, 3.1, 3.3, 4.1, 5.5, 6.1-6.6, 11.2, 13.1-13.3, 14.5,</i>				
Performance criteria:				
The student nurse:				
a) exhibits appropriate body language and a professional demeanour towards clients, carers and other health care workers				
b) is able to develop a good working relationship with clients, carers and other health care workers, referring to others in the team as required.				
c) is able to demonstrate effective, culturally competent verbal communication skills, (face-to-face and by telephone) in a range of settings – including when someone is distressed or aggressive.				
d) is able to describe (and where appropriate demonstrate) methods of enhancing communication with clients who have hearing, sight or speech difficulties.				
e) is aware of the communication/ documentation required for appropriate assessment, planning, delivery and evaluation of care, (for example during transfer/ transition of a client's care).				
Formative Assessment				
Date	Assessment Location <small>Please delete as appropriate</small>	Grade		Assessor's Signature
	Classroom/Placement	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/Placement	1	2 3 4	
NB Have all of the performance criteria been met?				
Comments				

Communication and Relationships (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

1b. Communication and Relationships (PP2)

Aim:

The student nurse will acquire the skills necessary to build respectful and therapeutic relationships with clients (including a range of effective interviewing skills).

ESC 1.11, 1.12, 5.7, 5.11, 5.12, 6.7, 6.8, 6.12

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) demonstrates safe and competent communication with clients, including active listening, use of verbal and non-verbal communication skills and the effective use of questioning.
- b) consistently employs appropriate language to promote the development of trusting client-nurse relationships.
- c) is effective in initiating, maintaining and terminating sessions.
- d) demonstrates an ability to negotiate and maintain safe professional boundaries.
- e) recognises the importance of developing rapport with clients/carers and responds appropriately to discomfort or distress.
- f) demonstrates an insight into own values and how these may impact on client interactions, taking action to prevent these personal values from compromising client care.

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Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

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Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

--	--	--	--

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments: (**NB** Have all of the above criteria been met – on this or previous occasions?)

Communication and Relationships (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

1c. Communication and Relationships (CP)

Aim:

The newly qualifying nurse will possess the skills necessary to build respectful and therapeutic relationships with clients (including an understanding and demonstration of empathy).

ESC 1.11, 1.12, 1.14, 2.8, 5.6, 5.7, 5.10, 5.11, 6.10

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) demonstrates the ability to negotiate the agenda for session.
- b) whilst displaying appropriate levels of warmth, concern, genuineness and professionalism, demonstrates concern for and an understanding of the client's situation.
- c) recognises and acts to overcome barriers in developing effective relationships with clients/carers.
- d) at all times promotes effective collaboration with the client/carer, in order to maximise, where possible, client choice.
- e) is able to pace interactions and use time efficiently, respecting the client's individual need to be heard.
- f) demonstrates an awareness of self, and challenges own and other professionals' prejudices, using the professional networks available to promote high standards of care.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Record Keeping (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

2a. Record Keeping (PP1)

Aim:

The student nurse will be able to maintain legible and contemporaneous nursing documentation.

ESC 6.1, 6.2, 6.5, 7.1-7.3, 8.1

Performance criteria:

The student nurse:

- a) demonstrates accurate knowledge and application of the NMC's **Guidelines for Records and Record Keeping** and always works within this framework.
- b) demonstrates knowledge and application of the NMC guidelines and UK law for obtaining consent for nursing interventions and always works within this framework.
- c) demonstrates ability to clearly and accurately record findings of clinical screening/observations in written documentation.
- d) demonstrates knowledge of and applies principles of confidentiality and data protection, can describe to assessor situations in which confidentiality may be broken for safeguarding or public protection.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Record Keeping (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

2b. Record Keeping (PP2)											
<p>Aim: The student nurse will be able to maintain complete, concise and legible and contemporaneous nursing documentation. <i>ESC 7.4-7.9, 8.2, 8.3, 8.5-8.7,</i></p>											
<p>Performance Criteria: The student nurse will continue to demonstrate PP1 skills and:</p> <ul style="list-style-type: none"> a) demonstrates accurate knowledge and application of the NMC's Guidelines for Records and Record Keeping and always works within this framework. b) works within the NMC Guidelines and UK law for obtaining consent for nursing interventions and always conforms client's consent and understanding. c) demonstrates knowledge of individual Trust's Policies/Procedures on Record Keeping and always works within such frameworks. d) demonstrates knowledge and application of the NMC Guidelines and UK law for sharing of information and data protection and always works within this framework. e) is able to describe to the assessor the appropriate use of CPA documentation/electronic client record for each practice area. f) identifies relevant information from clients on which to build a care plan. 											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 20%;">Ass Type</th> <th style="width: 30%;">Grade</th> <th style="width: 35%;">Assessor's Signature</th> </tr> </thead> <tbody> <tr> <td></td> <td>Formative</td> <td style="text-align: center;">1 2 3 4</td> <td></td> </tr> </tbody> </table>				Date	Ass Type	Grade	Assessor's Signature		Formative	1 2 3 4	
Date	Ass Type	Grade	Assessor's Signature								
	Formative	1 2 3 4									
<p>Comments</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 20%;">Ass Type</th> <th style="width: 30%;">Grade</th> <th style="width: 35%;">Assessor's Signature</th> </tr> </thead> <tbody> <tr> <td></td> <td>Formative</td> <td style="text-align: center;">1 2 3 4</td> <td></td> </tr> </tbody> </table>				Date	Ass Type	Grade	Assessor's Signature		Formative	1 2 3 4	
Date	Ass Type	Grade	Assessor's Signature								
	Formative	1 2 3 4									
<p>Comments</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 20%;">Ass Type</th> <th style="width: 30%;">Grade</th> <th style="width: 35%;">Assessor's Signature</th> </tr> </thead> <tbody> <tr> <td></td> <td>Summative</td> <td style="text-align: center;">1 2 3 4</td> <td></td> </tr> </tbody> </table>				Date	Ass Type	Grade	Assessor's Signature		Summative	1 2 3 4	
Date	Ass Type	Grade	Assessor's Signature								
	Summative	1 2 3 4									
<p>Comments (NB Have all of the above criteria been met – on this or previous occasions?)</p>											

Record Keeping (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

2c. Record Keeping (CP)

Aim:

The newly qualifying nurse will be able to maintain comprehensive nursing documentation.

ESC 6.9, 7.5-7.9

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to consistently demonstrate appropriate and contemporaneous record keeping which is regularly reviewed with assessor for accuracy, relevance and legibility.
- b) consistently involves clients in the formulation of their records, particularly in relation to care planning and discharge.
- c) operates within national and trust policies on data and information sharing in order to promote continuity of care.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Physiological Measurements (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

3a. Physiological Measurements (PP1)

Aim:

The student nurse is able to accurately measure and record vital signs

ESC; 5.2,5.4, 9.1-9.3, 9.6, 9.8-9.11, 10.5, 28.1, 28.4

Performance criteria:

The student nurse:

- a) is able to carry out clinical screening of Body Mass Index and vital signs, (to include pulse, blood pressure, respirations, and temperature) and cleanses/disposes of equipment appropriately.
- b) is able to record findings in the appropriate documentation, recognising their significance.
- c) is able to recognise deviations from the norm, or the agreed action plan and reports these to relevant members of the healthcare team in a timely manner.
- d) is able to describe the potential impact that the environment or emotions have upon physiological measurements.
- e) is able to identify indicators of unhealthy lifestyles and their associated risks.

Formative Assessment

Date	Assessment Location <small>Please delete as appropriate</small>	Grade	Assessor's Signature
	Classroom/Placement	1 2 3 4	

Comments

	Classroom/Placement	1 2 3 4	
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Comments

Summative Assessment

	Classroom/Placement	1 2 3 4	
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NB Have all of the performance criteria been met?

Comments

Physiological Measurements (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

3b. Physiological Measurements (PP2)

Aim:

The student nurse will acquire the knowledge and skills required to make accurate measurements of a variety of physiological observations.

ESC: 9.7, 9.8

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) is able to consistently perform and accurately document physiological measures (eg take temperature, pulse, respirations, BP, weight) and undertake urinalysis.
- b) is able to collect samples of urine or faeces and dispose of waste products appropriately from clients in clinical and domestic environments.
- c) is able to accurately record the findings of the above in the appropriate documentation.
- d) is able to interpret findings, recognise deviations from the norm, and bring to the attention of appropriate colleagues.

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Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

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Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

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Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

Physiological Measurements (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

3c. Physiological Measurements (CP)

Aim:

The newly qualifying nurse will be competent at making accurate measurements of a variety of physiological observations.

ESC: 9.16, 9.20, 9.21

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to recognise deviations from the norm in physiological measurements and present a relevant rationale to the assessor for such occurrences.
- b) is able to take appropriate action to effectively manage these deviations.
- c) is able to explain to the client the reason for physiological measurement and present a relevant rationale to the client for any variation in these measurements.

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Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

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Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

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Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

Psychological Assessments (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

4a. Psychological Assessments (PP1)

Aim:

The student nurse is able to identify changes in the client's emotional state.

ESC: 5.2, 5.4, 9.1, 9.6-9.9

Performance criteria:

The student nurse:

- a) is able to identify verbal and non-verbal communication and emotional states including aggressive behaviour and describe these to the assessor.
- b) is able to record findings in the appropriate documentation, recognising their significance.
- c) is able to identify the possible impact that physical health and the environment can have on mood.
- d) appropriately responds to assessment data that deviates from the norm.

Formative Assessment

Date	Assessment Location <small>Please delete as appropriate</small>	Grade				Assessor's Signature
	Classroom/Placement	1	2	3	4	

Comments

	Classroom/Placement	1	2	3	4	
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Comments

Summative Assessment

	Classroom/Placement	1	2	3	4	
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NB Have all of the performance criteria been met?

Comments

Psychological Assessment (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

4b. Psychological Assessment (PP2)			
Aim:			
The student nurse will acquire the knowledge and skills required to make accurate assessment of the clients' psychological state.			
<i>ESC: 5.8, 9.3, 9.4, 9.8, 9.10, 10.5</i>			
Performance Criteria:			
The student nurse will continue to demonstrate PP1 skills and:			
<ul style="list-style-type: none"> a) is able to observe verbal & non-verbal communication and emotional state and describe these to the assessor. b) when appropriate accurately documents the above observations in the client's record and responds appropriately to changes. c) is able to undertake a recognised psychological/mental state assessment and accurately report the findings to the assessor. d) demonstrates appropriate culturally-sensitive communication skills. e) uses information from the assessment to inform the care plan. f) recognise client's lifestyle choices as coping strategies and their potential impact on physical and psychological wellbeing. 			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Psychological Assessment (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

4c. Psychological Assessment (CP)			
<p>Aim: The newly qualifying nurse will be competent at making an accurate assessment of the clients' psychological state. <i>ESC: 9.10</i></p>			
<p>The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:</p> <ul style="list-style-type: none"> a) is able to carry out a full mental health assessment and accurately record findings on appropriate CPA documentation/electronic client record. b) is able to assess aspects of the client's mental state using appropriate assessment tools. 			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Medication Administration (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

5a. Medication Administration (PP1)				
Aim:				
The student nurse is able to administer medication under direct supervision. <i>ESC; 2.4, 10.1, 10.3, 26.1, 33.1, 38.1-38.3, 40.1, 41.1</i>				
Performance criteria:				
The student nurse:				
a) in the classroom is able to achieve the required standard when performing basic drug calculations, demonstrating an accurate knowledge of conversion of units of measure (assessed in the University).				
b) is able to safely carry out basic medicine calculations in a clinical setting.				
c) demonstrates an awareness medication and other treatments, their indications, side effects, and routes of administration.				
d) under direct supervision, safely administers medication, including orally, by injection, (<i>through simulation where necessary</i>), and safely monitors self-administration.				
Formative Assessment				
Date	Assessment Location <small>Please delete as appropriate</small>	Grade		Assessor's Signature
	Classroom Assessment	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/Placement	1	2 3 4	
Comments NB Have all of the performance criteria been met?				

Medication Administration (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

5b. Medication Administration (PP2)

Aim:

The student nurse will be a safe practitioner when administering medications to clients, and will have a working knowledge of the actions and side-effects of commonly used drugs.

ESC 2.5, 26.1, 34.1-34.3, 35.1, 35.2, 36.1, 37.1, 37.2, 38.1-38.4, 39.1, 39.2, 40.1-40.3, 41.1, 42.1

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) in the classroom is able to achieve the required standard when performing drug calculations, demonstrating an accurate knowledge of conversion of units of measure (assessed in the University).
- b) in the practice setting, under supervision, able to safely calculate medicine dosages and perform medication administrations using oral, IM and SC routes, correctly recording the medications administered and omitted, including controlled drugs.
- c) is able to communicate with clients and carers, nursing staff, allied health professionals, and medical staff accurate information concerning medication.
- d) is able to demonstrate to the assessor the correct legal framework and local procedure for the ordering, storage and disposal of medication (including controlled drugs) in primary and/or secondary care settings.
- e) engage with clients in relation to pharmaceutical and non-pharmaceutical approaches to condition management.
- f) identify side effects and adverse reactions relating to common medicines and respond appropriately.
- g) demonstrate an understanding of different types of prescribing, including Patient Group Directions (PGD*), types of prescribing and methods of supply.

(*Student nurses may **not** administer medicines under PGDs)

Date	Ass Type	Grade	Assessor's Signature
	Classroom Assessment	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

Medication Administration (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

Record of Medication Administration Events* Safely Performed Under Supervision (Final year only)

(* This may mean a drug round, or the administration of medicines to a number of different people in the same day, or over a series of days.)

ASSESSOR ONLY TO COMPLETE IF CONTENT THAT THE STUDENT'S PRACTICE WAS SATISFACTORY & SAFE

Date	Ward/Dept	Number of Clients in Round/Medication Event	Assessor Name	Assessor Signature

5c. Medication Administration (CP)

Aim:

The newly qualifying nurse will be a safe and competent practitioner when administering medications to clients, and will have a working knowledge of the actions and side-effects of commonly used drugs.

ESC: 33.2, 34.2, 34.4-34.6, 35.3, 35.4, 36.2-36.6, 37.2, 38.4-38.6, 40.3-40.5, 41.2, 42.1-42.3

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) in the classroom is able to achieve the required standard when performing drug calculations, demonstrating an accurate knowledge of conversion of units of measurement, using all routes of administration (assessed in the University).
- b) in placement setting safely manages drug administration, (including correct drug calculations) monitors effects of treatment and reports adverse effects.
- c) critically appraises available treatment options and uses evidence to determine when medicines are appropriate treatments.
- d) shows accurate knowledge of a range of medications (actions, calculation of doses, side-effects, interactions, etc.), their prescriptions, supply and administration in community and hospital settings.
- e) is able to explain relevant information to clients and carers regarding their medications (actions, doses, side-effects, interactions, etc.) and assist them in making safe and informed choices.
- f) is able to recognise and safely manage anaphylaxis.
- g) assesses the client's ability to self-administer medications.
- h) works within national and local policies for medicines management, including controlled drugs.
- i) is able to demonstrate to the assessor the correct legal framework and local procedure for the ordering, storage and disposal of medication (including controlled drugs) in primary and/or secondary care settings.
- j) able, **through coursework and simulation**, to demonstrate knowledge, understanding and use of Patient Group Directions.
- k) is able to safely supervise others in all aspects of administration of medicines.

Date	Ass Type	Grade				Assessor's Signature
	Classroom Assessment	1	2	3	4	
Comments						
Date	Ass Type	Grade				Assessor's Signature
	Formative	1	2	3	4	
Comments						
Date	Ass Type	Grade				Assessor's Signature
	Summative*	1	2	3	4	
* Before completion of this summative assessment, the student must have safely performed a minimum of 10 medication events (see definition opposite) or drug rounds under supervision (which may be from more than one placement), each of which must be recorded on opposite page.						
Comments						

Infection Control (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

6a. Infection Prevention and Control (PP1)				
Aim:				
The student nurse is able to apply principles of infection control. ESC; 5.2, 5.4, 21.1, 22.1, 24.1-24.3, 26.1, 26.2				
Performance criteria:				
The student nurse:				
a) is able to demonstrate an effective hand-washing technique.				
b) is able to dispose of clinical and household waste appropriately in all environments, taking account of health and safety policies and procedures.				
c) is able to take steps that are designed to reduce the risk of cross-infection, (e.g. dress code, barrier or isolation nursing).				
d) demonstrates an understanding of the potential psychological/ sociological impact of infection control procedures on the client and their carers.				
e) is able to apply local and national infection control policies and procedures to their own clinical practice.				
Formative Assessment				
Date	Assessment Location Delete as appropriate	Grade		Assessor's Signature
	Classroom/Placement	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/Placement	1	2 3 4	
Comments NB Have all of the performance criteria been met?				

Infection Prevention and Control (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

6b. Infection Prevention and Control (PP2)

Aim:

The student nurse will understand the principles of preventing infection and will have a working knowledge of infection control measures.

ESC: 21.2-21.5, 21.9, 21.11, 22.2-22.6, 23.1-23.4, 26.1, 26.3, 26.4

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) adheres to infection prevention and control policy and procedures at all times and in all environments.
- b) is able to assess the needs of the client with an infectious condition, plan and document care accordingly.
- c) is able to assess and facilitate maintenance of clients' hygiene needs including nursing in isolation.
- d) demonstrates understanding roles and responsibilities in promoting and maintaining a high standard of ward/department cleanliness and refers accordingly.
- e) is able to communicate potential risks of infection to colleagues and advise clients and relatives on infection prevention and control measures.
- f) recognises signs and symptoms of infection.
- g) responds appropriately in all environments to infection exposure.
- h) demonstrates knowledge of exposure prone procedures and personal/professional responsibilities in managing blood borne viruses.
- i) use medical devices and manage their decontamination/sterilisation and maintain accurate records.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Infection Prevention and Control (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

6c. Infection Prevention and Control (CP)

Aim:

The newly qualifying nurse will understand the principles of preventing infection and competently undertake infection control measures.

ESC: 20.4, 21.7-21.11, 22.7-22.11, 23.5-23.8, 24.4, 26.4, 26.5,

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to communicate potential risks of infection to colleagues and advise clients and carers on infection prevention and control measures.
- b) is able to initiate, maintain, and document appropriate measures to prevent and control infection including application of legislation if appropriate.
- c) is able to manage risk, including hazardous waste and spillages, in accordance with health and safety policies.
- d) acts as a role model to others in upholding infection prevention and control measures and challenges unsafe practices.
- e) makes appropriate use of clinical experts for advice and referral.
- f) can apply standard isolation procedures – and identify suitable alternatives if standard procedures not achievable.
- g) use medical devices and manage their decontamination/sterilisation and maintain accurate records.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Tissue Viability/ Wound Care (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

7a. Tissue Viability/ Wound Care (PP1)				
Aim: The student nurse is able to understand principles of tissue viability, and effective wound care. <i>ESC; 5.2, 5.4, 21.4</i>				
Performance criteria: The student nurse: a) is able to recognise the signs of wound infection and bring to the attention of colleagues. b) is able to describe the potential psychological and sociological impact of serious or disfiguring injury. c) is able to describe the factors that promote tissue viability and wound healing. d) is aware of the range of equipment used to relieve pressure and manage wounds.				
Formative assessment				
Date	Assessment Location <small>Please delete as appropriate</small>	Grade		Assessor's Signature
	Classroom/Placement	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/ Placement	1	2 3 4	
NB Have all of the performance criteria been met?				
Comments				

Tissue Viability/ Wound Care (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

7b. Tissue Viability/ Wound Care (PP2)

Aim:

The student nurse will be a safe practitioner in the performance of aseptic technique.

ESC 9.9, 25.1, 25.2

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) maintains client dignity and privacy throughout the procedure.
- b) is able to recognise signs and symptoms of wound infection, describe such symptoms to the assessor, and take appropriate nursing action to treat the infection.
- c) under supervision is able to assist in advising clients and colleagues on the correct management of a wound to promote healing.

	Date	Ass Type	Grade	Assessor's Signature
		Formative	1 2 3 4	
Comments				
	Date	Ass Type	Grade	Assessor's Signature
		Formative	1 2 3 4	
Comments				
	Date	Ass Type	Grade	Assessor's Signature
		Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)				

Tissue Viability/ Wound Care (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

7c. Tissue Viability/ Wound Care (CP)

Aim:

The newly qualifying nurse competently performs aseptic technique and promotes wound healing in clinical and domestic environments.

ESC 25.3-25.5

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to evaluate, and take appropriate action to promote, wound healing.
- b) is able to safely perform simple dressings, using a non-touch and/or aseptic technique.
- c) is able to advise clients and colleagues on the correct management of a wound to promote healing.

Date	Ass Type	Grade				Assessor's Signature
	Formative	1	2	3	4	
Comments						

Date	Ass Type	Grade				Assessor's Signature
	Formative	1	2	3	4	
Comments						

Date	Ass Type	Grade				Assessor's Signature
	Summative	1	2	3	4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)						

Pain Management (PP1) PROGRESS SHEET		
Date	Experience & Comments	Signature

8a. Pain Management (PP1)			
Aim:			
The student nurse will be able to identify the potential consequences of pain in relation to psychological and social wellbeing.			
ESC 5.1			
Performance criteria:			
The student nurse:			
a) describes the potential impact of acute and chronic pain on a person's psychological state and socio-cultural functioning to the assessor.			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Pain Management (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

8b. Pain Management (PP2)			
Aim: The student nurse will assist clients to manage pain. <i>ESC 33.2, 34.2</i>			
Performance Criteria: The student nurse will continue to demonstrate PP1 skills and: a) is able to assess a client's level of physical pain using standardised tools, reporting results to appropriate members of the multi-disciplinary team. b) is able to describe, where appropriate, pharmacological and non-pharmacological methods of pain control.			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Pain Management (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

8c. Pain Management (CP)			
<p>Aim: The newly qualifying nurse will be competent in the management of clients' pain. <i>ESC : 5.9, 33.2, 36.2-36.4, 39.2, 40.2-40.5</i></p>			
<p>The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:</p> <ul style="list-style-type: none"> a) has a working knowledge of pharmacological and non-pharmacological methods of pain control to care for clients in accordance with current best practice. b) is able to work collaboratively with clients to identify and plan for safe pain control, including educating the client and carer on self-administration and safe-storage of medicines. c) demonstrate safe and competent administration of medicines. 			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

9a. Fluid Management (PP1)				
Aim: The student nurse understands the importance for wellbeing of maintaining a healthy fluid balance. <i>ESC; 5.4, 29.1, 29.3</i>				
Performance criteria: The student nurse: a) is aware of the need for maintaining adequate hydration, recognising and reporting to other members of the healthcare team inappropriate fluid balance and the potential reasons for imbalance. b) is aware of the sociological/environmental factors and psychological stressors that may impact upon maintaining an appropriate fluid balance. c) is able to demonstrate cultural awareness when maintaining fluid balance. d) is able to assist clients with elimination needs, maintaining dignity and privacy and document/report appropriately.				
Formative Assessment				
Date	Assessment Location <small>Please delete as appropriate</small>	Grade		Assessor's Signature
	Classroom/Placement	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/Placement	1	2 3 4	
Comments NB Have all of the performance criteria been met?				

9b. Fluid Management (PP2)

Aim:

The student nurse will understand the principles of fluid management and will have a working knowledge of fluid replacement.

ESC: 9.9, 27.2-27.5, 29.1-29.4, 29.6, 31.1-31.3,

Performance Criteria: The student nurse will continue to demonstrate PP1 skills and:

- a) is able to recognise clients that have difficulty in drinking/swallowing and respond in a culturally appropriately manner to ensure adequate hydration.
- b) is able to negotiate and collaborate with the client, carers and the MDT to promote adequate hydration.
- c) is able to assess and identify signs and symptoms of dehydration and fluid overload and act to correct these.
- d) is able to maintain fluid balance charts accurately and take appropriate action where necessary.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

9c. Fluid Management (CP)

Aim:

The newly qualifying nurse will have a working knowledge of fluid replacement and be competent in fluid management.

ESC 27.2-27.8, 29.5, 29.7, 31.2, 31.3, 31.5, 32.1-32.4

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to recognise clients that have difficulty in drinking/swallowing and respond appropriately to ensure adequate hydration.
- b) is able to negotiate and collaborate with the client, carers and the MDT to promote adequate hydration taking account of personal preference and independence.
- c) is able to discuss with clients and carers the potential impact on health and wellbeing of inadequate fluid balance.
- d) make appropriate referral to specialist members of the care team.
- e) is able to establish, maintain and record hydration via intravenous and other routes, in accordance with local policy; observe for abnormality and take remedial action.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

10a. Nutrition (PP1)				
Aim: The student nurse understands the importance for wellbeing of maintaining adequate nutritional intake. <i>ESC; 5.4, 27.4-27.6, 30.1, 30.2</i>				
Performance criteria: The student nurse: a) is aware of the need for maintaining adequate nutritional intake, recognising and reporting to other members of the healthcare team when there is a risk that clients may receive inadequate nourishment. b) is aware of the sociological/environmental factors and psychological stressors that may impact upon safe/ effective nutritional intake. c) is able to describe (and, where appropriate, demonstrate) good hygiene practices when assisting with meals or feeding. d) is able to demonstrate cultural awareness when maintaining nutritional balance. e) is able to assist clients with elimination needs, maintaining dignity and privacy and document/report appropriately.				
Formative Assessment				
Date	Assessment Location <small>Please delete as appropriate</small>	Grade		Assessor's Signature
	Classroom/Placement	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/Placement	1	2 3 4	
NB Have all of the performance criteria been met?				
Comments				

10b. Nutrition (PP2)															
Aim: The student nurse will be able to give good nutritional support to clients. <i>ESC: 9.9, 27.1-27.3, 27.5-27.7, 28.1-28.6, 28.8, 28.9, 29.1, 30.3, 30.4, 30.6-30.8, 31.1-31.3</i>															
Performance Criteria: The student nurse will continue to demonstrate PP1 skills and: <ol style="list-style-type: none"> a) is able to undertake comprehensive nutritional assessment, plan and deliver care; identifying client's needs for nutritional support and suggesting/taking appropriate action to maintain nutrition. b) monitors and records the client's condition and progress, discusses this with the client/carer, MDT and refers to experts as appropriate. c) is able to recognise the factors, which may affect nutritional intake and ensure nutritional status is not compromised. d) is able to promote appropriate nutritional intake, ensuring assistance and appropriate food and fluid are available as required by clients and making provision for replacement meals if needed. e) adheres to local policies regarding organization and delivery of care to clients. 															
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Date	Ass Type	Grade	Assessor's Signature												
	Summative	1 2 3 4													
Comments (NB Have all of the above criteria been met – on this or previous occasions?)															

10c. Nutrition (CP)

Aim:

The newly qualifying nurse is competent to give good nutritional support to clients.

ESC : 27.5-27.11, 28.5-28.10, 30.5, 31.4-31.6

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to identify the physical and psychological impact of poor nutrition on an individual and provide information and culturally appropriate advice about healthy eating and feeding to clients and their carers.
- b) monitors and records the client's condition and progress, discusses this with the client/carer, MDT and refers to experts as appropriate.
- c) challenge those who do not follow food hygiene procedures.
- d) is able to care for clients receiving nutritional support, including use of equipment for administration of enteral and naso-gastric tube feeding in accordance with Trust policy.
- e) refers to specialist services as appropriate.
- f) with appropriate support, is able to give nutritional advice to nursing mothers.
- g) provides appropriate care to clients who are identified as malnourished and documents according to local policy.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
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	Formative	1 2 3 4	
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Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

11a. Admission and Assessment (PP1)

Aim:

The student nurse understands the importance of collaborating with clients and carers in making a comprehensive and accurate assessment of the clients' needs.

ESC 2.1

Performance criteria:

The student nurse:

- a) where appropriate introduces clients to the clinical area in a welcoming manner, and orientates them (and their relatives/carers) to the care environment.
- b) is able to select the documentation required for an admission/ assessment procedure.
- c) is able to identify an appropriate environment in which to undertake a confidential assessment.
- d) under supervision participates in the assessment of the client's needs using a person-centred approach, recognizing and respecting cultural diversity.
- e) recognises safeguarding issues and vulnerability and responds appropriately.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
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	Formative	1 2 3 4	
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Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

11b. Admission and Assessment (PP2)

Aim:

The student nurse undertakes comprehensive and accurate assessments of clients' needs.

ESC 2.2, 2.3, 2.5, 2.8, 2.12

Performance Criteria: The student nurse will continue to demonstrate PP1 skills and:

- a) where appropriate introduces clients to the clinical area in a welcoming manner, and orientates them (and their relatives/carers) to the care environment.
- b) is able to select the documentation required for an admission/assessment procedure.
- c) is able to obtain and record biographical data (including past physical, psychological and social history including current medication, and allergies) and recognise its implications for nursing care.
- d) is able to sensitively assess client's abilities to maintain Activities of Living and record how, and by whom, any needs are to be met.
- e) collaborates with clients and carers in the assessment and planning process, taking account of client preferences.
- f) recognises safeguarding issues and vulnerability and responds appropriately.

Date	Ass Type	Grade	Assessor's Signature
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	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Admission and Assessment (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

11c. Admission and Assessment (CP)

Aim:

The newly qualifying nurse will be competent in making a comprehensive and accurate assessment of clients' needs.

ESC: 2.8, 2.13, 2.14, 6.12, 9.12, 9.13, 9.19, 11.5-11.10, 18.11-18.14

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to safely perform systematic and holistic client-focused assessments, including physical, psychological, social and spiritual, relevant to the local CPA procedure.
- b) is able to assess, evaluate and interpret risk indicators and implement measures to manage or reduce risks to clients or others, bearing in mind the balance of risks against benefit taking account of the environment in which care is being delivered.
- c) is able to ask pertinent questions that are intelligible to both clients and their relatives, taking into account any communication difficulties.
- d) takes responsibility for the interpretation of assessment data in order to identify clients' specific strengths, needs problems and priorities and relates this to the client and MDT through a structured plan of care.
- e) is able to identify appropriate professionals/agencies for referral and collaboration, and report any concerns or risks highlighted by assessment to the appropriate professional/agency, (including the protection of children and vulnerable adults) and challenges practices where client care is compromised.

Date	Ass Type	Grade	Assessor's Signature
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Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Planning (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

12a. Planning (PP1)															
<p>Aim: The student nurse will recognise the importance of client collaboration and preference in planning care. <i>ESC 2.1</i></p>															
<p>Performance criteria: The student nurse:</p> <ul style="list-style-type: none"> a) is able to describe to the assessor the process of reviewing and continuously updating care plans so that they remain valid. b) under supervision participates in the collaborative care planning process by helping to establish the client's desired outcomes and intervention preferences. c) is aware of socio-cultural and diversity issues and the importance of seeking the client's consent before sharing information outside the team. 															
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Planning (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

12b. Planning (PP2)			
Aim:			
The student nurse will formulate realistic and measurable plans of care. <i>ESC: 2.9, 2.13, 9.16, 10.10</i>			
Performance Criteria:			
The student nurse will continue to demonstrate PP1 skills and:			
a) is able to identify client needs abilities and preferences with client/carer's involvement.			
b) is able to describe to the assessor the process of reviewing and continuously updating care plans so that they remain valid.			
c) acts to engage the client/carer in the care planning process, discussing the treatment options available to promote client choice.			
d) acts to make the client/carer aware of independent advocacy services and facilitates access to these services if required.			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
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	Formative	1 2 3 4	
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Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Planning (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

12c. Planning (CP)											
<p>Aim: The newly qualifying nurse will competent in formulating realistic and measurable plans of care. <i>ESC: 2.8, 2.10, 2.11, 4.5, 9.14, 9.16, 16.3</i></p>											
<p>The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:</p> <ol style="list-style-type: none"> a) is able to plan and document a strategy for care that is realistic, measurable, and is based on a reflection of previous experience and published evidence; recognising, where possible, the importance of client choice. b) is able to negotiate an appropriate plan of care with the client(s), carer(s) and appropriate staff, which takes into account culture and beliefs, legal frameworks and professional ethics. This plan should recognize and promote the client's ability to self-care. c) identifies situations where client choice may compromise safety and act appropriately. d) appropriately manages situations where client's wishes conflict with planned care. 											
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	Summative	1 2 3 4									
<p>Comments (NB Have all of the above criteria been met – on this or previous occasions?)</p>											

Care Delivery (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

13a. Care Delivery (PP1)															
<p>Aim: The student nurse will contribute to the delivery of safe and effective evidence-based care. <i>ESC 5.1, 5.3, 15.1</i></p>															
<p>Performance criteria: The student nurse:</p> <ul style="list-style-type: none"> a) under direct supervision participates in providing appropriate safe and effective evidence-based care giving regard to the client's condition, age, and personal choices. b) recognises their own level of competence and accepts delegated activities only within the limitations of their role. c) able to use a range of methods to communicate effectively and sensitively, including the appropriate use of touch. 															
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Date	Ass Type	Grade	Assessor's Signature												
	Summative	1 2 3 4													
Comments (NB Have all of the above criteria been met – on this or previous occasions?)															

Care Delivery (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

13b. Care Delivery (PP2)			
<p>Aim: The student nurse will deliver safe and effective evidence-based care based on a comprehensive and negotiated care plan. <i>ESC: 5.1, 5.3, 5.8, 6.8, 6.10, 6.11, 9.17, 9.18, 10.4, 20.5</i></p>			
<p>Performance Criteria: The student nurse will continue to demonstrate PP1 skills and:</p> <ul style="list-style-type: none"> a) is able to provide appropriate safe and effective evidence-based care giving regard to the client's condition, age, and personal choices. b) is able to discuss sensitive issues with client in a supportive, non-judgemental manner, helping the client to explore the choices available to them. c) able to use a range of methods to communicate effectively and sensitively, including the appropriate use of touch. d) is able to sensitively discuss with clients/carers the planned interventions (which may include the use of medical devices) and checks the client's/carer's understanding. e) is able to recognize the importance of continued learning/development to promote a high standard of care. 			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Care Delivery (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

13c. Care Delivery (CP)			
<p>Aim: The newly qualifying nurse will competently perform mental health nursing assessment and intervention skills. <i>ESC: 1.12, 5.9, 6.13, 9.14, 9.20, 10.6, 19.3, 20.2, 20.3, 20.5</i></p>			
<p>The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:</p> <ol style="list-style-type: none"> a) acts appropriately when faced with a sudden deterioration in client's physical/psychological condition (eg abnormal vital signs, client collapse, cardiac arrest, self-harm, attempted suicide, acute distress, challenging behaviour etc). b) uses appropriate communication skills to deal with challenging circumstances (eg resolving disputes, de-escalation of aggression, dealing with complaints responding to emergencies). c) is able to apply appropriate techniques for defusing, disengaging from and managing actual and potential aggression/violence. d) is able to deliver a range of care interventions which are evidence based and relevant to client need and includes both practical and emotional support. e) operates within local and legal guidelines in the appropriate selection and use of medical devices. f) is able to safely use, and where relevant maintain, a range of medical devices ensuring appropriate servicing and calibration. 			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Evaluation (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

14a. Evaluation (PP1)			
<p>Aim: The student nurse will participate in the evaluation of care delivery and outcome. ESC: 5.1, 5.3</p>			
<p>Performance criteria: The student nurse:</p> <p>a) in discussion with assessor, is able to compare and contrast the outcomes of care with the goals planned, acknowledging the client/carer's interpretation of physical, psychological and behavioural changes.</p> <p>b) is able to summarize the results of evaluation to members of the multi-disciplinary team (and clients/carers, when appropriate).</p>			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
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Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Evaluation (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

14b. Evaluation (PP2)			
Aim: The student nurse will demonstrate the skills necessary to evaluate clients' responses to nursing interventions. <i>ESC: 10.1, 10.2, 10.9</i>			
Performance Criteria: The student nurse will continue to demonstrate PP1 skills and: a) is able to compare and contrast the outcomes of care with the goals planned, acknowledging the client/carer's interpretation of physical, psychological and behavioural changes. b) is able to communicate results of evaluation to clients (and carers, as appropriate) and members of the multi-disciplinary team. c) is able to engage clients and carers in the evaluation of care delivery. d) is able to self regulate in relation to limitations to own practice.			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
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Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
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Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Evaluation (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

14c. Evaluation (CP)

Aim:

The newly qualifying nurse will be competent in the skills necessary to evaluate client's responses to nursing interventions.

ESC 9.15, 9.16, 10.8-10.10, 12.8

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to evaluation and document care in the appropriate place, and in a style that is both thorough and accurate.
- b) is able to explain the reasons for deviation from the expected outcomes to the assessor and client/carer.
- c) actively seeks the client's/carer's feedback on the care delivered and uses the information to inform practice.
- d) is able to explore appropriate coping mechanisms with clients and carers when treatment produces unexpected outcomes.
- e) in discussion with MDT and client/carers is able to modify and document the plan of care appropriately in response to evaluation.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

Discharge/Transfer Planning (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

15a. Discharge/Transfer Planning (PP1)			
<p>Aim: The student nurse will demonstrate knowledge necessary to discharge/transfer clients safely. <i>ESC 5.1-5.3</i></p>			
<p>Performance criteria: The student nurse: a) is able to describe to assessor the appropriate communications required within and between teams to ensure safe and appropriate discharge/transfer.</p>			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Discharge/Transfer Planning (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

15b. Discharge/Transfer Planning (PP2)

Aim:

The student nurse will acquire the skills necessary to discharge/ transfer clients safely.

ESC 13.1-13.3

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) is able to communicate effectively with both clients and their relatives/carers and other health care practitioners so that discharge/transfer planning is a collaborative process.
- b) demonstrates familiarity with the range of health education literature and information leaflets that are available for clients.
- c) demonstrates appropriate communications required within and between teams to ensure safe and appropriate discharge/transfer.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

Discharge/Transfer Planning (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

15c. Discharge/Transfer Planning (CP)

Aim:

The newly qualifying nurse will be competent in discharging/ transferring clients safely.

ESC 9.16

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) liaises effectively with members of the MDT to ensure that a safe and appropriate discharge/transfer.
- b) is able to give practical advice to clients and carers on discharge/transfer to aid health promotion and prevent relapse.
- c) is able to prepare and transfer a client to another care setting safely and effectively.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Management (PP1) - PROGRESS SHEET		
Date	Experience & Comments	Signature

16a. Management (PP1)				
Aim:				
The student nurse is able to manage their responsibilities effectively, recognising their personal strengths and weaknesses.				
<i>ESC; 3.2, 3.3, 4.1, 5.4, 5.5, 9.5, 9.11, 11.3, 12.1, 12.2, 15.1, 17.4, 17.8</i>				
Performance criteria:				
The student nurse:				
a) is adaptable to the changing care environment recognising the special needs that arise from a disability, medical condition, age or stage of development, or psychological distress.				
b) is able to accept delegated work (within appropriate limitations of knowledge and experience) and prioritise demands on his/her time.				
c) is able to recognize the relationship between his/her personal emotions and clinical work and seeks appropriate support from mentors when one adversely effects the other.				
d) is able and willing to recognise diversity and change his/her behaviour to promote best practice.				
e) responds appropriately to feedback from various sources, and shares this information with team colleagues.				
f) is aware of legislation to make the workplace a safer place.				
g) maintains a professional demeanour and takes responsibility for own work.				
Formative Assessment				
Date	Assessment Location Please delete as appropriate	Grade		Assessor's Signature
	Classroom/Placement	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/Placement	1	2 3 4	
Comments NB Have all of the performance criteria been met?				

Management (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

16b. Management (PP2)

Aim:

The student nurse will demonstrate the safe and effective management of care.

ESC 1.6, 1.7, 2.13, 10.2, 12.1-12.6, 14.3-14.6, 17.5, 17.7

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) is able to organise personal workload and time, prioritising care needs appropriately.
- b) is able to function and communicates effectively as a member of a multi-disciplinary team.
- c) following discussion with the assessor, is able to describe the processes involved in clinical decision making when prioritising care with a group of clients.
- d) is able to work confidently, collaboratively and in partnership with clients, relatives/carers and other health care workers so that continuity of care is ensured.
- e) uses supervision and reflection to learn from his/her mistakes/ successes and recognises factors within him/herself that might lead to these mistakes.
- f) responds and supports clients to use a Trust's compliments and complaints procedures and to improve client care/experience.
- g) responds appropriately to feedback from various sources, and shares this information with team colleagues.
- h) maintains a professional demeanour and takes responsibility for own work.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Management (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

16c. Management (CP)

Aim:

The newly qualifying nurse will be competent in the safe and effective management of care for a group of clients.

ESC: 2.10, 2.11, 4.4, 4.6, 4.7, 10.7, 11.9, 11.10, 14.7-14.10, 15.3, 15.4, 16.1-16.6, 17.5, 17.7-17.11, 18.10, 19.3

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) is able to manage evidenced-based care of a group of clients for at least one whole shift, prioritising own workload and conflicting/competing priorities.
- b) is able to delegate work both appropriately and tactfully to relevant colleagues in the team, and support those that are delegated to.
- c) at the end of a shift is able to lead a team handover, exploring colleagues' perceptions of the strengths and weaknesses of the student's management style.
- d) demonstrates leadership potential in terms of approachability, flexibility, and supportiveness, using evidence and experience in decision making. Acts as a positive role model to colleagues.
- e) recognises and acts to address stress in self and others through reflection and supervision.
- f) has a working knowledge of audit and is able, (within local policy) to participate effectively in this process as it occurs.
- g) responds and supports clients to use a Trust's compliments and complaints procedures and to improve client care/experience.
- h) is able to manage challenging situations and those where client choice conflicts with care plans or compromises safety.
- i) upholds clients' legal and human rights and acts as an advocate for clients.
- j) promotes culturally sensitive environments free from discrimination, harassment or exploitation.
- k) challenges practice which does not support vulnerable people.
- l) able to report concerns regarding staffing to the appropriate manager.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

ONLY TO BE COMPLETED DURING THE FINAL (MANAGEMENT) PLACEMENT

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

Maintaining Safety (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

17a. Maintaining Safety (PP1)

Aim:

The student nurse will be able to maintain and promote a safe working environment and act appropriately in emergency situations.

ESC; 9.9, 11.1, 11.2, 17.1, 17.2, 18.1-18.6, 19.1, 19.2, 20.1, 22.4, 22.5

Performance criteria:

The student nurse:

- a) is able to recognise and describe the signs/symptoms associated with loss of consciousness, cardiac and respiratory arrest.
- b) is able to recognize and report a risk to safety of themselves or others (including safeguarding issues) and refers to an appropriate colleague for guidance.
- c) is aware of the importance of security in the workplace.
- d) is aware of the procedure for raising the appropriate alarm in the event of an emergency, or unsafe situations (e.g. client collapse, self harm, extremely challenging behaviour) and responds appropriately when faced with such eventuality.
- e) is able to demonstrate the required standard of proficiency in classroom based assessments for first aid and basic life support.
- f) is aware of and acts within safeguarding policies for vulnerable people and seeks advice from colleagues when there are concerns or doubts.
- g) is able to operate, cleanse and dispose of equipment and appliances safely (e.g. injection equipment, hoists or pinpoint personal alarm systems etc.) in accordance with local policy.
- h) observes local policies and procedures (e.g. Health and Safety manual, Needlestick Injury Policy, Incident reporting, Safeguarding Children & Vulnerable Adults, manual handling).
- i) applies local policies on manual handling to clinical practice.
- j) demonstrates awareness of the importance of appropriate rest when planning their own work commitments.

Formative Assessment

Date	Assessment Location Delete as appropriate	Grade	Assessor's Signature
	Classroom/Placement	1 2 3 4	

Comments

Date	Classroom/Placement	1 2 3 4	Signature

Comments

Summative Assessment

Date	Classroom/Placement	1 2 3 4	Signature

Comments

NB Have all of the performance criteria been met?

Maintaining Safety (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

17b. Maintaining Safety (PP2)					
Aim:					
The student nurse will be able to maintain and promote a safe working environment and act appropriately in emergency situations.					
<i>ESC; 9.10, 11.1, 11.2, 11.4, 14.11, 17.6, 18.7, 18.8, 18.11-18.14</i>					
Performance Criteria:					
The student nurse will continue to demonstrate PP1 skills and:					
a) is able to assist in making an accurate assessment of, and planning care for, clients with moving and handling needs.					
b) is aware of a range of moving and handling equipment and how to use them safely and appropriately.					
c) is able to explain to clients why and how they will be moved/ handled in a timely and appropriate manner.					
d) is able to demonstrate the required standard of proficiency in classroom based assessments for first aid and basic life support.					
e) recognises people in vulnerable situations and accurately documents and shares concerns with appropriate colleagues.					
f) adheres to safety policies to all areas where clinical care is delivered, (e.g. lone working policies in all environments).					
g) is able to assess and manage risk, promoting safe (positive) risk taking where appropriate.					
Formative Assessment					
Date	Assessment Location Delete as appropriate	Grade			Assessor's Signature
	Classroom/Placement	1	2	3	4
Comments					
Date	Classroom/Placement	1	2	3	4
Signature					
Comments					
Summative Assessment					
Date	Classroom/Placement	1	2	3	4
Signature					
Comments					
NB Have all of the performance criteria been met?					

Maintaining Safety (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

17c. Maintaining Safety (CP)					
Aim:					
The newly qualifying nurse competently maintains and promotes a safe working environment and acts appropriately in emergency situations.					
<i>ESC; 14.11, 17.12, 18.9, 18.15, 20.4</i>					
The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:					
a) takes appropriate action to sustain life in the event of sudden physiological or psychological deterioration.					
b) is able to make referral to appropriate agencies in order to safeguard individuals (including children and vulnerable adults).					
c) is able to identify and challenge practices which do not safeguard and protect vulnerable individuals.					
d) identifies areas for personal development, taking action to redress any knowledge and/or skills deficit.					
e) always practices within local health and safety policies in all environments (including lone-worker policies).					
f) uses experience of safety incidents as the basis for reflective learning and teaching.					
g) recognises the importance of maintaining professional boundaries and manages risk to self and others.					
h) maintains records of safety checks on medical devices and other equipment.					
Formative Assessment					
Date	Assessment Location <small>Delete as appropriate</small>	Grade			Assessor's Signature
	Classroom/Placement	1	2	3	4
Comments					
Date	Classroom/Placement	1	2	3	4
Signature					
Comments					
Summative Assessment					
Date	Classroom/Placement	1	2	3	4
Signature					
Comments					
NB Have all of the performance criteria been met?					

Personal Care (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

18a. Personal Care (PP1)				
Aim:				
The student nurse is able assist in meeting the hygiene needs of clients. <i>ESC; 1.2-1.4, 2.1, 2.2, 3.1, 3.2, 4.2, 5.3, 5.5, 10.1</i>				
Performance criteria:				
The student nurse:				
a) respects individual dignity when engaging in care delivery and uses communication and touch appropriately.				
b) actively engages with, and monitors feedback from, clients during care planning and delivery.				
c) takes account of the client's rights and personal preferences when delivering care.				
d) recognises personal limitations when delivering client care and impact of self on others.				
e) demonstrates effective personal hygiene when delivering client care.				
Formative Assessment				
Date	Assessment Location <small>Please delete as appropriate</small>	Grade		Assessor's Signature
	Classroom/Placement	1	2 3 4	
Comments				
	Classroom/Placement	1	2 3 4	
Comments				
Summative Assessment				
	Classroom/Placement	1	2 3 4	
Comments NB Have all of the performance criteria been met?				

Personal Care (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

18b. Personal Care (PP2)			
Aim: The student nurse is able to meet the hygiene needs of clients. <i>ESC; 1.6, 2.4-2.7, 4.5</i>			
Performance Criteria: The student nurse will continue to demonstrate PP1 skills and: a) demonstrates at all times a high regard for the promotion of client autonomy and independence, recognising cultural difference. b) is able to adopt the correct technique during a bed bath, general bath and assisted care to ensure that the clients are cleansed appropriately. c) is able to assess and assist the client in meeting their grooming needs, while maintaining comfort, dignity, client preference and a safe level of hygiene for clinical care. d) is able to give appropriate oral hygiene when this is required. e) is able to give appropriate assistance to clients requiring support for their elimination needs. f) demonstrates at all times a high regard for the maintenance of client dignity and privacy when discussing and assisting in their elimination needs.			
Formative Assessment			
Date	Assessment Location <small>Please delete as appropriate</small>	Grade	Assessor's Signature
	Classroom/Placement	1 2 3 4	
Comments			
	Classroom/Placement	1 2 3 4	
Comments			
Summative Assessment			
	Classroom/Placement	1 2 3 4	
Comments NB Have all of the performance criteria been met?			

18c. Personal Care (CP)					
Aim:					
The newly qualifying nurse competently meets the hygiene needs of clients. <i>ESC; 1.8-1.11, 3.4-3.8</i>					
The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:					
a) self regulates in terms of personal judgement and prejudice when delivering client care.					
b) recognises and works within the boundaries agreed with the client in delivering personal care, supporting personal preference when safe to do so.					
c) responds autonomously to feedback from clients when engaging in care of an intimate nature.					
d) supervises, and acts as a role model for, the work of others to whom intimate care has been delegated.					
e) challenges poor practice in the delivery of care.					
Formative Assessment					
Date	Assessment Location <small>Please delete as appropriate</small>	Grade			Assessor's Signature
	Classroom/Placement	1	2	3	4
Comments					
	Classroom/Placement	1	2	3	4
Comments					
Summative Assessment					
	Classroom/Placement	1	2	3	4
Comments NB Have all of the performance criteria been met?					

Health Promotion & Teaching (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

19a. Health Promotion & Teaching (PP1)

Aim:

The student nurse will demonstrate critical awareness of published materials which support health promoting interventions.

ESC 1.2, 2.1, 3.1, 4.1, 4.2, 5.2

Performance criteria:

The student nurse:

- a) is able to identify client's needs for health promoting activity.
- b) is able to select an appropriate range of health promotion materials relevant to client's care need.
- c) is able to take account of client's capacity, expressed preferences and social and cultural context when explaining to mentor a health promoting intervention.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Health Promotion & Teaching (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

19b. Health Promotion & Teaching (PP2)

Aim:

The student nurse will acquire the skills necessary to be an effective promoter of health and teacher of junior staff.

ESC 5.13, 9.16, 9.18, 9.22

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) under supervision assesses and plans care demonstrating an understanding of health promoting interventions.
- b) plans a short, client focussed, health promotion intervention, addressing the specific needs of client, groups or communities and delivers under supervision. (e.g. medicines management at home, use of equipment, smoking cessation).
- c) demonstrates an understanding for the importance of ongoing and/or ad hoc education/teaching in their practice setting.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Health Promotion & Teaching (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

19c. Health Promotion & Teaching (CP)

Aim:

The newly qualifying nurse will competently promote health and teach junior staff.

ESC 5.13, 9.16, 9.18

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) promotes health and well being through discussion and teaching of clients and significant others, including discussion of sensitive issues.
- b) works with junior students and demonstrates enthusiasm for teaching.
- c) demonstrates patience with juniors, and tolerance for the limitations of others.
- d) delivers a short teaching session to members of staff that includes both theoretical explanation and practical demonstration.
- e) describes to the assessor the importance of continuous professional updating and outlines a strategy for future self-development.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Collaborating with Service Users (PP1) – PROGRESS SHEET		
Date	Experience & Comments	Signature

20a. Collaborating with Service Users (PP1)			
<p>Aim: The student nurse will acquire the skills necessary to obtain client's stories in relation to their care. <i>ESC 1.5, 2.1, 3.1, 4.1, 5.5, 6.2, 12.2</i></p>			
<p>Performance Criteria: The student nurse:</p> <ul style="list-style-type: none"> a) works in a client focussed manner, respecting and valuing diversity and cultural differences. b) is aware of their own impact on the client experience of care. c) is able to collect and record information accurately from clients and carers d) uses feedback from clients, carers and colleagues to improve the client's experience of care. 			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Collaborating with Service Users (PP2) – PROGRESS SHEET		
Date	Experience & Comments	Signature

20b. Collaborating with Service Users (PP2)

Aim:

The student nurse will acquire the skills necessary to obtain client's stories in relation to their care and analyze this information.

ESC 1.6, 1.14, 2.2, 14.4

Performance Criteria:

The student nurse will continue to demonstrate PP1 skills and:

- a) is able to establish professional, caring and constructive relationships with clients and carers.
- b) actively seeks to empower clients through understanding of client journey.
- c) seeks constructive feedback from clients and carers on their performance as a developing health professional.
- d) uses supervision to enhance understanding of the client experience.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	
Comments			
Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	
Comments (NB Have all of the above criteria been met – on this or previous occasions?)			

Collaborating with Service Users (CP) – PROGRESS SHEET		
Date	Experience & Comments	Signature

20c. Collaborating with Service Users (CP)

Aim:

The newly qualifying nurse will apply information gathered from client's stories to enhance their personal performance, the care delivered and the care environment.

ESC 1.10, 1.13, 1.14, 4.6, 5.13, 9.12, 9.14

The newly qualifying nurse will continue to demonstrate PP1/PP2 skills and:

- a) initiates and maintains relationships with clients and carers.
- b) develops a systematic approach to data collection from clients in order to enhance understanding of the client's journey through care.
- c) enhances personal learning through reflection, and supervision, on the client's account of their experiences.
- d) acts as a role model for engaging collaboratively with clients.
- e) uses client feedback to enhance their clinical performance, and, where possible, improve the care environment.

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Formative	1 2 3 4	

Comments

Date	Ass Type	Grade	Assessor's Signature
	Summative	1 2 3 4	

Comments (**NB** Have all of the above criteria been met – on this or previous occasions?)

Additional Summative Assessments

This page is completed **only** if previous summative assessments have been graded and not achieved level 2.

Skill Number and Title:				
				Assessor's Signature
Please Delete Year 1, 2 or 3	Summative	1	2 3 4	Please Date
Comments				
Skill Number and Title:				
				Assessor's Signature
Please Delete Year 1, 2 or 3	Summative	1	2 3 4	Please Date
Comments				
Skill Number and Title:				
				Assessor's Signature
Please Delete Year 1, 2 or 3	Summative	1	2 3 4	Please Date
Comments				

Skill Number and Title:				
				Assessor's Signature
Please Delete Year 1, 2 or 3	Summative	1	2 3 4	Please Date
Comments				
Skill Number and Title:				
				Assessor's Signature
Please Delete Year 1, 2 or 3	Summative	1	2 3 4	Please Date
Comments				
Skill Number and Title:				
				Assessor's Signature
Please Delete Year 1, 2 or 3	Summative	1	2 3 4	Please Date
Comments				

Further pages may be obtained from the programme administrator and can be secured into this book.

INITIAL LEARNING CONTRACT

Term 1

Term 1 Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>Student Signature.....Date.....</p>		
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.</p> <p>Mentor Signature.....Date.....</p>		
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 1

Term 1 Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Student Signature.....		Date.....	
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Mentor Signature.....		Date.....	
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW

Term 1

Term 1 Mentor		Placement	
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Student Signature.....Date.....			
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Mentor Signature.....Date.....			

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 1 – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p>Grade (please circle) This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	The student demonstrates respect for the patient or client as an individual , including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.	1 2 3 4
b	Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.	1 2 3 4
c	The student acted in such a way as to protect confidential information from being disclosed inappropriately.	1 2 3 4
d	The student promoted the best standards of patient/client care through co-operation with others in the team . Including demonstration of good time keeping and individual responsibility in the workplace.	1 2 3 4
e	The student continuously maintains their professional knowledge and competence , acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.	1 2 3 4
f	At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.	1 2 3 4
g	The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.	1 2 3 4
Mentor's Comments (must be entered if any section graded 1)		<p>Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement.</p>
<p>Mentor's confirmation: Total hours worked by student during this placement: _____</p>		PASS / FAIL
I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.		Date
Name of Mentor		Signature

INITIAL LEARNING CONTRACT

Term 2

Term 2 Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p style="text-align: right;">Student Signature.....Date.....</p>			
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.</p>			
<p style="text-align: right;">Mentor Signature.....Date.....</p>			
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 2

Term 2 Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Mentor Signature.....Date.....		
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW

Term 2

Term 2 Mentor		Placement
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Mentor Signature.....Date.....		

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 2 - TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p>Grade (please circle)</p> <p>This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	<p>The student demonstrates respect for the patient or client as an individual, including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.</p>	1 2 3 4
b	<p>Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.</p>	1 2 3 4
c	<p>The student acted in such a way as to protect confidential information from being disclosed inappropriately.</p>	1 2 3 4
d	<p>The student promoted the best standards of patient/client care through co-operation with others in the team. Including demonstration of good time keeping and individual responsibility in the workplace.</p>	1 2 3 4
e	<p>The student continuously maintains their professional knowledge and competence, acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.</p>	1 2 3 4
f	<p>At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.</p>	1 2 3 4
g	<p>The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.</p>	1 2 3 4
<p>Mentor's Comments (must be entered if any section graded 1)</p> <p>Mentor's confirmation: Total hours worked by student during this placement: _____</p>		<p>Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement.</p> <p>PASS / FAIL</p>
<p>I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.</p> <p>Name of Mentor _____</p>		<p>Date _____</p>
<p>_____</p> <p style="text-align: right;">Signature</p>		

INITIAL LEARNING CONTRACT

Term 3a

Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<p style="text-align: right;">Student Signature.....Date.....</p>	
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<p>I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.</p> <p style="text-align: right;">Mentor Signature.....Date.....</p>	
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 3a

Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Mentor Signature.....Date.....		
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW

Term 3a

Mentor		Placement	
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>Student Signature.....Date.....</p>			
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>Mentor Signature.....Date.....</p>			

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 3a – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR	
NAME OF STUDENT	
PLACEMENT NAME	
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	
Grade (please circle) This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.	
a	The student demonstrates respect for the patient or client as an individual , including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.
b	Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.
c	The student acted in such a way as to protect confidential information from being disclosed inappropriately.
d	The student promoted the best standards of patient/client care through co-operation with others in the team . Including demonstration of good time keeping and individual responsibility in the workplace.
e	The student continuously maintains their professional knowledge and competence , acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.
f	At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.
g	The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.
Mentor's Comments (must be entered if any section graded 1)	
<p>Mentor's confirmation: Total hours worked by student during this placement: _____</p>	
Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement.	
PASS / FAIL	
I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.	
Name of Mentor	Signature
Date	

INITIAL LEARNING CONTRACT

Term 3b

Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>Student Signature.....Date.....</p>		
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.</p> <p>Mentor Signature.....Date.....</p>		
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 3b

Mentor		Placement Name
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Mentor Signature.....Date.....		
Agreed Date of End of Placement Review		

LEARNING CONTRACT COMPLETION REVIEW Term 3b

Mentor		Placement	
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>Student Signature.....Date.....</p>			
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>Mentor Signature.....Date.....</p>			

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 3b – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p>Grade (please circle)</p> <p>This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	The student demonstrates respect for the patient or client as an individual , including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.	1 2 3 4
b	Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.	1 2 3 4
c	The student acted in such a way as to protect confidential information from being disclosed inappropriately.	1 2 3 4
d	The student promoted the best standards of patient/client care through co-operation with others in the team . Including demonstration of good time keeping and individual responsibility in the workplace.	1 2 3 4
e	The student continuously maintains their professional knowledge and competence , acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.	1 2 3 4
f	At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.	1 2 3 4
g	The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.	1 2 3 4
Mentor's Comments (must be entered if any section graded 1)		Overall Placement
<p>Mentor's confirmation: Total hours worked by student during this placement: ____</p> <p>AT THE END OF THIS PLACEMENT MENTORS SHOULD CHECK THAT ALL PROGRESSION POINT 1 SKILLS HAVE BEEN SUMMATIVELY PASSED AND ALSO SIGN THE PROGRESSION STATEMENT ON PAGE 3 OF THIS BOOK.</p>		<p>A student must achieve a mark of 2 or higher in every value to pass the placement.</p> <p>PASS / FAIL</p>
I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.		Date
Name of Mentor		Signature

INITIAL LEARNING CONTRACT

Term 4

Mentor		Placement Name
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Student Signature.....Date.....		
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.		
Mentor Signature.....Date.....		
Agreed Date of Mid Placement Review		

LEARNING CONTRACT MID PLACEMENT REVIEW Term 4

Mentor		Placement Name
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Mentor Signature.....Date.....		
Agreed Date of End of Placement Review		

LEARNING CONTRACT COMPLETION REVIEW

Term 4

Mentor		Placement	
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Student Signature.....Date.....			
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Mentor Signature.....Date.....			

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 4 – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p>Grade (please circle)</p> <p>This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	<p>The student demonstrates respect for the patient or client as an individual, including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.</p>	1 2 3 4
b	<p>Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.</p>	1 2 3 4
c	<p>The student acted in such a way as to protect confidential information from being disclosed inappropriately.</p>	1 2 3 4
d	<p>The student promoted the best standards of patient/client care through co-operation with others in the team. Including demonstration of good time keeping and individual responsibility in the workplace.</p>	1 2 3 4
e	<p>The student continuously maintains their professional knowledge and competence, acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.</p>	1 2 3 4
f	<p>At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.</p>	1 2 3 4
g	<p>The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.</p>	1 2 3 4
<p>Mentor's Comments (must be entered if any section graded 1)</p> <p>Mentor's confirmation: Total hours worked by student during this placement: _____</p>		<p>Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement.</p> <p>PASS / FAIL</p>
<p>I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.</p> <p>Name of Mentor _____</p>		<p>Date _____</p>
<p>_____</p> <p style="text-align: right;">Signature</p>		

INITIAL LEARNING CONTRACT

Term 5

Term 5 Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>Student Signature.....Date.....</p>		
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.</p> <p>Mentor Signature.....Date.....</p>		
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 5

Term 5 Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Student Signature.....		Date.....	
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Mentor Signature.....		Date.....	
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW

Term 5

Term 5 Mentor		Placement	
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>Student Signature.....Date.....</p>			
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>Mentor Signature.....Date.....</p>			

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 5 – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p>Grade (please circle)</p> <p>This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	<p>The student demonstrates respect for the patient or client as an individual, including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.</p>	1 2 3 4
b	<p>Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.</p>	1 2 3 4
c	<p>The student acted in such a way as to protect confidential information from being disclosed inappropriately.</p>	1 2 3 4
d	<p>The student promoted the best standards of patient/client care through co-operation with others in the team. Including demonstration of good time keeping and individual responsibility in the workplace.</p>	1 2 3 4
e	<p>The student continuously maintains their professional knowledge and competence, acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.</p>	1 2 3 4
f	<p>At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.</p>	1 2 3 4
g	<p>The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.</p>	1 2 3 4
<p>Mentor's Comments (must be entered if any section graded 1)</p> <p>Mentor's confirmation: Total hours worked by student during this placement: ____</p>		<p>Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement.</p> <p>PASS / FAIL</p>
<p>I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.</p> <p>Name of Mentor Signature</p>		Date

INITIAL LEARNING CONTRACT

Term 6

Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Student Signature.....Date.....			
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.			
Mentor Signature.....Date.....			
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 6

Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>Student Signature.....Date.....</p>		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	<p>Mentor Signature.....Date.....</p>		
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW Term 6

Mentor		Placement	
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<p>Student Signature.....Date.....</p>	
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<p>Mentor Signature.....Date.....</p>	

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 6 – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p style="text-align: center;">Grade (please circle)</p> <p>This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	<p>The student demonstrates respect for the patient or client as an individual, including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.</p>	1 2 3 4
b	<p>Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.</p>	1 2 3 4
c	<p>The student acted in such a way as to protect confidential information from being disclosed inappropriately.</p>	1 2 3 4
d	<p>The student promoted the best standards of patient/client care through co-operation with others in the team. Including demonstration of good time keeping and individual responsibility in the workplace.</p>	1 2 3 4
e	<p>The student continuously maintains their professional knowledge and competence, acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.</p>	1 2 3 4
f	<p>At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.</p>	1 2 3 4
g	<p>The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.</p>	1 2 3 4
<p>Mentor's Comments (must be entered if any section graded 1)</p> <p>Mentor's confirmation: Total hours worked by student during this placement: _____</p> <p>AT THE END OF THIS PLACEMENT MENTORS SHOULD CHECK THAT ALL PROGRESSION POINT 2 SKILLS HAVE BEEN SUMMATIVELY PASSED AND ALSO SIGN THE PROGRESSION STATEMENT ON PAGE 3 OF THIS BOOK.</p>		<p>Overall Placement</p> <p>A student must achieve a mark of 2 or higher in every value to pass the placement.</p> <p style="text-align: center;">PASS / FAIL Please delete</p>
<p>I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.</p> <p>Name of Mentor _____</p>		<p>Date _____</p> <p style="text-align: right;">Signature _____</p>

INITIAL LEARNING CONTRACT

Term 7

Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Student Signature.....Date.....			
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.			
Mentor Signature.....Date.....			
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 7

Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Mentor Signature.....Date.....		
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW Term 7

Mentor		Placement
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Mentor Signature.....Date.....		

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 7 – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>		<p>Grade (please circle) This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>
a	The student demonstrates respect for the patient or client as an individual , including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.	1 2 3 4
b	Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.	1 2 3 4
c	The student acted in such a way as to protect confidential information from being disclosed inappropriately.	1 2 3 4
d	The student promoted the best standards of patient/client care through co-operation with others in the team . Including demonstration of good time keeping and individual responsibility in the workplace.	1 2 3 4
e	The student continuously maintains their professional knowledge and competence , acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.	1 2 3 4
f	At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.	1 2 3 4
g	The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.	1 2 3 4
<p>Mentor's Comments (must be entered if any section graded 1)</p> <p>Mentor's confirmation: Total hours worked by student during this placement: _____</p>		<p>Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement. PASS / FAIL</p>
<p>I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.</p> <p>Name of Mentor _____</p>		<p>Signature _____</p> <p>Date _____</p>

INITIAL LEARNING CONTRACT

Term 8

Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
Student Signature.....Date.....			
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.			
Mentor Signature.....Date.....			
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 8

Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Mentor Signature.....Date.....		
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW Term 8

Mentor		Placement
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Mentor Signature.....Date.....		

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 8 – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p>Grade (please circle) This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	The student demonstrates respect for the patient or client as an individual , including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.	1 2 3 4
b	Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.	1 2 3 4
c	The student acted in such a way as to protect confidential information from being disclosed inappropriately.	1 2 3 4
d	The student promoted the best standards of patient/client care through co-operation with others in the team . Including demonstration of good time keeping and individual responsibility in the workplace.	1 2 3 4
e	The student continuously maintains their professional knowledge and competence , acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.	1 2 3 4
f	At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.	1 2 3 4
g	The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.	1 2 3 4
<p>Mentor's Comments (must be entered if any section graded 1)</p> <p>Mentor's confirmation: Total hours worked by student during this placement: _____</p>		<p>Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement.</p> <p>PASS / FAIL</p>
<p>I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.</p> <p>Name of Mentor _____ Signature _____</p>		<p>Date _____</p>

INITIAL LEARNING CONTRACT

Term 9

Mentor		Placement Name	
<p>The Student will outline what he/she hopes to achieve whilst on this placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>Student Signature.....Date.....</p>			
<p>The Mentor should indicate agreement or identify any potential problems in meeting these outcomes or additional actions that may be required to meet these objectives.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
<p>I confirm that I am on the organization's live mentor register and have completed mentor updating in the previous 12 months and triennial review, if necessary. I confirm that the student has undergone an induction to this practice setting.</p>			
<p>Mentor Signature.....Date.....</p>			
Agreed Date of Mid Placement Review			

LEARNING CONTRACT MID PLACEMENT REVIEW Term 9

Mentor		Placement Name	
<p>The Student will outline what he/she has attained so far through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student is adequately meeting their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 		
	Mentor Signature.....Date.....		
Agreed Date of End of Placement Review			

LEARNING CONTRACT COMPLETION REVIEW Term 9

Mentor		Placement
<p>The Student will outline what he/she has attained through attending the placement.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Student Signature.....Date.....		
<p>The Mentor should indicate whether he/she feels the student adequately met their outcomes; indicating, if appropriate, areas which the student should aim to develop further.</p>	<ul style="list-style-type: none"> ▪ ▪ ▪ 	
Mentor Signature.....Date.....		

DEMONSTRATION OF CORE PROFESSIONAL VALUES - TERM 9 – TO BE COMPLETED IN ALL PLACEMENTS BY THE MENTOR		
NAME OF STUDENT		
PLACEMENT NAME		
<p>During this placement the student should demonstrate the shared values of all the United Kingdom health care regulatory bodies (in bold below) to a standard appropriate for entry onto the UK professional nursing register. The student must observe the current NMC Code.</p> <p><i>ESC 1.8-1.11, 2.8, 3.7-3.10, 4.3, 7.5-7.9, 8.4, 9.15, 10.6, 11.10, 14.1, 14.6, 14.7, 14.10, 15.2, 15.5, 16.5 17.3, 17.7, 17.8, 18.9, 18.11, 18.15</i></p>	<p>Grade (please circle) This is marked using the same grading system as the rest of the skills book. If a mark of 1 is recorded, the mentor must document on this sheet how the student failed to meet the required standard.</p>	
a	<p>The student demonstrates respect for the patient or client as an individual, including maintaining privacy and dignity and respecting a client's gender, culture, race, sexuality, age, religion and disability and client preference.</p>	1 2 3 4
b	<p>Whenever possible the student obtained consent before giving any treatment or care giving appropriate information to allow an individual to make an informed choice.</p>	1 2 3 4
c	<p>The student acted in such a way as to protect confidential information from being disclosed inappropriately.</p>	1 2 3 4
d	<p>The student promoted the best standards of patient/client care through co-operation with others in the team. Including demonstration of good time keeping and individual responsibility in the workplace.</p>	1 2 3 4
e	<p>The student continuously maintains their professional knowledge and competence, acknowledging their limitations and brings these to the attention of the senior practitioner in order to identify their learning needs and help to maintain a safe practice environment and challenges poor practice in self and others.</p>	1 2 3 4
f	<p>At all times the student was trustworthy and behaved in a way that upholds the reputation of the nursing profession.</p>	1 2 3 4
g	<p>The student helped to identify and minimise risk to patients and clients working with other members of the team to promote health care environments (clinical and domestic) that are conducive to safe, therapeutic and ethical practice.</p>	1 2 3 4
<p>Mentor's Comments (must be entered if any section graded 1)</p> <p>Mentor's confirmation: Total hours worked by student during this placement: _____</p>		<p>Overall Placement A student must achieve a mark of 2 or higher in every value to pass the placement.</p> <p>PASS / FAIL</p>
<p>I confirm that I am on the organization's live mentor register, and have completed mentor updating in the previous 12 months and triennial review, if necessary.</p> <p>Name of Mentor _____</p>		<p>Date _____</p>
		<p>Signature _____</p>

University of Essex

Record of Additional Learning Needs/ Placement Issues

Please use a **copy of** this form to document any additional learning needs of the student and/ or any placement issues. This should be completed through mutual discussion and agreement between the mentor and the student. It is the responsibility of both the mentor and the student to promote resolution of difficulties within the placement at the earliest opportunity. A copy of the form should be retained by the student and the **mentor** should send a copy to the link lecturer.

Student name **Mentor name**

Placement name.....

Description of Issue	Date reported	Plan of action	Review Date	Student Signature	Mentor Signature

A review date must be set prior to the end of the placement.

Resolved?	Remaining Issues/ Plan of action	Student Signature	Mentor Signature

If an issue remains unresolved following the review date please refer to the Placement Issue/ 'what to do if...' guidance given on pages 11-12 of this book.

Additional copies of this form can be found within the placement information folder held on the ward. Please contact the link lecturer, if you require further guidance.

Register of Signatories

All assessors verifying work in this document should complete one line of this sheet.

REGISTER OF SIGNATORIES 1			
Signature Sample	Name	Post/ Qualification	Location of work/ Tel Number

REGISTER OF SIGNATORIES 2

Signature Sample	Name	Post/ Qualification	Location of work/ Tel Number

REGISTER OF SIGNATORIES 3			
Signature Sample	Name	Post/ Qualification	Location of work/ Tel Number

Further copies of this page may be obtained from the common learning administrator and can be secured into this book

Module Progress Record

TO BE COMPLETED BY UNIVERSITY TUTOR ONLY

Please ensure your skills book is handed in at the end of each placement for review. When going to your next placement please take note of the comments and recommended action from your tutor and plan learning activities accordingly with your next mentor and link lecturer.

TERM 1:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TERM 2:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TO BE COMPLETED BY UNIVERSITY TUTOR ONLY

TERM 3:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TERM 4:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TO BE COMPLETED BY UNIVERSITY TUTOR ONLY

TERM 5:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TERM 6:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TO BE COMPLETED BY UNIVERSITY TUTOR ONLY

TERM 7:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TERM 8:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

TO BE COMPLETED BY UNIVERSITY TUTOR ONLY

TERM 9:
Name of Tutor
Comments
Recommended Action (if appropriate)
Signature
Date

Please hand your skills book in at the end of your term 8 placement for final review and completion of the conclusion overleaf.

Conclusion

To be completed by Nurse Lecturer (University Staff)

Student Nurse(insert name in block capitals)	
Has reached the standard required from the Programme in all items in this report. In addition, the sign-off mentor has confirmed the student has met the practice component of the NMC requirements for entry to the register, as documented in the Sign-Off Mentor's record. Signed Date	Has not reached the standard required from the Programme in item(s) The evidence on which this decision is based follows below. Signed Date

The supervisor should sign the appropriate box and cross out the one that does not apply.

In the event of a failure complete the following box

Section	Evidence for failure
<i>This decision has been discussed with the following people on the following dates:-</i>	
Others involved in training	Date(s)
The Head of School on the following dates	

Further comments may be added opposite or enclosed with report

<ul style="list-style-type: none"> ▪ Report Approved ▪ Report Not Approved 	Signed	Date
	Programme Leader <i>(insert name in block capitals)</i>	

This page may be used to document any important events/factors that occur during the course that the student wishes to record.

Date	Notes

Date	Notes

Course Contacts (as at August 2015)

Programme Lead	Link Lecturer N Essex PCT & Anglian Community Enterprise	Link Lecturer Mid Essex Broomfield Hospital
Pip Bradstock Tel: 01702 328371 Mob: 07785 530610 pabrad@essex.ac.uk	Sherrie Green Tel: 01206 874556 Mob: 07827 880406 sherrieg@essex.ac.uk	Dr Annemarie Brown Tel: 01702 328427 Mob: 07990 903075 akbrown@essex.ac.uk
Link Lecturer West Essex PCT & Princess Alexandra Hospital	Link Lecturers Colchester Hospital University NHS Foundation Trust (CHUFT)	Link Lecturer Mid Essex PCT & Central Essex Community Services
David Atkinson Mob: 07990 915024 datkinc@essex.ac.uk	Louise Timms Mob: 07747 622639 ltimms@essex.ac.uk	Alison Taylor-Lamb Mob: 07597 056704 ajtaylor@essex.ac.uk
Link Lecturer South East Essex Southend University Hospital NHS Foundation Trust		Link Lecturers South West Essex Basildon & Thurrock University Hospital NHS Foundation Trust
Jim Sumpter Mob: 07990 902733 jsumpter@essex.ac.uk		Tracy Kilbourn Mob: 07990 907961 tkilb@essex.ac.uk
Paul Buka Tel: 01702 328426 pbuka@essex.ac.uk		Natasha Morrison Mob: 07881 813573 natasham@essex.ac.uk
Link Lecturer South East Essex – PCT		Link Lecturers South West Essex – PCT
Wendy Rajah Mob: 07785 517618 wrajah@essex.ac.uk		Clare Carpenter-Timms Mob: 07747 568197 clarect@essec.ac.uk
Ness Woodcock-Dennis Mob: 07776 244982 vjwoodb@essex.ac.uk		Chris Bassett Tel: 01702 328246 cbassett@essex.ac.uk
Programme Administrator	Placements Lead	Placements Office
Bea Bard Tel: 01702 328367 bbard@essex.ac.uk	Jade Shortland Tel: 01206 874312 jade@essex.ac.uk	Natasha Lloyd Wendy Singleton hhsplace@essex.ac.uk

Placements – Link Lecturers

There are link lecturers for all areas of Essex please see above or contact the course admin team who will be able to provide contact details.

**Programme Administrator
School of Health & Human Sciences
Southend Campus
University of Essex
Elmer Approach
Southend-on-Sea, Essex SS1 1LW**

Tel: 01702 328367

E-mail: bbard@essex.ac.uk