

**MSc Professional Nursing**

**(Learning Disabilities)**

**(Graduate Entry Masters)**

**Portfolio of Evidence**

**For entry in January 2023**

## Introduction

Thank you for considering joining the MSc. Professional Nursing (Learning Disabilities) (Graduate Entry Masters) pre-registration programme at Queens University Belfast. The Nursing and Midwifery Council (NMC) requires all students to undertake 4600 hours of theory and practice in a three year programme. As you are joining an accelerated programme, you will need to be able to demonstrate how you have achieved a minimum of 650 hours of caring experience alongside a first degree to enable you to meet the NMC requirements for entry to the register. If you are unable to demonstrate these before the programme, you will be provided with support to achieve them whilst on the programme. Please complete each section of the following portfolio. If you leave any sections blank, it is unlikely you will proceed to shortlisting.

Registered nurses are expected to abide by the NMC code (2018):



**Section 1** in the portfolio is divided into three sections: the first section provides you with an opportunity to explain how you are beginning to develop these professional attributes and values in your personal statement. The Future nurse: Standards of proficiency for registered nurses (NMC, 2018) outline the knowledge and skills that enable students to register with the NMC on successful completion of their degree. The second part of section 1 asks for examples of how your current role maps to these standards with evidence of achievement. The final part of section 1 asks for reflective writing on your direct caring role. If you are shortlisted for interview, we would expect you to refer to the examples you have provided in your portfolio during the interview.

**Section 2** records the hours you have undertaken in a direct caring role over the previous five years. There is a requirement that you demonstrate 650 hours of direct care experience as part of the NMC requirement for this programme. This experience needs to be verified by a line manager or supervisor with responsibility for overseeing your role. A direct caring role would involve support of an adult or child with activities of daily living such as personal hygiene (e.g washing and dressing), going to the toilet, walking, communication etc. Roles include health or social care assistant in either hospital or community environments. This could be through direct employment or agency working. We are unable to accept informal caring roles as these are not overseen by managers or supervisors who verify the type of care or the hours provided. If you don’t yet have this experience, you will be supported to gain additional experience across the programme. Experience can be gained through either paid or voluntary work in settings such as:

* hospital wards or departments – NHS or private
* hospices nursing homes
* nurseries
* day care (adult or child)- this does not include childminding
* outpatient clinics
* GP surgeries – this does not include working as a receptionist
* care agencies or private care arrangements
* caring for people with mental health conditions
* caring for children or adults with learning needs
* Working or volunteering in prisons or in addiction services

Section 3 provides Guidance notes for applicants and referees.

Please read this section before completing this portfolio. **SECTION 1**

* 1. **Personal profile statement: please explain how you have developed professional attributes and values in line with the Nursing and Midwifery Code (up to 750 words in total)**

You will find the code here: <https://www.nmc.org.uk/standards/code/>

In each section provide examples from your direct caring role of how you have achieved 2-3 aspects within each of the four areas below. If you aim for just under 200 words in each section.

|  |
| --- |
| **Prioritise people** |
| Click or tap here to enter text. |
| **Practice effectively** |
| Click or tap here to enter text. |
| **Preserve safety** |
| Click or tap here to enter text. |
| **Promote professionalism and trust** |
| Click or tap here to enter text. |

* 1. **Summary statements providing evidence of achievement of Standards of proficiency for registered nurses**

The Standards of proficiency can be found on the NMC website: <https://www.nmc.org.uk/standards/standards-for-nurses/standards-of-proficiency-for-registered-nurses/>

It is important that you can demonstrate how your experience is beginning to support you in developing the following Standards of proficiency for registered nurses.

There are six platforms and each platform needs to be completed. If you do not complete any of the platforms, it is unlikely you will be selected for interview. For each platform make sure you do the following:

* Identify which standards you are writing to- choose at least 2.
* Write no more than 150 words- the shortlisting panel will only read and score the first 150 words if more is written.
* Ensure you use examples for your practice and explain how your practice affected the person you were caring for or the team you were working in.

|  |  |  |
| --- | --- | --- |
| **Platform** | **List the number of the outcome statement that you are demonstrating** | **Summary Statement** |
| **Platform 1 Being an Accountable Professional (eg outcome statement 1.2)** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Platform 2 Promotion of health / prevention of ill-health (eg outcome statement 2.1)** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Platform 3 Assessment and Care Planning (eg outcome statement 3.4)** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Platform 4 Providing and evaluating care (eg outcome statement 4.1)** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Platform 5 Working in teams (eg outcome statement 5.10)** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Platform 6 Improving Quality & Safety of care (eg outcome statement 6.1)** | Click or tap here to enter text. | Click or tap here to enter text. |

Communication is an essential skill in nursing. It is vital that you are able to explain how you demonstrate the following aspects of communication. Rewriting the points in the first column will receive 0 marks. For each section explain how you used the specific skill with a person you were caring for. Write no more than 75 words in each section.

**Annexe A: Communication and relationship management skills**

|  |  |  |
| --- | --- | --- |
| 1.1 | actively listen, recognise and respond to verbal and non-verbal cues | Click or tap here to enter text. |
| 1.2 | use prompts and positive verbal and non-verbal reinforcement | Click or tap here to enter text. |
| 1.3 | use appropriate non-verbal communication including touch, eye contact and personal space | Click or tap here to enter text. |
| 1.4 | make appropriate use of open and closed questioning | Click or tap here to enter text. |
| 1.6 | check understanding and use clarification techniques | Click or tap here to enter text. |
| 1.8 | write accurate, clear, legible records and documentation | Click or tap here to enter text. |
| 1.9 | confidently and clearly present and share verbal and written reports with individuals and groups | Click or tap here to enter text. |
| 1.11 | provide clear verbal, digital or written information and instructions when delegating or handing over responsibility for care | Click or tap here to enter text. |
| 2.3 | recognise and accommodate sensory impairments during all communications | Click or tap here to enter text. |
| 2.4 | support and manage the use of personal communication aids | Click or tap here to enter text. |

* 1. **Reflective Account**

You must use this form to record your reflective account on a practice-related event and how this relates to the NMC Code 2018. Please make sure you do not include any information that might identify an organisation, a specific patient, service user or colleague. Write no more than 750 words in total.

|  |
| --- |
| **What was the nature of the practice related experience?**  Please provide an overview of what happened including the people involved, the context and the key issues you are reflecting on  Click or tap here to enter text. |
| **What did you learn from the experience in your practice?**  From the key issues you identified in the last section, what did you learn from this experience?  Click or tap here to enter text. |
| **How did you change or improve your practice as a result of this experience?**  This section could include examples of something you might have done differently following the learning you identified in the previous section.  Click or tap here to enter text. |
| **How is this relevant to the** [**NMC Code?**](https://www.nmc.org.uk/standards/code/read-the-code-online/)  Select the relevant themes from the four P’s of the NMC code that relate to your experience and explain how you demonstrated that you were following the principles of the NMC code by your actions in this account.  Click or tap here to enter text. |

1. **SECTION 2 Record of Experience and Professional Development**
   1. **Record of relevant direct care experience up to 650 hours.**

|  |  |  |
| --- | --- | --- |
| **Record of experience** | **Number of hours** | **Dates undertaken: from/to** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

* 1. **Verification of hours**

**Please upload a signed statement on letterheaded paper or an email from an organisational account to the Portal to meet this requirement.**

The signed statement or email needs to identify how many hours you have worked in a direct caring role within that organisation. Direct care experience refers to the support of an adult or child with activities of daily living such as personal hygiene (e.g washing and dressing), going to the toilet, walking, communication etc. The statement should also include the full name, position, contact details, PIN (if relevant) or professional accreditation of the person providing the statement.

**For Office Use:**

|  |  |
| --- | --- |
| Does this applicant meet the requirements for entry in regard 650 practice hours and is the portfolio complete | Yes  No |
| Proceed to shortlisting | Yes  No |
| If the applicant does NOT have 650 hours and the recommendation is to proceed to shortlisting – please state reasons: | |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**SECTION 3: GUIDANCE NOTES FOR APPLICANTS**

**PLEASE READ PRIOR TO COMPLETING THE PORTFOLIO**

This portfolio comprises three sections. Please ensure you have completed all three sections of this portfolio. Failure to complete all three sections will mean your application may not be processed. If a website has been provided for further information, then access the website and read the information BEFORE you complete the relevant section.

**Section1.1** The NMC Code is central to being a nurse. Download and read the code before completing Section 1. From each section of the Code, choose the relevant points where you can demonstrate through your experience that you are meeting this requirement of the Code.

**Section 1.2** The future nurse proficiencies are central to being able to register with the NMC on completion of the Graduate Entry Masters. As you have been credited with the equivalent of the first year of a nursing programme, we need to see that you are beginning to develop these proficiencies. When completing each section, please provide examples that demonstrate you are developing this proficiency- we expect you to be able to explain how you have demonstrated the proficiency using a practical example. It is not enough simply to state that you have done something. Always explain the outcome of your action in the example provided- how did your action affect the person you were caring for? If speaking about team working, what was the impact on the team or on the person being cared for by the team? You may also wish to consider what you have learned from this.

**Section 1.3** Reflective practice is a key skill in nursing. The Reflective Account is where you are able to demonstrate you have the necessary attributes to be a Nurse and the skills to write a reflective account of your practice. Using the Template provided, reflect on a relatively recent experience from your practice and explain what you have learned from this and how this experience supports you in demonstrating how you are able to adhere to the NMC Code. If you have limited formal caring experience you may draw on informal caring experience although this will not contribute to the hours below.

**Section 2** records your hours of relevant experience in a direct caring role. For each entry, briefly state what your experience was, the dates you worked to and from and the hours you completed in this time. Each entry must be verified by a team leader/ line manager who can verify that you completed these hours. This is in the form of a statement on letterheaded paper or form an organisational email as outlined in Section 2. The verification statement needs to be uploaded to the specific area of the Portal. If you do not upload this verification statement, your application will not be progressed.

**OBTAINING REFERENCES**

The university will directly write and request references using the referee details you provide as part of the application process. Please ensure all details you provide are correct or else this may delay your application process. You will require two referees. One referee will need to be your line manager or supervisor. **This is in addition to completing Section 2 of the hours you have completed where a verification statement or email has been requested**. The guidance notes below can be given to your referees.

**GUIDANCE NOTES FOR SUPERVISORS/ REFEREES**

The person who has approached you for a reference is applying to undertake the MSc Professional Nursing (Graduate Entry Masters) at Queen’s University Belfast.  The MSc Professional Nursing (Graduate Entry Masters) is a full time two year programme leading to registration as a nurse. This programme is open to applicants who have a first degree. If you are a supervisor of the applicant, you are being asked to provide a reference to verify their hours and example of direct caring experience they have provided in their application.

One of the most important factors in determining whether an applicant is subsequently offered a place is the confidential statement made by referees.  The reference you provide will be scrutinised at each stage of the application process.  You are therefore asked to state your opinion of the applicant’s qualities and fitness for admission to the course.  This should include their general health and attendance record over the period of time you have known them.  This information is important in order for the University to ensure that applicants are sufficiently healthy to meet the demands of the programme.  It is also important to outline any reason why you consider the applicant may not be suitable for this programme.

To ensure fairness to all applicants, you are asked to provide information on the topics in the list below:

1.  Communication/Interpersonal Skills

2.  Initiative/Motivation/Commitment

3.    Reliability

4.  Confidence in delivery person centred care

5. Ability to use own initiative and work as part of a team

6.  Potential to follow a personally and academically challenging education programme

7.  Health and attendance record in the past two years of employment/ College/ University or in the capacity known to you