



PRACTICE ASSESSMENT RECORD (PAR)

FOUNDATION DEGREE IN HEALTH AND SOCIAL CARE (NURSING ASSOCIATE)

**This is a University PAR and forms part of the SUMMATIVE assessment of practice.
A copy will be retained by the University on completion of the programme.**

Data Protection: please note that the PAR may be required to be photocopied and later used by the University, employing organisation or those persons named within it.

I confirm I have read and am in agreement with this statement.

Trainee Name (please print): _____

Trainee Signature: _____ Date: ____/____/____

This document is ESSENTIAL for trainee Nursing Associates to evidence their practice placement learning & achievement.

If found please return to:
School of Health and Social Work
University of Hull
Hull, UK
HU6 7RX

Please Note

This Practice Assessment Record is a shared working document between the University of Bradford, University of Leeds and Leeds Beckett University for the Nursing Associate Programme 2017

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Thank You

Permission has been given, with greatly thanks, for the University of Hull to use and adapt this document.

Record details of your AST and Organisation Practice Support			
Academic Support Tutor (AST):	Name (Print):		
	Contact No:	Tel:	Mob:
	Contact Email:		
HUB (primary) Mentor:	Name (Print):		
	Contact No:	Tel:	Mob:
	Contact Email:		

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

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Introduction

This Practice Assessment Record has been developed to evidence the placement experience requirements of the nursing associate programme. Trainees must achieve competencies (parameters of practice) to achieve 8 Domains of practice which are a mandatory requirement for successful completion of the programme. This trainee held record is a portfolio of the trainee's practice learning experiences and achievements.

HUB Practice Experience

A HUB is where the trainee nursing associate will be based. Trainees will work alongside other members of the health and care team across both HUB and SPOKE placement experiences. Trainees may be supervised by a number of staff, who could include, their HUB Mentor, SPOKE Mentor(s) and with appropriate preparation, any member of the placement team, a peer and/or other health and social care student or AST.

The HUB (Primary) Mentor will supervise, assess and oversee the trainee's progress and learning experience across both stages of the programme, providing continuity for the trainee. Effective and timely communication between the Hub mentor, Spoke mentor and trainee is essential.

The HUB (Primary) Mentor must be available directly or indirectly to the student for 40% of the programme practice time, and is required to spend sufficient time observing the trainee to make a safe judgement about their progress towards achievement of all the required assessed elements at the end of Stage 1, stage 2, Stage 3 and again by the end of the programme. The HUB and Spoke mentor responsibilities are to:

- Provide support and guidance to the trainee when learning new skills or applying new knowledge.
- Act as a resource to the trainee to facilitate learning and professional growth.
- Directly manage the trainee learning in practice to ensure public protection.
- Directly observe the trainee's practice, or use indirect observation where appropriate, in order to ensure that the practice parameters are met
- Establish a professional relationship to maintain continuity of learning for trainees' and find ways to create their sense of 'belonging'.
- Ensure safe and effective ways of managing and coordinating the trainee's practice learning experiences via tripartite communication structures between Mentor(s) and trainees.
- Ensure all those involved in supporting and facilitating such learning are informed about their role and responsibility throughout the process.

Mentors should consider any supplementary evidence supplied by the trainee to support their assessment decisions: for example, evidence of simulated practice, written reflective accounts, feedback from Spoke mentors and short visit mentors/supervisors, other health professionals, service users and/or carer testimonials.

SPOKE Practice Experience - A SPOKE practice experience is defined as a placement that adds value to the HUB learning experience and addresses the need for the trainee nursing associate to experience health and care within Hospital, Close to Home and At Home. The trainee nursing associate and their employer will negotiate and plan these SPOKE experiences. Each Spoke mentor is expected to assess the trainee's progress and provide feedback which will be used to inform the HUB (Primary) Mentors continuing assessment and achievement of the parameters of practice as outlined within the 8 Domains of Practice (HEE 2016).

Short Practice Experience (1-2 days) A short complementary experience is defined as a placement that adds value to the trainee's learning experience. Each short visit supervisor / mentor will give written and verbal feedback to the trainee and (where appropriate) provide evidence that the trainee is working towards the achievement of identified parameters of practice.

Failure to progress - Students that fail their placement at the first attempt will be given a second attempt and will therefore have one further opportunity to achieve their practice outcomes during their next placement. If the student fails their final placement, they will be offered an additional placement to meet the necessary outcomes. Trainees who are deemed Failed/Unsafe in Practice will also be required to discuss their individual situation with their Line Manager and University processes for failure to progress will also apply.

Guidance for Completion of Practice Assessment Record (PAR)

This record should be completed in black ink and must be available in the practice placement setting at all times. All parts of this document requiring a signature should be signed by the appropriate person. It is the trainee's responsibility to produce this document when required. Use of Tippex is not allowed.

At all times trainees must be directly or indirectly supervised in the practice setting.

The HUB (Primary) Mentor and Associate Mentor should be a registered nurse Mentor. It is their responsibility to ensure they have had appropriate preparation to meet the Nursing and Midwifery Council (NMC) standards for Mentorship to support and undertake the assessment and documentation of the trainee's achievement within the HUB placement.

The Spoke mentor and Associate mentor should be a registered nurse Mentor where possible. It is their responsibility to ensure that they have had appropriate preparation to meet the Nursing and Midwifery Council (NMC) standards for Mentorship or equivalent to support and undertake the assessment and documentation of the trainee's achievement within the SPOKE placement. Spoke mentors are responsible for communicating trainee progression to the Hub mentor in a timely manner to meet assessment guidelines.

The Trainee's responsibility is to have available at all times, all relevant practice documentation for discussion with Mentors and be proactive in arranging timely progression interviews with their HUB & Spoke mentors. To actively engage in the construction of their development plans and to reflect on their personal and professional achievements. To submit completed documentation to the University on time as detailed in the module handbook/assessment schedule.

The **preliminary interview** provides an opportunity for trainees and their Mentor to plan the learning experience.

Trainees are encouraged to declare any specific health and/or learning needs that may impact on their performance and progression in practice. This will help to inform mentors of individual requirements and enable them to facilitate any necessary and reasonable adjustments in accordance with the Equality Act (2010).

Any risk assessments that may inform the level of supervision, additional support or agreed adjustments required must be identified and recorded in the interview sections of the PAR.

The **Reflection on each domain and parameters of practice and skills** is designed for ALL trainees to identify and record their own personal and professional learning needs in collaboration with their named mentor.

An **action plan** must be initiated at any time during a practice experience, when a trainee is identified as needing targeted support and guidance to meet the practice competencies. The aim of an action plan is to enhance performance, competence or professional behaviour.

The **interim and final progress interviews** should be agreed at the preliminary discussion point in keeping with the predetermined allocated placement dates.

Assessment Process

The programme supports the continuous assessment of work based learning and as such throughout the HUB experience and during the SPOKE experience Mentor(s) will review trainee practice, knowledge and skills and verify trainee achievement.

Health Education England (2016) defines eight domains where competence must be demonstrated on completion of the programme for trainees to undertake the role of a qualified Nursing Associate. The domains are embedded throughout the two-year programme and all must be demonstrated at least once throughout the programme and across three areas of practice described as In Hospital, Close to Home or At Home. Competence in practice is assessed across three levels (see below). Early achievement of Domains can be achieved but must be sustained thereafter for the duration of the programme and across care settings.

Levels of Attainment for Nursing Associate Programme
Level 1: Observes practice and can discuss domain in relation to care and clinical skills and attitudes and behaviours.
Level 2: Direct supervision in the line of sight of the Mentor (who is present to observe tasks and activities and can intervene immediately if required) can undertake care and clinical skills; demonstrate appropriate attitudes and behaviours associated with the domain. Direct Supervision should be maintained until the trainee nursing associate is assessed as being safe to undertake directed activities indirectly.
Level 3: Indirect /remote supervision and is competent to perform the task safely and effectively without direct supervision (competent in knowledge, skills, attitudes and ability to practice), know their limitations and when and how to seek advice from their Mentor.

Continuous Assessment of Trainee Progression

The assessment process is continuous within the HUB and will be verified after each SPOKE placement and on completion of each stage by the Hub mentor. Assessment of trainee progression will be undertaken on completion of each block of SPOKE placement by the Spoke mentor and shared by the trainee with the Hub mentor. Each of these points will require a PASS/FAIL for progression through the stage. Assessment should take into consideration: the practice parameters achieved, skills logged as achieved, professional behaviours, service user/health professional testimonials, trainee personal/professional reflection, self-evaluation of progress and evidence of achievement of the competence Domains the trainee presents at each interview.

All Parameters of Practice across all Domains which are highlighted in blue MUST BE ACHIEVED by end of Stage 1 for the trainee to be able to progress to Stages 2 & 3 of the programme. Once a parameter of practice is achieved it must be maintained for the duration of the programme. It does not have to be re-assessed once signed off but can be re-visited at the discretion of any Mentor if a concern is raised. If the trainee does not achieve all the required Parameters of Practice required for each Stage they will FAIL the Stage.

If at any time a trainee nursing associate requires additional support and/or is failing to progress in placement, the Hub and Spoke mentor must meet with the trainee to agree and document an action plan. Review dates should also be agreed at this time.

In addition, where concerns are raised, the Hub mentor should organise a tri-partite interview between the trainee, themselves and (the Spoke mentor where appropriate) and the Academic Support Tutor and an action plan initiated with an agreed review date to support the trainee. The designated Academic Support Tutor and Line Manager should be made aware of any concerns at the earliest opportunity to support and/or advise as required.

HEE (2016) Expectations for Progression from Stage 1 to End of Programme

Practice Assessment Record – On completion of Stage 1:

Trainee Nursing Associates will have been exposed to a wide range of practice experiences. They will have safely demonstrated person centred holistic care with compassion, underpinning knowledge and appropriate attitudes under close direct supervision.

The HEE (2016) Curriculum Framework Nursing Associate define direct supervision as;

The trainee nursing associate must be in the line of sight of the mentor/mentor who is present to observe tasks and activities and can intervene immediately if required. Direct supervision should be maintained until the trainee nursing associate is assessed as being safe to leave alone to undertake the directed activity(ies).

Practice Assessment Record – on completion of Stage 2:

Trainee Nursing Associates will have continued to be exposed to a wide range of experiences across a wide range of settings. They will be expected to consistently demonstrate person centred holistic evidence based care with compassion, confidence, competence and appropriate attitudes. They should be taking increasing responsibility for care delivery within their parameters of practice and be giving support to novice trainees. The level of supervision should reflect their developing autonomy and will be indirect.

The HEE (2016) Curriculum Framework Nursing Associate define in-direct supervision as;

Indirect /remote supervision – where there is reliance on processes being in place to provide guidance and support without the mentor actually being present. This requires the trainee nursing associate to:

- (1) Have had appropriate training*
- (2) Have been assessed as competent to perform the task safely and effectively without direct supervision
(competence – knowledge, skills, attitudes and ability to practice)*
- (3) Know their limitations*
- (4) Know when and how to seek advice from the mentor*

Practice Assessment Record – on completion of Stage 3

Trainee Nursing Associates will have continued to be exposed to a wide range of experiences across a wide range of settings. They will be expected to consistently demonstrate person centred holistic evidence based care with compassion, confidence, competence and appropriate attitudes. They should be taking increasing responsibility for care delivery within their parameters of practice and be giving support to novice trainees. The level of supervision should reflect their developing autonomy and will be indirect.

At the end of the programme the trainee nursing associate will be equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a nursing associate and will work to a national recognised code of conduct. The trainee nursing associate must be assessed as competent in all domains.

GLOSSARY

Common terminology regarding the documentation and the ‘people’ who will be working with and supporting you are identified below:

MENTOR: a registered nurse who has a mentorship qualification recognised by the NMC. This person supports the student in practice and is responsible for and is responsible for assessing the student and documenting achievement or non-achievement in the PAR.

Hub (primary) Mentor: your identified mentor for the programme.

Spoke mentor: your identified mentor for the spoke placement.

Associate Mentor: a qualified practitioner identified by your mentor who supports you in practice.

Supervisor: any other appropriately qualified practitioner who supports you in practice.

ACADEMIC SUPPORT TUTOR (AST): a member of the academic staff in the University who will support you academically.

Examples of Hub and Spoke placements; Health and Care Settings (HEE 2016)
(this is not an exhaustive list)

In Hospital	Close to Home	At Home
<ul style="list-style-type: none"> • NHS and independent sector – adult, learning disability, mental health, children’s and young people) • Paramedic services • Emergency Assessment Units (community hospital settings) • Mental health in-patient services • Learning disability in patient services • Offender in-patient health care units • NNU • A & E • Outreach/OPD/POPD • Specialist Acute (medicine/surgery) • Rehabilitation 	<ul style="list-style-type: none"> • Hospice (adult and child) • Primary Care – General practice and general practice nurses. • Respite care with nursing service • Mental health crisis house with nursing services • Mental Health community outreach teams • Re-ablement services (nursing) • School Nursing • Health Visiting • Substance misuse services • Community learning disability services integrated teams • Child and Adolescent Mental Health Services (CAMHS) • Public Health England nursing services • ALPS • CICU • Neighbourhood Teams • Primary Care 	<ul style="list-style-type: none"> • Nursing homes • District and Community Nursing services • Assisted living for people with learning disabilities • Supported living services • Children’s domiciliary care services • Paediatric nursing services • Health visiting services • Community palliative care teams (child and adult) • Charitable end of life services e.g. Macmillan • Community mental health teams (adult and child) • ASPIRE • Offender health care units • CCN • Home Based Treatment

Nursing Associate Curriculum framework: The Domains (HEE 2016)

Domain 1: Professional Values and Parameters of Practice:

Exercise personal responsibility and work independently within defined parameters of practice, taking the appropriate initiative in a variety of situations and performing a range of clinical and care skills consistent with the roles, responsibilities and professional values of a nursing associate.

Domain 2: Person-Centred Approaches to Care:

Exercise those skills, attitudes and behaviours that support the planning, delivery and evaluation of high quality person-centred, holistic care.

Domain 3: Delivering Care:

Work across organisational boundaries in a range of health and care settings and apply, in practice, the range of clinical and care skills appropriate to their parameters of practice.

Domain 4: Communication and Inter-personal skills:

Communicate effectively across a wide range of channels and with a range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services and will possess those inter-personal skills that promote clarity, compassion, empathy, respect and trust.

Domain 5: Team-working and Leadership:

Explain the principles underpinning leadership frameworks and associated team-working and leadership competencies and demonstrate a range of those competencies, attitudes and behaviours required of a nursing associate.

Domain 6: Duty of Care, Candour, Equality and Diversity:

Explain the principles underpinning duty of care, equality and diversity and the need for candour and will consistently demonstrate the application of those principles in and across a range of settings across life-course.

Domain 7: Supporting Learning and Assessment in Practice:

Exercise those skills, attitudes and behaviours that support personal development and life-long learning together as well as those associated with the development of others.

Domain 8: Research, Development and Innovation:

Demonstrate the importance of being research aware, research and innovation, and their own role in this, across the health and care landscape in improving the quality of patient safety and care and in addressing the challenges faced within the context of rising public expectations.

**Completion of Practice Assessment Document (PAR)
Mentor & Trainee CHECKLIST**

Orientation to Placement HUB and SPOKE: Mentor and Trainee will:

- Complete Orientation to Practice Setting – Mentor/alternate to sign/date
- Complete placement and Mentor contact details
- Accurately record attendance and total hours by shift – signed by Mentor/designated alternate on a shift basis

Initial Interviews - HUB and SPOKES:

Mentor and Trainee will:

- Review previous experience/placement and PAR to inform trainee development needs
- Mentor identifies learning opportunities
- Mentor and trainee Identify and agree learning outcomes
- Identify and discuss which practice parameters and skills can be achieved
- Agree and write an initial development plan –use domains to inform this applied to placement area
- Set date for SPOKE Interim/final or HUB progress/end of Stage interview

Interim (SPOKE) Interviews and Progress (HUB) Interviews:

Mentor and Trainee will:

- Identify and reflect upon trainee progress – using Nursing Associate Practice Parameters, Skills Log, Professional Behaviours and other relevant evidence
- Discuss, sign and date all practice parameters achieved, working towards or failed and Level 1, 2 or 3
- Discuss, sign and date all skills achieved
- Initiate Action Plan where concerns around progression raised
- Review and revise Action plan as required

Final (SPOKE) & End of Stage/Programme (HUB) Interviews:

Mentor and Trainee will:

- Identify and reflect upon student progress – use Nursing Associate Practice Parameters, Skills Log, Professional Behaviours and other relevant evidence to re-assess the trainee's OVERALL progress and achievement
- Discuss, sign and date all practice parameters - to be signed as achieved/working towards/failed and level 1, 2 or 3
ALL CORE PRACTICE PARAMETERS to be achieved on all placements to pass placement
- Discuss, sign and date Professional Behaviour in practice – satisfactory/unsatisfactory
ALL Professional Behaviours to be satisfactory on all placements to pass placement
- Discuss, sign and date all skills achieved
ALL CORE SKILLS to be achieved on all placements to pass placement
- Discuss and reflect upon short placement experience and learning achieved
- Discuss and reflect upon Patient/Service User feedback from testimonials
- Sign and date Statement of Placement Achievement – PASS/FAIL
- End of Stage 1, Stage 2 & Stage 3 Hub mentor to sign and date Statement of Placement Achievement (PASS/FAIL)
- Review and revise on-going action plan
- Initiate Action Plan where concerns around progression raised
- End of Programme – Hub mentor to Sign and Date Declaration of Completion of Programme
- Placement Evaluation completed (receipt to be submitted to AST with PAR)

STAGE 1

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of Stage 1 Completion

SUMMARY

This is a summary of the trainee's achievement for Stage 1 to be verified by the Hub mentor

Stage 1	Placement Experience	No. of Hours Completed	Pass/Fail	Confirmed by Hub mentor (Initial/Date)
HUB			Yes / No	
Spoke 1			Yes / No	
Practice Parameters achieved for Stage 1			Yes/No	
TOTAL Hours Completed for Stage 1				

Confirmation of Successful Completion of Stage 1

I can confirm that this an accurate record of my achievement for Stage 1

Trainee Nursing Associate: (PRINT)

Signature.....

Date.....

I can confirm that as far as I am aware, the trainee has successfully completed all required assessed elements of the Stage as recorded in this PAR.

Primary Hub mentor: (PRINT)

Signature.....

Date.....

HUB Experience

STAGE 1

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
HUB Details

Please complete ALL details below

HUB Placement (Base):			
HUB Contact Number:			
Primary Hub mentor:	NMC mentor name (please print) <i>(as appears on local mentor register)</i>		
	Date of last mentor update		Date triennial review completed
	Signature:		Initials:
	Contact No:	Tel:	Mob:
	Contact Email:		
Associate Hub mentor:	Name (Print):		
	Signature:		Initials:
	Contact No:	Tele:	Mob:
	Contact Email:		
Hub Line Manager:	Name (Print):		
	Contact No:	Tele:	Mob:
Academic Support Tutor:	Name (Print):		
	Contact No:	Tele:	Mob:
	Contact Email:		

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**HUB Experience
Attendance Record**

Record HUB and Short Experience attendance within HUB here

HUB Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

**HUB Experience
Attendance Record**

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		ALL sick/absence to be recorded Mentor to sign to confirm				
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ **DATE:** _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ **DATE:** _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

**HUB Experience
Attendance Record**

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.
SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.
SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

**HUB Experience
Attendance Record**

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		If sick/absent, write the shift hours followed by (sick) or (absent) and mentor to sign to confirm				
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

<p align="center">Orientation to HUB & Short Experience Placements within HUB <i>Sign as Completed before the end of the first working shift</i> <i>Must be discussed with and then Initialed by your Mentor</i> <i>Signpost trainee to appropriate health and safety policies.</i></p>						
Information/Orientation		HUB	Short	Short	Short	Short
Responsibilities in Emergency situations:	- Cardiac arrest - alerting team/employees					
Fire	- alarm points - assembly points - standing orders, policies, procedures					
Accident/Incident Procedures	- staff - visitors - identified first aider -inform University if incident form completed					
Infection Control	- used equipment/sharps/linen - policies - disposal of waste					
Moving and Handling Policy and mobility techniques in this area						
Vulnerable Adults / Safeguarding Children						
Communication Process	- observation / duty hours - reporting sickness and absence - person to whom the trainee must report -understands the policy for receiving and referring messages and enquiries					
Trainee understands their responsibility in reporting unsafe/poor quality of care and using the Complaints Procedure						
Confidentiality and Information Governance						
Mobile Phones						
Dress and Attire - policy and regulations related to dress code whilst on placement						
Toured the placement area environment / Introduced to the staff / staffing structure						
Personal Safety and risk issues						
Management and storage of patients valuables						
Management and storage of Trainees personal belongings						
Disability: Does the trainee require reasonable adjustments? If yes, address at initial interview. Please circle:		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Initial Interview with Hub mentor

Trainee: To reflect upon previous learning, skills development & practice experience and identify key priorities for developing knowledge, skills, practice and professional behaviours during placement:

Mentor: To identify learning opportunities and any issues arising with reference to Clinical Skills and Parameters of Practice achievable in this placement:

Reflection on each domain and parameters of practice and skills: To be completed prior to the interview.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

HUB Experience - Progress Interview (1)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your action plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory for ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

Reflection on each domain and parameters of practice and skills
Progress Interview 1

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 1 Professional Behaviours in a Practice Setting – Progress Interview 1	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1. Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2. Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3. Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

HUB Experience - Progress Interview (2)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory for ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

**Reflection on each domain and parameters of practice and skills
Progress Interview 2**

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 1 Professional Behaviours in a Practice Setting – Progress Interview 2	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area:

Organisation:

Short Placement Experience mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

HUB Progress Interview (3)

This interview gives you and the Hub mentor an opportunity to reflect on your progress and update the development plan and/or initiate an action plan where concerns raised

NB. Should you have concerns about your progression, the AST should be present to support.

Trainee Self-Evaluation

- Strengths of my practice, knowledge and skills

- Aspects of my practice, knowledge and skills I need to develop and how I intend to improve these

HUB Experience - Progress Interview (3)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory for ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee’s practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

**Reflection on each domain and parameters of practice and skills
Progress Interview 3**

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 1 Professional Behaviours in a Practice Setting – Progress Interview 3	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

FINAL INTERVIEW – END OF STAGE

This interview gives you and the trainee an opportunity to reflect on practice and experience achieved within the STAGE

NB - Should the trainee be failing to progress, the AST should be present at this interview to support.

Hub mentor Feedback

You and the trainee should review the development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance Yes/No

Skills Log - ALL Core achieved ALL Placements Yes/No

ALL required Parameters of Practice achieved for Stage 1 (highlighted in blue) Yes/No

Professional Behaviours (ALL achieved as satisfactory ALL placements) Yes/No

Service User Testimonials Yes/No

Short Placement Experiences Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB Placement Evaluation (STAGE 1) completed at: www.healthcareplacements.co.uk

Certificate of completion verified by Hub mentor on:

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

**Action Plan
(HUB Placement)**

(to be used where concerns around progression raised)

At any time during the HUB or Short Experience Placement, when a trainee nursing associate needs targeted support and guidance to meet the practice parameters, an action plan must be initiated. The aim of an action plan is to address and improve performance, competence or professional behaviour.

An interview between the Hub mentor, Short Experience Mentor/Supervisor and the AST must be undertaken as soon as the concern is raised to discuss and agree Actions and review date.

Domain & Parameter	Date initiated	Planned action	Date for review
1. eg D5, P5.1	12.01.17	Tracey will initiate the assessment of 2 patients during the diabetes clinic	19.01.17

The Hub mentor should contact the following people, as deemed applicable, to make them aware of these concerns for information and/or additional support.

	AST		Hub mentor		Line Manager	
Name/Date contacted:						
Method: (circle)	phone voicemail	email in person	phone voicemail	email in person	phone voicemail	email in person

STATEMENT OF ACHIEVEMENT – STAGE 1

NAME OF TRAINEE (please print):

NAME OF HUB MENTOR (please print):

PASS

Based on the evidence documented and reviewed at the final interview, I confirm that the trainee has achieved and **PASSED** all required elements within Stage 1 of the Programme.

Signature of Hub mentor:

Date:

Signature of Trainee:

Date:

FAIL

Based on the evidence documented and reviewed at the final interview, I confirm that the trainee has not achieved all required elements and **FAILED** Stage 1 of the Programme.

The trainee's progress has been discussed & an **ACTION PLAN** developed and agreed.

Signature of Hub mentor:

Date:

Signature of Trainee:

Date:

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Interview with Academic support tutor

On Completion of STAGE 1

It is the trainee's responsibility to arrange to meet with their AST on completion of Stage 1 to review progress, discuss placement experience and progression within the programme.

The trainee may also be required to submit an assessed written reflective account linked to an aspect of their placement experience for summative assessment. *(NB this may not be applicable for all trainees so please refer to the relevant University programme handbook for further guidance on this).*

Record of Interview AST to complete

Reflective account of an experience on placement shared with AST:

Yes / No **If No, Date followed up by AST:**

Comments on trainee's reflective skills and how this can be further developed:

Comments on trainee's overall progress and achievements during placement:

Advice for future development of practice skills, knowledge and professional attributes (based on achievement of Domains and acquisition of knowledge & clinical skills):

Placement Evaluation completed at: www.healthcareplacements.co.uk

Evidence of completion verified by HUB Mentor **Yes / No**

For trainees with a disability only:

Review effectiveness of placement adjustments with trainee: **Yes / No**

Note review outcome/actions in trainee's personal academic file: **Yes / No**

Revised placement support agreement copied to trainee & nursing admin team: **Yes / No**

SPOKE EXPERIENCE

STAGE 1

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
SPOKE Experience 1

Please complete ALL details below

SPOKE Area:					
Dates of Placement:		From:	To:		
Placement Contact Number:					
Spoke mentor:		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	
Spoke mentor (2)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	
Spoke mentor (3)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		signature		initials	
Spoke mentor (4)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

SPOKE Experience 1

Attendance Record

Record SPOKE and Short Experience attendance here

SPOKE Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with SPOKE Mentor
		ALL sick/absence to be recorded Mentor to sign to confirm				
		Days		Nights		
Hours	Minutes	Hours	Minutes			
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked within SPOKE 1 _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF SPOKE MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

Orientation to SPOKE & Short Experience Placements within SPOKE <i>Sign as Completed before the end of the first working shift</i> <i>Must be discussed with and then Initialed by your Mentor/Supervisor</i> <i>Signpost trainee to appropriate health and safety policies.</i>						
Information/Orientation		SPOKE	Short	Short	Short	Short
Responsibilities in Emergency situations:	- Cardiac arrest - alerting team/employees					
Fire	- alarm points - assembly points - standing orders, policies, procedures					
Accident/Incident Procedures	- staff - visitors - identified first aider -inform University if incident form completed					
Infection Control	- used equipment/sharps/linen - policies - disposal of waste					
Moving and Handling Policy and mobility techniques in this area						
Vulnerable Adults / Safeguarding Children						
Communication Process	- observation / duty hours - reporting sickness and absence - person to whom the trainee must report -understands the policy for receiving and referring messages and enquiries					
Trainee understands their responsibility in reporting unsafe/poor quality of care and using the Complaints Procedure						
Confidentiality and Information Governance						
Mobile Phones						
Dress and Attire - policy and regulations related to dress code whilst on placement						
Toured the placement area environment / Introduced to the staff / staffing structure						
Personal Safety and risk issues						
Management and storage of patients valuables						
Management and storage of Trainees personal belongings						
Disability: Does the trainee require reasonable adjustments? If yes, address at initial interview. Please circle:		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

SPOKE Experience 1

Initial Interview with Spoke mentor

To be completed within the first week of commencement of placement

Trainee to reflect upon previous learning, skills development & practice experience and identify key priorities for developing knowledge, skills, practice and professional behaviours during SPOKE placement:

Mentor to identify learning opportunities and any issues arising with reference to Clinical Skills and Parameters of Practice achievable in this spoke placement:

Reflection on each domain and parameters of practice and skills: *To be completed prior to the interview*
Where it is anticipated that parameters of practice elements cannot be achieved or clinical skills opportunities may not be available; the trainee should make their Hub mentor aware at the next progress interview. Areas of concern must be explicitly defined where identified by Domain/Practice Parameter in the Action Plan.
E.g. Domain 1 PP1.3

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

REVIEW DATE:

Spoke mentor Signature:	Date.....
-------------------------------	-----------

Trainee Signature:	Date.....
--------------------------	-----------

SPOKE Experience 1 - Interim Progress Interview

This interview gives you and your Mentor an opportunity to reflect on your progress and/or initiate an action plan where concerns raised

NB. Should the trainee be failing to progress, the AST should be present to support at this interview

Trainee Self-Evaluation

- Strengths of my practice, knowledge and skills

- Aspects of practice, knowledge and skills I need to develop and how I intend to improve these

Spoke mentor Feedback

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop

Trainee reflection and Spoke mentor feedback discussed to inform the on-going development plan.

SPOKE MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

**Reflection on each domain and parameters of practice and skills
Interim Progress Interview**

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Where it is anticipated that parameters of practice elements cannot be achieved or clinical skills opportunities may not be available; the trainee should make their Hub mentor aware at the next progress interview.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

FINAL INTERVIEW Date :

Spoke mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of SPOKE Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the SPOKE placement

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

SPOKE Experience 1 – Stage 1 Professional Behaviours in a Practice Setting – FINAL Interview	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

SPOKE Experience 1 – FINAL Interview

This interview gives you and the trainee an opportunity to reflect on their progress, update the development plan and/or initiate an action plan where concerns raised

To be undertaken on completion of each SPOKE placement.

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Spoke mentor Feedback

Trainee and Spoke mentor should review the development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee’s practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop

Placement Evaluation completed at: www.healthcareplacements.co.uk

Evidence of completion verified by SPOKE Mentor on:

Trainee reflection and Spoke mentor feedback discussed.

SPOKE MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

<p align="center">Action Plan (to be used ONLY where concerns around progression raised)</p> <p><i>At any time during a SPOKE Placement, when a trainee needs targeted support and guidance to meet the practice parameters, an action plan must be initiated. The aim of an action plan is to address and improve performance, competence or professional behaviour.</i></p> <p><i>An interview between the Hub mentor, Spoke mentor (if concern raised by Spoke mentor) and the AST must be undertaken as soon as the concern is raised to discuss and agree Actions and review date.</i></p>			
Domain & Parameter	Date initiated	Planned action	Date for review
1. e.g. D5, P5.1	12.01.17	Tracey will initiate the assessment of 2 patients during the diabetes clinic	19.01.17

The Spoke mentor should contact the following to discuss the concerns raised:

	AST		Hub mentor		Line Manager	
Name/Date contacted:						
Method: (circle)	phone voicemail	email in person	phone voicemail	email in person	phone voicemail	email in person

STATEMENT OF ACHIEVEMENT – SPOKE EXPERIENCE 1

NAME OF TRAINEE (please print):

NAME OF SPOKE MENTOR (please print):

PASS (required practice parameters and skills have been achieved at required level)

Based on the evidence documented and summarised at the final interview, I confirm that the trainee has achieved all the required elements and **PASSED** SPOKE Experience 1.

Signature of Spoke mentor:

Date:

Signature of Trainee:

Date:

FAIL

Based on the evidence documented and reviewed at the final interview, I confirm that the trainee has not achieved all required elements and **FAILED** SPOKE Experience 1.

The trainee's failure to progress has been discussed with the Hub mentor & an **ACTION PLAN** agreed.

Signature of Spoke mentor:

Date:

Signature of Trainee:

Date:

Interview with Academic support tutor (AST)

Post SPOKE 1 Experience

It is the trainee's responsibility to arrange to meet with their AST following every SPOKE placement to review progress, discuss placement experience and progression within the programme. The trainee may also be required to submit a written reflective account linked to an aspect of their placement experience for summative assessment. *(NB this may not be applicable for all trainees so please refer to the University programme handbook for further guidance on this).*

Record of Interview AST to complete

Reflective account of an experience on placement shared with AST:

Yes / No **If No, Date followed up by AST:**

Comments on trainee's reflective skills and how this can be further developed

Comments on trainee's overall progress and achievements during placement

Advice for future development of practice skills, knowledge and professional attributes (based on achievement of Domains and acquisition of knowledge & clinical skills)

Placement Evaluation completed at: www.healthcareplacements.co.uk

Evidence of completion verified by SPOKE Mentor: **Yes / No**

For trainees with a disability only:

Review effectiveness of placement adjustments with trainee: **Yes / No**

Note review outcome/actions in trainee's personal academic file: **Yes / No**

Revised placement support agreement copied to trainee & nursing admin team: **Yes / No**

STAGE 2

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of Stage 2 Completion

SUMMARY

This is a summary of the trainee's achievement for Stage 2 to be verified by the Hub mentor

Stage 2	Placement Experience	No. of Hours Completed	Pass/Fail	Confirmed by Hub mentor (Initial/Date)
HUB			Yes / No	
Spoke 2			Yes / No	
Practice Parameters achieved for Stage 2			Yes/No	
TOTAL Hours Completed for Stage 2				

Confirmation of Successful Completion of Stage 2

I can confirm that this an accurate record of my achievement for Stage 2

Trainee Nursing Associate: (PRINT)

Signature.....

Date.....

I can confirm that as far as I am aware, the trainee has successfully completed all required assessed elements of the Stage as recorded in this PAR.

Primary Hub mentor: (PRINT)

Signature.....

Date.....

HUB Experience

STAGE 2

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
HUB Details

Please complete ALL details below

HUB Placement (Base):			
HUB Contact Number:			
Primary Hub mentor:	NMC mentor name (please print) (as appears on local mentor register)		
	Date of last mentor update		Date triennial review completed
	Signature:		Initials:
	Contact No:	Tel:	Mob:
	Contact Email:		
Associate Hub mentor:	Name (Print):		
	Signature:		Initials:
	Contact No:	Tele:	Mob:
	Contact Email:		
HUB Line Manager:	Name (Print):		
	Contact No:	Tele:	Mob:
Academic Support Tutor:	Name (Print):		
	Contact No:	Tele:	Mob:
	Contact Email:		

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

**HUB Experience
Attendance Record**

Record HUB and Short Experience attendance within HUB here

HUB or short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager <i>** = worked with Hub mentor</i>
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
<i>Ward 1 HRI</i>	<i>Mon 14.01.17 (L)</i>	<i>7</i>	<i>30</i>			<i>Jane Smith **</i>
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ **DATE:** _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ **DATE:** _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

**HUB Experience
Attendance Record**

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	<u>Hours worked per shift</u> Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
		Total Hours Worked _____				

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience

Attendance Record

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	<u>Hours worked per shift</u> Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		ALL sick/absence to be recorded Mentor to sign to confirm				
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
<i>Ward 1 HRI</i>	<i>Mon 14.01.17 (L)</i>	<i>7</i>	<i>30</i>			<i>Jane Smith **</i>
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

**HUB Experience
Attendance Record**

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.
SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.
SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

<p align="center">Orientation to HUB & Short Experience Placements within HUB <i>Sign as Completed before the end of the first working shift</i> <i>Must be discussed with and then Initialed by your Mentor</i> <i>Signpost trainee to appropriate health and safety policies.</i></p>						
Information/Orientation		HUB	Short	Short	Short	Short
Responsibilities in Emergency situations:	- Cardiac arrest - alerting team/employees					
Fire	- alarm points - assembly points - standing orders, policies, procedures					
Accident/Incident Procedures	- staff - visitors - identified first aider -inform University if incident form completed					
Infection Control	- used equipment/sharps/linen - policies - disposal of waste					
Moving and Handling Policy and mobility techniques in this area						
Vulnerable Adults / Safeguarding Children						
Communication Process	- observation / duty hours - reporting sickness and absence - person to whom the trainee must report -understands the policy for receiving and referring messages and enquiries					
Trainee understands their responsibility in reporting unsafe/poor quality of care and using the Complaints Procedure						
Confidentiality and Information Governance						
Mobile Phones						
Dress and Attire - policy and regulations related to dress code whilst on placement						
Toured the placement area environment / Introduced to the staff / staffing structure						
Personal Safety and risk issues						
Management and storage of patients valuables						
Management and storage of Trainees personal belongings						
Disability: Does the trainee require reasonable adjustments? If yes, address at initial interview. Please circle:		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Initial interview with Hub mentor

Trainee: *To reflect upon previous learning, skills development & practice experience and identify key priorities for developing knowledge, skills, practice and professional behaviours during placement:*

Mentor: *To identify learning opportunities and any issues arising with reference to Clinical Skills and Parameters of Practice achievable in this placement:*

Reflection on each domain and parameters of practice and skills: *To be completed prior to the interview.*

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Hub mentor Signature:	Date.....
Trainee Signature:	Date.....

HUB Experience - Progress Interview (1)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your action plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory for ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

Reflection on each domain and parameters of practice and skills

Progress Interview 1

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date:

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 2	Satisfactory		Unsatisfactory
Professional Behaviours in a Practice Setting – Progress Interview 1	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes	Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude			
1 Make the care of people their first concern, treating them as individuals and respecting their dignity The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:			
communication with people (patients, their carers/family and colleagues) including listening.			
maintaining people’s privacy and dignity			
being respectful and courteous and non-judgmental			
using their skills of empathy and is sensitive to the needs of others			
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:			
maintaining confidentiality			
maintaining records			
using problem solving skills			
recognising their own limitations and seeking support when unsure of what to do			
maintaining professional boundaries			
3 Be open and honest, act with integrity and uphold the reputation of your profession The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:			
working alongside other members of the health care team			
taking responsibility for making the most out of their learning opportunities			
managing feedback about their learning			
using reflection as a means of identifying their own learning needs and limitations			
timekeeping is satisfactory and they communicate appropriately is unable to attend placement			
complying with hygiene, uniform and dress codes.			

*** Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation**

Date complete Mentor signature..... Trainee signature.....

Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area: _____

Organisation: _____

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

HUB Progress Interview (2)

This interview gives you and the Hub mentor an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB. Should you have concerns about your progression, the AST should be present to support.

Trainee Self-Evaluation

- Strengths of my practice, knowledge and skills

- Aspects of my practice, knowledge and skills I need to develop and how I intend to improve these

HUB Experience - Progress Interview (2)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory for ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

Reflection on each domain and parameters of practice and skills

Progress Interview 2

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 2 Professional Behaviours in a Practice Setting – Progress Interview 2	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

*** Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation**

Date complete Mentor signature..... Trainee signature.....

Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

HUB Experience - Progress Interview (3)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory for ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills
- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

**Reflection on each domain and parameters of practice and skills
Progress Interview 3**

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 2 Professional Behaviours in a Practice Setting – Progress Interview 3	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee's professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity The following activities reflect this principle of care and my assessment of the trainee's professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people's privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community The following activities reflect this principle of care and my assessment of the trainee's professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession The following activities reflect this principle of care and my assessment of the trainee's professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as 'satisfactory professional conduct' from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area: _____

Organisation: _____

Short Placement Experience Mentor/Supervisor:

Tel no: _____

Email contact: _____

Role & Responsibilities: _____

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

FINAL INTERVIEW – END OF STAGE

This interview gives you and the trainee an opportunity to reflect on practice and experience achieved within the STAGE

NB - Should the trainee be failing to progress, the AST should be present at this interview to support.

Hub mentor Feedback

You and the trainee should review the development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log - ALL Core achieved ALL Placements	Yes/No
ALL required Parameters of Practice achieved for Stage 2 (highlighted in blue)	Yes/No
Professional Behaviours (ALL achieved as satisfactory ALL placements)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experiences	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- **Strengths of the trainee’s practice, knowledge and skills**

- **Aspects of practice, knowledge and skills the trainee needs to develop further**

HUB Placement Evaluation (STAGE 2) completed at: www.healthcareplacements.co.uk

Certificate of completion verified by Hub mentor on:

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

<p align="center">Action Plan (HUB Placement) (to be used ONLY where concerns around progression raised)</p> <p><i>At any time during a HUB or Short Experience Placement, when a trainee nursing associate needs targeted support and guidance to meet the practice parameters, an action plan must be initiated. The aim of an action plan is to address and improve performance, competence or professional behaviour.</i></p> <p><i>An interview between the Hub mentor, short experience mentor/supervisor and the AST must be undertaken as soon as the concern is raised to discuss and agree Actions and review date.</i></p>			
Domain & Parameter	Date initiated	Planned action	Date for review
1. e.g. D5, P5.1	12.01.17	Tracey will initiate the assessment of 2 patients during the diabetes clinic	19.01.17

The Hub mentor should contact the following people, as deemed applicable, to make them aware of these concerns for information and/or additional support.

	AST		Hub mentor		Line Manager	
Name/Date contacted:						
Method: (circle)	phone voicemail	email in person	phone voicemail	email in person	phone voicemail	email in person

STATEMENT OF ACHIEVEMENT – STAGE 2			
NAME OF TRAINEE (please print):			
NAME OF HUB MENTOR (please print):			
PASS			
Based on the evidence documented and reviewed at the final interview, I confirm that the trainee has achieved and PASSED all required elements within Stage 2 of the Programme.			
Signature of Hub mentor:		Date:	
Signature of Trainee:		Date:	
FAIL			
Based on the evidence documented and reviewed at the final interview, I confirm that the trainee has not achieved all required elements and FAILED Stage 2 of the Programme.			
The trainee's progress has been discussed & an ACTION PLAN developed and agreed.			
Signature of Hub mentor:		Date:	
Signature of Trainee:		Date:	

Interview with Academic support tutor

On Completion of STAGE 2

It is the trainee's responsibility to arrange to meet with their AST on completion of Stage 2 to review progress, discuss placement experience and progression within the programme.

The trainee may also be required to submit an assessed written reflective account linked to an aspect of their placement experience for summative assessment. *(NB this may not be applicable for all trainees so please refer to the relevant University programme handbook for further guidance on this).*

Record of Interview AST to complete

Reflective account of an experience on placement shared with AST:

Yes / No **If No, Date followed up by AST:**

Comments on trainee's reflective skills and how this can be further developed:

Comments on trainee's overall progress and achievements during placement:

Advice for future development of practice skills, knowledge and professional attributes (based on achievement of Domains and acquisition of knowledge & clinical skills):

Placement Evaluation completed at: www.healthcareplacements.co.uk

Evidence of completion verified by HUB Mentor Yes / No

For trainees with a disability only:

Review effectiveness of placement adjustments with trainee: Yes / No

Note review outcome/actions in trainee's personal academic file: Yes / No

Revised placement support agreement copied to trainee & nursing admin team: Yes / No

SPOKE Experience 2

Stage 2

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
SPOKE Experience 2

Please complete ALL details below

SPOKE Area:					
Dates of Placement:		From:	To:		
Placement Contact Number:					
Spoke mentor:		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	
Spoke mentor (2)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	
Spoke mentor (3)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		signature		initials	
Spoke mentor (4)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	

SPOKE Experience 2

Attendance Record

Record SPOKE and Short Experience attendance here

SPOKE Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins ALL sick/absence to be recorded Mentor to sign to confirm				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with SPOKE Mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked within SPOKE 2 _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF SPOKE MENTOR: _____ DATE: _____

SPOKE Experience 2

Attendance Record

Record SPOKE and Short Experience attendance here

SPOKE Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with SPOKE Mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			<i>Jane Smith **</i>
Total Hours Worked within SPOKE 2 _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF SPOKE MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

<p align="center">Orientation to SPOKE & Short Experience Placements within SPOKE <i>Sign as Completed before the end of the first working shift</i> <i>Must be discussed with and then Initialed by your Mentor/Supervisor</i> <i>Signpost trainee to appropriate health and safety policies.</i></p>						
Information/Orientation		SPOKE	Short	Short	Short	Short
Responsibilities in Emergency situations:	- Cardiac arrest - alerting team/employees					
Fire	- alarm points - assembly points - standing orders, policies, procedures					
Accident/Incident Procedures	- staff - visitors - identified first aider -inform University if incident form completed					
Infection Control	- used equipment/sharps/linen - policies - disposal of waste					
Moving and Handling Policy and mobility techniques in this area						
Vulnerable Adults / Safeguarding Children						
Communication Process	- observation / duty hours - reporting sickness and absence - person to whom the trainee must report -understands the policy for receiving and referring messages and enquiries					
Trainee understands their responsibility in reporting unsafe/poor quality of care and using the Complaints Procedure						
Confidentiality and Information Governance						
Mobile Phones						
Dress and Attire - policy and regulations related to dress code whilst on placement						
Toured the placement area environment / Introduced to the staff / staffing structure						
Personal Safety and risk issues						
Management and storage of patients valuables						
Management and storage of Trainees personal belongings						
Disability: Does the trainee require reasonable adjustments? If yes, address at initial interview. Please circle:		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

SPOKE Experience 2

Initial Interview with Spoke mentor

To be completed within first week of commencement of placement

Trainee to reflect upon previous learning, skills development & practice experience and identify key priorities for developing knowledge, skills, practice and professional behaviours during SPOKE placement:

Mentor to identify learning opportunities and any issues arising with reference to Clinical Skills and Parameters of Practice achievable in this placement:

Reflection on each domain and parameters of practice and skills: *To be completed prior to the interview*
Where it is anticipated that parameters of practice elements cannot be achieved or clinical skills opportunities may not be available; the trainee should make their Hub mentor aware at the next progress interview. Areas of concern must be explicitly defined where identified by Domain/Practice Parameter in the Action Plan.

E.g. Domain 1 PP1.3

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

REVIEW DATE:

Spoke mentor Signature:

Date.....

Trainee Signature:

Date.....

SPOKE Experience 2 - Interim Progress Interview

This interview gives you and your Mentor an opportunity to reflect on your progress and update the development plan and/or initiate an action plan where concerns raised

NB. Should the trainee be failing to progress, the AST should be present to support at this interview

Trainee Self-Evaluation

- Strengths of my practice, knowledge and skills

- Aspects of practice, knowledge and skills I need to develop and how I intend to improve these

Spoke mentor Feedback

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop

Trainee reflection and Spoke mentor feedback discussed to inform the on-going development plan.

SPOKE MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

**Reflection on each domain and parameters of practice and skills
Interim Progress Interview**

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Where it is anticipated that parameters of practice elements cannot be achieved or clinical skills opportunities may not be available; the trainee should make their Hub mentor aware at the next progress interview.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

FINAL INTERVIEW Date :

Spoke mentor Signature:

Date.....

Trainee Signature:

Date.....

Record of SPOKE Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the SPOKE placement

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

*Mapped to relevant parameters of practice/domains/professional values (as appropriate).
In addition incorporate service user comments where appropriate – use service user/carer testimonial page.*

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

SPOKE Experience 2 – Stage 2	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Professional Behaviours in a Practice Setting – FINAL Interview				
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

SPOKE Experience 2 – FINAL Interview

This interview gives you and the trainee an opportunity to reflect on their progress, update the development plan and/or initiate an action plan where concerns raised

To be undertaken on completion of each SPOKE placement.

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Spoke mentor Feedback

Trainee and Spoke mentor should review the development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee’s practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop

Placement Evaluation completed at: www.healthcareplacements.co.uk

Evidence of completion verified by Spoke mentor on:

Trainee reflection and Spoke mentor feedback discussed to inform the on-going development plan.

SPOKE MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

<p align="center">Action Plan (to be used ONLY where concerns around progression raised)</p> <p><i>At any time during a SPOKE Placement, when a trainee needs targeted support and guidance to meet the practice parameters, an action plan must be initiated. The aim of an action plan is to address and improve performance, competence or professional behaviour.</i></p> <p><i>An interview between the Hub mentor, Spoke mentor (if concern raised by Spoke mentor) and the AST must be undertaken as soon as the concern is raised to discuss and agree Actions and review date.</i></p>			
Domain & Parameter	Date initiated	Planned action	Date for review
1. e.g. D5, P5.1	12.01.17	Tracey will initiate the assessment of 2 patients during the diabetes clinic	19.01.17

The Spoke mentor should contact the following to discuss the concerns raised:

	AST		Hub mentor		Line Manager	
Name/Date contacted:						
Method: (circle)	phone voicemail	email in person	phone voicemail	email in person	phone voicemail	email in person

STATEMENT OF ACHIEVEMENT – SPOKE EXPERIENCE 2

NAME OF TRAINEE (please print):

NAME OF SPOKE MENTOR (please print):

PASS

Based on the evidence documented and summarised at the final interview, I confirm that the trainee has achieved and **PASSED** all required elements for SPOKE Experience 2.

Signature of Spoke mentor:

Date:

Signature of Trainee:

Date:

FAIL

Based on the evidence documented and summarised at the final interview, I confirm that the trainee has not achieved all the required elements and **FAILED** SPOKE Experience 2.

The trainee's failure to progress has been discussed with the Hub mentor & an **ACTION PLAN** agreed.

Signature of Spoke mentor:

Date:

Signature of Trainee:

Date:

Interview with Academic support tutor (AST)

Post SPOKE Experience 2

It is the trainee's responsibility to arrange to meet with their AST following every SPOKE placement to review progress, discuss placement experience and progression within the programme. The trainee may also be required to submit a written reflective account linked to an aspect of their placement experience for summative assessment. *(NB this may not be applicable for all trainees so please refer to the University programme handbook for further guidance on this).*

Record of Interview AST to complete

Reflective account of an experience on placement shared with AST:

Yes / No **If No, Date followed up by AST:**

Comments on trainee's reflective skills and how this can be further developed

Comments on trainee's overall progress and achievements during placement

Advice for future development of practice skills, knowledge and professional attributes (based on achievement of Domains and acquisition of knowledge & clinical skills)

Placement Evaluation completed at: www.healthcareplacements.co.uk

Evidence of completion verified by Spoke mentor: **Yes / No**

For trainees with a disability only:

Review effectiveness of placement adjustments with trainee: **Yes / No**

Note review outcome/actions in trainee's personal academic file: **Yes / No**

Revised placement support agreement copied to trainee & nursing admin team: **Yes / No**

STAGE 3

Record of Stage 3 Completion

SUMMARY

This is a summary of the trainee's achievement for Stage 3 to be verified by the Hub mentor

Stage 3	Placement Experience	No. of Hours Completed	Pass/Fail	Confirmed by Hub mentor (Initial/Date)
HUB			Yes / No	
Spoke 3			Yes / No	
Practice Parameters achieved for Stage 3			Yes/No	
TOTAL Hours Completed for Stage 3				

Confirmation of Successful Completion of Programme

I can confirm that this an accurate record of my achievement for Stage 3

Trainee Nursing Associate: (PRINT)

Signature.....

Date.....

I can confirm that as far as I am aware, the trainee has successfully completed all required assessed elements of Stage 3 of the Nursing Associate programme as recorded in this PAR.

Primary Hub mentor: (PRINT)

Signature.....

Date.....

HUB Experience

STAGE 3

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
HUB Details

Please complete ALL details below

HUB Placement (Base):			
HUB Contact Number:			
Primary Hub mentor:	NMC mentor name (please print) <i>(as appears on local mentor register)</i>		
	Date of last mentor update		Date triennial review completed
	Signature:		Initials:
	Contact No:	Tel:	Mob:
	Contact Email:		
Associate Hub mentor:	Name (Print):		
	Signature:		Initials:
	Contact No:	Tele:	Mob:
	Contact Email:		
HUB Line Manager:	Name (Print):		
	Contact No:	Tele:	Mob:
Academic Support Tutor:	Name (Print):		
	Contact No:	Tele:	Mob:
	Contact Email:		

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 3

Attendance Record

Record HUB and Short Experience attendance within HUB here

HUB Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
		Total Hours Worked _____				

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ **DATE:** _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ **DATE:** _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 3

Attendance Record

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		ALL sick/absence to be recorded Mentor to sign to confirm				
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 3

Attendance Record

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		ALL sick/absence to be recorded Mentor to sign to confirm				
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
		Total Hours Worked _____				

I confirm that I have attended placement on the above dates and times.
SIGNATURE OF TRAINEE: _____ **DATE:** _____

I have verified that the above attendance record is accurate and complete.
SIGNATURE OF HUB MENTOR: _____ **DATE:** _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 3

Attendance Record

Record HUB and Short Experience attendance within HUB here

HUB Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with Hub mentor
		If sick/absent, write the shift hours followed by (sick) or (absent) and mentor to sign to confirm				
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF HUB MENTOR: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

<p align="center">Orientation to HUB & Short Experience Placements within HUB <i>Sign as Completed before the end of the first working shift</i> <i>Must be discussed with and then Initialed by your Mentor/Supervisor</i> <i>Signpost trainee to appropriate health and safety policies.</i></p>						
Information/Orientation		HUB	Short	Short	Short	Short
Responsibilities in Emergency situations:	- Cardiac arrest - alerting team/employees					
Fire	- alarm points - assembly points - standing orders, policies, procedures					
Accident/Incident Procedures	- staff - visitors - identified first aider -inform University if incident form completed					
Infection Control	- used equipment/sharps/linen - policies - disposal of waste					
Moving and Handling Policy and mobility techniques in this area						
Vulnerable Adults / Safeguarding Children						
Communication Process	- observation / duty hours - reporting sickness and absence - person to whom the trainee must report -understands the policy for receiving and referring messages and enquiries					
Trainee understands their responsibility in reporting unsafe/poor quality of care and using the Complaints Procedure						
Confidentiality and Information Governance						
Mobile Phones						
Dress and Attire - policy and regulations related to dress code whilst on placement						
Toured the placement area environment / Introduced to the staff / staffing structure						
Personal Safety and risk issues						
Management and storage of patients valuables						
Management and storage of Trainees personal belongings						
Disability: Does the trainee require reasonable adjustments? If yes, address at initial interview. Please circle:		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Initial Interview with Hub mentor

<p>Trainee: To reflect upon previous learning, skills development & practice experience and identify key priorities for developing knowledge, skills, practice and professional behaviours during placement:</p>	
<p>Mentor: To identify learning opportunities and any issues arising with reference to Clinical Skills and Parameters of Practice achievable in this placement:</p>	
<p>Reflection on each domain and parameters of practice and skills: To be completed prior to the interview</p> <p>Domain 1: Professional Values and Parameters of Practice</p> <p>Domain 2: Person-Centred Approaches to Care</p> <p>Domain 3: Delivering Care</p> <p>Domain 4: Communication and Inter-personal Skills</p> <p>Domain 5: Duty of Care, Candour, Equality and Diversity</p> <p>Domain 6: Supporting Learning and Assessment in Practice</p> <p>Domain 7: Team-working and Leadership</p> <p>Domain 8: Research, Development and Innovation</p>	
<p>Hub mentor Signature:</p>	<p>Date.....</p>
<p>Trainee Signature:</p>	<p>Date.....</p>

HUB Experience - Progress Interview (1)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

Reflection on each domain and parameters of practice and skills

Progress Interview 1

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 3 Professional Behaviours in a Practice Setting – Progress Interview 1	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

HUB Progress Interview (2)

This interview gives you and the Hub mentor an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB. Should you have concerns about your progression, the AST should be present to support.

Trainee Self-Evaluation

- Strengths of my practice, knowledge and skills

- Aspects of my practice, knowledge and skills I need to develop and how I intend to improve these

HUB Experience - Progress Interview (2)

This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Hub mentor Feedback

You and your Mentor should review your development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop further

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

Reflection on each domain and parameters of practice and skills
Progress Interview 2

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 3 Professional Behaviours in a Practice Setting – Progress Interview 2	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
2. Make the care of people their first concern, treating them as individuals and respecting their dignity The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
4 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
5 Be open and honest, act with integrity and uphold the reputation of your profession The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

HUB Experience - Progress Interview (3)	
<i>This interview gives you and the trainee an opportunity to reflect on their progress and update the development plan and/or initiate an action plan where concerns raised</i>	
<i>NB - Should the trainee be failing to progress, the AST should be present to support at this interview.</i>	
Hub mentor Feedback	
Trainee and Hub mentor should review your development plan(s) and evidence of achievement in all of the following sections:	
Record of Attendance	Yes/No
Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements)	Yes/No
Professional Behaviours (Achieved satisfactory ALL placements)	Yes/No
Parameters of Practice (identified working towards, achieved, failed and L1, 2 or 3)	Yes/No
Service User Testimonials	Yes/No
Short Placement Experience	Yes/No
Is the trainee working at the level expected for this stage of the programme? Yes / No	
<ul style="list-style-type: none"> Strengths of the trainee’s practice, knowledge and skills Aspects of practice, knowledge and skills the trainee needs to develop 	
HUB MENTOR SIGNATURE: _____ DATE: _____	
TRAINEE SIGNATURE: _____ DATE: _____	

Reflection on each domain and parameters of practice and skills
Progress Interview 3

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

Review Date :

Hub mentor Signature:

Date.....

Trainee Signature:

Date.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

HUB Experience – Stage 3 Professional Behaviours in a Practice Setting – Progress Interview 3	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
3. Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
6 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
7 Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Record of HUB Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the HUB

Placement Area:

Organisation:

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

FINAL INTERVIEW – End of Programme

This interview gives you and the trainee an opportunity to reflect on practice and experience achieved within STAGE 1 ,STAGE 2 and STAGE 3

NB - Should the trainee be failing to progress, the AST should be present at this interview to support.

Hub mentor Feedback

You and the trainee should review the development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance Yes/No

Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements) Yes/No

Professional Behaviours (Achieved as satisfactory ALL placements) Yes/No

Parameters of Practice (ALL Achieved at required Level) Yes/No

Service User Testimonials Yes/No

Short Placement Experience Yes/No

Is the trainee consistently working at the level expected for end of programme? Yes/No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop

HUB Placement Evaluation completed at: www.healthcareplacements.co.uk

Certificate of completion verified by Hub mentor on:

HUB MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

**Action Plan
(HUB Placement)**

(to be used where concerns around progression raised)

At any time during the HUB or Short Experience Placement, when a trainee nursing associate needs targeted support and guidance to meet the practice parameters, an action plan must be initiated. The aim of an action plan is to address and improve performance, competence or professional behaviour.

An interview between the Hub mentor, Short Experience Mentor/Supervisor and the AST must be undertaken as soon as the concern is raised to discuss and agree Actions and review date.

Domain & Parameter	Date initiated	Planned action	Date for review
1. eg D5, P5.1	12.01.17	Tracey will initiate the assessment of 2 patients during the diabetes clinic	19.01.17

The Hub mentor should contact the following people, as deemed applicable, to make them aware of these concerns for information and/or additional support.

	AST		Line Manager		Practice support/Representative	
Name/Date contacted:						
Method: (circle)	phone voicemail	email in person	phone voicemail	email in person	phone voicemail	email in person

STATEMENT OF ACHIEVEMENT – End of STAGE 3

NAME OF TRAINEE (please print):

NAME OF HUB MENTOR (please print):

PASS

Based on the evidence documented and summarised at the final interview, I confirm that the trainee has **PASSED** Stage 3 of the Programme.

Signature of Hub mentor:

Date:

Signature of Trainee:

Date:

FAIL

Based on the evidence documented and summarised at the final interview, I confirm that the trainee has **FAILED** Stage 3 of the Programme.

The trainee's progress has been discussed & an **ACTION PLAN** developed and agreed.

Signature of HUB Mentor

Date:

Signature of Trainee:

Date:

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017
Statement of Overall Practice Achievement for Programme

Trainee's FULL Name: _____ Cohort: _____
 Employing Organisation: _____ Month/Year of Completion: _____

Declaration by Hub (primary) mentor:		
I have reviewed the trainee's Practice Assessment Record (PAR) and can confirm that I have worked with the trainee for at least 40% of the programme.		
<ul style="list-style-type: none"> • had time to reflect upon the trainee's abilities, given timely feedback and recorded the trainee's on-going progress & achievement , • assessed the trainee's overall performance I therefore sign to confirm that to the best of my knowledge this trainee is a capable, safe and effective practitioner, who has achieved the required parameters of practice required for a nursing associate.		
Name of Hub mentor (please print):		Date:
Signature of Hub mentor:		

Declaration by Designated Academic Representative (AST):		
I have reviewed the student's Practice Assessment Record (PAR) and Self Declaration of Good Health and Character and can confirm to the best of my knowledge that:		
<ul style="list-style-type: none"> • All practice parameters within the 8 Domains of Practice (HEE 2016) required to be a qualified nursing associate have been achieved & signed off by the Hub mentor. 		
Name of Designated University Representative (AST) (please print):		Date:
Signature of Designated University Representative (AST):		

SPOKE Experience 3

Stage 3

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SPOKE Experience 3

Please complete ALL details below

SPOKE Area:					
Dates of Placement:		From:	To:		
Placement Contact Number:					
Spoke mentor:		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	
Spoke mentor (2)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	
Spoke mentor (3)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		signature		initials	
Spoke mentor (4)		NMC mentor name (please print) <i>(as appears on local mentor register)</i>			
Contact No(s):		Date of last mentor update		Date triennial review completed	
Contact Email:		Signature:		Initials:	

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SPOKE Experience 3

Attendance Record

Record SPOKE and Short Experience attendance here

SPOKE Or Short Placement Area	Date Code as follows: A = Absent. S = Sick. L = Attended late.	Hours worked per shift Record it in hours & minutes e.g. 7hrs 30 mins				Full Signature of Mentor/ Associate Mentor Or designated supervisor/placement manager ** = worked with SPOKE Mentor
		Days		Nights		
		Hours	Minutes	Hours	Minutes	
Ward 1 HRI	Mon 14.01.17 (L)	7	30			Jane Smith **
Total Hours Worked within SPOKE 3 _____						

I confirm that I have attended placement on the above dates and times.

SIGNATURE OF TRAINEE: _____ DATE: _____

I have verified that the above attendance record is accurate and complete.

SIGNATURE OF SPOKE MENTOR: _____ DATE: _____

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<p align="center">Orientation to SPOKE & Short Experience Placements within SPOKE <i>Sign as Completed before the end of the first working shift</i> <i>Must be discussed with and then Initialed by your Mentor/Supervisor</i> <i>Signpost trainee to appropriate health and safety policies.</i></p>						
Information/Orientation		SPOKE	Short	Short	Short	Short
Responsibilities in Emergency situations:	- Cardiac arrest - alerting team/employees					
Fire	- alarm points - assembly points - standing orders, policies, procedures					
Accident/Incident Procedures	- staff - visitors - identified first aider -inform University if incident form completed					
Infection Control	- used equipment/sharps/linen - policies - disposal of waste					
Moving and Handling Policy and mobility techniques in this area						
Vulnerable Adults / Safeguarding Children						
Communication Process	- observation / duty hours - reporting sickness and absence - person to whom the trainee must report -understands the policy for receiving and referring messages and enquiries					
Trainee understands their responsibility in reporting unsafe/poor quality of care and using the Complaints Procedure						
Confidentiality and Information Governance						
Mobile Phones						
Dress and Attire - policy and regulations related to dress code whilst on placement						
Toured the placement area environment / Introduced to the staff / staffing structure						
Personal Safety and risk issues						
Management and storage of patients valuables						
Management and storage of Trainees personal belongings						
Disability: Does the trainee require reasonable adjustments? If yes, address at initial interview. Please circle:		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Initial Interview with Spoke mentor
To be completed within first week of commencement of placement

Trainee to reflect upon previous learning, skills development & practice experience and identify key priorities for developing knowledge, skills, practice and professional behaviours during SPOKE placement:

Mentor to identify learning opportunities and any issues arising with reference to Clinical Skills and Parameters of Practice achievable in this spoke placement:

Reflection on each domain and parameters of practice and skills: To be completed prior to the interview
 Where it is anticipated that parameters of practice elements cannot be achieved or clinical skills opportunities may not be available; the trainee should make their Hub mentor aware at the next progress interview. **Areas of concern must be explicitly defined where identified by Domain/Practice Parameter in the Action Plan.**
 E.g. Domain 1 PP1.3

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

REVIEW DATE:

Spoke mentor Signature:	Date.....
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Trainee Signature:	Date.....
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SPOKE Experience 3 - Interim Progress Interview

This interview gives you and your Mentor an opportunity to reflect on your progress and update the development plan and/or initiate an action plan where concerns raised

NB. Should the trainee be failing to progress, the AST should be present to support at this interview

Trainee Self-Evaluation

- Strengths of my practice, knowledge and skills

- Aspects of practice, knowledge and skills I needs to develop and how I intend to improve these

Spoke mentor Feedback

Is the trainee working at the level expected for this stage of the programme? Yes / No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop

Trainee reflection and Spoke mentor feedback discussed to inform the on-going development plan.

SPOKE MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

**Reflection on each domain and parameters of practice and skills
Interim Progress Interview**

NB. Areas of concern must be explicitly identified by Domain/Practice Parameter and must be addressed and documented with your mentor in an Action Plan.

Where it is anticipated that parameters of practice elements cannot be achieved or clinical skills opportunities may not be available; the trainee should make their Hub mentor aware at the next progress interview.

Domain 1: Professional Values and Parameters of Practice

Domain 2: Person-Centred Approaches to Care

Domain 3: Delivering Care

Domain 4: Communication and Inter-Personal Skills

Domain 5: Duty of Care, Candour, Equality and Diversity

Domain 6: Supporting Learning and Assessment in Practice

Domain 7: Team-working and Leadership

Domain 8: Research, Development and Innovation

FINAL INTERVIEW Date :

Spoke mentor Signature:

Date.....

Trainee Signature:

Date.....

Record of SPOKE Short Placement Experience

Trainees should use this page to record practice experience within a short placement
Short placements are defined as a 1-2 day experience away from the SPOKE placement

Placement Area: _____

Organisation: _____

Short Placement Experience Mentor/Supervisor:

Tel no:

Email contact:

Role & Responsibilities:

Agreed Learning Outcomes

Mapped to relevant parameters of practice/domains/professional values (as appropriate).

In addition incorporate service user comments where appropriate – use service user/carer testimonial page.

Record of experience

Trainee to write short reflective account of experience and learning

Feedback from mentor/supervisor:

Number of Hours completed during short placement experience: _____

Verified by mentor/supervisor (please print): _____

Signature of mentor/supervisor: _____

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SPOKE Experience 3 – Stage 3 Professional Behaviours in a Practice Setting – FINAL Interview	Satisfactory			Unsatisfactory
	Practice consistently reflects professional values & attitudes	Practice mainly reflects professional values & attitudes		Practice consistently reflects unprofessional values & attitudes
Mentor to sign their full signature in the box corresponding to their assessment of the trainee’s professional attitude				
1 Make the care of people their first concern, treating them as individuals and respecting their dignity				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
communication with people (patients, their carers/family and colleagues) including listening.				
maintaining people’s privacy and dignity				
being respectful and courteous and non-judgmental				
using their skills of empathy and is sensitive to the needs of others				
2 Work with others to protect and promote the health and wellbeing of those in their care, their families, carers and the wider community				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
maintaining confidentiality				
maintaining records				
using problem solving skills				
recognising their own limitations and seeking support when unsure of what to do				
maintaining professional boundaries				
3 Be open and honest, act with integrity and uphold the reputation of your profession				
The following activities reflect this principle of care and my assessment of the trainee’s professional attitudes and values in relation to these is:				
working alongside other members of the health care team				
taking responsibility for making the most out of their learning opportunities				
managing feedback about their learning				
using reflection as a means of identifying their own learning needs and limitations				
timekeeping is satisfactory and they communicate appropriately is unable to attend placement				
complying with hygiene, uniform and dress codes.				

* Reference to NMC Code (2015) may assist your decision making about what is regarded as ‘satisfactory professional conduct’ from a trainee. NB Any professional behaviour or attitude assessed by your Mentor as failing to reflect appropriate professional standards, may be subject to further investigation by the University and/or relevant employing organisation

Date complete Mentor signature..... Trainee signature.....

SPOKE Experience 3 – FINAL Interview

This interview gives you and the trainee an opportunity to reflect on their progress, update the development plan and/or initiate an action plan where concerns raised

To be undertaken on completion of each SPOKE placement.

NB - Should the trainee be failing to progress, the AST should be present to support at this interview.

Spoke mentor Feedback

Trainee and Spoke mentor should review the development plan(s) and evidence of achievement in all of the following sections:

Record of Attendance Yes/No

Skills Log checked, signed and discussed (Core Skills to be achieved ALL placements) **Yes/No**

Professional Behaviours (Achieved as satisfactory ALL placements) **Yes/No**

Parameters of Practice (ALL Achieved at required Level) **Yes/No**

Service User Testimonials Yes/No

Short Placement Experience Yes/No

Is the trainee working at the level expected for this stage of the programme? Yes/No

- Strengths of the trainee's practice, knowledge and skills

- Aspects of practice, knowledge and skills the trainee needs to develop

SPOKE MENTOR SIGNATURE: _____ DATE: _____

TRAINEE SIGNATURE: _____ DATE: _____

Action Plan

(to be used ONLY where concerns around progression raised)

At any time during a SPOKE Placement, when a trainee needs targeted support and guidance to meet the practice parameters, an action plan must be initiated. The aim of an action plan is to address and improve performance, competence or professional behaviour.

An interview between the Hub mentor, Spoke mentor (if concern raised by Spoke mentor) and the AST must be undertaken as soon as the concern is raised to discuss and agree Actions and review date.

Domain & Parameter	Date initiated	Planned action	Date for review
1. e.g. D5, P5.1	12.01.17	Tracey will initiate the assessment of 2 patients during the diabetes clinic	19.01.17

The Spoke mentor should contact the following to discuss the concerns raised:

	AST		Hub mentor		Line Manager	
Name/Date contacted:						
Method: (circle)	phone voicemail	email in person	phone voicemail	email in person	phone voicemail	email in person

STATEMENT OF ACHIEVEMENT – SPOKE EXPERIENCE 3

NAME OF TRAINEE (please print):

NAME OF SPOKE MENTOR (please print):

PASS (required practice parameters and skills have been achieved at required level)

Based on the evidence documented and reviewed at the final interview, I confirm that the trainee has achieved all required elements and **PASSED** SPOKE Experience 3.

Signature of Spoke mentor:

Date:

Signature of Trainee:

Date:

FAIL

Based on the evidence documented and reviewed at the final interview, I confirm that the trainee has not achieved all required elements and **FAILED** SPOKE Experience 3.

The trainee's failure to progress has been discussed with the Hub mentor & an **ACTION PLAN** agreed.

Signature of Spoke mentor:

Date:

Signature of Trainee:

Date:

Interview with Academic support tutor (AST)

Post SPOKE 3 Experience

It is the trainee's responsibility to arrange to meet with their AST following every SPOKE placement to review progress, discuss placement experience and progression within the programme. The trainee may also be required to submit a written reflective account linked to an aspect of their placement experience for summative assessment. *(NB this may not be applicable for all trainees so please refer to the University programme handbook for further guidance on this).*

Record of Interview AST to complete

Reflective account of an experience on placement shared with AST:

Yes / No **If No, Date followed up by AST:**

Comments on trainee's reflective skills and how this can be further developed

Comments on trainee's overall progress and achievements during placement

Advice for future development of practice skills, knowledge and professional attributes (based on achievement of Domains and acquisition of knowledge & clinical skills)

Placement Evaluation completed at: www.healthcareplacements.co.uk **Yes / No**

For trainees with a disability only:

Review effectiveness of placement adjustments with trainee: **Yes / No**

Note review outcome/actions in trainee's personal academic file: **Yes / No**

Revised placement support agreement copied to trainee & nursing admin team: **Yes / No**

Domains and Parameters of Practice (HEE 2016)

Levels of Attainment for Nursing Associate Programme

Level 1:

Observes practice and can discuss domain in relation to care and clinical skills and attitudes and behaviours

Level 2:

Direct supervision in the line of sight of the Mentor (who is present to observe tasks and activities and can intervene immediately if required) can undertake care and clinical skills; demonstrate appropriate attitudes and behaviours associated with the domain. Direct Supervision should be maintained until the trainee nursing associate is assessed as being safe to undertake directed activities indirectly.

Level 3:

Indirect /remote supervision and is competent to perform the task safely and effectively without direct supervision (competent in knowledge, skills, attitudes and ability to practice), know their limitations and when and how to seek advice from their Mentor.

Example Page
Assessors must assess trainees using the Domain Parameters of Practice

Trainees cannot be signed off as achieving a Domain if they haven't achieved one or more of the Parameters of Practice. Once a Parameter is signed as achieved, the trainee is expected to perform to a competent level for that stage in all the remaining placements. Where the parameter is not assessed until a later placement or stage, the trainee is expected to be working towards meeting it.

ALL CORE PARAMETERS (CP) MUST BE ACHIEVED ON EVERY PLACEMENT

THE PARAMETERS OF PRACTICE HIGHLIGHTED IN BLUE MUST HAVE BEEN ACHIEVED BY END OF STAGE 1

ALL PARAMETERS OF PRACTICE MUST BE ACHIEVED BY THE END OF THE PROGRAMME.

	ASSESSOR/SUPERVISOR TO SIGN using codes below: A = Achieved at Level 1, 2 or 3 i.e. A1, A2 or A3 W = Working towards Level 1, 2 or 3 W1, W2 or W3 F = Fail/Unsafe Practice <i>NB. By the end of Stage 1 the trainee nursing associate needs to achieve level 3 as a minimum for this domain</i>	Practice Area Achieved STAGE 1			Practice Area Achieved Stage 2			Practice Area Achieved STAGE 3		
		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D1.	Professional Values, Attitudes & Behaviours									
<i>Clinical & Care Skills: By the end of the programme the trainee nursing associate would be expected to apply in practice a range of clinical and care skills, critically reflect on their performance and will be able to exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical/practical skills consistent with the roles, responsibilities and professional values of a nursing associate:</i>										
1.1	Applies their understanding of professional practice with conduct that places the patient at the centre of care in a manner that promotes patient wellbeing and self-care	A1/W2 SW	A1/W2 FR	A1/A2 PT						
1.2	Seek guidance/support when needed with own work/performance and exercise appropriate judgement in order to limit their work or stop practicing if in danger of acting beyond the limits of competence. CP	W1 SW	A1/W2 FR	A1/A2 PT						
1.3	Identify situations and circumstances with the potential or harm, act upon this in order to minimize or prevent harm to self and/or others.	A1/W2 SW	A1/W2 FR	A1/A2 PT						
1.4	Respond appropriately to the ethical, legal and governance requirements arising from working as a nursing associate.	W1 SW	W1 FR	A1/W2 PT						

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	ASSESSOR/SUPERVISOR TO SIGN using codes below: A = Achieved at Level 1, 2 or 3 i.e. A1, A2 or A3 W = Working towards Level 1, 2 or 3 W1, W2 or W3 F = Fail/Unsafe Practice <i>NB. By the end of Stage 1 the trainee nursing associate needs to achieve level 3 as a minimum for this domain</i>	Practice Area Achieved STAGE 1			Practice Area Achieved STAGE 2			Practice Area Achieved STAGE 3		
		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D1.	Professional Values, Attitudes & Behaviours									
Clinical & Care Skills: <i>By the end of the programme the trainee nursing associate would be expected to apply in practice a range of clinical and care skills, critically reflect on their performance and will be able to exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical/practical skills consistent with the roles, responsibilities and professional values of a nursing associate:</i>										
1.1	Applies their understanding of professional practice with conduct that places the patient at the centre of care in a manner that promotes patient wellbeing and self-care CP									
1.2	Seek guidance/support when needed with own work/performance and exercise appropriate judgement in order to limit their work or stop practicing if in danger of acting beyond the limits of competence. CP									
1.3	Identify situations and circumstances with the potential or harm, act upon this in order to minimize or prevent harm to self and/or others.									
1.4	Respond appropriately to the ethical, legal and governance requirements arising from working as a nursing associate.									
1.5	Act with probity and personal integrity in all aspects of practice, be willing to be truthful and admit to/learn from errors telling the appropriate person(s) where necessary.									
1.6	Report any actions or decisions by others believed not to be in the best interests of any individual or group of individuals in receipt of care									
1.7	Make appropriate judgements and identifies how they would limit their work or stop practising if performance or judgement is affected by their health and wellbeing. CP									
1.8	Demonstrate and/or identifies strategies and coping mechanisms and seeks help if appropriate; evaluate impact of any intervention.									
1.9	Take appropriate action(s) to develop and maintain personal health, resilience and wellbeing.									
1.10	Demonstrate professional practice that is consistent with relevant current organisational policy. CP									

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	ASSESSOR/SUPERVISOR TO SIGN using codes below: A = Achieved at Level 1, 2 or 3 i.e. A1, A2 or A3 W = Working towards Level 1, 2 or 3 W1, W2 or W3 F = Fail/Unsafe Practice <i>NB. By the end of Stage 1 the trainee nursing associate needs to achieve level 3 as a minimum for this domain</i>	Practice Area Achieved STAGE 1			Practice Area Achieved STAGE 2			Practice Area Achieved STAGE 3		
		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D1.	Professional Values, Attitudes & Behaviours (cont'd)									
Attitudes & Behaviours: <i>By the end of the programme, the trainee nursing associate will demonstrate the attitudes and behaviours necessary for the role of nursing associate and will be able to exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical/practical skills consistent with the roles, responsibilities and professional values of a nursing associate:</i>										
1.11	Ensure that health and safety requirements are met and that self and others are protected within NA area of responsibility CP									
1.12	Promote and apply the key clinical and care principles, performing to the highest standards of personal behaviour and professional practice.									
1.13	Consistently operate in accordance with relevant current policy, standards and practice, acting as a role model for others to aspire to.									
1.14	Promote and exemplify safe and effective working.									

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	ASSESSOR/SUPERVISOR TO SIGN using codes below: A = Achieved at Level 1, 2 or 3 i.e. A1, A2 or A3 W = Working towards Level 1, 2 or 3 i.e. W1, W2 or W3 F = Fail/Unsafe Practice <i>NB. By the end of Stage 1 the trainee nursing associate needs to achieve level 2 as a minimum for this domain</i>	Practice Area Achieved STAGE 1			Practice Area Achieved STAGE 2			Practice Area Achieved STAGE 3		
		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D2.	Person Centred Approaches to Care									
Clinical & Care Skills: <i>By the end of the programme, the trainee nursing associate will be able to exercise skills, attitudes and behaviours that support the planning, delivery and evaluation of high quality person-centred, holistic care.</i>										
2.1	Demonstrate the fundamental principles of nursing practice, in the role of a nursing associate, including the ability to support the registered nurse, and/or other health or care professional, in the assessment, planning, delivery and evaluation of care.									
2.2	Use a holistic approach, at all times, to provide safe, effective, clinical care.									
2.3	Support individuals to maintain their identity and self-esteem using person centred values that include: CP <ul style="list-style-type: none"> • Individuality • Independence • Privacy • Partnership • Choice • Dignity • Respect • Rights 									
2.4	Work in partnership with patients, carers, families and the wider healthcare team.									
2.5	Act independently and in partnership with others to ensure that the rights of individuals are not overlooked or compromised and to resolve conflict in situations where there maybe refusal of care.									
2.6	Demonstrate in practice person-centred nursing, care and support through a variety of means including obtaining valid consent and carrying out all appropriate assessments.									
2.7	Work effectively, as a nursing associate, as part of inter-professional/multi-disciplinary teams CP									

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	ASSESSOR/SUPERVISOR TO SIGN using codes below: A = Achieved at Level 1, 2 or 3 i.e. A1, A2 or A3 W = Working towards Level 1, 2 or 3 i.e. W1, W2 or W3 F = Fail/Unsafe Practice <i>NB. By the end of Stage 1 the trainee nursing associate needs to achieve level 2 as a minimum for this domain</i>	Practice Area Achieved STAGE 1			Practice Area Achieved STAGE 2			Practice Area Achieved Stage 3		
		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D2.	Person Centred Approaches to Care (Cont'd)									
Attitudes & Behaviours: <i>By the end of the programme, the trainee nursing associate will demonstrate the attitudes and behaviours necessary for the role of nursing associate and will be able to exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical/practical skills consistent with the roles, responsibilities and professional values of a nursing associate:</i>										
2.8	Promote, and act as a role model for, the fundamental principles of nursing practice/person-centred care.									
2.9	Promote and explain the impact of effective health and wellbeing promotion, empowering and healthy lifestyles.									
2.10	Act as an advocate for the holistic care of individuals. CP									
2.11.	Engage actively with individuals, their families and/or carers in involving them, in providing them with choices and in establishing their needs, wishes and preferences.									

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	ASSESSOR/SUPERVISOR TO SIGN using codes below: A = Achieved at Level 1, 2 or 3 i.e. A1, A2 or A3 W = Working towards Level 1, 2 or 3 W1, W2 or W3 F = Fail/Unsafe Practice <i>NB. By the end of Stage 1 the trainee nursing associate needs to achieve level 1 as a minimum for this domain</i>	Practice Area Achieved STAGE 1			Practice Area Achieved STAGE 2			Practice Area Achieved STAGE 3		
		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D3.	Delivering Care									
Clinical & Care Skills: <i>By the end of the programme, the trainee nursing associate will be able to work across organisational boundaries/ in a range of health and care settings and apply, in practice, the range of nursing skills appropriate to their parameters of practice.</i>										
3.1	Deliver planned nursing interventions across life-course and in a of health and/or care settings under the direction of a registered nurse range without direct supervision, delivering care, at times, independently in line with an agreed/defined plan of care.									
3.2	Using appropriate diagnostic, decision-making and problem-solving skills, support the registered nurse or other appropriate healthcare professional, to assess, plan, deliver and evaluate care, communicate findings, influence change and promote health, independence and best practice.									
3.3	Recognise and act upon, in a timely manner, early signs and/or deterioration using appropriate physiological assessments and observations.									
3.4	Monitor and record nutritional status and discuss progress or change as appropriate with individuals, families/carers and/or multi-professional team.									
3.5	Takes effective measures to prevent and control infection, within the parameters of their practice, in accordance with national and local policy.									
3.6	Safely use invasive and non-invasive procedures, medical devices, and current technological and pharmacological interventions									

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	ASSESSOR/SUPERVISOR TO SIGN using codes below: A = Achieved at Level 1, 2 or 3 i.e. A1, A2 or A3 W = Working towards Level 1, 2 or 3 W1, W2 or W3 F = Fail/Unsafe Practice <i>NB. By the end of Stage 1 the trainee nursing associate needs to achieve level 1 as a minimum for this domain</i>	Practice Area Achieved STAGE 1			Practice Area Achieved STAGE 2			Practice Area Achieved STAGE 3		
		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D3.	Delivering Care (cont'd)									
Clinical & Care Skills: <i>By the end of the programme, the trainee nursing associate will be able to work across organisational boundaries/ in a range of health and care settings and apply, in practice, the range of nursing skills appropriate to their parameters of practice.</i>										
3.7	Use sound literacy skills to record/document accurately CP interventions/episodes of care/administration of medicines.									
3.8	Sign-post/connect individuals and their families/ carers to appropriate resources/services and support in relation to management of long-term conditions and/or public health initiatives.									
3.9	Work safely and effectively through: <ul style="list-style-type: none"> • Minimizing risks to an individual and/or staff at all Times • Ensuring that one's own actions reduce risk • Engaging collaboratively with a range of people and agencies to protect and improve population health and wellbeing and to prevent the onset of adverse effects on health and wellbeing • Learning from the assessment and evaluation of health and safety related incidents • Monitoring procedures to control risk and identifying/assessing risks in the workplace. • Managing and organising own workload and prioritising the delivery of care in accordance with planned care. 									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D3.	Delivering Care (cont'd)									
Clinical & Care Skills: <i>By the end of the programme, the trainee nursing associate will be able to work across organisational boundaries/ in a range of health and care settings and apply, in practice, the range of nursing skills appropriate to their parameters of practice.</i>										
3.10	Make appropriate use of digital and other technologies to: <ul style="list-style-type: none"> Deliver high-quality care Work efficiently and effectively Support high quality decision-making 									
3.11	Demonstrate the ability to raise health risks for discussion with individuals and undertake brief and assess evidence of effective interventions.									
3.12	Assess the evidence of those public health interventions specific to their area of practice and the nursing associate role.									
3.13	Act appropriately in relation to family history, genomic information and clinical indicators that might suggest a genetic cause in the assessment, planning, delivery and evaluation of care.									
3.14	Demonstrate good overall digital literacy in relation to the requirements of work and learning.									
Attitudes & Behaviours: <i>By the end of the programme, the trainee nursing associate will be expected to demonstrate the attitudes and behaviours necessary for the role of a nursing associate to work across organisational boundaries/in a range of health care settings and apply, in practice, appropriate attitudes and behaviours in relation to:</i>										
3.15	Treat individuals with dignity, respecting their diversity, CP beliefs, culture, needs, values, privacy and preferences.									
3.16	Demonstrate and role model respect and empathy for all at all times. CP									
3.17	Have the courage to challenge areas of concern.									
3.18	Be adaptable, reliable and consistent, show discretion, resilience and self-awareness and provide leadership to those worked with in the delivery of nursing care.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D3.	Delivering Care (Cont'd)									
Attitudes & Behaviours: <i>By the end of the programme, the trainee nursing associate will be expected to demonstrate the attitudes and behaviours necessary for the role of a nursing associate to work across organisational boundaries/in a range of health care settings and apply, in practice, appropriate attitudes and behaviours in relation to:</i>										
3.19	Commit to ongoing improvement of digital literacy skills in the delivery of high quality nursing practice.									
3.20	Champion the use of existing and new technologies and innovation.									
3.21	Promote and demonstrate a positive health and safety culture. CP									
3.22	Promote health, well-being and self-care by making every moment count.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D3.	Delivering Care (Cont'd)									
Clinical & Care Skills: <i>By the end of the programme, the trainee nursing associate will be able to work across organisational boundaries/ in a range of health and care settings and apply, in practice, the range of nursing skills appropriate to their parameters of practice.</i>										
3.23	Medicines Management: <ul style="list-style-type: none"> • Correctly and safely undertake delegated medicine calculations • Administer medicine safely & in a timely manner • Communicate and/or act upon any concerns about or errors in the administering of medicines • Keep and maintain accurate records using available digital technologies, where appropriate, in a variety of care settings, including at home • Work within legal and ethical frameworks that underpin safe medicines management • Demonstrate awareness of a range of commonly recognised approaches to managing symptoms: relaxation, distraction and lifestyle advice • Correctly & safely receive, store & dispose of medication • Support individuals and their families/carers, receiving medical treatments • Use up-to-date information for medicines management and work within local and national policy guidelines. 									
3.24	Safely use invasive and non-invasive procedures, medical devices, and current technological and pharmacological interventions									
3.25	Use sound numeracy skills for medicines management, assessment, measuring, monitoring and recording which recognise the particular vulnerability of individuals in relation to accurate medicines calculation.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D4.	Communication and Inter-Professional Skills									
Clinical and Care Skills: By the end of the programme, the trainee nursing associate will be expected to apply in practice a range of communication and inter-personal skills and will be able to communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services and will possess those inter-personal skills that promote clarity, compassion, empathy, respect and trust.										
4.1	Demonstrate a range of techniques and methods (and the principles underpinning them) that facilitate clear and effective communication with all individuals, family, carers, colleagues, and clarify/check their understanding.									
4.2	Communicate complex, sensitive information to a variety of health and care professionals through a range of appropriate techniques and strategies.									
4.3	Recognise and resolve, using a range of appropriate strategies, any/all communication issues, problems, conflict/aggression and complaints.									
4.4	Respond appropriately to verbal and non-verbal communication. CP									
4.5	Handle information and data appropriately (record, report and store data) in line with national and local policies and appropriate legislation.									
4.6	Document nursing care in a comprehensive, timely, logical, accurate, clear and concise manner using appropriate terminologies. CP									
4.7	Promote and make use of appropriate digital and other technologies/ to support effective communication and handling of data									
4.8	Demonstrate confident and competent digital literacy in all appropriate aspects of work and learning									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D4.	Communication and Inter-Professional Skills (cont'd)									
Attitudes and Behaviours: <i>By the end of the programme, the trainee nursing associate will be expected to demonstrate the attitudes and behaviours necessary for the role of a nursing associate to communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services and will possess those inter-personal skills that promote clarity, compassion, empathy, respect and trust.</i>										
4.9	Promote effective communication using a range of techniques and technologies									
4.10	Support and promote the appropriate handling (recording, reporting, storing) of information and data.									
4.11	Demonstrate appropriate behaviours required if there are concerns as to the accuracy, security and/or confidentiality of data									
4.12	Demonstrate commitment to ongoing development in improving one's digital literacy.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D5	Team Working and Leadership									
Clinical and Care Skills: <i>By the end of the programme, the trainee nursing associate would be expected to apply in practice a range of team-working and leadership skills and will be able to:</i>										
5.1	Take a lead with peers and others where appropriate									
5.2	Critically reflect on personal performance, acting to learn from experience and improve CP									
5.3	Work effectively with others in teams and/or networks to deliver and improve services, encouraging and valuing the contribution of all.									
5.4	Contribute to and support quality improvement and productivity initiatives within the workplace, including service improvement, in order to enhance people's well-being and experience of health and social care through the delivery of high-quality services.									
5.5	Demonstrate an effective contribution to planning, management and optimisation of resources for the benefit of improving services and promoting equity in health and social care access and delivery									
5.6	Use clinical governance processes to maintain and improve nursing practice and standards of healthcare.									
5.7	Assess and manage risk to individuals.									
5.8	Use systematic ways of minimising risk & demonstrate team working and leadership skills in the provision of a healthy, safe, secure & productive environment for work & care.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D5	Team Working and Leadership (cont'd)									
Attitudes and Behaviours: By the end of the programme, the trainee nursing associate would be expected to demonstrate the attitudes and behaviours necessary for the role of a nursing associate and will be able to:										
5.9	Demonstrate through own behaviours the personal qualities, values and principles associated with team working and leadership competencies									
5.10	Actively encourage, and work within, a team environment, including multidisciplinary teams. CP									
5.11	Respect and value the contribution of all. CP									
5.12	Engage in continuous service improvement in the interests of better patient outcomes & act as an advocate for service.									
5.13	Seek any opportunities to identify unwarranted variation.									
5.14	Adopt a proactive approach to new technologies and treatments and champion digital approaches.									
5.15	Contribute to articulating the aspirations and vision of the organisation.									
5.16	Champion the use of technology and innovation in improving health and care outcomes for individuals, saving time and money and in the use of information to support better decision-making.									
5.17	Champion safe working practices and a culture that facilitates safety through consultation with individuals, their families and carers and co-workers.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D6.	Duty of Care, Candour, Equality & Diversity									
<i>Clinical and Care Skills: By the end of the programme, the trainee nursing associate would be expected to apply in practice a range of skills and competencies that support the delivery of principled and respectful care that actively avoids risk of harm and will be able to:</i>										
6.1	Challenge areas of concern using appropriate behaviours and methods of communication.									
6.2	Recognise the signs of harm or abuse and act upon this appropriately									
6.3	Work with individuals and others to reduce the likelihood of harm or abuse.									
6.4	Demonstrate the ability to treat all patients, carers and colleagues with dignity and respect for their diversity, CP beliefs, culture, needs, values, privacy and preferences									
6.5	Demonstrate an ability to deal with any tensions/conflicts arising between an individual's rights and a duty of care.									
6.6	Safeguard and protect adults and children.									
6.7	Encourage and empower people to share in and shape decisions about their own treatment and care									
6.8	Work actively to ensure a positive health and safety environment, both individually & collaboratively, using any opportunities to remove, reduce or control risk and/or harm.									
<i>Attitudes and Behaviours: By the end of the programme, the trainee nursing associate would be expected to demonstrate the attitudes and behaviours that underpin the principles of duty of care, equality, diversity and candour and will:</i>										
6.9	Demonstrate respect, kindness, compassion and empathy for all patients, carers and colleagues.									
6.10	Promote a positive health, safety and secure culture. CP									
6.11	Promote to others principled and respectful care with regard to principles of dignity, equality, diversity, humanity even in situations when confronted with differing values & beliefs.									
6.12	Respect the ways and the level to which people receiving care want to share in and shape decisions about their health, well-being, treatment and care									
6.13	Avoid making assumptions & recognise diversity/ individual choice. CP									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D7.	Supporting Learning and Assessment in Practice									
Clinical and Care Skills: <i>By the end of the programme, the trainee nursing associate would be expected to apply in practice a range of skills and competencies that support learning and assessment in practice and will be able to:</i>										
7.1	Apply their understanding of the role and the importance of Continuing Personal and Professional Development (CPPD) to ensure that professional knowledge and skills are being kept up to date									
7.2	Apply skills of reflection to identify personal development needs to transform and maintain up-to-date practice. CP									
7.3	Act as a self-motivated, professional nursing associate, being willing to learn from self and others, responding positively to and acting upon constructive and meaningful feedback. CP									
7.4	Contribute to a culture that values CPPD in recognising strengths and identifying areas for improvement and supporting others to do the same.									
7.5	Provide appropriate assessment of and for learning in others.									
7.6	Using a wide range of appropriate, established and emerging, methods and technologies in support of high quality learning and teaching.									
7.7	Delivering or supporting others in delivering training through demonstration and instruction									
7.8	Providing constructive and meaningful feedback to others and supporting them in the development of ongoing action plans									
7.9	Acting as a role model by mentoring peers									
7.10	Assisting and/or leading in the education of individuals, their families and/or carers.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D7.	Supporting Learning and Assessment in Practice (cont'd)									
Attitudes and Behaviours: <i>By the end of the programme, the trainee nursing associate would be expected to demonstrate the attitudes and behaviours that support personal development and life-long learning together as well as those associated with the development of others:</i>										
7.11	Act as a role model in terms of ongoing learning and development of professional knowledge, skills and capabilities									
7.12	Promote and actively support training and teaching/learning within the workplace.									
7.13	Promote and contribute to the education and promotion of health and wellbeing in individuals, their families and/or carers									
7.14	Champion innovative methods and technologies in teaching and learning.									

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		HUB	Spoke 1	HUB Sign off Stage 1	HUB	Spoke 2	HUB Sign off Stage 2	HUB	Spoke 3	HUB Sign off Programme
D8.	Research, Development and Innovation									
Clinical and Care Skills: <i>By the end of the programme, the trainee nursing associate will be able to demonstrate the importance of being research aware, research and innovation, and their own role in this, across the health and care landscape in improving the quality of patient safety and care and in addressing the challenges faced within the context of rising public expectations:</i>										
8.1	Apply critical analytical skills in a research/audit/service improvement context, working within an ethical framework.									
8.2	Participate in a research or service improvement project and present data, research findings and/or innovative approaches to practice, where appropriate, to peers in appropriate forms									
8.3	Demonstrate research awareness in relation to evidence-based practice CP									
8.4	Make use of existing and new technologies to support improving services.									
8.5	Support the wider health and/or care team in the spread and adoption of innovative technologies and practice									
Attitudes and Behaviours: <i>By the end of the programme, the trainee nursing associate will be expected to demonstrate the attitudes and behaviours necessary to be research aware, and their own role in research and innovation across the health and care landscape in improving the quality of patient safety and care and in addressing the challenges faced within the context of rising public expectations:</i>										
8.6	Promote the need for and practice evidence-based practice, audit procedures, research, development and innovation in the practice and delivery of health and care in order to contribute to high quality patient safety and care.									
8.7	Promote adherence to all ethical, legal, governance and quality assurance frameworks that pertain to research, development and innovation									
8.8	Champion the use of technology and innovation in research/audit									

Trainee Nursing Associate

SKILLS LOG

Skills Log Guidance

This Skills Log is to be completed during Stage 1, Stage 2 and stage 3 of the programme.

ALL Skills must be signed as achieved by an appropriately prepared and qualified mentor and only when the trainee has shown ability to undertake the SKILL safely and competently without direct supervision.

The Hub mentor is responsible for signing to confirm ALL SKILLS have been achieved and maintained as above by the end of the Programme.

Skills have been organised under the 8 domains of practice and must be linked to the assessment of practice.

Skills shaded in green must be achieved by the end of Stage 1.

Remaining skills may be completed within Stage 1, Stage 2 or Stage 3 (where opportunity arises) and where possible should be undertaken across a variety of settings and/or client groups. Competence must be maintained for any skills completed and ALL skills must be confirmed

NB. Any difficulty in completing a skill due to a lack of opportunity must be addressed as soon as possible. Where appropriate, arrangement should be made for these to be assessed through simulation, discussion or placement in a complementary short placement.

All skills marked **(CS)** Core Skill, must be undertaken and signed as achieved on all placements by an appropriately prepared and qualified mentor in ALL HUB and SPOKE Placements

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To be undertaken across a range of healthcare settings and/or client groups		SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
Domain 1: Professional Values and parameters of practice: Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the roles, responsibilities and professional values of a nursing associate								
S1.1	Undertakes delegated activities within limitations of own role, knowledge and skill (CS)							
S1.2	Safely delegates to others where appropriate							
S1.3	Fully adheres to required expected professional attitudes & behaviours (CS)							

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To be undertaken across a range of healthcare settings and/or client groups		SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:	HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme	
Domain 2: Person-Centred Approaches to Care Exercise those skills, attitudes and behaviours that support the planning, delivery and evaluation of high quality person-centred, holistic care.								
S2.1	Assessment, planning, delivery and evaluation of care							
S2.2	Work in partnership with patients, carers, families and the wider healthcare team (CS)							
S2.3	Obtain valid consent – from patient or person with parental/legal responsibility							
S2.4	Promote effective health and wellbeing promotion, empowering and healthy lifestyles							
S2.5	Effectively follow care plans; notice and report changes							
S2.6	Assist in obtaining an individual’s history (CS)							
S2.7	Recognise issues and deteriorations in mental and physical health, report and respond appropriately, supporting others to do so							
S2.8	Recognise limitations in mental capacity and respond appropriately							
S2.9	Assist with an individual’s overall comfort, identify and respond to signs of pain or discomfort (CS)							

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To be undertaken across a range of healthcare settings and/or client groups	SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:	HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
Domain 3: Delivering Care Work across organisational boundaries/ in a range of health and care settings and apply, in practice, the range of clinical and care skills appropriate to their parameters of practice.							
Effective Handover - Group of patients/service users							
Record/document accurately simple interventions/episodes of care/planned/emergency admission CS							
Sign-post/connect individuals and their families/ carers to appropriate resources/services and support in relation to management of long-term conditions and/or public health initiatives							
Managing and organising own workload and prioritising the delivery of care in accordance with planned care CS							
Make appropriate use of digital and other technologies							
Demonstrate the ability to raise health risks for discussion with individuals and undertake brief interventions (including key messages for major lifestyle risk factors) and assess evidence of effective interventions							

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To be undertaken across a range of healthcare settings and/or client groups	SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:	HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
Domain 3: Delivering Care Work across organisational boundaries/ in a range of health and care settings and apply, in practice, the range of clinical and care skills appropriate to their parameters of practice.							
Basic Life Support							
Demonstrates Process through Simulation and/or Placement Practice (Stage 1 & Stage 2) using underpinning policy and guidelines							
Responds appropriately when faced with an emergency or a sudden deterioration in an individual's physical condition i.e.: collapse, cardiac arrest, seizure, choking							
Emergency Equipment Checks							
First Aid & able to demonstrates recovery position							

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To be taught and assessed across a range of healthcare settings and/or client groups			SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:	University/Practice Taught		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
	Signed	Date							
Domain 3: Delivering Care									
Work across organisational boundaries/ in a range of health and care settings and apply, in practice, the range of clinical and care skills appropriate to their parameters of practice.									
Undertaking Vital Signs – Recording & Reporting									
Accurately undertakes, records and reports a baseline assessment of -									
Body mass index									
Temperature									
Pulse(s) – please specify									
Respiration									
Blood pressure: manual									
Blood pressure: electronic device									
Urinalysis									
Pulse oximetry									
Peak flow recordings									
Colour changes – pallor, cyanosis, flushed									
Blood Glucose Monitoring									

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To be taught and assessed across a range of healthcare settings and/or client groups			SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:	University/Practice Taught		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
	Signed	Date							
Early Warning Score									
Glasgow coma scale/AVPU/Neurological/PAWS/NEWS									
Capillary refill									
UNDERTAKING CARE DELIVERY									
Assists with personal hygiene needs and dressing									
Carry out eye, ear, hair, nail, teeth, denture care & safe shaving practice									
Support service users to develop and maintain skills for everyday life, continuing recommended therapies and activities and encouraging them to take responsibility for their own health and wellbeing.									
Support carers/families to meet the needs of the service user; advise and inform CS patients on managing their own condition									
Observed safely collecting and labelling specimens of <ul style="list-style-type: none"> • Urine • Sputum • Wound • Stool 									
Able to prepare patient for Theatre and support transfers and management pre and post operatively									
Holistic pain assessment									

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To be taught and assessed across a range of healthcare settings and/or client groups			SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:	University/Practice Taught		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
	Signed	Date							
Care of an individual requiring oxygen therapy									
Assist in airway management									
Keep and maintain accurate records using available digital technologies, where appropriate, in a variety of care settings, including at home, care closer to home									
Awareness of a range of commonly recognised approaches to managing symptoms, for example: relaxation, distraction and lifestyle advice									
Support individuals, and their families/carers, receiving care interventions CS									
Safely uses medical devices and current technology									
Effective Handover - Individual patient/supervisor CS									
Use of appropriate pain tool (please specify): 1. 2.									
Management of non- pharmacological interventions and pain control									
Assists and supports in care at end of life									

West Yorkshire and Humber Partners Nursing Associate Practice Assessment Record 2017

To be taught and assessed across a range of healthcare settings and/or client groups			SKILLS Assessor To Initial and date when achieved						
SKILLS Linked to:	University/Practice Taught		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
	Signed	Date							
Management of last offices									
Contributes to discharge and discharge planning inform services									
MANUAL HANDLING and FALLS									
Adheres to local policy demonstrating safe moving and handling techniques in relation to use of manual handling aids for assisting movement in bed and transferring									
Safely assess patients mobility and risk									
Safely assists in the use of walking aids and other mobility aids									
Adheres to policy and reports (where required) health & safety incidents CS regarding individuals to senior colleagues									
Safely assists the individual in correct positioning to prevent complications of immobility									
Accurately completes falls risk assessments									
ELIMINATION									
Care of an indwelling urinary catheter and emptying of catheter bag									
Assist in carrying out bladder washout									
Administration of suppositories and enemas									

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	Signed	Date							
Assists with elimination needs including use of the toilet, bedpan, urinal and commode									
Assists with the use of continence aids									
Assist in the care of patients with stomas and ostomies									
NUTRITION									
Assist in creating an environment that is conducive to eating and drinking									
Follows food hygiene procedures in accordance with local policy									
Assists with eating and drinking									
Accurately records fluid balance									
Accurately Assesses and records VIPS									
Assists in the safe care and recording of enteral feeding via naso-gastric tube/gastrostomy/jejunostomy									
Accurately undertakes and documents a nutritional assessment using a recognised 'tool'									
Accurately documents nutritional intake									
Assists in providing appropriate food & fluids to patients/service users, e.g. thickened fluids									

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	Signed	Date							
MEDICAL DEVICES									
Selects and manages medical devices safely									
Safely uses and disposes of medical devices under supervision and, in keeping with local and national policy, understands reporting mechanisms relating to adverse incidents									
Monitor and maintain the environment, equipment and resources; perform first line calibration on clinical equipment and manage stock control									
Safely disposes of sharps and other clinical waste									
INFECTION PREVENTION									
Demonstrates effective hand hygiene and the appropriate use of standard infection prevention and control precautions when caring for all individuals (including standard precautions and isolation) (CS									
Fully comply with hygiene, uniform and dress codes in order to limit, prevent and control infection (CS)									
Adheres to local policy and national guidelines on dress code for prevention and control of infection, including: footwear, hair, piercing and nails									
TISSUE VIABILITY AND WOUND CARE									
Undertake and Interpret tissue viability risk assessments									
Assist with assessment and undertake care of wounds and dressings									

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Demonstrate principles of asepsis and safe removal of clips and/or sutures									
INTRAVENOUS THERAPY									
Provides appropriate care for an individual with an intra-venous infusion, recognising own limitations, policy and procedure									
Assist with care of patient requiring a blood transfusion, including documentation and reporting procedures									
SCREENING AND MONITORING SKILLS									
Carry out screening activities e.g. hearing or vision									
Undertakes accurate ECG monitoring and reporting procedure									
Assists in and accurately records and reports cardiac monitoring									

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SKILLS Linked to:	HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme	
Domain 4: Communication and Inter-Personal Skills Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services and will possess those inter-personal skills that promote clarity, compassion, empathy, respect and trust								
S4.1	Use effective verbal and non-verbal communication with: - Colleagues - Patients - Carers/family							
S4.2	Keep information confidential and support others to do so (CS)							
S4.3	Assist in communicating bad news							
S4.4	Effectively communicates with others in adverse situations							

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SKILLS Linked to:		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
Domain 5: Team-working and leadership: Explain the principles underpinning leadership frameworks and associated team-working and leadership competencies and demonstrate a range of those competencies, attitudes and behaviours required of a NA.								
S5.1	Uses support systems to recognise, manage and deal with own emotions (CS)							
S5.2	To work safely under pressure and maintain the safety of service users at all times							
S5.3	Recognises when situations are becoming unsafe and reports appropriately							

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SKILLS Linked to:		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
Domain 6: Duty of Care, Candour, Equality and Diversity Explain the principles underpinning duty of care, equality and diversity and the need for candour and will consistently demonstrate the application of those principles in across life course and range of settings.								
S6.1	Demonstrate respect, kindness, compassion and empathy for all patients, carers, families and colleagues (CP)							
S6.2	Follow the principles for equality, diversity and inclusion							
S6.3	Implement a duty of care and candour							

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SKILLS Linked to:	HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme	
Domain 7: Supporting Learning and Assessment in Practice Exercise those skills, attitudes and behaviours that support personal development and life-long learning together as well as those associated with the development of others.								
S7.1	Act within the limits of your competence and authority; ensure that anyone you supervise acts within theirs'							
S7.2	Work as part of a team, seek help and guidance when you are not sure, escalate concerns in a timely manner to the correct person (CS)							
S7.3	Support or supervise colleagues as required, delegate well-defined tasks appropriately							
S7.4	Act as a role model; mentor peers; deliver training through demonstration and instruction							

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SKILLS Linked to:		HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme
Domain 8: Research, Development and Innovation Demonstrate the importance of research and innovation, and their own role in this, across the health and care landscape in improving the quality of patient safety and care and in addressing the challenges faced within the context of rising public expectations.								
S8.1	Participate in a research or service improvement project and present data, research findings and/or innovative approaches to practice, where appropriate, to peers in appropriate forms							
S8.2	Make use of existing and new technologies to support improving services							
S8.3	Adheres to local policies and procedures (CS)							
S8.4	Has a positive attitude to evidence based practice and uses evidence to support own practice (CS)							

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OTHER SKILLS related to placements	HUB STAGE 1	Spoke 1	HUB STAGE 2	Spoke 2	HUB STAGE 3	Spoke 3	HUB Confirmed For Programme

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Record of Mentors & Supervisors

(please give details as below if you have signed any area of the PAR)

Name of Mentor/Supervisor (PRINT full name)	Practice Area	Signature of mentor/supervisor	Initials

Record of Mentors & Supervisors

(please give details as below if you have signed any area of the PAR)

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Service User Testimonial

- We would like you to tell us about how well the trainee nursing associate has looked after you.
- Your comments will help inform the trainee’s learning
 - The comments you give will not change the way you or your family member is looked after.

Supporting evidence from service user or carer who wishes to comment on a trainee nursing associate’s performance
(to be completed by mentor with the service user or carer concerned)

It is appreciated that the time spent with the nursing associate trainee may not be sufficient for you to offer in-depth comment, but any information you are able to share will be valuable.

Trainee’s name

Time trainee spent with you: Capacity in which the trainee cared for you:.....

What comments would you like to make regarding the trainee’s performance/attitude?

Do you have any suggestions for the trainee’s future development?

Mentor’s signature Date

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**Health Education
Yorkshire and the Humber**