**Pre-Placement Module for Adult Nursing**

**\*AN = Adult Nursing Option**

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| **Professional behaviour and attitudes you need to demonstrate in the workplace** |
| **Display professionalism**  - Are courteous and respectful to other staff and members of the public.  - Have good attendance and time keeping.  - Are calm under pressure.  - Are reliable and you contact your manager directly if you are unable to attend work due to illness or another reason.  - Are enthusiastic and interested in your work.  - Do not get distracted by personal issues or your mobile phone whilst at work and only use your phone during formally recognised breaks or in an emergency.  - Always adhere to organisation policy and procedures, including around health and safety, equal opportunities, equality and diversity, appropriate IT use, disciplinary procedures, and acceptable behaviour.  - Maintain confidentiality regarding any of the information you access whilst on your placement. This incudes not gossiping and keeping confidential any personal information that work colleagues share with you.  - Do not do anything which may bring you and/or the education provider into disrepute i.e. which would negatively affect the reputation of you or your education provider.  - Dress appropriately for the employer’s work environment. |
| **Produce results**  - Complete your work to an agreed standard, with very few or no errors.  - Are organised, plan your work effectively, prioritise tasks, work independently as needed and meet deadlines.  - Always ask for support or clarity if you are unsure of what you need to do.  - Want to learn and develop your skills.  - Want to receive feedback and act on any feedback given. |
| **Work well as part of a team**  - Build good relationships with your colleagues, understand what your role in the team is and show positive attitude to working as part of a team.  - Treat all colleagues with respect.  - Listen effectively to different points of view and respond in a professional way.  - are a supportive team member, proactively offering help and support to the team. |
| **Communicate appropriately**  - Use a polite and professional tone and language when communicating with colleagues and customers.  - Produce clear, well written work which uses the right tone for the audience and has very few or no mistakes.  - Share your thoughts and present your ideas clearly.  - Follow instructions and listen carefully, including maintaining eye contact, to show that you are approachable and ready to listen.  - Are confident to check you understanding of tasks you’ve been asked to do and ask for clarification as needed. |
| **Take responsibility for your actions**  - Are open to feedback and act on feedback given.  - Are Honest is you make a mistake and seek to learn from your mistakes, so it does not happen again. |

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| **Behaviours and Attitudes required** | **Element links** | **Resources and links available from NCA** |
| **Professional Expectations**  - time keeping  - helpful attitude  - demeanour appropriate to situation  - how to address colleagues  - team working | CS2, CS3, S2.17 | - Placement expectations document  - Reminder that will receive reference at end of placement  - Part of welcome and inductions and placement logbook |
| **Uniform/work wear**  - clean and tidy  - hygiene  - sleeves  - jewellery  - make up  - nails | CS1 | - local model rules  - Part of welcome, inductions and in placement handbooks |
| **Mobile phone use** | CS2 | - Local model rules.  - Trust policy TI1(09) – Issue No 8 - Mobile Device Governance Standards Policy (Including mobile telephone, Smartphone, and Tablet Devices) |
| **Social media standards** | CS2 | - NCAF018(20) – Issue No 1 - Social Media (Maintaining Confidentiality) Policy |
| **Ethical conduct** | CS1, A8 | - Local ethical conduct policy |
| **- H&S**  **- Hand washing**  **- PPE**  **- Waste and cleaning** | A3, A4, A7.5, A7.6, S1.29, S1.37 | - Local H&S policy  - Local Waste policy  - Mandatory training module |
| **Telephone etiquette**  **Information Governance considerations.**  **Understanding scope of role** | CS2 | - Local Telephone policy. |
| **Communication Skills**  - Emphasis on empathy, kindness, anticipating needs and supportive communication.  - How to engage patients and offer support and comfort | CS2, S1.25, S1.26, S1.33, S1.35, S1.36, S2.22 | - Mandatory training module. Emphasis on empathy, kindness, anticipating needs and supportive communication. |

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| **Skills Required** | **Element links** | **Resources and links available from NCA** |
| **Manual handling practical session Including bed to chair transfers** | S1.32, ANS1.20, ANS2.14 | - NCA protocols |
| **Assisting with washing and dressing** | S1.32, S1.33, ANS1.20, ANS2.12, ANS2.13, | - Possibly part of sim lab event |
| **Assisting with mealtimes** | S1.33, ANS2.10 | - Possibly part of sim lab event |
| **Reporting and recording** | A5, A6, S2.18, S2.19, S2.20, S3.17, ANS2.10 | - Various records and reports across health and therapy services |
| **Activity co-ordination**  - What kinds of activities are appropriate for different patient types.  - How to offer help.  - Importance of patient activity/interaction |  | - Possibly part of sim lab event |
| **Bed making** | S1.33 | - Possibly part of sim lab event |
| **Skills which are required to have qualified supervision so may not be experienced on the ward but need to be understood in readiness for practice where staffing allows.** | | |
| **Taking Physiological measurements.**  - Weight  - Height  - BMI  - BP  - Oxygen Sats  - Heart Rate  - Temp  - NEWS2 scores  - Urine outputs | Si.34, S3.16, S3.17, S3.18, S3.19, S3.20, ANS1.18, ANS1.19, ANS1.22 | - (Probably done as skills sessions spread during the year given by College staff but might be useful for NCA staff to come along to some sessions to emphasise the world of work and give real life examples)  - NCA policies emphasised, possibly include in Sim lab event  - NCA form formats |
| **History taking - health and wellbeing advice**  - Smoking cessation  - alcohol  - diet  - exercise | S1.38, S1.39, S2.18, | - NCA form format examples |
| **Skin integrity checks and identifying ways to aid recovery and improve integrity** | S1.33, S1.34, ANS1.19,  ANS3.7-3.11 | - NCA form format examples |
| **Blood glucose monitoring** | ANS1.22 | - NCA training protocols. Possible involvement of POCT or link trainer. |