



Postoutline: (Nursing) Generic Band 5 Nurse (M)

Created On: 25/10/2011

Created By: Carolyn Jones

Originating Organisation: Hywel Dda Health Board

Post Outline is Approved

Purpose: : Accountable for the delivery of a high standard of cost effective nursing care ensuring effective communication & multidisciplinary working without direct supervision.

Pay Band: Band 5

Reporting To: Ward Sister/Charge Nurse

KSF Dimensions, Levels And Indicators

Dimension Type	Dimension Number	Dimension Name	Second Gateway (Full Outline)		Foundation Gateway (Subset Outline)	
			Level	Indicator	Level	Indicator
Core	C1	COMMUNICATION	3	A,B,C,D,E,F	2	A,B,C,D,E
Core	C2	PERSONAL AND PEOPLE DEVELOPMENT	3	A,B,C,D,E,F,G	2	A,B,C,D,E,F
Core	C3	HEALTH, SAFETY AND SECURITY	2	A,B,C,D,E,F	2	A,B,C,D,E,F
Core	C4	SERVICE IMPROVEMENT	2	A,B,C,D,E,F	2	A,B,C,D,E
Core	C5	QUALITY	3	A,B,C,D,E,F,G	2	A,B,C,D,E,F
Core	C6	EQUALITY AND DIVERSITY	2	A,B,C,D	2	A,B,C,D
Specific	HWB2	ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS	3	A,B,C,D,E,F,G	3	A,B,C,D,F,G
Specific	HWB5	PROVISION OF CARE TO MEET HEALTH AND WELLBEING NEEDS	3	A,B,C,D,E,F,G,H	3	A,C,D,E,F,G,H
Specific	IK2	INFORMATION COLLECTION AND ANALYSIS	1	A,B,C,D	1	A,B,C,D
Specific	G6	PEOPLE MANAGEMENT	1	A,B,C,D,E	1	A,E

Second Gateway (Full Outline)

COMMUNICATION - Level: 3

Foundation Gateway (Subset Outline)

COMMUNICATION - Level: 2

Level Indicators:

- a) identifies the range of people likely to be involved in the communication, any potential communication differences and relevant contextual factors
- b) communicates with people in a form and manner that:
 - is consistent with their level of understanding, culture, background and preferred ways of communicating
 - is appropriate to the purpose of the communication and the context in which it is taking place
 - encourages the effective participation of all involved
- c) recognises and reflects on barriers to effective communication and modifies communication in response
- d) provides feedback to other workers on their communication at appropriate times
- e) keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.
- f) communicates in a manner that is consistent with relevant legislation, policies and procedures.

Level Indicators:

- a) communicates with a range of people on a range of matters in a form that is appropriate to them and the situation
- b) improves the effectiveness of communication through the use of communication skills
- c) constructively manages barriers to effective communication
- d) keeps accurate and complete records consistent with legislation, policies and procedures
- e) communicates in a manner that is consistent with relevant legislation, policies and procedures

Examples Of Application: a) People with whom the staff nurse will be communicating might be: patients/clients, relatives, carers, colleagues, managers & visitors/members of the public.

b) Demonstrate effective interpersonal communication skills when communicating with others utilising verbal and non verbal skills. Enable to secure communication aids/services available to meet the needs of the individual e.g. speech and language therapists, interpreters, pictures, charts. Demonstrate and discuss how to communicate in different circumstances e.g. asserting a particular position or view, breaking bad news, encouraging and supporting people, explaining issues in formal situations (such as going to court), explaining outcome of activities/interventions/ writing of statements/multidisciplinary team case conferences, making people make difficult decisions. Demonstrates ability to communicate relevant information, verbal/non verbal to patients, family, MDT and others as appropriate in accordance with HB policies, procedures and guidelines.

c) Demonstrates understanding and can describe communication differences which may cause barriers e.g. identifying preferred language, hard of hearing

d) Provides formal and informal feedback to other members of the ward team - junior staff nurses, health care support workers, ward clerk & students at appropriate times e.g. during annual individual performance review, student nurse interviews during placements, preceptor role.

e) Demonstrates understanding of the need to maintain accurate and compete records in accordance with NMC "Guidelines for records and record keeping" and HB policies.

f) Awareness of HB policies regarding confidentiality, Data Protection Act, Freedom of Information Act, the Caldicott Principles, Complaints process & Consent policy.

Examples of Application: a) Establishes and maintains excellent relationships with patients, relatives, carers, colleagues, managers, visitors and members of the public

b) Communicates both verbally and non verbally in an appropriate manner securing communication aids/services to meet the needs of the patients to ensure compliance and complete understanding. Demonstrate and discuss how to communicate in different circumstances e.g. asserting a particular position or view, breaking bad news, encouraging and supporting people, explaining issues in formal situations (such as going to court), explaining outcome of activities/interventions/ writing of statements/multidisciplinary team case conferences, making people make difficult decisions.

c) Demonstrates understanding and can describe communication differences which may cause barriers e.g. identifying preferred language, hard of hearing

d) Demonstrates ability to communicate relevant information, both verbal and written to patients, family, MDT and others as appropriate in accordance with HB policies, procedures and guidelines.

e) Awareness of HB policies regarding confidentiality, Data Protection Act, Freedom of Information Act, the Caldicott Principles, Complaints process & Consent policy.

Second Gateway (Full Outline)

PERSONAL AND PEOPLE DEVELOPMENT - Level: 3

Level Indicators:

- a) reflects on and evaluates how well s/he is applying knowledge and skills to meet current and emerging work demands and the requirements of the KSF outline for his/her post
- b) identifies own development needs and sets own personal development objectives in discussion with his/her reviewer
- c) takes responsibility for own personal development and maintains own personal development portfolio
- d) makes effective use of learning opportunities within and outside the workplace evaluating their effectiveness and feeding back relevant information
- e) enables others to develop and apply their knowledge and skills in practice
- f) contributes to the development of others in a manner that is consistent with legislation, policies and procedures
- g) contributes to developing the workplace as a learning environment.

Foundation Gateway (Subset Outline)

PERSONAL AND PEOPLE DEVELOPMENT - Level: 2

Level Indicators:

- a) assesses and identifies:
 - feedback from others on own work
 - how s/he is applying knowledge and skills in relation to the KSF outline for the post
 - own development needs and interests in the current post
 - what has been helpful in his/her learning and development to date
- b) takes an active part in the development review of own work against the KSF outline for the post with their reviewer and suggests areas for learning and development in the coming year
- c) takes responsibility for own personal development and takes an active part in learning opportunities
- d) evaluates the effectiveness of learning opportunities and alerts others to benefits and problems
- e) keeps up-to-date records of own development review process
- f) offers information to others when it will help their development and/or help them meet work demands.

Examples Of Application: a) Prepares and participates in annual Personal Development review in line with service development and HB policy, reflecting on achievements in the last 12 months against objectives and performance.

b) Identifies and agrees learning needs with line manager, attending appropriate agreed training e.g. relevant specialist courses. Attend HB statutory training e.g. fire training, basic life support & moving & handling. Develop new knowledge and skills in own area and keeping up to date with evidence based practice. Develop own computer literacy skills and demonstrate competency e.g. ECDL.

a + b) Identify current and future personal development needs and interests as defined by the KSF, taking an active part in the Personal Development Review process

c) Produces portfolio and personal development plan (PDP) demonstrating evidence of applying the agreed levels of knowledge and skills required for the post, showing development and continued growth each year.

d + g) Evaluate the effectiveness of learning and its impact on own work , providing feedback from study days/courses to the Nursing team and promotes an environment conducive to learning.

e) Assist in the training and development of Health Care Support Workers/student nurses.

f) Demonstrates mentorship skills by undertaking the promoting learning in health care module, attending the University mentorship study days and experiential learning. Act as coach, mentor, role model to students, junior staff, health care support workers and newly appointed staff and participate in their orientation to the clinical area, provide support and advice.

f) May act as reviewer in the personal development review (PDR).

Examples of Application: a) Prepares and participates in annual Personal Development review in line with service development and HB policy, reflecting on achievements in the last 12 months against objectives and performance.

b) Identifies and agrees learning needs with line manager, attending appropriate agreed training e.g. relevant courses e.g. Newly Qualified Programme. Attend HB statutory training e.g. fire training, basic life support & moving & handling. Develop new knowledge and skills in own area and keeping up to date with evidence based practice. Develop own computer literacy skills and demonstrate competency e.g. ECDL.

a + b) Identify current and future personal development needs and interests as defined by the KSF, taking an active part in the Personal Development Review process

c+e) Produces portfolio and personal development plan (PDP) demonstrating evidence of applying the agreed levels of knowledge and skills required for the post, showing development and continued growth each year.

d) Evaluate the effectiveness of learning and provide feedback from study days/courses to the Ward Nursing team.

f) Participates in the orientation of students, junior staff, health care support workers and newly appointed staff to the clinical area , providing information, support and advice e.g. explaining the layout of the ward. Participate in providing information to patients and relatives e.g. teaching patients and/or relatives in giving insulin, providing dietary advice to patients.

Second Gateway (Full Outline)

Foundation Gateway (Subset Outline)

HEALTH, SAFETY AND SECURITY - Level: 2

HEALTH, SAFETY AND SECURITY - Level: 2

Level Indicators:

- a) identifies and assesses the potential risks involved in work activities and processes for self and others
- b) identifies how best to manage the risks
- c) undertakes work activities consistent with:
 - legislation, policies and procedures
 - the assessment and management of risk
- d) takes the appropriate action to manage an emergency summoning assistance immediately when this is necessary
- e) reports actual or potential problems that may put health, safety and security at risk and suggests how they might be addressed
- f) supports others in maintaining health, safety and security.

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- f) supports others in maintaining health, safety and security.

Examples Of Application: a) Ensure & maintain the health, safety & security of self and others including patients, relatives, carers, colleagues, visitors/members of the public. Ensure that self and others adhere to HB policies, procedures and guidelines on the use of protective clothing and equipment e.g. COIN policies.

b) Demonstrate an understanding of the risks within the clinical environment and the requirements for risk assessment e.g. environmental risks (including equipment, heating), risks associated with individuals (including personal health and wellbeing), risks associated with information (including the Caldicott principles & sharing of passwords), potential risks to individuals (including violence and aggression) - physical interactions (eg abuse, aggression, violence, theft), risks to the psychological well being of individuals (including bullying & harassment)

c) Demonstrate an awareness and application to practice of HB Risk Management policies including: Risk profiling policy, incident reporting, manual handling, infection control, child protection, COSHE. Demonstrate an understanding of HB policy on confidentiality, Data Protection Act, Freedom of Information Act and Personnel procedures.

d) Demonstrate ability to take appropriate action to manage an emergency situation in accordance with HB policies, procedures and guidelines e.g. In the event of a cardio respiratory arrest take appropriate action in accordance with the HB's Resuscitation policy, Completion of IR2 risk management forms in the event of clinical incidents, management of level 3 confused patients in accordance to HB policy.

e) Demonstrate involvement in the on-going assessment of risk both actual and potential within the clinical area e.g. the review and updating of the annual environmental risk assessments, management of level 3 confused patients in accordance with HB policy, reading the clinical alerts circulated by the HB & Directorate

f) Develop skills in supporting others in maintaining health, safety and security. Act as a mentor and role model. Work with other members of the ward and nursing team to prevent cross infection, maintain confidentiality, adherence to the Data Protection & Freedom of Information Acts and sharing of information with colleagues

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Second Gateway (Full Outline)

Foundation Gateway (Subset Outline)

SERVICE IMPROVEMENT - Level: 2

SERVICE IMPROVEMENT - Level: 2

Level Indicators:

- a) discusses and agrees with the work team
 - the implications of direction, policies and strategies on their current practice
 - the changes that they can make as a team
 - the changes s/he can make as an individual
 - how to take the changes forward
- b) constructively makes agreed changes to own work in the agreed timescale seeking support as and when necessary
- c) supports others in understanding the need for and making agreed changes
- d) evaluates own and other's work when required to do so completing relevant documentation
- e) makes constructive suggestions as to how services can be improved for users and the public
- f) constructively identifies issues with direction, policies and strategies in the interests of users and the public.

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 - the implications of direction, policies and strategies on their current practice
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 - how to take the changes forward
- b) constructively makes agreed changes to own work in the agreed timescale seeking support as and when necessary
- c) supports others in understanding the need for and making agreed changes
- d) evaluates own and other's work when required to do so completing relevant documentation
- e) makes constructive suggestions as to how services can be improved for users and the public

Examples Of Application: a) Awareness and application to practice of the HB policies on local and national issues e.g. NMC code of conduct, administration of drugs, HB's Nursing Strategy, Welsh Assembly Government's "Fundamentals of Care". Work within the HB policies, procedures and guidelines e.g. General HB policies, nursing policies. Support the Nursing team in the achievement of the HB's objectives

b) Understands own role within the ward team, the Nursing team and the HB. Demonstrates an understanding for the changes within the practice of self and others as a result of service improvements e.g. environmental spot checks and action plans, feedback from educational reviews, monthly ward audits

c) Demonstrates the ability to react constructively to changing circumstances, assessing, planning, prioritising and allocating work, delegating work as appropriate. Demonstrates an awareness of the financial management within the Directorate and ensure that resource management is in accordance with HB policies e.g. ordering of additional staff from bank/agency, ordering of equipment.

d) Demonstrate knowledge of, and participates in the auditing and reviewing of practice against agreed standards e.g. Fundamentals of Care monthly audits, patient/staff satisfaction surveys, risk assessments, achieving best practice.

e) Participates in the HB & Directorate initiatives to improve environment e.g. 'Clean Your Hands' campaign, Directorate environmental spot checks,

f) Contributes to the ward team/Directorate discussions and assist in the development/implementation of policies, procedures and guidelines.

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f) Contributes to the ward team/Directorate discussions and assist in the development/implementation of policies, procedures and guidelines.

Second Gateway (Full Outline)

QUALITY - Level: 3

Level Indicators:

- a) acts consistently with legislation, policies, procedures and other quality approaches and promotes the value of quality approaches to others
- b) understands own role in the organisation and its scope and identifies how this may develop over time
- c) works as an effective and responsible team member and enables others to do so
- d) prioritises own workload and organises and carries out own work in a manner that maintains and promotes quality
- e) evaluates the quality of own and others' work and raises quality issues and related risks with the relevant people
- f) supports the introduction and maintenance of quality systems and processes in own work area
- g) takes the appropriate action when there are persistent quality problems.

Foundation Gateway (Subset Outline)

QUALITY - Level: 2

Level Indicators:

- a) acts consistently with legislation, policies, procedures and other quality approaches and encourages others to do so
- b) works within the limits of own competence and levels of responsibility and accountability in the work team and organisation
- c) works as an effective and responsible team member
- d) prioritises own workload and organises own work to meet these priorities and reduce risks to quality
- e) uses and maintains resources efficiently and effectively and encourages others to do so
- f) monitors the quality of work in own area and alerts others to quality issues.

Examples Of Application: a) Ensure that the individual staff nurse and others within the Nursing Team provide a quality service to patients and demonstrate an awareness of HB policies, procedures and guidelines that influences the quality of the service that we provide e.g. Agenda for change, learning from complaints/incidents and practice, Drug Administration policy, child protection, data protection and freedom of information, Human resource management, infectin control and the HB's COIN policies, Welsh Language Act, Protection of Vulnerable Adults & Risk Management policies including manual handling and incident reporting.

b) Practices according to the NMC Code of Conduct and be able to discuss the staff nurse's contribution to providing and improving the quality of the service and understands own role in the team and the wider organisation. Attends relevant training/study days to develop knowledge and understanding, and demonstrates competency in areas relating to practice.

c) Recognises, respects and promotes the different roles that individuals have in the team including taking charge of the clinical area in the absence of the Ward Sister/Junior Sister. Demonstrates knowledge and understanding and act as resource for others within the Nursing Team. Provides support to other team members

d) Demonstrates competency in assessing, planning, implementing and evaluating patient care and promotes the delivery of high quality individualised care in a timely manner.

e) Can describe the levels of accountability of self and others within the team and assists in assessing and monitoring self and others, reporting any potential quality issues to the Ward Sister/Charge Nurse/Senior Nurse/Directorate Nurse as appropriate e.g. reporting of health, safety and security issues, incidents, mistakes and errors, poor individual or team practice, staff shortages, unusually high patient dependency.

f) Contributes to the setting and monitoring of agreed standards of care and be accountable for maintaining standards e.g. assists in developing protocols/care pathways, maintains agreed infection control standards.

g) Presents a positive image of the Ward and Nursing team. Demonstrates an understanding of the process to follow when there are persistent quality problems and takes appropriate action e.g. identifying the need for additional staff for level 3 confused patients and alerting the ward Sister/Charge Nurse/Senior Nurse as appropriate, completion of IR2 in the event of clinical incidents.

Examples of Application: _a) Ensure that the individual staff nurse and others within the Nursing Team provide a quality service to patients and demonstrate an awareness of HB policies, procedures and guidelines that influences the quality of the service that we provide e.g. Agenda for change, learning from complaints/incidents and practice, Drug Administration policy, child protection, data protection and freedom of information, Human resource management, infectin control and the HB's COIN policies, Welsh Language Act, Protection of Vulnerable Adults & Risk Management policies including manual handling and incident reporting.

b) Practices according to the NMC Code of Conduct and be able to discuss the staff nurse's contribution to providing and improving the quality of the service and understands own role in the team and the wider organisation. Attends relevant training/study days to develop knowledge and understanding and demonstrates competency in areas relating to practice.

c) Works as part of the ward and nursing team

d) Demonstrates ability to prioritise own workload in assessing, planning, implementing and evaluating patient care and promoting the delivery of high quality individualised care in a timely manner.

e) Understands the need to maintain and monitor the use of resources and encourages others to do so e.g. the use of bank and agency, the purchasing of equipment

f) Assists in monitoring quality issues and reports any potential quality issues to the Ward Sister/Charge Nurse/Senior Nurse/Directorate Nurse as appropriate e.g. reporting of health, safety and security issues, incidents, mistakes and errors, poor individual or team practice, staff shortages, unusually high patient dependency.

Second Gateway (Full Outline)

Foundation Gateway (Subset Outline)

EQUALITY AND DIVERSITY - Level: 2

EQUALITY AND DIVERSITY - Level: 2

Level Indicators:

- a) recognises the importance of people's rights and acts in accordance with legislation, policies and procedures
- b) acts in ways that:
 - acknowledge and recognise people's expressed beliefs, preferences and choices
 - respect diversity
 - value people as individuals
- c) takes account of own behaviour and its effect on others
- d) identifies and takes action when own or others' behaviour undermines equality and diversity.

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- a) recognises the importance of people's rights and acts in accordance with legislation, policies and procedures
- b) acts in ways that:
 - acknowledge and recognise people's expressed beliefs, preferences and choices
 - respect diversity
 - value people as individuals
- c) takes account of own behaviour and its effect on others
- d) identifies and takes action when own or others' behaviour undermines equality and diversity.

Examples Of Application: a) Demonstrates awareness and application to practice of HB policies, procedures and guidelines e.g. complaints policy, Welsh Language Act, Bullying and Harrassment, employment, equality

b) Acknowledges and applies to own practice patients' individual expressed beliefs, preferences and choices and ensures that the nursing team are aware of the patients' preferences including preferred language, access to leaders of different faiths, diet that meet cultural needs. Ensures that self and others maintain patients' privacy & dignity at all times.

c) Demonstrates the importance of communication, respecting individuals and ensuring that patients are addressed by the agreed name in a manner that is polite and courteous.

d) Recognises when self and others are not promoting equality and diversity, and acts accordingly to rectify this behaviour e.g. poor individual or team performance in maintaining patients privacy & dignity when delivering personal care.

Examples of Application: a) Demonstrates awareness and application to practice of HB policies, procedures and guidelines e.g. complaints policy, Welsh Language Act, Bullying and Harrassment, employment, equality

b) Acknowledges and applies to own practice patients' individual expressed beliefs, preferences and choices and ensures that the nursing team are aware of the patients' preferences including preferred language, access to leaders of different faiths, diet that meet cultural needs. Ensures that self and others maintain patients' privacy & dignity at all times.

c) Demonstrates the importance of communication, respecting individuals and ensuring that patients are addressed by the agreed name in a manner that is polite and courteous.

d) Recognises when self and others are not promoting equality and diversity, and acts accordingly to rectify this behaviour e.g. poor individual or team performance in maintaining patients privacy & dignity when delivering personal care.

Second Gateway (Full Outline)

ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS - Level: 3

Level Indicators:

- a) plans the assessment of people's health and wellbeing needs and prepares for it to take place
- b) explains clearly to people:
 - own role, responsibilities and accountability
 - the information that is needed from the assessment and who might have access to it
 - the benefits and risks of the assessment process and alternatives approaches
- c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- d) uses assessment methods and processes of reasoning that
 - are based on available evidence
 - are appropriate for the people concerned
 - obtain sufficient information for informed decision making
 - s/he has the knowledge, skills and experience to use effectively
 - are consistent with legislation, policies and procedures
- e) considers and interprets all of the information available and makes a justifiable assessment of people's health and well-being, related needs and risks and explains the outcomes to those concerned
- f) develops and records care plans that are appropriate to the people concerned and:
 - are consistent with the outcomes of assessing their health and wellbeing needs
 - identify the risks that need to be managed
 - have clear goals
 - involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks
 - are consistent with the resources available
 - note people's wishes and needs that it was not possible to meet
- g) monitors the implementation of care plans and makes changes to meet people's needs

Foundation Gateway (Subset Outline)

ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS - Level: 3

Level Indicators:

- a) plans the assessment of people's health and wellbeing needs and prepares for it to take place
- b) explains clearly to people:
 - own role, responsibilities and accountability
 - the information that is needed from the assessment and who might have access to it
 - the benefits and risks of the assessment process and alternatives approaches
- c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- d) uses assessment methods and processes of reasoning that
 - are based on available evidence
 - are appropriate for the people concerned
 - obtain sufficient information for informed decision making
 - s/he has the knowledge, skills and experience to use effectively
 - are consistent with legislation, policies and procedures
- f) develops and records care plans that are appropriate to the people concerned and:
 - are consistent with the outcomes of assessing their health and wellbeing needs
 - identify the risks that need to be managed
 - have clear goals
 - involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks
 - are consistent with the resources available
 - note people's wishes and needs that it was not possible to meet
- g) monitors the implementation of care plans and makes changes to meet people's needs

Examples Of Application: _a) Assesses the health and wellbeing needs of patients admitted to the ward e.g. emotional, mental, physical, social, spiritual as appropriate.

b) Explains to the patient in a clear and concise manner, the assessment process and their role and how the information will be used and with whom the information may be shared. e.g social services, other hospital departments. Explains their role and responsibilities and demonstrates ability to report relevant information to senior colleagues as necessary e.g. report increased ward activity to Ward Sister/Senior Nurse.

c) Acknowledges the patient's wishes and beliefs and cultural practices. Adheres to HB policies and procedures in ensuring shared decision making and informed consent.

d) Demonstrates competency in undertaking a full nursing assessment of the patient on admission & on-going throughout their hospital stay and initiating appropriate nursing care and involving MDT members as appropriate. Demonstrates awareness of HB policies, procedures and guidelines e.g. bed management policy, drug administration policy, NMC Code of Conduct, discharge planning, Unified Assessment Process.

f) Uses the correct documentation in the assessment, planning, implementation of care, adhering to HB policies and procedures including NMC Guidelines on Record Keeping. Demonstrates competence in discharge planning, ensuring the timely involvement of MDT members and the HB's's discharge co-ordinator, taking into consideration the complexity and contributory factors influencing a safe discharge.

g) Demonstrates ability to effectively evaluate patient care and ability to make modification to nursing intervention when appropriate. Demonstrates effective interpersonal communication skills in the handover of information to MDT members.

Examples of Application: _a) Assesses the health and wellbeing needs of patients admitted to the ward e.g. emotional, mental, physical, social, spiritual as appropriate.

b) Explains to the patient in a clear and concise manner, the assessment process and their role and how the information will be used and with whom the information may be shared. e.g social services, other hospital departments. Explains their role and responsibilities and demonstrates ability to report relevant information to senior colleagues as necessary e.g. report increased ward activity to Ward Sister/Senior Nurse.

c) Acknowledges the patient's wishes and beliefs and cultural practices. Adheres to HB policies and procedures in ensuring shared decision making and informed consent.

d) Demonstrates competency in undertaking a full nursing assessment of the patient on admission & on-going throughout their hospital stay and initiating appropriate nursing care and involving MDT members as appropriate. Demonstrates awareness of HB policies, procedures and guidelines e.g. bed management policy, drug administration policy, NMC Code of Conduct, discharge planning, Unified Assessment Process.

f) Uses the correct documentation in the assessment, planning, implementation of care, adhering to HB policies and procedures including NMC Guidelines on Record Keeping. Demonstrates competence in discharge planning, ensuring the timely involvement of MDT members and the HB's's discharge co-ordinator, taking into consideration the complexity and contributory factors influencing a safe discharge.

g) Demonstrates ability to effectively evaluate patient care and ability to make modification to nursing intervention when appropriate. Demonstrates effective interpersonal communication skills in the handover of information to MDT members.

Second Gateway (Full Outline)

PROVISION OF CARE TO MEET HEALTH AND WELLBEING NEEDS -

Level: 3

Level Indicators:

- a) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- b) identifies with the people concerned:
 - goals for the specific activities to be undertaken within the context of their overall care plan and their health and wellbeing needs
 - the nature of the different aspects of care
 - the involvement of other people and/or agencies
 - relevant evidence-based practice and/or clinical guidelines
- c) prepares appropriately for the care to be undertaken
- d) undertakes care in a manner that is consistent with:
 - evidence-based practice and/or clinical guidelines
 - multidisciplinary team working
 - his/her own knowledge, skills and experience
 - legislation, policies and procedures
- e) takes the appropriate action to address any issues or risks
- f) reviews the effectiveness of specific activities as they proceed and makes any necessary modifications
- g) provides feedback to the person responsible for the overall care plan on its effectiveness and the health and wellbeing and needs of people
- h) makes accurate records of the activities undertaken and any risks.

Foundation Gateway (Subset Outline)

PROVISION OF CARE TO MEET HEALTH AND WELLBEING NEEDS -

Level: 3

Level Indicators:

- a) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- c) prepares appropriately for the care to be undertaken
- d) undertakes care in a manner that is consistent with:
 - evidence-based practice and/or clinical guidelines
 - multidisciplinary team working
 - his/her own knowledge, skills and experience
 - legislation, policies and procedures
- e) takes the appropriate action to address any issues or risks
- f) reviews the effectiveness of specific activities as they proceed and makes any necessary modifications
- g) provides feedback to the person responsible for the overall care plan on its effectiveness and the health and wellbeing and needs of people
- h) makes accurate records of the activities undertaken and any risks.

Examples Of Application: a) Involves patients in the decision making process and gains the patient's consent

b) Patients admitted to the Ward may have various health and wellbeing needs - emotional, mental, physical, social, spiritual - and may require care for one or more of these needs. Demonstrates competence in making referrals to MDT members. Delegates work appropriately to junior staff nurses, student nurses and/or health care support workers and ensures that they are supported/supervised/monitored

c) Demonstrates competence in assessing, planning and evaluating care. Attends study days/courses and develops in-depth knowledge of speciality.

d) Demonstrates competence in the delivery of the fundamentals of care e.g. toileting, bed bathing, pressure area care, communication, oral hygiene. Awareness and application to practice of Hywel Dda HB e.g. blood transfusion policy, drug administration policy, consent policy.

d +e) Responds appropriately to emergency situations and demonstrates competence in relevant skills for the clinical environment e.g. safe administration of drugs, ECG recording, Intermediate Life Support, ALERT, Infection Control practice. Makes appropriate referrals to other disciplines within the MDT, ensuring that relevant information is shared appropriately. Leads ward rounds

f) Demonstrates on-going assessment and evaluation of patients needs including when patients needs are compromised due to the complexity of multiple problems

g) participates and leads patient handover taking the opportunity to reflect on the effectiveness of the care delivered by the nursing team

h) Documents all care as appropriate as per HBpolicy and NMC Guidelines on Record Keeping

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Second Gateway (Full Outline)

Foundation Gateway (Subset Outline)

INFORMATION COLLECTION AND ANALYSIS - Level: 1

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Level Indicators:

- a) collects and collates data/information effectively and to time, using set systems and consistent with legislation policies and procedures
- b) confirms that the data/information meets pre-set quality criteria and reports any quality issues
- c) maintains the integrity of data/information using agreed procedures
- d) reports the data/information clearly in the required format at the time agreed

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- d) reports the data/information clearly in the required format at the time agreed

Examples Of Application: a) Demonstrates awareness and application to practice of HB policies, procedures and guidelines when collecting and collating data/information e.g. data protection, confidentiality, freedom of information, consent, sharing of information.
b) Ensures that the data/information is collected in the agreed format e.g. electronic or paper based meeting the set standards e.g. Patient Care Record, all fields on MYRDDIN completed. Reports any issues/problems to the appropriate person e.g. Problems with IT system, concerns about vital observations.
c) Ensures the correct storage/transport of patients records in accordance with HB policy e.g. Medical Records procedures, observation charts. Ensures that confidentiality is maintained when dealing with patient related information e.g. logging of MYRDDIN and electronic blood results left on computer screen
d) Ensures that data/information is entered in a prompt and timely manner e.g. Patient Care Record complete for new admissions within 24 hours of admission, new admissions entered on MYRDDIN promptly, SPIDER form completed for collection on Monday morning.

Examples of Application: a) Demonstrates awareness and application to practice of HB policies, procedures and guidelines when collecting and collating data/information e.g. data protection, confidentiality, freedom of information, consent, sharing of information.
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Second Gateway (Full Outline)

Foundation Gateway (Subset Outline)

PEOPLE MANAGEMENT - Level: 1

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Level Indicators:

- a) gives people opportunities to contribute to the planning and organisation of their work
- b) develops and explains plans and work activities to people and enables them to carry out their work effectively consistent with legislation , policies and procedures
- c) gives people support and opportunities to assess their own work and gives them clear, sensitive and appropriate feedback in a way that helps them improve and develop
- d) supports people effectively during the NHS KSF development review process
- e) reports poor performance to a relevant person for them to take action.

Level Indicators:

- a) gives people opportunities to contribute to the planning and organisation of their work
- e) reports poor performance to a relevant person for them to take action.

- Examples Of Application:**
- a) Briefs team within shere of responsibility at the beginning of each shift, ensuring that team members are involved in the planning and organisation of their work
 - b) Awareness and application to practice of the HB policies and procedures e.g. risk management policies, health and safety, human resource.

 - c) Able to facilitate the professional development and safe practice of others through peer support, leadership, mentorship, supervision and teaching. Provides feedback to peers and junior staff during normal day to day activities , during specific meetings or as required.

 - d) Develops opportunities to support and supervise staff in achieving competencies using the Medical Directorate competency programme

 - e) Identifies and act on evidence of poor performance

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