

Faculty of Health, Psychology and Social Care  
Department of Nursing

Pre-Entry Portfolio

PG Diploma Adult Nursing

**Name:** [Click here to enter your name]

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**Telephone:** [Click here to enter your contact phone number]

**Date of UCAS Application:** [Select your UCAS application date]

**UCAS Number:** [Click here to enter your UCAS number]

# Introduction

Welcome to the Post Graduate Diploma in Adult Nursing. This document outlines the level of evidence applicants must be able to demonstrate prior to starting the programme. The portfolio is designed to assist applicants with both understanding the pre-entry requirements and compiling the evidence, which will assist you with preparing for the programme. You can download the portfolio prior to application but you must have submitted a UCAS application to MMU in order to gain access to the supporting learning resources.

## What constitutes evidence and why do I need it?

The Nursing and Midwifery Council requires all students on pre-registration nursing programmes to undertake a minimum of 2300 theory hours and 2300 hrs of practice this is normally achieved over a period of three years. In order to ensure students on the accelerated two year programme can meet the requirements for registration with the NMC a number of hours of both theory and practice have to be met prior to entry. This portfolio sets out those requirements which amount to 450hrs of care related experience (practice) and 450hrs of academic related effort associated with the programme outcomes.

Evidence of care related experience can be in the form of testimonials from employers, or service users and you should identify what roles or responsibilities you have undertaken during your experience whether paid or unpaid. There is a list of care related outcomes (E1-E20) which you need to document your experience and identify if you have met them or are working towards achieving them. You do not need to have achieved all of the care related outcomes in order to be accepted onto the programme but it is important for your ongoing development that you identify which ones you have achieved at the start of the programme. These outcomes are similar to the practice placement outcomes you will be expected to achieve in your first block of practice on the programme. You may be able to demonstrate evidence here by including copies of training you have received, identifying how you meet the outcome within the workplace or by including policies etc. you have had to adhere to within the work place. You do not have to include every piece of evidence within your portfolio. Verification of placement experience hours should wherever possible be undertaken by a registered professional (preferably a registered nurse) who supplies their relevant PIN.

Evidence of academic study needs to be clearly related to the outcomes outlined within the portfolio. Once you have applied for the programme you will be invited to access learning resources via a virtual learning site Padlet. The programme team will post information here for you including workbooks, links to resources and details of who you can access for advice or support.

In completing the evidence sections within the document, you should identify the evidence you have of meeting the outcome or working towards (care experience only) and ensure the evidence is then listed in the index at the back if you are intending to include it. Constructing a portfolio is a skill and you will be required to maintain one once you start the programme to prepare you for the lifelong learning you will need to document as a NMC registrant.

## Relevant care experience

### Where should I go to get work experience?

It is useful to gain experience from a range of settings. This will allow you to demonstrate a greater understanding of the profession in both your personal statement and at interview. Experience can be gained through

* paid work
* voluntary work
* placements provided on certain courses (for example, BTEC Health and Social Care)

**You should consider choosing a setting which allows you to gain understanding and experience of meeting the needs of individuals with health issues or disabilities this could include any of the following areas:**

* hospital wards or departments – NHS or private
* hospices
* nursing homes
* clinics
* GP surgeries
* care agencies or private care arrangements
* working with a charity or voluntary organisations overseas
* victim support and user and carer groups
* working with vulnerable, homeless or abused individuals
* caring for individuals with learning needs
* substance misuse services

## Relevant academic study

This can be in a variety of forms either formal study undertaken as part of a course or informal study using materials identified by the university as part of this process I.e workbooks, online tutorials, reading, reflections. You should identify what evidence you have to meet the outcomes set out in the academic study (A1-A5) requirements. You can provide copies of certificates or completed workbooks to support your claim. There are a number of templates and resources available to help you establish your evidence.

## What happens once I have completed the portfolio?

Once you have completed the portfolio, scanned, and uploaded your evidence to support it you should contact Health Admissions so they can advise you as to the next steps. The academic team will assess your portfolio of evidence and then you will be advised as to whether it meets the entry requirements for the programme. It is possible you will have been interviewed prior to completing this portfolio and you may have been offered a place but this will be conditional on demonstrating the required evidence outlined in this document. Your portfolio may be returned to you requesting further evidence if the team feels you have not demonstrated sufficient evidence to be accepted onto the programme at that point in time.

Please submit your completed portfolio to: [adm.healthandsocialcare@mmu.ac.uk](mailto:adm.healthandsocialcare@mmu.ac.uk)

# Portfolio of Evidence

See introduction for information on completion

|  |
| --- |
| **E1. Demonstrates understanding of the principles of safe, basic, person-centred care, where people are unable to meet their own physical and emotional needs.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E2. Is able to recognise and meet people’s essential needs maintaining their dignity at all times.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E3. Seeks help where people’s needs are not being met, or they are at risk.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E4. Is able to recognise when a person is physical or psychological condition is deteriorating, demonstrating how to act in an emergency when required.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E5. Demonstrates an understanding of how to work within legal and professional frameworks and local policies to safeguard and protect vulnerable people.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E6. Is able to recognise, and work within, the limitations of their own knowledge and skills and professional boundaries, understanding that they are responsible for their own actions.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E7. Demonstrates the ability to listen, seek clarity, and carry out instructions safely, and records information clearly and accurately based on observation and communication.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E8. Uses and disposes of equipment within the workplace safely according to local and national policy, reporting any incidents or near misses.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E9. Understands and works within the laws governing health and safety at work. Demonstrates safe manual handling techniques, and understands how risks to others can be minimised.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E10. Is able to recognise hazards or potential threats in the workplace and takes appropriate action to keep themselves and others safe.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E11. Safely and accurately carries out basic numerical calculations within the workplace.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E12. Demonstrates safe and effective communication skills, both orally and in writing.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E13. Displays a professional image in their behaviour and appearance, showing respect for diversity and individual preferences.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E14. Demonstrates respect for people’s rights and choices, and effectively communicates people’s stated needs and wishes to other professionals.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E15. Acts in a manner that is attentive, kind, sensitive, compassionate and non-discriminatory, that values diversity and recognises professional boundaries.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E16. Understands the principles of confidentiality and data protection. Treats information as confidential, except where sharing is required to safeguard and protect people.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E17. Demonstrates honestly integrity, applying principles to working with others** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E18. Acts in a way that values the roles and responsibilities of others in the team and interacts appropriately.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E19. Is able to engage and disengage with people and build professional relationships.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |
| **E20. Is able to identify support systems and is able to recognise and manage stressful situations in the workplace.** |
| **Evidence of Working Towards** |
| [Click here to enter text] |
| **Evidence of Achievement** |
| [Click here to enter text] |

## Record of Relevant Care Experience

See information in introduction for guidance

|  |  |  |  |
| --- | --- | --- | --- |
| **Record of Experience**  **(Location and role/ responsibilities)** | **Number of Hours** | **Dates Undertaken**  **(From-to)** | **Verified by**  **(Name, contact details & PIN)** |
| [Click to enter text] | [Click to enter text] | [Click to enter text] | [Click to enter text] |

## Evidence of Achievement against Pre-Entry Academic Learning Outcomes

|  |
| --- |
| **A1. Gain Knowledge of Anatomy and Physiology required to discuss complex disease processes with patients and their families.** |
| **Evidence/Activities undertaken** |
| [Click here to enter text] |
| **Date Undertaken and Evidence of Completion** |
| [Click here to enter text] |
| **A2. Evaluation of the impact effective inter professional working relationships have on care delivery.** |
| **Evidence/Activities undertaken** |
| [Click here to enter text] |
| **Date Undertaken and Evidence of Completion** |
| [Click here to enter text] |
| **A3. Development of knowledge and understanding of the skills and attributes required for nursing in a contemporary society.** |
| **Evidence/Activities undertaken** |
| [Click here to enter text] |
| **Date Undertaken and Evidence of Completion** |
| [Click here to enter text] |
| **A4. Identify the importance of reflection in the ongoing development of nursing practice.** |
| **Evidence/Activities undertaken** |
| [Click here to enter text] |
| **Date Undertaken and Evidence of Completion** |
| [Click here to enter text] |
| **A5. Critically discuss the professional frameworks nurses work within and the role they play in maintaining both quality and safety in patient care.** |
| **Evidence/Activities undertaken** |
| [Click here to enter text] |
| **Date Undertaken and Evidence of Completion** |
| [Click here to enter text] |

## Additional Evidence

Insert any documentary evidence in this section ensuring you number it and identify which outcomes it relates to.

|  |  |  |
| --- | --- | --- |
| **Evidence Title or Number** | **Outcome it relates to** | **Comments** |
| [Click to enter text] | [Click to enter text] | [Click to enter text] |

# Reflection as a tool to demonstrate evidence

One way to demonstrate evidence of achieving something is to provide a written structured reflection.There are a number of reflective models, which could be used to frame your work and you can use any model you are comfortable with. For ease and for those who are perhaps not familiar with any specific models we recommend using Gibbs to base your work on. Use the model to make sense of your experiences working your way through the stages of the model using the headings to structure your writing. You may want to read up on using reflective models first.

## Gibbs’ model of reflections (1988)

**Description**

What happened?

**Feelings**

What were you thinking and feeling?

**Evaluation**

What was good and bad about the experience?

**Analysis**

What sense can you make of the situation?

**Conclusion**

What else could you have done?

**Action Plan**

If it arose again, what would you do?

**Reflection Template (To be utilised as evidence to support achievement against both theory and practice outcomes)**

**Description**

1. **What happened what did I do? (describe the experience)**
2. **Who was involved or was there at the time with me?**

**Feelings**

1. **How did I feel about this experience?**

**Evaluation**

1. **4. Has this ever happened to me before? Was it different to any experience I had had previously? What was positive or negative about the experience?**

**Analysis**

1. **Why did I react in the way I did? Why did others behave in the way they did if involved?**

**Conclusion**

1. **What would I do differently if I had the same kind of experience again?**

**Action Plan**

1. **What do I need to do now to implement what I have learnt? (Plan of action identified from your learning)**