**CORE NURSING COMPETENCIES PROFILE**

**(Trained nurses only)**

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|  |  |
| --- | --- |
| STAFF NAME |  |
| WARD / WORKBASE |  |
| START DATE |  |

**1.0 Introduction**

The Trust is committed to providing excellent patient care and to creating an organisation that is an excellent lace to work. The Trust has introduced values that support the achievement of its vision and objectives.

The Trust values are;

EXCELLENT KIND RESPONSIBLE RESPECTFUL

All trained nurses need to be well equipped to lead and manage their own areas of responsibility effectively. They also have to make an effective contribution to the future direction and on-going performance of the Trust. Specific core nursing competencies have been developed to support the Trust values and to set out clear expectations in relation to behaviour, knowledge and the skills required to fulfil the role and responsibilities of a trained nurse / midwife.

The Nursing and Midwifery Code (2008) states that all trained nurses/midwives must;

* Have the knowledge and skills for safe and effective practice when working without direct supervision.
* Recognise and work within the limits of competence.
* Keep knowledge and skills up to date throughout their working life.
* Take part in appropriate learning and practice activities that maintain and develop their competence and performance.

**2.0 Definition of Competence**

A competence can be defined as;

**"The state of having the knowledge, judgement, skills, energy, experience and motivation required to respond adequately to the demands of one's professional responsibilities'** (Roach, 1992).

In other words, it is what staff need to be able to do in order to function within their role. It implies proficiency; ability, knowledge, effectiveness, skill and capability in relation to case management, clinical and professional activities.

**3.0 Objectives of the Core Nursing Competencies Profile**

Nurses from the SGHT Nursing Competency Group collaborated in developing core competencies in order to;

* Clarify the expectations, roles and responsibilities of nursing staff working at different levels.
* Assist nursing staff to develop and maintain the competence expected for their level / band at that time.
* Ensure consistency in the standards of nursing practice and competency assessment across the Trust.
* Promote equality of care provision for patients clients.
* Clarify the knowledge and skills nurses need to fulfil the role and progress in their careers.
* Demonstrate how nurses can apply the knowledge and skills to meet the demands of their job.
* Detail how to access appropriate learning and development for their work.
* Assist staff and managers in the development of job descriptions and KSF basic and full outlines and during the recruitment and selection process
* Support line managers in developing competency and managing poor performance.

**4.0 Core Nursing Competencies**

**4.1 Scope**

All newly qualified Band 5 nurses and all Band 5 and 6 trained nurses newly appointed to the Trust must achieve all core nursing competencies.

Nurses at bands 5 must discuss the competencies which need to be achieved with their line manager to determine which are relevant and need to be completed.

**4.2 Assessor**

There are standards for who can assess registrants which is stated on the front of each competency assessment document. Assessors will normally be mentors, Practice Educators, Specialist Nurses, Ward Managers and Matrons depending on the clinical area.

The level of practice that is required for mentors to sign off practice as "demonstrated" in this document is Independent.

**4.3 Timescale for achievement**

At Trust Registered Nurse Induction, all new nurses will receive and be introduced to the Core Competencies Profile and will be made aware of the assessment process.

All core nursing competencies must be achieved within the time frame specified. There may be exceptions made to timescales only if there is limited availability of the relevant training or mentor support for assessment purposes.

**4.4 The Core Nursing Competencies Profile**

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| **Core Competency** | **Timescale to be achieved** | **Date Achieved** | **Line manager signature and date** |
| **Observations / EWS** | **1 month** |  |  |
| Recordkeeping | **1 month** |  |  |
| Medicines Administration (not IV) | **1 month** |  |  |
| Professionalism and accountability | **1 month** |  |  |
| Aseptic Technique | **1 month** |  |  |
| Pressure Ulcer Prevention and Management | **1 month** |  |  |
| Nutrition / MUST tool | **1 month** |  |  |
| Blood Transfusion (not in patients home) | **3 months** |  |  |
| Medical Devices (including syringe  drivers) | **3 months** |  |  |
| Catheter care | **3 months** |  |  |
| IV Medicines Administration | **6 months** |  |  |
| NG Insertion and do (area specific and not in patients home) | **6 months** |  |  |
| Venepuncture (area specific) | **6 months** |  |  |
| Peripheral cannulation (area specific) | **6 months** |  |  |

All of the listed core competencies need to be achieved within the first 6 months of employment (or initiation within the role).

**5.0 The Competency Contract**

**Line Managers**

Line managers are responsible for setting and monitoring clinical standards and behaviour in their department and for acting as a role model in the application of the core nursing competencies.

Line managers will ensure that all staff are aware of the expected standards of clinical practice and behaviour. The competencies will be issued to the nurse at Trust Registered Nurse Induction and the nurse will sign a competency contract with their line manager (see box below).

Line managers will ensure that the competencies are completed within 6 months of starting in the Trust. If all relevant core competencies are not achieved within 3 months, the nurse will be commenced on stage 2 of the capability procedure. An action plan will be formulated with the staff member (dependent on availability of mentorship and relevant training). Failure to achieve all core competencies after 6 months will result in discontinuation of employment under the Trust's Capability Procedure or Disciplinary Procedure as appropriate.

**Nurses**

All trained nurses must sign the following declaration during the first week of employment in the clinical area.

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| I certify that I am aware of my accountability and my responsibility in delivering excellent patient care. With this in mind I make the following statement;  I am aware of my responsibilities as a trained nurse and will adhere to the Trust Values. I have read and understood the Core Nursing Competencies and I understand that failure to achieve these competencies may mean that action is taken under the Trust's Capability Procedure or Disciplinary Procedure as appropriate. |
| Signature: |
| Date: |

**6.0 Developing the Core Competencies Profile**

All core competencies were developed by the SGHT Nursing Competencies Group using nationally accredited clinical and professional nursing standards e.g. NMC Code (2008) and the Royal Marsden Clinical Nursing Procedures (8'h edition). Competencies were ratified by the relevant specialist leads in each particular field of nursing or area.

All core competencies within the profile were developed and standardised by;

* Linda Smith, Matron, CIU, GUM and Chest Clinic
* Sharon Suggett, Practice and Professional Development Lead
* Julie Nicholson, Matron, Oncology and Haematology
* Sarah Leyland, Practice Educator, GlCU
* Anne Cleary, Head of Patient Experience
* Julie Goldie, Senior Nurse, Practice Placements and HCA Development
* Susan Reynolds, Matron GlCU
* Lorraine Paruma, Practice Educator, General Medicine
* Catherine Bridge, Clinical Teaching Sister, Senior Health
* Suzy Conduah, Clinical Skills Trainer, Inpatients QMH.

The competencies were reviewed in June 2015 by Julie Nicholson (Matron) and Paul Silke (Head of Nursing on direction of the retention group (part of the workforce programme).

**7.0 References / Tools**

**Department of Health** (2004), the NHS Knowledge and Skills Framework (NHS KSF) and the Development Review Process. DOH. www.doh.aov.uk

**Royal College of Nursing** Core Competencies. www.rcn.ora.uk~resources/corecom~etencies.

**Schon,** D. A (1983)

**Skills for Health:** (2006) Completed Competency Frameworks. www.skillsforhealth.ora.uk

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| --- |
| Please enter the names /details of the practitioners who have participated and contributed to the assessment of the trained nurse. |

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| --- | --- | --- | --- | --- |
| Name | Work base | Designation (e.g. staff nurse | Signature | Mentorship / qualification |
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