Institute of Health and Allied Professionals

**MSc Nursing: Portfolio of Evidence to Support Achievement of 500 hours of prior work/voluntary experiences where skills were developed that can be transferred to nursing practice within the last 5 years for admission to the programme.**

1. **Background Information**

The MSc Nursing programme is a two-year accelerated course. D2005/36/EC/31(3)11 states that: *‘The training of nurses responsible for general care shall comprise at least three years of study or 4,600 hours of theoretical and clinical training*’. For the MSc Nursing 500 hours of theory and 500 hours of practice will be accredited using Recognition of Prior Learning (RPL).

Therefore, as part of the direct application process to Nottingham Trent University MSc Nursing programme you are required to demonstrate evidence of suitable previous transferable experience and academic development to account for the RPL that is a core part of this course. To do this you must provide evidence of experiences where you have utilised skills that can be transferable to nursing within the last 5 years equivalent to 500 hours. We will organise an interview to explore this evidence with you.

1. **Appropriate Transferable Experience**

We ask you to evidence appropriate experience, the following is a guide and you are recommended to seek advice from the Institute of Health and Allied Professions Admission Team regarding this.

* Your selected experiences should have occurred in the last five years.
* Work can be across a variety of settings and your focus should be on the skills that you have utilised rather than the setting that you used them in. The only stipulation is that you must have used these skills in a formal capacity – i.e. in paid employment or formal, recognised voluntary work.
* You will need to verify these experiences and will we require a statement/references from your line manager or supervisor to support this.
* You will need to outline for each evidence the skills, knowledge you have gained (see examples below)
* You could scan in copies of this evidence into an appendix.
1. **Identifying Appropriate Transferable experience**

Based on twelve of the NMC Standard of Proficiency (NMC 2018), we have identified a number of ‘Indicators’ of transferable skills. These are listed below. You need to select eight of these and provide examples of work/voluntary work situations where you have utilised skills that will achieve the indicator. You may use one work/voluntary work situation to demonstrate achievement of more than one indicator but you must include details of a minimum of four situations as you complete this document.

**Indicators of Transferable Skills**

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| --- | --- | --- |
|  | **Indicator** | **Further details** |
| 1 | Assessing a problem | Include identification of what happened, how you recognised the issue to be a problem, the process you went through to assess it formally and what you did with the information once you had completed the assessment |
| 2 | Making decisions | Include identification of the decision, how you recognised that a decision needed to be made, your role in the decision and the impact that this had on yourself and others |
| 3 | Working in partnership | Include anonymised details of the other parties with whom you worked in partnership, how you promoted collaborative working and how any challenges with such working were addressed.  |
| 4 | Supporting a person in distress | Include consideration of what signs you noticed to suggest that the person was in distress, the things you considered as you approached the person and how you communicated with the person to demonstrate your support. |
| 5 | Identify and acting upon cultural issues | Give an example of where you found yourself experiencing an alternative culture to your own, how you felt, its impact on your self and others and how you demonstrated cultural sensitivity. |
| 6 | Dealing with sensitive issues | Include an overview of the nature of the issue that the person found to be sensitive, how you reacted and any skills that you used to make the person feel at ease.  |
| 7 | Maintaining a safe environment | Identify a situation where there was potential for harm. Discuss the hazards that existed and the role of yourself and colleagues in addressing these hazards. |
| 8 | Infection control | Discuss a situation where there was a need for heightened infection control. Outline the infection control principles that informed your actions as well as the actions that you took. |
| 9 | Awareness of circumstances that highlight the importance of hand hygiene | Describe a situation where there was a need for rigorous hand hygiene. Explain the potential consequences of poor hand hygiene and the principles that underpinned your actions. |
| 10 | Supporting a person who appears seriously ill. | Give details of a situation such as one that required first aid intervention. Outline how you noticed that the person appeared to be seriously ill and any actions that you took to address the situation. |
| 11 | Positive verbal and non verbal communication | Describe a situation where you needed to use enhanced communication skills. Explain your thinking as you determined your approach to communication. |
| 12 | \*Digital skills  | Give details of situations where you have needed to use IT and digital skills in the course of your job/voluntary work. Discuss the impact of your use of technology in your work.  |

\*mandatory

**Examples for guidance**

P*lease note these are just examples to help you understand what evidence we are looking for.*

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| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill Experience | Evidence to verifiy this experience (examples included as an appendix) |
| 1.6.21-1.6.22 | 975 | Estate agent worker | Reference from line manager |
| Brief description of the experience: I have developed close working relationships with property owners and sellers to help facilitate house sales. Part of my role is to advise purchasers on suggested property values to enable them to make a decision on asking price. I also field offers for individual properties and then act as intermediary between the buyer and seller. On one occasion, the buyer wanted to accept the highest offer that had been made for the house but I was aware that the person making the offer had put in offers for other houses and then pulled out. I had to support the buyer to make the decision that they were happy with in light of all of the information that was available to us and convey this outcome to everyone who had made an offer. This experience has taught me about the importance of sensitive clear communication and supporting the person to make a decision. **Indicator(s) achieved: 2 and 11** |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
| 1.6.21-1.6.22 |  As above | Estate agent worker | Reference from line manager |
| Brief description of the experience: At times I have had to deal with challanging situations such as de-esclating clients anger and distress. On one occasion, I was dealing with a situation where the person selling the house had been bereaved and was selling the family home. This was the cause of significant distress and there were a few occasions where she was in tears when speaking to me. I have to deal with her in a supportive emphathetic way. There was one occasion where a purchaser had made an offer that she was prepared to accept, except that she was unable to to this because she found ti too distressing. I had to phone her on three occasions to genly ask her how she felt about accepting the offer and reflect to her that I was aware that she was finding this a very difficult decision to make. In addition, I had to discuss with her what her plans were for clearing the house and had to liaise with a house clearance company on her behalf because she could not face dealing with a nearly empty house. To do this,, I had to use my skills of partnership working and dealing with someone in distress.**Indicator(s) achieved: 3, 4** |

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| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
| 1.2.2018 – 1.4.21 | 1000 | Care assistant in a residential home | Reference |
| Brief description of the experience: On a shift in the care home where I was a senior carer, I was called into the bedroom of a person who had previously had a stroke. When I entered the room, I found that the person was on the floor and in distress. I checked the room to see that it was safe for me to enter and spoke to the person in a friendly calming voice, asking her if she was able to tell me what had happened. She was able to explain that she had been sitting in her chair but had somehow slipped onto the floor. She felt that she had fallen with a thud and now experinced significant pain in her right hip. I tried to move her leg as art of my assessment of her pain and she screamed. I decided that it was not safe to move her so tried to make her as comfortable as possible. I then decided that she needed a full review so called an ambulance. I made sure that somebody stayed with her until the ambulance arrived.**Indicator(s) achieved: 1, 2, 7, 10** |

**Record of Transferable Skill Experience**

**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
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| Brief description of the experience: **Indicator(s) achieved:** |

**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

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| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
|  |  |  |  |
| Brief description of the experience: **Indicator(s) achieved:** |

**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

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| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
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| Brief description of the experience: **Indicator(s) achieved:** |

**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

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| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
|  |  |  |  |
| Brief description of the experience: **Indicator(s) achieved:** |

|  |  |
| --- | --- |
| **Total hours** |  |

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|  |  |
| --- | --- |
| Total hours of experience demonstrated in initial profile |  |
| Proceed to RPL interview | Yes / No |
| Additional notes for admissions |  |

**Please get your referee to complete the form below to demonstrate the 500 hours of health and social care experience.**

Detail of applicants:

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address

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Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of referee:

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time that they have known the applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for agreeing to provide a reference for the above named applicant to demonstrate experience of work that involves skills that can be transferred into nursing. You might have been asked to supply a reference for the applicant earlier in the process, but the purpose of this second reference is to ratify the number of hours that the applicant has worked in a job that requires skills that can be transferred into nursing. We appreciate that not every aspect of the job will be transferable into nursing but need to be assured that the applicant has developed a number of these skills during their time working with you.

The skills that we consider to be transferable into nursing include:

Assessing a problem

Making decisions

Working in partnership

Supporting a person in distress

Identifying and acting on cultural issues

Dealing with sensitive issues

Maintaining a safe environment

Infection control

Awareness of circumstances that highlight the importance of hand hygiene

Supporting a person who is seriously ill

Positive verbal and non-verbal communication

Digital skills

If you believe that the applicant has worked in a role that has utilised a number of these skills, please sign the declaration below.

**Declaration**

Name of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours worked using transferable skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that the applicant named above has worked the above number of hours in a role that has required them to use skills of the type listed above.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

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| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
|  |  |  |  |
| Brief description of the experience:  |

**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

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| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
|  |  |  |  |
| Brief description of the experience:  |

**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
|  |  |  |  |
| Brief description of the experience:  |

**Please complete a box for each of your expereinces being used as evidence (please add more boxes as necessary)**

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| --- | --- | --- | --- |
| Date from and to: | Hours Completed | Transferable skill experience | Evidence to verifiy this experience (examples included as an appendix) |
|  |  |  |  |
| Brief description of the experience:  |

|  |  |
| --- | --- |
| **Total hours** |  |

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|  |  |
| --- | --- |
| Total hours of experience demonstrated in initial profile |  |
| Proceed to RPL interview | Yes / No |
| Additional notes for admissions |  |