

Proficiencies Passport: Adult Field

The proficiencies passport is a document that contains all of the skills identified in Annexe A and Annexe B of the NMC's (2018) Future Nurse: Standards of proficiency for registered nurses.

This Passport acts as a **checklist** to ensure that students have an opportunity to develop their knowledge, rehearse the skill and demonstrate safe practice. Students are only required to get a skill signed on one occasion, but they will inevitably have many opportunities throughout their programme to practice their skills (which can be discussed and documented within the South PAD). Once a student has had a skill signed by their practice assessor/practice supervisor, they will need to maintain proficiency throughout the programme. If a student does not maintain a level of proficiency within the skills passport, the practice assessor will need to reflect this, within the summative assessment of professional values, in the South PAD.

Students can complete a skill or procedure within the part of the programme suitable to the skill.

The NMC (2018) state that these skills and procedures “apply to all registered nurses, but the level of expertise and knowledge required will vary depending on the chosen field(s) of practice”. The NMC (2018) goes on to state that all registered nurses “must be able to demonstrate these skills to an appropriate level for their intended field(s) of practice.”

There are some skills within these Annexes, which may not currently be used within certain clinical settings, for example ‘nasal and oral suctioning techniques’ would rarely be used in mental health settings. In order to ensure students still have opportunities and exposure to these procedures, there will be opportunities throughout the 3-year programme for students to practice these **skills within a simulated environment at University of Gloucestershire, a signatory will be given by academic staff. These skills and procedures have an asterisk (*) next to them, to denote that students may require simulated exposure.** If however, opportunities arise within the practice setting, to complete these skills, students are able to do so.



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Annexe A: Communication and relationship management skills					
		Theoretical understanding introduced during:	I have developed my underpinning knowledge, rehearsed the skill and feel ready to demonstrate safe practice Student signature and date	Student has undergone simulated practice in University Asterix proficiencies only * Academic signature and date	I have assessed the student's ability to safely demonstrate this skill Practice Supervisor/Assessor signature and date
Section 1: Underpinning communication skills for assessing, planning, providing and managing best practice, evidence-based nursing care					
1.1	Actively listen, recognise and respond to verbal and non-verbal cues	Module ND4901 P1 Episodes of Care 1			
1.2	Use prompts and positive verbal and non-verbal reinforcement	Module ND4901 P1 Episodes of Care 1			
1.3	Use appropriate non-verbal communication including touch, eye contact and personal space	Module ND4901 Module ND4003 P1 Episodes of Care 1			
1.4	Make appropriate use of open and closed questioning	Module ND4901 P1 Episodes of Care 1			
1.5	Use caring conversation techniques	Module ND4901 P1 Episodes of Care 1			
1.6	Check understanding and use clarification techniques	Module ND4901 P1 Episodes of Care 1			
1.7	Be aware of own unconscious bias in communication encounters	Module ND4901			

1.8	Write accurate, clear, legible records and documentation	P2 Episodes of Care 2 P3 Episodes of Care 2			
1.9	Confidently and clearly present and share verbal and written reports with individuals and groups	Module ND4005			
1.10	Analyse and clearly record and share digital information and data	ND4005 P3 Episodes of Care 2			
1.11	Provide clear, verbal, digital or written information and instructions when delegating or handing over responsibility for care	Module ND4005 P3 Episodes of Care 2			
1.12	Recognise the need for, and facilitate access to, translator services and material	ND4901			
Section 2: Evidence-based, best practice approaches to communication for supporting people of all ages, their families and carers in preventing ill health and in managing their care					
2.1	Share information and check understanding about the causes, implications and treatment of a range of common health conditions including anxiety, depression, memory loss, diabetes, dementia, respiratory disease, cardiac disease, neurological disease, cancer, skin problems, immune deficiencies, psychosis, stroke and arthritis	Module ND5002 P2 Episodes of Care 1 & 2			
2.2	Use clear language and appropriate, written materials, making reasonable adjustments where appropriate in order to optimise people's understanding of what has caused their health condition and the implications of their care and treatment	Module ND5005 P2 Episodes of Care 2			
2.3	Recognise and accommodate sensory impairments during all communications	Module ND4901			
2.4	Support and manage the use of personal communication aids	Module ND5005 P1 Episodes of Care 1			

2.5	Identify the need for and manage a range of alternative communication techniques	Module ND5005			
2.6	Use repetition and positive reinforcement strategies	Module ND5005			
2.7	Assess motivation and capacity for behaviour change and clearly explain cause and effect relationships related to common health risk behaviours including smoking, obesity, sexual practice alcohol and substance use	Module ND5005			
2.8	Provide information and explanation to people, families and carers and respond to questions about their treatment and care and possible ways of preventing ill health to enhance understanding	Module ND5002 & ND5005 P2 Episodes of Care 1			
2.9	Engage in difficult conversations, including breaking bad news and support people who are feeling emotionally or physically vulnerable or in distress, conveying compassion and sensitivity	Module ND4006 & ND5006			
Section 3: Evidence-based, best practice communication skills and approaches for providing therapeutic interventions					
3.1	Motivational interview techniques	Module ND5005 P2 Episode of care 1			
3.2	Solution focused therapies	Module ND5002			
3.3	Reminiscence therapies	Module ND5002			
3.4	Talking therapies	Module ND5002			
3.5	De-escalation strategies and techniques	Module ND4003			

3.6	Cognitive behavioural therapy techniques	Module ND5002			
3.7	Play therapy *	Module ND5901			
3.8	Distraction and diversion strategies	Module ND4003 P2 Episode of care 1			
3.9	Positive behaviour support approaches	Module ND5005			
Section 4: Evidence-based, best practice communication skills and approaches for working with people in professional teams					
4.1.1	Clear instructions and explanations when supervising, teaching or appraising others	Module ND6902 P3 Episode of care 1			
4.1.2	Clear instructions and check understanding when delegating care responsibilities to others	Module ND6902 P3 Episode of care 1			
4.1.3	Unambiguous, constructive feedback about strengths and weaknesses and potential for improvement	Module ND6902 P3 Episode of care 1			
4.1.4	Encouragement to colleagues that helps them to reflect on their practice	Module ND6902 P3 Episode of care 1			
4.1.5	Unambiguous records of performance	Module ND6902 P3 Episode of care 1			
4.2.1	Strengths based approaches to developing teams and managing change	Module ND6003 P3 Episode of care 2			

4.2.2	Active listening when dealing with team members' concerns and anxieties	Module ND6902			
4.2.3	A calm presence when dealing with conflict	Module ND4003 & ND6902			
4.2.4	Appropriate and effective confrontation strategies	Module ND4003			
4.2.5	De-escalation strategies and techniques when dealing with conflict	Module ND4003			
4.2.6.2	Appropriate escalation procedures	Module ND4005			
4.2.6.3	Appropriate approaches to advocacy	Module ND5002 & ND5005			

Annexe B: Nursing Procedures

	Theoretical understanding introduced during:	I have developed my underpinning knowledge, rehearsed the skill and feel ready to demonstrate safe practice Student signature and date	Student has undergone simulated practice in University Asterix proficiencies only * Academic signature and date	I have assessed the student's ability to safely demonstrate this skill Practice Supervisor/Assessor signature
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Part 1: Procedures for assessing people's needs for person-centred care

1. Use evidence-based, best practice approaches to take a history, observe, recognise and accurately assess people of all ages:

1.1	Mental health and wellbeing status	Module ND4003			
1.1.1	Signs of mental and emotional distress or vulnerability	P2 Episodes of care 1 P2 Episode of care 2			
1.1.2	Cognitive health status and wellbeing	P2 Episodes of care 1 P2 Episode of care 2			

1.1.3	Signs of cognitive distress and impairment	P2 Episodes of care 1 P2 Episode of care 2			
1.1.4	Behavioural distress-based needs	P2 Episodes of care 1 P2 Episode of care 2			
1.1.5	Signs of mental and emotional distress including agitation, aggression and challenging behaviour	P2 Episodes of care 1 P2 Episode of care 2			
1.1.6	Signs of self-harm and/or suicidal ideation	P2 Episodes of care 1 P2 Episode of care 2			
1.2.1	Symptoms and signs of physical ill health	P2 Episodes of care 1 P2 Episode of care 2			
1.2.2	Symptoms and signs of physical distress	P2 Episodes of care 1 P2 Episode of care 2			
1.2.3	Symptoms and signs of deterioration and sepsis	ND4003 P2 Episodes of care 1 P2 Episode of care 2			
2. Use evidence-based, best practice approaches to undertake the following procedures					
2.1	Take, record and interpret vital signs manually and via technological devices	ND4003			
2.2	Undertake venepuncture and cannulation and blood sampling, interpreting normal and common abnormal blood profiles and venous blood gases *	ND5006			
2.3	Set up and manage routine electrocardiogram (ECG) investigations and interpret normal and commonly encountered abnormal traces *	ND5006			
2.4	Manage and monitor blood component transfusions *	ND5006			

2.5	Manage and interpret cardiac monitors, infusion pumps, blood glucose monitors and other monitoring devices *	ND5006			
2.6	Accurately measure weight and height, calculate body mass index and recognise health ranges and clinically significant low/high readings	ND4003			
2.7	Undertake a whole-body systems assessment including respiratory, circulatory, neurological, musculoskeletal, cardiovascular and skin status	ND4005			
2.8	Undertake chest auscultation and interpret findings *	ND5006			
2.9	Collect and observe sputum, urine, stool and vomit specimens, undertaking routine analysis and interpreting findings *	Episodes of care 1 Module ND4003			
2.10	Measure and interpret blood glucose levels	ND5003			
2.11	Recognise and respond to signs of all forms of abuse	ND4003, 5003, 6003			
2.12	Undertake, respond to and interpret neurological observations and assessments	ND4005			
2.13	Identify and respond to signs of deterioration and sepsis	Episodes of care 1 Modules ND4003			
2.14	Administer basic mental health first aid	Episodes of care 2 Module ND4302			
2.15	Administer basic physical first aid	Episodes of care 1 and 2 Modules ND4005			
2.16	Recognise and manage seizures, choking and anaphylaxis, providing appropriate basic life support	Episodes of care 1 and 2, Module ND5003			

2.17	Recognise and respond to challenging behaviour, providing appropriate safe holding and restraint	Episodes of care 1 Modules ND4003			
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Part 2: Procedures for the planning, provision and management of person-centred nursing care

3. Use evidence-based, best practice approaches for meeting needs for care and support with rest, sleep, comfort and the maintenance of dignity, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions

3.1	Observe and assess comfort and pain levels and rest and sleep patterns	Episodes of Care 1 and 2			
3.2	Use appropriate bed-making techniques including those required for people who are unconscious or who have limited mobility	Episodes of Care 1 Module ND4003			
3.3	Use appropriate positioning and pressure-relieving techniques	Episodes of Care 1 and 2			
3.4	Take appropriate action to ensure privacy and dignity at all times	Episodes of Care 1			
3.5	Take appropriate action to reduce or minimise pain or discomfort	Episodes of Care 1			
3.6	Take appropriate action to reduce fatigue, minimise insomnia and support improved rest and sleep hygiene	Episodes of Care 1 and 2			

4. Use evidence-based, best practice approaches for meeting the needs for care and support with hygiene and the maintenance of skin integrity, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions

4.1	Observe, assess and optimise skin and hygiene status and determine the need for support and intervention	Episodes of care 1			
4.2	Use contemporary approaches to the assessment of skin integrity and use appropriate products to prevent or manage skin breakdown	Episodes of care 1			

4.3	Assess needs for and provide appropriate assistance with washing, bathing, shaving and dressing	Episodes of care 1			
4.4	Identify and manage skin irritations and rashes	Episodes of care 1			
4.5	Assess needs for and provide appropriate oral, dental, eye and nail care and decide when an onward referral is needed	Episodes of care 1 Modules ND4003			
4.6	Use aseptic techniques when undertaking wound care including dressings, pressure bandaging, suture removal and vacuum closures	Episodes of care 3 Modules ND4003			
4.7	Use aseptic techniques when managing wound and drainage processes	Episodes of care 3			
4.8	Assess, respond and effectively manage pyrexia and hypothermia	Episodes of care 1			
5. Use evidence-based, best practice approaches for meeting needs for care and support with nutrition and hydration, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions					
5.1	Observe, assess and optimise nutrition and hydration status and determine the need for intervention and support	Episodes of care 1			
5.2	Use contemporary nutritional assessment tools	Episodes of care 1			
5.3	Assist with feeding and drinking and use appropriate feeding and drinking aids	Episodes of care 1			
5.4	Record fluid intake and output and identify, respond to and manage dehydration or fluid retention	Episodes of care 1			
5.5	Identify, respond to and manage nausea and vomiting	Episodes of care 1 Modules ND4006			

5.6	Insert, manage and remove oral/nasal/gastric tubes *	Modules ND5006			
5.7	Manage artificial nutrition and hydration using oral, enteral and parenteral routes *	Modules ND5006			
5.8	Manage the administration of IV fluids *	Modules ND6003			
5.9	Manage fluid and nutritional infusion pumps and devices *	Modules ND6003			
6. Use evidence-based, best practice approaches for meeting needs for care and support with bladder and bowel health, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions					
6.1	Observe and assess level of urinary and bowel continence to determine the need for support and intervention assisting with toileting, maintaining dignity and privacy and managing the use of appropriate aids	Episodes of care 2			
6.2	Select and use appropriate continence products; insert, manage and remove catheters for all genders; and assist with self-catheterisation when required	Episodes of care 2 Modules ND4003			
6.3	Manage bladder drainage *	Episodes of care 2 Modules ND4003			
6.4	Assess bladder and bowel patterns to identify and respond to constipation, diarrhoea and urinary and faecal retention *	Episodes of care 2 ND6003			
6.5	Administer enemas and suppositories and undertake rectal examination and manual evacuation when appropriate *	Episodes of care 2 Modules ND6003			
6.6	Undertake stoma care identifying and using appropriate products and approaches *	Episodes of care 2 Modules ND6003			

7. Use evidence-based, best practice approaches for meeting needs for care and support with mobility and safety, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions					
7.1	Observe and use evidence-based risk assessment tools to determine need for support and intervention to optimise mobility and safety, and to identify and manage risk of falls using best practice risk assessment approaches	P1 Episodes of Care 1			
7.2	Use a range of contemporary moving and handling techniques and mobility aids	Episodes of Care 1 Module ND4003, 5003, 6003			
7.3	Use appropriate moving and handling equipment to support people with impaired mobility	Episodes of Care 1 Module ND4003, 5003, 6003			
7.4	Use appropriate safety techniques and devices	Episodes of Care 1			
8. Use evidence-based, best practice approaches for meeting needs for respiratory care and support, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions					
8.1	Observe and assess the need for intervention and respond to restlessness, agitation and breathlessness using appropriate interventions	Module ND4005			
8.2	Manage the administration of oxygen using a range of routes and best practice approaches *	Module ND4005			
8.3	Take and interpret peak flow and oximetry measurements *	Module ND4005			
8.4	Use appropriate nasal and oral suctioning techniques *	Module ND4005			
8.5	Manage inhalation, humidifier and nebuliser devices *	Module ND4005			

8.6	Manage airway and respiratory processes and equipment *	Module ND4005			
9. Use evidence-based, best practice approaches for meeting needs for care and support with the prevention and management of infection, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions					
9.1	Observe, assess and respond rapidly to potential infection risks using best practice guidelines	Episodes of Care 1			
9.2	Use standard precautions protocols	Episodes of Care 1 Module ND4003			
9.3	Use effective aseptic, non-touch techniques	Episodes of Care 1 Module ND4003			
9.4	Use appropriate personal protection equipment	Episodes of Care 1 Module ND4003			
9.5	Implement isolation procedures	Episodes of Care 1 Module ND4003			
9.6	Use evidence-based hand hygiene techniques	Episodes of Care 1 Module ND4003			
9.7	Safely decontaminate equipment and environment	Episodes of Care 1 Module ND4003			
9.8	Safely use and dispose of waste, laundry and sharps	Episodes of Care 1 Module ND4003			

9.9	Safely assess and manage invasive medical devices and lines *	Module ND4003, ND6003			
10. Use evidence-based, best practice approaches for meeting needs for care and support at the end of life, accurately assessing the person's capacity for independence and self-care and initiating appropriate interventions					
10.1	Observe and assess the need for intervention for people, families and carers, identify, assess and respond appropriately to uncontrolled symptoms and signs of distress including pain, nausea, thirst, constipation, restlessness, agitation, anxiety and depression	P2 episode of care 2			
10.2	Manage and monitor effectiveness of symptom relief medication, infusion pumps and other devices *	Modules ND6005			
10.3	Assess and review preferences and care priorities of the dying person and their family and carers *	ND4002			
10.4	Understand and apply organ and tissue donation protocols, advanced planning decisions, living wills and health and lasting powers of attorney for health	Module ND4006			
10.5	Understand and apply DNACPR (do not attempt cardiopulmonary resuscitation) decisions and verification of expected death	Module ND4006			
10.6	Provide care for the deceased person and the bereaved respecting cultural requirements and protocols *	Module ND4002			
11. Procedural competencies required for best practice, evidence-based medicines administration and optimisation					
11.1	Carry out initial and continued assessments of people receiving care and their ability to self-administer their own medications	Medicine management Modules ND6901 Episodes of Care			
11.2	Recognise the various procedural routes under which medicines can be prescribed, supplied, dispensed and administered, and the laws, policies, regulations and guidance that underpins them	Medicine management Modules ND6901 Episodes of Care			

11.3	Use the principles of safe remote prescribing and directions to administer medicines	Medicine management Modules ND6901 Episodes of Care			
11.4	Undertake accurate drug calculations for a range of medications	Medicine management Modules ND6901 Episodes of Care			
11.5	Undertake accurate checks, including transcription and titration, of any direction to supply or administer a medicinal product	Medicine management Modules ND6901 Episodes of Care			
11.6	Exercise professional accountability in ensuring the safe administration of medicines to those receiving care	Medicine management Modules ND6901 Episodes of Care			
11.7	Administer injections using intramuscular, subcutaneous, intradermal and intravenous routes and manage injection equipment	Medicine management Modules ND6901 Episodes of Care			
11.8	Administer medications using a range of routes	Medicine management Modules ND6901 Episodes of Care			
11.9	Administer and monitor medications using vascular access devices and enteral equipment *	Medicine management Modules ND6901, 6305 Episodes of Care			
11.10	Recognise and respond to adverse or abnormal reactions to medications	Medicine management Modules ND6901 Episodes of Care			
11.11	Undertake safe storage, transportation and disposal of medicinal products	Medicine management Modules ND6901 Episodes of Care			



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