

Faculty of Health and Wellbeing

MSc Nursing (Adult/ Mental Health)

Guidance and documents for completing your portfolio of evidence

September 2020 Intake

Congratulations on being successful at your interview for the MSc Nursing Programme (Adult/Mental Health). Now on to the next stage …

Following a successful interview you have been offered a conditional place on the programme subject to the completion of your portfolio of evidence.

The MSc in Nursing is a full time accelerated programme undertaken in 2 years and as such to achieve the Nursing and Midwifery Councils requirements for 2300 practice hours you are required to provide a portfolio of evidence that demonstrates you have undertaken 750 hours of practice prior to commencing the programme.

The purpose of the portfolio is to enable you to apply for the recognition of prior experiential learning (RPEL).

The portfolio will include:

1. a record of your achievement of 750 hours of practice experience which must be verified by a practitioner employed by the practice area in which the hours were completed in;
2. a brief description of how the hours achieved map to the NMC Code (2018) and/or the NMC (2018) Standards of proficiency for registered nurses;
3. a reflective statement on how your Bachelors degree and your practice experiences have prepared you to undertake the MSc Nursing;
4. an up to date CV;
5. evidence that you have applied for Disclosure and Baring Service and Occupational Health Clearance.

You will be supported, for up to two hours, by an academic advisor who is a member of the MSc Nursing team to prepare your portfolio. They will also negotiate a submission date with you. However, your portfolio must be submitted no later than the 17th July 2020 in order to start the programme in September 2020.

***Your academic advisor is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Your submission date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

You should submit your portfolio directly to Paula Kuzbit MSc Programme Director

On submission the Programme and/or Pathway Director will confirm whether you have achieved the entry requirements for the programme. The portfolio will be assessed using the CCCU Level 6 assessment criteria (included) and must achieve a pass. You will be informed if your portfolio is a pass or fail only. No grade will be awarded.

If you are unsuccessful on first attempt, you will be provided with written feedback on how to improve your submission and you will be offered a further attempt. If you are unsuccessful at second attempt, you will not be able to apply for the programme until the following academic year and you should engage in academic skills development.

Your RPEL claim will then be approved by the Faculty of Health and Wellbeing Quality subcommittee.

Following University policy and procedure a sample of portfolios will be reviewed by the External Examiner.

A suggested timeline for completing your portfolio:

If you have any questions about your portfolio please contact your academic advisor in the first instance

MSc Nursing (Adult/ Mental Health) Practice Hours Log

**Completing your Practice hours log**

To record your hours of practice please fill in a separate line for each of your periods of practice. Please enter your most recent practice first and then any other practice until you reach 750 hours. You do not necessarily need to record individual practice hours. You can describe your practice hours in terms of standard working days or weeks. For example- if you work full time, please just make one entry of hours. If you have worked in a range of settings, please document these individually. You may need additional pages to add more periods of practice.

Most importantly please spend some time mapping your experiences to the [NMC Code (2018)](https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf) or the [Future Nurse proficiencies (NMC 2018)](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/future-nurse-proficiencies.pdf) (hyperlinked here) as this will help you demonstrate how your practice experiences are reflective of nursing practice

Your practice will need to be verified by your manager, practice supervisor or a person of professional standing (this will need to be discussed with the programme director prior to submission)

**What counts as Practice?**

Examples of practice settings include:

* Volunteer for health or social care charity e.g. befriender, helpline volunteer, shelter support worker
* Telephone or e-health advice e.g. NHS Direct
* Care Support Worker (CSW), Nursing Associate (NA), Health Care Assistant (HCA) Emergency Care Support Worker (ECSW) in a hospital, general practice or community setting (Private and/or Public sector)
* Personal Carer for family member providing direct physical and/or emotional care

(Please discuss any others with the Programme Director)

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| Dates: | Name and address of organisation | Your role and work setting (choose from the list above) | Number of hours completed | Brief description your work, please make links to the NMC code (2018) or Future nurse:  Standards of proficiency for registered nurses (NMC 2018): | Signature and role of person verifying hours completed |
| *Eg: 01/01/1901* | *Caring Hospital*  *Caring Road* | *CSW on Surgical ward A* | *37.5 hours* | *Working as a CSW on the surgical ward supporting patients recovering from urology surgery. This involved communicating with my patients, actively listening to their needs and providing information. I also provided physical care, undertook clinical observations and reported my findings to the registered nurse in charge. In doing this I have demonstrated that I treat people as individuals, listen to people and respond to their preferences.* | *P Kuzbit Ward Manager Caring ward, Caring Hospital* |
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Please add new lines as needed

A reflection on…

Please use this section to write your reflective piece. Here you should critically discuss how your practice experiences and your Bachelors degree have prepared you to undertake the MSc Nursing. You might also include any additional learning you have undertaken since your degree that you think will help you on the programme, for example if you have been reading text books on anatomy and physiology.

Your reflection should be no more than 1500 words.

My Curriculum Vitae

Please cut and paste your CV into this section

Disclosure and Barring Service and Occupational Health

Please provide evidence that you have applied for DBS and Occupational Health Clearance

**MSc RPEL Portfolio assessment criteria**

| **CRITERION** | **Excellent pass** | **Very good pass** | **Good pass** | **Sound pass** | **Satisfactory pass** | **Fail** | **Fail** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Clarity of expression (incl. accuracy, spelling, grammar, punctuation** | Exceptional writing control, appropriate to assignment, which enhances the argument. Grammar and spelling accurate. | Fluent writing style appropriate to the assignment. Grammar and spelling accurate. | Language fluent. Grammar and spelling mainly accurate | Meaning clear, but language not always fluent. Grammar and/or spelling contain errors. | Generally understandable, but language contains errors which detract from the argument. | Meaning often unclear and/or frequent errors in grammar and/or spelling. | Meaning unclear. Poor spelling, grammar and punctuation. |
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| **Attention to purpose** | Addresses the purpose of the assignment comprehensively and imaginatively. | Addresses the full purpose of the assignment with some creativity. | Addresses the main purpose of the assignment effectively. | Addresses the main purpose of the assignment. | Some of the work is focused on the aims and themes of the assignment. | Mostly fails to address the task set. | Fails to address the task set. |
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| **Reflection (including self-criticism/ awareness)** | Confidently evaluates actions and situations showing a sophisticated awareness of own strengths and weaknesses which are clearly articulated, used and acted on. Interrogates received opinion, prejudices and value sets operating. | Confidently reflects on own strengths and weaknesses and the criteria by which such judgements are made. Prepared to interrogate received opinion, prejudices and value sets operating. | Able to evaluate own strengths and weaknesses and shows developing understanding of criteria for judgements. Prepared to question received opinion, prejudices and value sets operating. | Is largely dependent on criteria set by others. Recognises own strengths and weaknesses. | Dependent on criteria set by others. Begins to recognise own strengths and weakness. | Limited self-awareness leading to poor judgement. | Distorted self-criticism leading to inaccurate view of the situation. |
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| **Reflective practice** | Consistently analyses practice by critically reflecting on personal contributions and that of others and the rationale behind these. Demonstrates reflexive awareness, articulating imaginative thinking about potential alternatives and their implications for further practice. | Analyses personal contribution and that of others to practice through reflection and considers possibilities and their consequences in a range of contexts. Develops effective action plans for practice. | Evaluates personal contribution and that of others to practice and develops plans of action for practice. | Able to evaluate own practice and that of others using a number of frames of reference. Considers future actions | Able to interpret own practice and that of others based on specific frames of reference. Identifies some further actions. | Limited interpretation of own practice and that of others restricting further action. | Incomplete interpretation of practice leading to insufficient action |