Faculty of Health, Psychology and Social Care  
Department of Nursing

Pre-Entry Portfolio

MSc Pre-Registration Nursing (Adult and Mental Health)

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

**Email:**  [Click here to enter your email address]

**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 MSc Nursing programme. 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 Manchester Met 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 4600 hours of theory and practice combined. 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 500 hours of care related experience (practice) and 500 hours of academic related effort associated with the programme outcomes.

The NMC standards consist of 7 platforms which are outlined in the [Standards of proficiency for registered nurses](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/future-nurse-proficiencies.pdf). In section two of this document you are asked to provide evidence that demonstrates some of the core skills underpinning elements of these standards. The team have selected care related outcomes that can be transferrable from many aspects of care in a variety of settings, you need to provide evidence of how you are currently working towards or have already achieved each of these outcomes.

Evidence of care related experience should take the form of personal reflections of encounters with individuals (there are templates at the end of this document to help you). You should provide examples of how you can interpret the care related outcomes in the experiences you have been involved in and identify what roles or responsibilities you have undertaken during your experience whether paid or unpaid.

For example a short reflection on each point may be presented as below:

*(1.14) Provide and promote non-discriminatory, person centred and sensitive care at all times, reflecting on people’s values and beliefs, diverse backgrounds, cultural characteristics, language requirements, needs and preferences, taking account of any need for adjustments.*

I was working as a care assistant in a residential care home with orthodox Jewish residents. This role involved an understanding of the cultural requirements of each individual resident at all times. **This would not be a sufficient level of depth and detail. It lacks information about how the individual was culturally sensitive and adapted their behaviour accordingly and what supported their ability to understand cultural care.**

I was working as a care assistant in a residential care home with orthodox Jewish residents. This role involved an understanding of the cultural requirements of each individual resident at all times. This requires an understanding of the rules relating to diet, prayer and specific requirements on Sabbath. Each resident, whilst following the Jewish faith, has different interpretations and requirements in order to fulfil their own religious beliefs. I achieved insight into person centred care by taking the time to communicate with each resident and their families, in order to be able to formulate an individual care plan. I also attended training provided by the care home (2.3.1 and 2.3.2) on culturally sensitive care and continue to update my knowledge every time I meet a new resident to ensure that their needs are met appropriately.

**This would be a sufficient level of depth and detail, there are several examples of how the individual has developed their behaviours and attitudes and continues to update their knowledge in this area.**

Your evidence could also include testimonials from employers, or service users. You do not need to have fully achieved all of the care related outcomes but must be at least working towards in order to be accepted onto the programme but it is important for your ongoing development that you identify which outcomes you have achieved at the start of the programme. Some of these outcomes are the same as the practice placement outcomes you will be expected to achieve on your first practice placement 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.

Your placement experience hours must be verified by a registered professional (see section 2.4) who supplies their relevant professional registration number and is willing to be contacted by the university to confirm the information provided is accurate.

Once you have applied for the programme, been successful at interview and accepted your place on the programme you will be invited to access learning resources via a virtual learning site that will support you in meeting the theoretical hours for the pre-entry programme.

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 through revalidation.

## 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

You may be required to complete the pre-entry anatomy and physiology workbooks (this will be requested by the admissions team dependent on your academic experience in relation to a science based degree) alongside a variety of other forms of study, for example; online tutorials, reading, reflections. You should identify what evidence you have to meet the outcomes set out in the academic study (section 2.2) requirements. There are suggestions in this section 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 panel consisting of the admissions tutor, programme leader and programme support tutor will assess your portfolio of evidence, along with involvement of the external examiner for the programme. The criteria that will be assessed will be based upon:

1. **The 500 hours of care related experience are met.**
2. **There is a range of evidence, which demonstrates reflection on learning related to the care related outcomes.**
3. **The 500 theoretical related hours are met through previous study or the pre learning workbooks.**
4. **The portfolio has been supported by a registered professional and verified.**

It is advisable to be interviewed and offered a place on the course prior to completing this portfolio, any offer will be **conditional** on demonstrating the required evidence outlined in this document. Your portfolio may be returned to you requesting further evidence if the panel 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) by the date specified on the conditions on UCAS.

# Portfolio of Evidence

Please ensure you have read the introduction above to support you in the completion of the portfolio. You should **ONLY** complete **ONE** box for each statement

1. Evidence of working towards (if you have not had care experience relating to the statement)

**or**

1. Evidence of achievement (if you have had involvement of carrying out the statement in your care experience).

|  |
| --- |
| **(1.3) Understand and apply the principles of courage, transparency and the professional duty of candour, recognising and reporting any situations, behaviours or**  **errors that could result in poor care outcomes.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(1.4) Demonstrate an understanding of, and the ability to challenge, discriminatory behaviour.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(1.9) Understand the need to base all decisions regarding care and interventions on people’s needs and preferences, recognising and addressing any personal and external factors that may unduly influence their decisions.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(1.13 Demonstrate the skills and abilities required to develop, manage and maintain appropriate relationships with people, their families, carers and colleagues.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(1.14) Provide and promote non-discriminatory, person centred and sensitive care at all times, reflecting on people’s values and beliefs, diverse backgrounds, cultural characteristics, language requirements, needs and preferences, taking account of any need for adjustments.** |
| **Evidence of Working Towards** |
| [[click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement] |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(2.3) Understand the factors that may lead to inequalities in health outcomes.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(2.6) Understand the importance of early years, childhood experiences, and the possible impact on life choices, mental, physical and behavioural health and wellbeing.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(2.7) Understand and explain the contribution of social influences, health literacy, individual circumstances, behaviours and lifestyle choices to mental, physical and behavioural health outcomes.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(3.7) Understand and apply the principles and processes for making reasonable adjustments.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(5.2) Understand and apply the principles of human factors, environmental factors and strength based approaches when working in teams.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(6.1) Understand and apply the principles of health and safety legislation and regulations and maintain safe work and care environments.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(6.6) Identify the need to make improvements and proactively respond to potential hazards that may affect the safety of people.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(7.2) Understand health legislation and current health and social care policies, and the mechanisms involved in influencing policy development and change, differentiating where appropriate between the devolved legislatures of the United Kingdom.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(7.3) Understand the principles of health economics and their relevance to resource allocation in health and social care organisations and other agencies.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(7.8) Understand the principles and processes involved in supporting people and families with a range of care needs to maintain optimal independence and avoid unnecessary interventions and disruptions to their lives.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(A11.1) Actively listen, recognise and respond to verbal and nonverbal cues.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(A11.2) Use prompts and positive verbal and nonverbal reinforcement.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(A11.3) Use appropriate nonverbal communication including touch, eye contact and personal space.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(A11.5) Use caring conversation techniques.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |
| **(A22.3) Recognise and accommodate sensory impairments during all communications.** |
| **Evidence of Working Towards** |
| click here to enter text: in the working towards section you may refer to articles, policies, guidelines etc, to support your understanding of working towards awareness of this statement |
| **Evidence of Achievement** |
| click here to enter text: this section is where you demonstrate how you have carried out this statement in your care experience, you would give an example of the situation and support this by making reference to training and evidence listed in section 2.3 |

## Record of Relevant Care Experience

See information in introduction for guidance

|  |  |  |  |
| --- | --- | --- | --- |
| **Record of Experience**  **(Organisation name and role/ responsibilities for example: healthcare assistant, volunteer)** | **Number of Hours per experience** | **Dates Undertaken**  **(for example from 1st Jan 18 to 15th Jun 19)** | **Verified by**  **(Name, and designation, eg supervisor or manager and include email and phone number)** |
| [Click to enter text] | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| [Click to enter text] | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| [Click to enter text] | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| [Click to enter text] | [Click to enter text] | [Click to enter text] | [Click to enter text] |

## Evidence of Achievement against Pre-entry Academic Learning

Please ensure you have read the introduction above to support you in the completion of the portfolio. You should complete **BOTH** of the statements in this section. Use the guidance in the boxes to support you. When referencing documents/articles in this section, please refer to [MMU Harvard Style](https://libguides.mmu.ac.uk/refguide/mmuharvard)

|  |
| --- |
| **A1. Gain knowledge of anatomy and physiology required to discuss complex disease processes with patients and their families.** |
| **Evidence/Activities undertaken (workbooks)** |
| If you are completing the university pre-entry workbooks, please document the date that you have sent these in to the university, or if you have undertaken a science based first degree, please document the modules relating to anatomy and physiology or science that you have completed from this degree |
| **Date Undertaken and Evidence of Completion** |
| Please list the date you have undertaken the above and provide evidence eg: emailed workbooks to MMU admissions or university transcript of modules from first degree |
| **A2. Evaluation of the impact effective inter professional working relationships could have on person centred care.** |
| **Evidence/Activities undertaken** |
| Please write a short reflection (max 300 words) on inter professional working relationships and the impact on person centred care by reading journal articles and/or policies from your workplace |
| **Date Undertaken and Evidence of Completion** |
| Please list the date you have undertaken this and reference the article in full or reference your workplace policy |
| **A3. Development of knowledge and understanding of the skills and attributes required for nursing in a contemporary society.** |
| **Evidence/Activities undertaken** |
| Please write a short reflection (max 300 words) on your understanding of this statement by reading journal articles and/or policies from your workplace |
| **Date Undertaken and Evidence of Completion** |
| Please list the date you have undertaken this and reference the article in full or reference your workplace policy |
| **A4. Identify the importance of reflection in the ongoing development of yourself.** |
| **Evidence/Activities undertaken** |
| Please write a short reflection (max 300 words) on your understanding of this statement by reading journal articles and/or policies from your workplace |
| **Date Undertaken and Evidence of Completion** |
| Please list the date you have undertaken this and reference the article in full or reference your workplace policy |
| **A5. Reflect upon the professional frameworks nurses work within and the role they play in maintaining both quality and safety in patient care (for example, NMC Code, policies and procedures that may guide practice).** |
| **Evidence/Activities undertaken** |
| Please write a short reflection (max 300 words) on your understanding of this statement by utilising the resources above |
| **Date Undertaken and Evidence of Completion** |
| Please list the date you have undertaken this and reference the article in full or reference your workplace policy |

## Additional Evidence

You **MUST** list the evidence in this section and cross reference it to the above statement number in section 2, 2.1 and 2.2

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evidence Title or Number** | **Statement number it relates to** | **Comments, date undertaken** |
| 2.3.1 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.2 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.2 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.4 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.5 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.6 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.7 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.8 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.9 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.10 | [Click to enter text] | [Click to enter text] | [Click to enter text] |
| 2.3.11 | [Click to enter text] | [Click to enter text] | [Click to enter text] |

## Verification of reflective evidence

The registered professional is confirming they are satisfied with **ALL** the evidence in this portfolio including the hours undertaken (A registered professional is someone who is a registered nurse, doctor, physiotherapist, occupational therapist, teacher etc. and is registered with a regulatory organisation that the university will be able to confirm).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of registered professional** | **Date verified** | **Pin/registration number** | **Contact details (phone number and email must be listed)** |
| [Click to enter text] | [Click to enter text] | [Click to enter text] | [Click to enter text] |

If you submit your portfolio without this section being completed, it could delay a decision.

# Reflection for nursing

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 those who are perhaps not familiar with any specific models Gibbs (1988) is listed below. Use the model to make sense of your experiences working your way through the stages of the model using the headings to structure your thinking in preparing you to start the course. You may want to research models of reflection.

## 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**

**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)**

**Documentation for Admission to MSc Nursing Programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Applicant** |  | | | |
| **Field** |  | | | |
| **Intake** |  | | | |
| **Date of panel review** |  | | | |
| **Practice hours achieved and confirmed** | Yes | No (if no date returned to candidate) | | |
| **A range of evidence is demonstrated** | Yes | No (if no date returned to candidate) | | |
| **Workbooks completed and satisfactory** | Yes | No (if no date returned to candidate) | | N/A |
| **Portfolio is verified by a registered professional** | Yes | No (if no date returned to candidate) | | |
| **Panel Score** |  | | | |
| **Decision** | Accepted | | Declined | |
| **Panel** |  | | | |
| **External Examiner comments** |  | | | |