



**Entry to Practice Nurse Program**  
**Preceptor Log Book**  
Melbourne Health

**Name:**

**University:**

**Clinical Area:**

**Placement Dates:**

Thank you for completing your placement at Melbourne Health. Please hand this in to your Clinical Nurse Educator at the middle and end of your clinical placement for your appraisals. You will then keep this booklet for your records.



## ANSAT Assessment Tool

This tool guides preceptors in completing your clinical assessment tool accurately.

<u>Scale</u>	<u>Definition</u>	<u>Examples</u>
<b>1</b>	Expectation behaviours and practices <b>not</b> performed	<ul style="list-style-type: none"> <li>Unsatisfactory</li> <li>Unsafe</li> <li>Continuous verbal&amp;/or physical direction required</li> <li>Not achieving minimum acceptable level of performance for the expected level of practice.</li> </ul>
<b>2</b>	Expected behaviours and practices performed <b>below</b> acceptable/satisfactory standard.	<ul style="list-style-type: none"> <li>Not yet satisfactory</li> <li>Demonstrates behaviours inconsistently</li> <li>Needs guidance to be safe</li> <li>Continuous verbal&amp;/or physical direction required – <b>as appropriate for year level</b></li> </ul>
<b>3</b> This is the passing standard	Expected behaviours and practices performed at a satisfactory/ passing standard	<ul style="list-style-type: none"> <li>Demonstrates behaviours consistently to a satisfactory and safe standard</li> <li>Occasional supportive cues required - <b>as appropriate for year level</b></li> <li><b>The student has met this standard regardless of their experience, place in the course or length of the placement.</b></li> </ul>
<b>4</b>	Expected behaviours and practices performed at a proficient standard	<ul style="list-style-type: none"> <li>The student is comfortable and performs -above the minimum passing standard</li> <li>Practice performed at a safe standard</li> <li>Infrequent supportive cues required</li> <li>The student's performance is consistent, reliable and confident.</li> </ul>
<b>5</b>	Expected behaviours and practices performed at an excellent standard	<ul style="list-style-type: none"> <li>Demonstrates most behaviours for the item well above minimum passing standard.</li> <li>Demonstrates greater independences in practice with safety a high priority</li> <li>Supportive cues rarely required</li> <li>Exhibits a level of excellence/ sophistication with respect to an item.</li> </ul>

Level of support	Description	Example
<b>Supportive cues</b>	When the supervisor provides support such as 'that's right' or 'keep going' or the learner is asking questions	Student states: "This is an S8 drug, we need to get that checked out of the cupboard by another nurse, don't we?"
<b>Verbal cues</b>	When the supervisor provides a verbal prompt to the learner	Supervisor states: "There is one more thing we need to check before giving this medication to the patient"
<b>Physical cues</b>	When the supervisor is required to demonstrate how to do a skill or task	Supervisor checks the ID band of the patient if the learner does not respond to the verbal cue

<http://www.ansat.com.au/home/assessment-manual>

## Enrolled nurses standards for practice

1. Functions in accordance with the law, policies and procedures affecting EN practice
2. Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.
3. Accepts accountability and responsibility for own actions.
4. Interprets information from a range of sources in order to contribute to planning appropriate care
5. Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care
6. Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making
7. Communicates and uses documentation to inform and report care
8. Provides nursing care that is informed by research evidence
9. Practises within safety and quality improvement guidelines and standards
10. Engages in ongoing development of self as a professional

<https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/enrolled-nurse-standards-for-practice.aspx>



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<b>Standard 1:</b> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<b>Standard 2:</b> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<b>Standard 3:</b> Accepts accountability and responsibility for own actions.		1	2	3	4	5
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<b>Standard 10:</b> Engages in ongoing development of self as a professional		1	2	3	4	5
<b>New skills learnt:</b>						
<u>Areas that went well</u>		<u>Areas for improvement + strategies</u>				

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<b>Date: Shift 5 / Interim Appraisal</b>	<b>Preceptor:</b>	<b>No. of patients:</b>				
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<p><b>The above documentation is reflective of the current student's progress throughout their 2 week placement, as an interim appraisal. This has been discussed between Preceptor and student.</b></p> <p><b>Student signature: _____ Preceptor signature: _____</b></p>						

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