



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.

Student Self-Reflection

Each day use the following spaces to reflect on your placement at Melbourne Health.

Tips for self-reflection:

- What did you do well?
- What areas would you like to improve on?
- Overall progress on achieving placement objectives
- Planning and reviewing daily objectives.

ANSAT Assessment Tool

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

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

Level of support	Description	Example
Supportive cues	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?"
Verbal cues	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"
Physical cues	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

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Standard 9: Practises within safety and quality improvement guidelines and standards		1 2 3 4 5
Standard 10: Engages in ongoing development of self as a professional		1 2 3 4 5
New skills learnt:		
Areas that went well		Areas for improvement + strategies

EXAMPLE: DAILY WRITTEN FEEDBACK

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<u>New skills learnt:</u>						
<u>Areas that went well</u>		<u>Areas for improvement + strategies</u>				

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02/08/19	Jenny V	1	2	3	4	5
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<u>New skills learnt:</u>						
<u>Venepuncture, paging for RAPID r/v and following through with interventions</u>						
<u>Areas that went well</u>			<u>Areas for improvement + strategies</u>			
<ul style="list-style-type: none"> • <i>Successful venepuncture!</i> • <i>Great self-directed learning</i> • <i>Great initiative</i> • <i>Good systems-based assessment + documentation</i> • <i>Overcame nerves and discussed plan for patient in RAPID criteria with medical team</i> 			<ul style="list-style-type: none"> • <i>Continue to develop critical thinking – relate your assessment findings to patient’s disease and treatment.</i> • <i>Build confidence: You need to overcome your nerves to safely advocate for patients. With your buddy, plan the discussion you want to have with a member of the MDT i.e. be prepared with answers, information, etc.</i> 			

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New skills learnt:						
<u>Areas that went well</u>		<u>Areas for improvement + strategies</u>				

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
Standard 2: Practices nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
Standard 3: Accepts accountability and responsibility for own actions.		1	2	3	4	5
Standard 4: Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
Standard 5: Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
Standard 6: Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
Standard 7: Communicates and uses documentation to inform and report care		1	2	3	4	5
Standard 8: Provides nursing care that is informed by research evidence		1	2	3	4	5
Standard 9: Practices within safety and quality improvement guidelines and standards		1	2	3	4	5
Standard 10: Engages in ongoing development of self as a professional		1	2	3	4	5
New skills learnt:						
<u>Areas that went well</u>		<u>Areas for improvement + strategies</u>				