



## MSc Adult Nursing OR MSc Mental Health Nursing

### Applicant Entry Portfolio

**Applicant's Name (PRINT):** \_\_\_\_\_

**UCAS ID number:** \_\_\_\_\_

**BU student ID number:** \_\_\_\_\_

**Programme applied for: Adult OR Mental Health**

## Introduction

This portfolio is required as evidence for recognition of prior learning in theory and practice. It is available for audit by the Nursing & Midwifery Council (NMC) as proof of entry to the MSc. It is essential, therefore, that all sections are completed to a good/high standard in accordance with the guidance provided. Because of the importance of this document, you must be able to confirm at the end of your portfolio that all written work is your own and has not been copied, except for the manager's/employer's reference.

Each section should include in-text references to support your discussion or reflection on practice, as would be required in an academic assignment in the final year of your first degree, this includes writing within word counts and adding total word count where indicated. Your portfolio must demonstrate your academic writing ability as well as your experience and understanding of key aspects of professional nursing practice. A single reference list containing all references used in the different sections of your portfolio, should be included at the end of your application.

Please note that if your portfolio does not meet the standard required, or not all sections have been completed, or it contains copied, unreferenced work, it may be rejected. If only minor amendments are required, e.g., to include additional references, add more detail, clarify a response, your portfolio may be returned to you. (Please see marking criteria and brief referencing guide in the Portfolio checklist used by reviewers – linked in the Portfolio Guidance document).

If your work is returned, you will be expected to act on the reviewer's feedback which will explain what you need to do to ensure your portfolio meets the required standard before resubmitting. Failure to meet the standard at the 2<sup>nd</sup> attempt may mean a provisional offer to study on the MSc Nursing programme you are applying for at Bournemouth University is withdrawn. This is because the portfolio is an important document containing evidence for recognition of your prior learning in theory and practice, which will count towards your professional registration as a nurse with the Nursing & Midwifery Council (NMC) on successful completion of the programme.

**This portfolio is comprised of two sections that require evidence.**

### Portfolio Section One: Healthcare Practice (minimum 720 hours)

This section is where you evidence your healthcare practice experience through providing the following:

1. A reference from a manager or equivalent that evidences the number of hours worked, your approach to practice **and** the activities carried out during that work.
2. The reference must be on headed paper and signed by line manager/equivalent, or an email from your line manager's (or equivalent) work email address. Please copy and paste or insert your reference into this portfolio, as well as uploading with application documents.

3. Further information from you (for example your own summary) that outlines how you achieved these hours in practice including the types of activities undertaken in your role in preparation for studying nursing.
4. Attach a job description/role specification.

## Section Two: Evidence of prior learning and experience (equivalent to 650 hours of theory)

This section should demonstrate underpinning knowledge and understanding that will provide a good grounding for meeting the following learning outcomes whilst you are on the MSc programme:

1. Communication theory applied across the lifespan and in relation to diverse mental, physical and behavioural needs. (A2)
2. Biological, psychological and social principles as applied to relevant health needs and conditions to identify person-centred interventions and support across the lifespan. (A4)
3. Critical reflection upon own practice in order to develop their professional knowledge and skills. (B3)
4. Advocating with or on behalf of patients, service users, their families and carers, and groups to maximize quality of life and reduce health inequalities. (C2)
5. Implementing evidence based, compassionate and safe nursing care in partnership with people, families and carers to maximize quality of life, respecting wishes, preferences and desired outcomes. (C3)

You should support your written responses in each section with in-text referencing as is expected when writing at degree or higher level of academic study. (The minimum standard recommended is final year standard for first degrees). You can use references from books, journal articles, national/international guidance or reports, the Nursing and Midwifery Council's The Code (NMC, 2018). You should also include a full list of all references used in the portfolio at the end of section two. You should not include any direct quotes or directly copied responses from any sources you use when completing your application. All content must be written by you using your own words.

**There is a checklist at the end of the document which you can use to ensure you have completed all sections prior to submitting your portfolio and application.**

## Section One: Healthcare Practice

**A reference must be submitted with your portfolio.** The reference(s) must be from a *manager or equivalent* and needs to confirm:

1. The number of hours worked.
2. The activities of daily living support/ care undertaken, and additional interventions carried out by the applicant as part of their normal duties.
3. The reference must be on headed paper and signed by the manager.

**Total number of hours completed (minimum 720 hours):**

**How were these practice hours achieved?** Give details of hospital, ward/department, client group, work responsibilities. For example: activities of daily living support/ care undertaken, and additional interventions carried out by you as part of your normal duties:

**Employer(s)/Manager(s) Reference(s) on headed paper** (signed and dated)

## Section Two: Prior learning and experience

### Part A – Preparation for Nursing at MSc

**Learning outcome 1: To demonstrate understanding of the concepts of accountability, autonomy and advocacy and application to nursing practice. (Max 1000 words)**

Reflection and summary: How do my previous education and healthcare experiences relate to the UK's Nursing and Midwifery Council's (2018) Code of Practice?

Using one example from your healthcare experiences also discuss the concepts of accountability, autonomy, and advocacy in the context of the Nursing and Midwifery Code <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>

Word count:

## Part B – Effective Communication

**Learning outcome 2: Demonstrate an understanding of effective communication and relationship management skills (Max word count 1000 words)**

Communication and relationship management skills are very important in nursing as emphasised in Nursing and Midwifery Council's (NMC) The Code (NMC 2015) and Future Nurse, Standards of Proficiency for Registered Nurses Annex A (NMC, 2018). These can be accessed via the links below:

<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf>  
<https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/future-nurse-proficiencies.pdf>

Using an example from your practice, illustrate how effective communication skills were used to provide information, or offer an explanation to a person in your care. You should explain which key communication skills were used, and how you made sure the person understood the information or explanation given to them. Please use references to support your reflection/discussion, for example

Kourkouta, L. and Papathanasiou, I.V., 2014. Communication in Nursing Practice: 26 (1), 65-67.

*(Max 1000 words)*

## Part C – Homeostasis and Health

**Learning outcome: Demonstrate an understanding of the biological, social, and psychological contributors of health.**

Demonstrate your understanding of the potential impact of biological, social, and psychological factors on human health and wellbeing, using an example from practice and supporting your work with at least two references.

Please respect confidentiality by not including any identifying details about the person.

Word count:

## Part D: Reflection on care (5 sections)

**Healthcare practice: Please reflect on the following aspects of care using a maximum of 200 words (+/- 10%) per section and support your response in each section with at least one reference.**

**Section 1:** What are the potential impacts of one of the following on a person's physical and mental health:

- Diet, or,
- Smoking, or,
- Alcohol and substance use

*(Include word count (max 200 words) and support response with at least one reference)*

**Section 2:** Define the person-centred approach to care.

*(include word count (max 200 words) and support your response with at least one reference)*



**Section 3:** Define partnership working with a person in your care including shared decision-making.

*(Include word count (max 200 words) and support your response with at least one reference)*

**Section 4:** Describe a situation in which you have maintained a person's safety in care, for example through risk assessment.

*(Include word count (max 200 words) and support your response with at least one reference)*

**Section 5.** Work as part of a team, using initiative and effective time management skills.

*Describe your role as part of a care team and reflect on the importance of teamwork in healthcare.*

*(Include word count (max 200 words) and support your response with at least one reference)*

**Reference List (to include all references used in this portfolio to support your responses):**

## Section One checklist

Have you included:

Reference:	yes	no
Job description:	yes	no
Description of role activities:	yes	no

## Section Two checklist

Have you completed:

Part A	yes	no
Part B	yes	no
Part C	yes	no
Part D	yes	no
Reference list	yes	no

I declare that the content of this portfolio is my own work and I understand that the evidence contained herein will contribute to my Nursing and Midwifery Council registration.

Name:

Sign:

Date:

An electronic signature is acceptable.