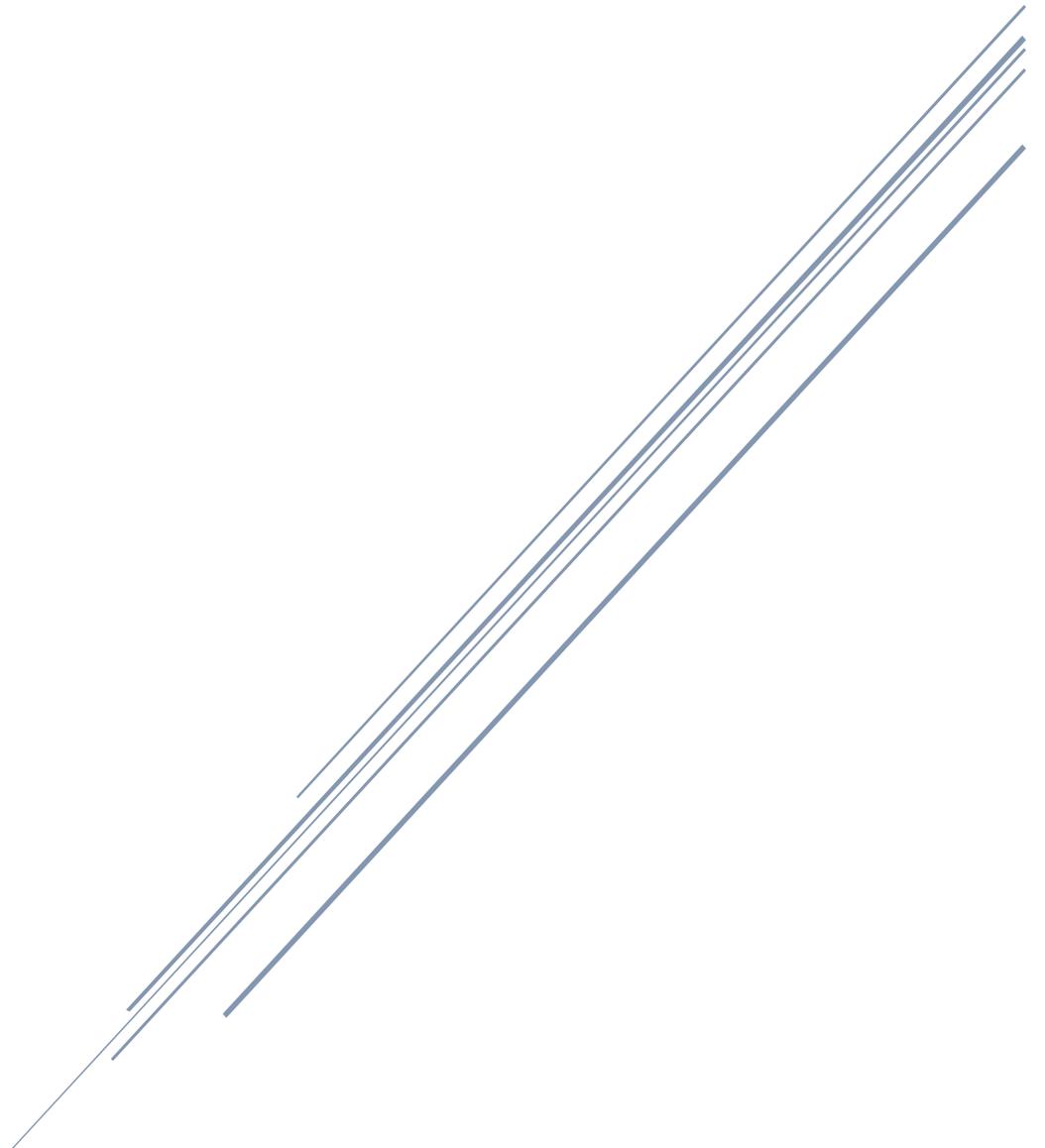


# THE TURAS PROFESSIONAL PORTFOLIO IN ADVANCED NURSING PRACTICE

A Guide for trainee Advanced Nurse Practitioners & trainee  
Advanced Clinical Nurse Specialists



Version 1.1

February 2021

NHS Greater Glasgow & Clyde  
Advanced Practice Team

## Contents

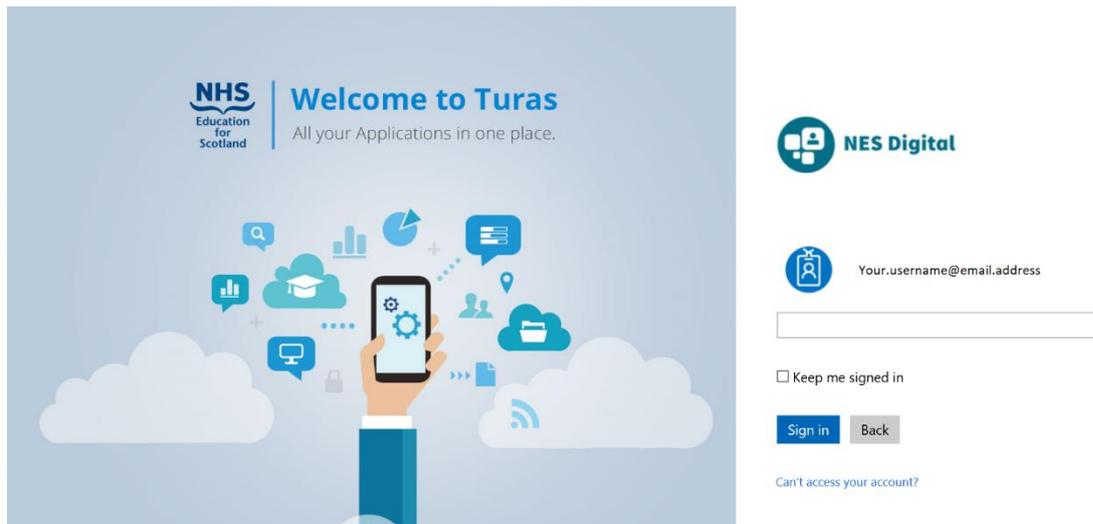
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## Part 1 – Getting Started -Using the Turas Professional Portfolio

As an advanced practitioner it is important that you begin to collect evidence of your learning from the very beginning of your training. You will continually add different forms of evidence to your Portfolio as you progress through your training pathway. Trainees will then develop a share pack of information within the Portfolio for sign-off as an ANP. This process is not fully developed yet for ACNS, however, it is suggested trainees currently follow the same advice as tANPs while the governance for ACNS sign-off is developed.

Please read this document in conjunction with the website sections “The Advanced Practice ePortfolio” at [www.nhsggc.org.uk/advancedpractice](http://www.nhsggc.org.uk/advancedpractice)

## Where to begin?



Create (or retrieve your access to) a NES Turas Professional Portfolio at <https://turasmportfolio.nes.nhs.scot/>

Once you are logged in you will see the following screen.

**TURAS | Nursing and Midwifery Portfolio** Dashboard | Applications - Ann Nurse -

Home Profile Evidence ▾ Uploaded Documents Share Packs

### Home My Portfolios ▾

#### YOUR DETAILS

|   |                       |
|---|-----------------------|
| Name  | Ann Nurse             |
| Current Role                                    |                       |
| Primary Email Address (linked to TURAS account) | traineeanp1@gmail.com |
| Contact Phone Number                            |                       |
| Social Media Links                              |                       |
| <hr/>   |                       |
| NMC PIN Number                                  | 94J0001E              |
| NMC Annual Renewal Date                         |                       |
| NMC Revalidation Date                           | 01/01/2019            |

[Manage Details](#)

#### CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Form

[Create](#)

#### UPLOAD DOCUMENT

Upload images or documents from your computer, tablet or mobile phone. Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.

**Tags \***

- Revalidation
- Career Development
- Appraisal
- Evidence
- Mentor/Practice Teacher
- Other

**Title \***

**Date**

**Description**

### TURAS DETAILS

Forename  
Surname  
Email Address linked to Turas  
NMC PIN Number  
NMC Revalidation Date  
Primary Sector  
Primary Organisation

[Edit Your TURAS Details](#)

### PROFESSIONAL DETAILS

Current Role  
NMC Part(s) Of The Register  
NMC Registration Annual Renewal Date  
Work Address  
Contact Phone Number  
Social Media Links

[Edit Your Professional Details](#)

### PERSONAL DETAILS

Personal Address  
Secondary Email Address

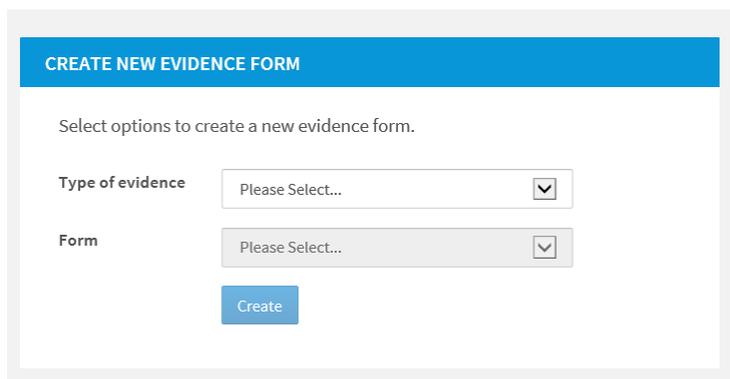
[Edit Your Personal Details](#)

Look at the 'Your Details' section first and click 'Manage Details' to edit this section.

## Adding Evidence – Work Placed Based Assessment

Trainees are expected to get feedback from a variety of different people for components 1-3 described below:

1. Mini-CEX – Trainees should include a number of mini Clinical Examination assessments in their portfolio. A mini-CEX should be used where a Practice Supervisor gives formal formative feedback to a trainee on a consultation
2. DOPS – Direct Observation of Procedural Skill. Once a trainee has learnt a new procedural skill, the Practice Supervisor should give formal formative feedback using the DOPS form.
3. Case Based Discussion – Trainees will discuss numerous cases with their Practice Supervisors. Trainees are encouraged to keep notes on all their significant discussions and to write up formal case based discussions.



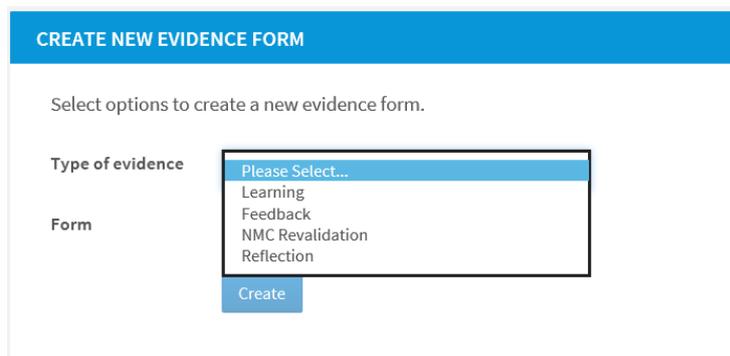
**CREATE NEW EVIDENCE FORM**

Select options to create a new evidence form.

Type of evidence

Form

1. Return to the homepage where you will find the 'Create New Evidence Form'.
2. Select type of evidence 'Feedback'
3. Choose 'DOPS/MiniCEX/CbD'
4. Choose which form you require: Mini-cex (for feedback on history taking / assessment / patient management), DOPS (feedback on a procedure), or CbD (Case based discussion)

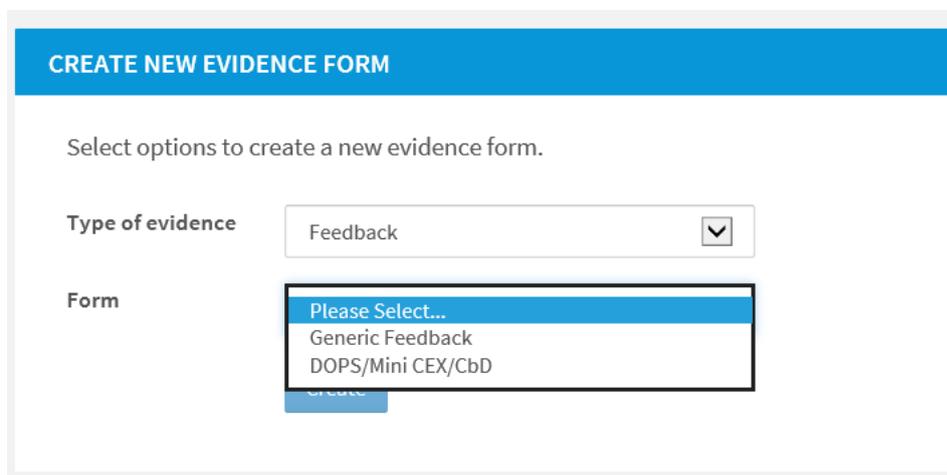


**CREATE NEW EVIDENCE FORM**

Select options to create a new evidence form.

Type of evidence

Form



**CREATE NEW EVIDENCE FORM**

Select options to create a new evidence form.

Type of evidence

Form

DOPS / MINI CEX / CBD :

Feedback Type \*

-- Please Select --

DOPS  
Mini Cex  
CbD

DOPS / MINI CEX / CBD :

Feedback Type \*

Mini Cex

Title Of Feedback \*

Mini Cex 1 - Assessment of Breathless Patient

Date of Observation \*

dd/mm/yyyy

Details of Nurse/Midwife being observed

Name of Nurse/Midwife \*

Nurses Name

NMC Registration Number

NMC Pin

Procedure/ Skill/ Clinical encounter observed/ Nature of Case discussed \*

Breathless Patient Assessment

Complexity of Case \*

- Low  
 Average  
 High

Brief description of feedback request \*

Hi Margaret, would you please provide some feedback on my assessment of the breathless gentleman you supervised me seeing last night. I am particularly interested in feedback on my clinical examination to help me evidence those skills in my ePortfolio.

Feedback Provider Forename \*

Margaret

Feedback Provider Surname \*

Jones

Feedback Provider Email \*

Fill in the required information. If this is your first mini cex then label it "Mini Cex 1" and label subsequent ones numerically. It is good practice to state what it is about "Assessment of Breathless Patient" is the example shown. If you are looking for evidence of something specific you can highlight that in the box and the person who is giving the feedback will see this.

Label your DOPs and Case Based Discussions numerically in the same way. Good clear labelling from the beginning with make your final Turas Professional Portfolio much easier to navigate. It will also make it much easier to cross reference within your competencies.

Once you click "Save and Submit Request" the feedback request will be sent to the named person to complete.

## Adding Evidence – Feedback from Others

**CREATE NEW EVIDENCE FORM**

Select options to create a new evidence form.

Type of evidence

Form

**CREATE NEW EVIDENCE FORM**

Select options to create a new evidence form.

Type of evidence

Form

**CREATE NEW EVIDENCE FORM**

Select options to create a new evidence form.

Type of evidence

Form

**FEEDBACK FORM**

Profile Nursing & Midwifery

Title Of Feedback \*

Feedback Requester Name \*

Nature Of Feedback Requested \*

Feedback Provider Forename \*

Feedback Provider Surname \*

Feedback Provider Email \*

Requesting Feedback from others is the same method as above but uses the 'Generic Feedback' function.

1. Create New Evidence
2. Type of evidence is Feedback
3. Select 'Generic Feedback'.

## Adding Evidence – Reflection

Reflections make up a vital part of your Advanced Practice Portfolio as we all strive to be reflective practitioners. Use the steps described above but select the 'Reflection' option to add a reflection to your Portfolio. You will be offered a selection of pre headed forms based on different models of reflection or the choice to use a blank form. It doesn't matter which model or form you select to use.

Label your reflections numerically as you do them. Your reflections should be at advanced practice level, this does not mean they need to be excessively long. Include appropriate references. Academic written submissions from education pathway can sometimes be appropriate to include as a document upload rather than the Portfolio template, but label this as a reflection and number them (See next page)

### REFLECTIVE ACCOUNT

Reflective Account Model <sup>▼</sup> Driscoll's What Model

Title <sup>▼</sup>

Date From <sup>▼</sup>

Date To

### DRISCOLL'S WHAT MODEL

What?

[Further information...](#)

So what?

[Further information...](#)

Now what?

[Further information...](#)

How is this relevant to the Code (NMC 2015)?

[Further information...](#)

## Adding Evidence – Uploading Documents

After returning to the home screen, use the “Upload Document” section to upload evidence you have of learning – Certificates, Academic profile, eLearning records, NMC and GGC evidence being recorded as an NMP, Competency framework (when complete), relevant university work. Usually you will select the box ‘evidence’, give the item a relevant name & description, then upload the file from your computer.

Try wherever possible to upload as pdf files, you can use your smart phone to ‘scan’ paper files and easily create pdf files to upload e.g. ‘Scannable’ and other apps. If you need to merge pdf files together you can use free online services to do this e.g. mergepdf

### UPLOAD DOCUMENT

Upload images or documents from your computer, tablet or mobile phone.  
Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.

**Tags \***

- Revalidation
- Career Development
- Appraisal
- Evidence
- Mentor/Practice Teacher
- Other

**Title \***

**Date**

**Description**

**Document \***

### UPLOAD DOCUMENT

Upload images or documents from your computer, tablet or mobile phone.  
Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.

**Tags \***

- Revalidation
- Career Development
- Appraisal
- Evidence
- Mentor/Practice Teacher
- Other

**Title \***

**Date**

**Description**

**Document \***

## Adding Evidence - Patient Log

Over the duration of your training you will see a large number of patients. You should keep a log of your patients to demonstrate the number seen and the variety of presentations. The patient log template available provided is the ideal way to do this. You will then upload this file as evidence to your Portfolio towards the end of your training.

**Please ensure that there are no identifiable patient details in the log. No CHI or DOB or Names.**

| 1  | Patients seen |        |            |                      |                      |                      |                                |                          |
|----|---------------|--------|------------|----------------------|----------------------|----------------------|--------------------------------|--------------------------|
| 2  | Number        | Gender | Approx age | PC                   | Dx                   | Tx                   | Referral                       | Key learning points      |
| 3  | 1             | M      | 10-12yrs   | Runny nose and cough | Common cold          | Paracetamol, advice  | Rtn if new symptoms or worsens | Consider other DDx       |
| 4  | 2             | F      | 20-30yrs   | Lower abdominal pain | UTI                  | Trimethoprim         | Rtn if new symptoms or worsens |                          |
| 5  | 3             | M      | 30-40yrs   | Ankle injury         | Lateral ankle sprain | Rest, ice, elevation | Attend ED if not improving     | Learn Ottawa Ankle rules |
| 6  |               |        |            |                      |                      |                      |                                |                          |
| 7  |               |        |            |                      |                      |                      |                                |                          |
| 8  |               |        |            |                      |                      |                      |                                |                          |
| 9  |               |        |            |                      |                      |                      |                                |                          |
| 10 |               |        |            |                      |                      |                      |                                |                          |
| 11 |               |        |            |                      |                      |                      |                                |                          |

A blank copy of this table is available on the trainee ANP moodle site. Label this item “Patient Log” within the Portfolio.

## Bringing it All Together – The Competency Document

At the heart of every Portfolio is the competency document and you should have a framework appropriate to your role. The evidence you have been submitting to the Portfolio should be cross referenced to the appropriate competency statements to evidence its achievement. For example, in the image below, the tANP has used Mini Cex 1, 3 & 6 as evidence for competency 1.4. You can put any work place based assessment, feedback from others, reflection or learning activity as evidence towards a competency statement.

### Core Competencies

To demonstrate competence at this level the ANP student fulfils all of the criteria of RCGP General Practice Nurse Competencies and is able to fulfil all of the Core competencies below [sections 1-4], and is able to apply them in the specific areas of clinical practice at sections 5-16 below.

#### 1. Core Competency: Direct Clinical Care, which are aligned to the 6 areas of competence in the GP curriculum

| Demonstrates ability to use effective advanced communication and consultation skills to carry out the effective health assessment and management of individual patients and their families including health protection, risk management, management of their health and cultural needs within a climate of mutual trust. |  | Self Assessment | Workplace Based Assessment [WBPA] | Provide Evidence            |
|--|--|-----------------|-----------------------------------|-----------------------------|
| 1.1.   | Practice autonomously using a person centred partnership approach within their scope of extended practice.   | 3               | 4 1/4/18 HP                       | MCC 4, 6<br>CSD 1-10<br>Yes |
| 1.2.   | Accurately assesses, diagnoses, monitors, co-ordinates and manages the health /illness status of individuals during acute or enduring episodes.  | 3               | 3 4/4/18 GP                       | MCC 1-6<br>CSD 1-10<br>Yes  |
| 1.3.   | Applies clinical reasoning and principals of evidenced based practice pertinent to their area of practice (this may include non drug based treatment, prescribing medication and evaluating the effectiveness of the interventions).                         | 3               | 3 1/4/18 GP                       | CSD 1-10<br>MCC 1-6<br>Yes  |
| 1.4.   | Orders, and may perform and interpret, common screening and diagnostic tests and plans. Conducts appropriate follow up, delegating and referring on to other health care professionals and agencies when required to optimise health outcomes and resources. | 2               | 3 1/4/18 GP                       | MCC 1, 3, 6<br>Yes          |
| 1.5.   | Communicates a sense of 'being there' for the individual, carers and family and provides comfort and emotional support during and beyond the consultation.   | 3               | 4 8/4/18 GP                       | REF 1<br>MCC 2<br>Yes       |
| 1.6.   | Recognizes commonly occurring conditions including differential diagnosis and applies appropriate screening tools to confirm diagnosis.  | 4               | 4 6/4/18 HP                       | MCC 1-6<br>Yes              |

## Part 2 – The Portfolio Share Pack for Final Sign-Off

As you come to the end of your training period as a tANP it is time to start assembling a share pack of information from your Portfolio for the Final Sign-Off procedure to become an ANP.

Over the course of your studies you will have collected a large amount of evidence with which to populate your Portfolio. Not all of this will end up in the final share pack. The requirements for a final sign-off share pack are quite specific and the final sign off form should be used as a guide.

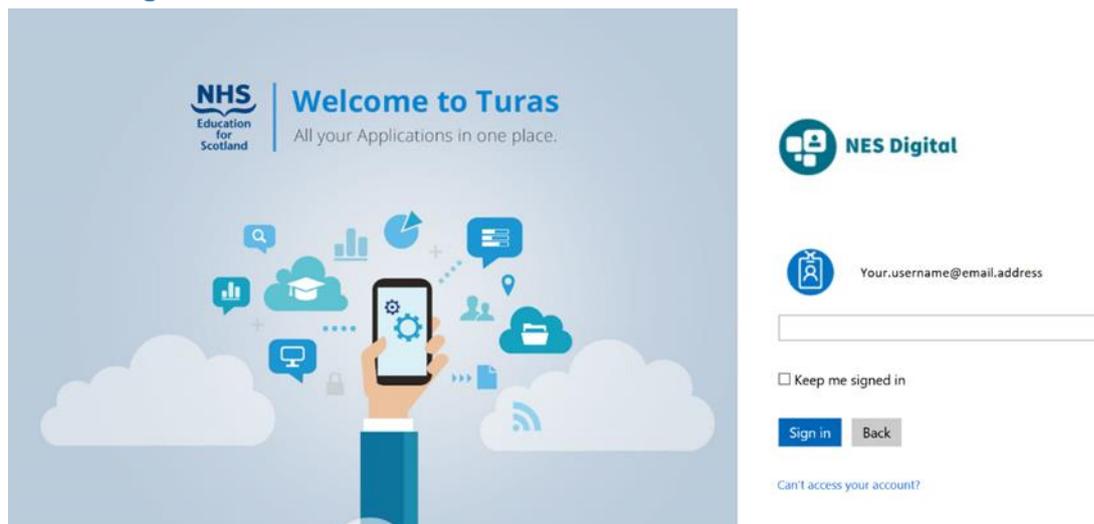
These will be outlined below and should be viewed in conjunction with the website

<http://live.nhsggc.org.uk/about-us/professional-support-sites/nurses-midwives/advanced-and-specialist-nursing-practice/final-sign-off/>

If you have any questions please do not hesitate to contact the team

[AdvancedPractice@ggc.scot.nhs.uk](mailto:AdvancedPractice@ggc.scot.nhs.uk) prior to submitting your share pack.

## Final Things to Add



### Academic Qualifications

As you come towards the end of your training pathway you will be securing a qualification from the university. Make sure you upload a scan of your Postgraduate Diploma or Masters Degree to the Portfolio.

#### 2. UPLOADED DOCUMENT : PGD CERTIFICATE

|             |                                  |
|-------------|----------------------------------|
| Date        | 01/10/2018                       |
| Description | Copy of PgD Certificate from GCU |
| Document    | <a href="#">PgC.pdf</a>          |

If you are still to graduate and don't yet have a certificate then you should have an official university letter informing you of your entitlement to this qualification, upload the letter as evidence in the meantime. Label the item accordingly e.g. PGD Certificate.

### Academic Transcript

The university will send you a list of modules that you have taken with the result of each. This is commonly called a transcript. Upload a copy of your transcript and label it accordingly.

#### 3. UPLOADED DOCUMENT : RECORD OF LEARNING: ACADEMIC PROFILE

|             |  |
|-------------|--|
| Date        | 25/10/2018   |
| Description | Academic Profile containing list of all modules undertaken |
| Document    | <a href="#">NURSE Ann - CPD Transcript (Example).pdf</a>   |

## Prescribing Status – NMC & NHSGGC

Ref: Statement of entry



### Statement of entry

Date: 06/10/2020

NMC PIN:  
Fee expiry date: :  
Revalidation application date: :  
Renewal date: :

| Qualification                                | Date registered | Registration status |
|--|-----------------|---------------------|
| Registered Nurse - Adult                     |                 | Effective           |
| Teacher                                      |                 | Effective           |
| Nurse Independent / Supplementary Prescriber |                 | Effective           |

You should by now be registered with the NMC and NHSGGC as a prescriber. A statement of entry as an Independent Prescriber on the NMC register is available to download from NMC Online. Your final sign-off share pack should include this.

You should also include evidence that you are registered as a prescriber with the health board. If you do not have evidence of this then a letter can be obtained confirming your status from [NMP@ggc.scot.nhs.uk](mailto:NMP@ggc.scot.nhs.uk)

Label these items in the share pack as “NMC Prescribing Status” and “NHSGGC Prescribing Status”.

## Supervised Practice Hours

You are required to evidence that you have completed 400 hours of supervised practice over a minimum of 1 year. You should have evidence of this within the share pack. This can either be

- A breakdown of how the 400 hours were spent, with a Practice Supervisor / Assessors confirmation signature.
- A statement written and signed by your Practice Assessor confirming this to be the case and uploaded to your Portfolio.
- A screenshot of an email from your Practice Assessor confirming this to be the case uploaded to the Portfolio.

Wednesday 7<sup>th</sup> October 2020

To whom it may concern,

I can confirm that Trainee Advanced Nurse Practitioner Anne Urse has undertaken a minimum of 400 hours of supervised practice over a minimum of 1 year.

Kind Regards,



Victoria Campbell

Lecturer/Practitioner Advanced Practice  
Glasgow Royal Infirmary  
Centre Block/Cashier's Corridor  
T:  
M: .....

## Patient Log

You are required to evidence that you have seen a variety of patients, relevant to your role, over the duration of your training. The best way to evidence this is with a table uploaded to the Portfolio.

| Number | Gender | Approx age | PC                   | Dx                   | Tx                   | Referral                       | Key learning points      |
|--------|--------|------------|----------------------|----------------------|----------------------|--------------------------------|--------------------------|
| 1      | M      | 10-12yrs   | Runny nose and cough | Common cold          | Paracetamol, advice  | Rtn if new symptoms or worsens | Consider other DDx       |
| 2      | F      | 20-30yrs   | Lower abdominal pain | UTI                  | Trimethoprim         | Rtn if new symptoms or worsens |                          |
| 5      | M      | 30-40yrs   | Ankle injury         | Lateral ankle sprain | Rest, ice, elevation | Attend ED if not improving     | Learn Ottawa Ankle rules |

Please ensure that there are no identifiable patient details in the log. No CHI or DOB or Names. Uploaded the completed table with around 50 patients minimum to the Portfolio.

## Competencies

During your ANP / ACNS education you have been working towards completion of a relevant competency framework. By this stage you should have had each competency statement signed as achieved by your practice assessor and each should be cross referenced to evidence (see following page). This completed framework should be uploaded to your Portfolio share pack and labelled "Competency Framework".

### Core Competencies

To demonstrate competence at this level the ANP student fulfils all of the criteria of RCGP General Practice Nurse Competencies and is able to fulfil all of the Core competencies below [sections 1-4], and is able to apply them in the specific areas of clinical practice at sections 5-16 below.

#### 1. Core Competency: Direct Clinical Care, which are aligned to the 6 areas of competence in the GP curriculum

| Demonstrates ability to use effective advanced communication and consultation skills to carry out the effective health assessment and management of individual patients and their families including health protection, risk management, management of their health and cultural needs within a climate of mutual trust. |  | Self Assessment | Workplace Based Assessment [WBPA] | Provide Evidence         |
|--|--|-----------------|-----------------------------------|--------------------------|
| 1.1.   | Practice autonomously using a person centred partnership approach within their scope of extended practice.   | 3               | 4 1/4/18 HP                       | MCEX 1-6<br>CSD 1-10 Yes |
| 1.2.   | Accurately assesses, diagnoses, monitors, co-ordinates and manages the health illness status of individuals during acute or enduring episodes.   | 3               | 3 2/4/18 HP                       | MCEX 1-6<br>CSD 1-10 Yes |
| 1.3.   | Applies clinical reasoning and principals of evidenced based practice pertinent to their area of practice (this may include non drug based treatment, prescribing medication and evaluating the effectiveness of the interventions).                         | 3               | 3 1/4/18 HP                       | CSD 1-10<br>MCEX 1-6 Yes |
| 1.4.   | Orders, and may perform and interpret, common screening and diagnostic tests and plans. Conducts appropriate follow up, delegating and referring on to other health care professionals and agencies when required to optimise health outcomes and resources. | 2               | 3 1/4/18 HP                       | MCEX 1,3,6 Yes           |
| 1.5.   | Communicates a sense of 'being there' for the individual, carers and family and provides comfort and emotional support during and beyond the consultation.   | 3               | 2 2/4/18 HP                       | REF 1<br>MCEX 2 Yes      |
| 1.6.   | Recognizes commonly occurring conditions including differential diagnosis and applies appropriate screening tools to confirm diagnosis.  | 4               | 4 6/4/18 HP                       | MCEX 1-6 Yes             |

TURAS | Nursing and Midwifery Portfolio Dashboard | Applications ▾  Ann Nurse ▾

Home Profile Evidence ▾ Uploaded Documents Share Packs My Portfolios ▾

### Home

#### YOUR DETAILS

|   |                       |
|---|-----------------------|
| Name  | Ann Nurse             |
| Current Role                                    |                       |
| Primary Email Address (linked to TURAS account) | traineeanp1@gmail.com |
| Contact Phone Number                            |                       |
| Social Media Links                              |                       |

---

|                         |            |
|-------------------------|------------|
| NMC PIN Number          | 94J0001E   |
| NMC Annual Renewal Date |            |
| NMC Revalidation Date   | 01/01/2019 |

[Manage Details](#)

#### CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Form

[Create](#)

#### UPLOAD DOCUMENT

Upload images or documents from your computer, tablet or mobile phone. Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.

Tags \*

- Revalidation
- Career Development
- Appraisal
- Evidence
- Mentor/Practice Teacher
- Other

Title \*

Date  

Description

#### SHARE PACK

##### CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

[Create](#)



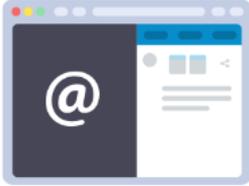
To create your share pack you will need to focus on this section of the screen

**SHARE PACK**

#### CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

[Create](#)



Click 'create' to begin.

## Create Share Pack



Step 1: Name your Share Pack

Step 2: Add Profile Items

Step 3: Add Evidence Items

Step 4: Preview

**SHARE PACK TITLE**

Share Pack Title \*

Cancel Create and Next Step

Give your share pack a title. We suggest 'Share Pack for Final ANP Sign-Off', then click 'create and next step'.



Step 1: Name your Share Pack

Step 2: Add Profile Items

Step 3: Add Evidence Items

Step 4: Preview

**ADD PROFILE ITEMS**

Title: Share Pack for Final ANP Sign-Off

Click on the tabs below to select the items from your Profile section that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

**Your Share Pack (0)** Your Details Education Employment Achievements

There are currently no items in your Share Pack.  
Please select your items from the available tabs.

Exit Previous Save Save and Next Step

Use the tabs "Your Details, Education, Employment, Achievements" to start to populate the share pack.

Your Share Pack (0)
Your Details
Education
Employment
Achievements

### TURAS DETAILS

Forename  
 Surname  
 Email Address linked to Turas  
 NMC PIN Number  
 NMC Revalidation Date  
 Primary Sector  
 Primary Organisation

Add to Share Pack?

### PROFESSIONAL DETAILS

Current Role  
 NMC Part(s) Of The Register  
 NMC Registration Annual Renewal Date  
 Work Address  
 Contact Phone Number  
 Social Media Links

Add to Share Pack?

### PERSONAL DETAILS

Personal Address  
 Secondary Email Address

Add to Share Pack?

Ensure the Turas and Professional Details are correct and tick the boxes to add these to the share pack. Then click 'save and next step'.

### ADD EVIDENCE ITEMS

Title: Share Pack for Final ANP Sign-Off

Click on the tabs below to select the items from the Evidence and Uploaded Documents sections that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

Your Share Pack (1)
Learning
Feedback
NMC Revalidation
Reflections
Uploaded Docs

Drag and drop to reorder Untick To Remove

Your Details: Professional Details

Exit
Previous
Save
Save and Next Step

Then work through the tabs shown 'Learning, Feedback, Reflections, Uploaded Docs' to select the evidence that you need to attach to your share pack.

Click on the tabs below to select the items from the Evidence and Uploaded Documents sections that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

**Your Share Pack (4)**   Learning   Feedback   NMC Revalidation   Reflections   Uploaded Docs

Drag and drop to reorder Untick To Remove

|  |                                     |
|--|-------------------------------------|
| ↕ Your Details: Professional Details             | <input checked="" type="checkbox"/> |
| ↕ Uploaded Documents: Feedback from CADM student | <input checked="" type="checkbox"/> |
| ↕ Uploaded Documents: ILS Cert Sept 2020         | <input checked="" type="checkbox"/> |
| ↕ Uploaded Documents: Paediatric Study Day       | <input checked="" type="checkbox"/> |

Exit   Previous   **Save**   Save and Next Step

You are given the option to arrange the order you wish things to appear in the share pack. Do this logically and group things together e.g. put all the mini-cex together in numerical order, same with reflections etc. Select 'Save and Next Step'

You will end up with a share pack that looks similar to this example:

**TITLE: FINAL SIGN-OFF**

Name: Ann Nurse

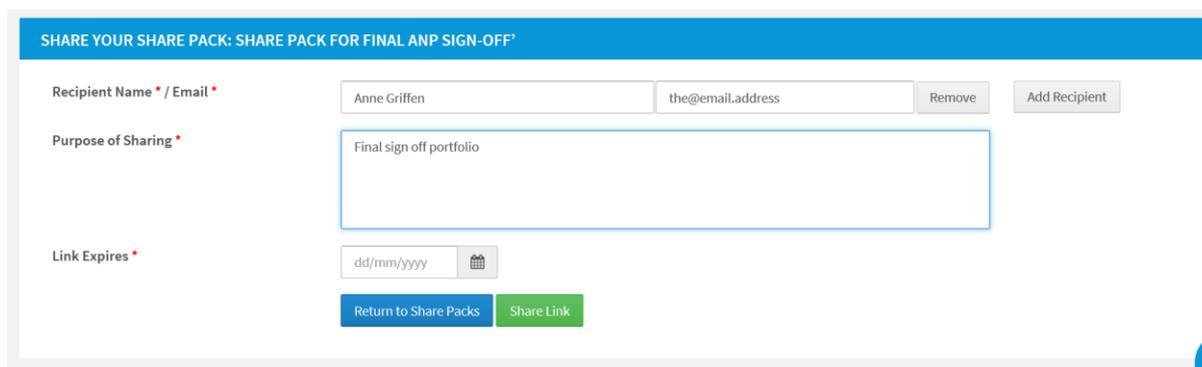


Purpose of Sharing: Example of a portfolio nearing completion for final sign-off

Expires: 28/10/2021

1. TURAS DETAILS
2. UPLOADED DOCUMENT : PGD CERTIFICATE
3. UPLOADED DOCUMENT : RECORD OF LEARNING: ACADEMIC PROFILE
4. UPLOADED DOCUMENT : RECOD OF LEARNING: LEARNING CONTRACT FOR WORK BASED LEARNING MODULE
5. UPLOADED DOCUMENT : RECORD OF LEARNING FOR WORK BASED LEARNING MODULE : LEARNING MAPPED AGAINST CONDITIONS GRID
6. UPLOADED DOCUMENT : RECORD OF LEARNING: ELEARNING
7. UPLOADED DOCUMENT : COMPETENCY DOCUMENT - RCGP ANP COMPETENCIES
8. DOPS / MINI CEX / CBD : MCEX1: COPD CASE
9. DOPS / MINI CEX / CBD : MCEX2: MEN'S HEALTH PROBLEM

At this stage you will have the option to click 'Share' which opens to following screen:



Type in the details of who to share this with. In the first instance this should be your Line Manager and Practice Assessor. Once they have reviewed the evidence and met with you they should complete the final sign-off form (<http://live.nhsggc.org.uk/about-us/professional-support-sites/nurses-midwives/advanced-and-specialist-nursing-practice/final-sign-off/>)

You should then scan and upload the signed form into your portfolio and add to the bottom of your share pack. You should then share your share pack with the Consultant Nurse - Advanced Practice. Once the share pack has been internally moderated and providing all the required evidence is there you'll be recorded as an Advanced Practitioner and a letter confirming will be issued by your Chief Nurse. It is required that the link is valid for 5 years so please set this accordingly.

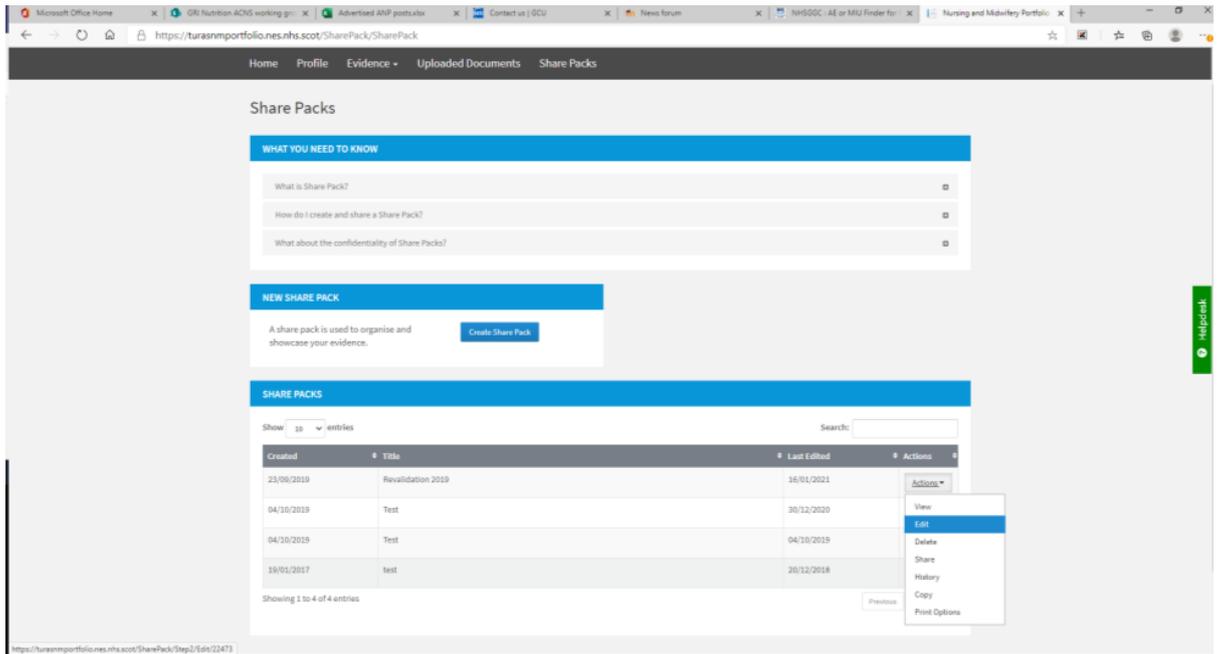
A small sample of portfolios from the Board will be externally reviewed by the WoS Advanced Practice Academy. This is to ensure that the standards applied within NHSGGC are comparable to other Boards within Scotland.

### Tips for Top Portfolio Final Sign-Off Share Pack

- You should include uploaded documents which evidence your learning. However, only include relevant activity which is directly cross referenced to your competencies. Do not upload learning activity that is not relevant to your competencies or your share pack becomes cluttered and difficult to navigate. An ALS certificate from 5 years ago is unlikely to be relevant, but a current ALS certificate will be essential if it is cross referenced to a competency as evidence. Remain focussed.
- You are required to submit at least 18 Work Place Based Assessments (2 DOPs, 6 Mini Cex, 10 CBD). Each should be marked as satisfactory or above. The number of clinicians contributing should exceed 4. Group these together in your share pack so that they can be clearly identified and found.
- You are required to upload 10 reflective accounts which must relate to one of the pillars of advanced practice. Group these together.
- The final sign-off share pack must contain 4 piece of generic feedback. This can be from managers, supervisors, assessors, or other individuals who are in a position to give feedback on your performance and development as a trainee ANP / ACNS. Again, group these together.

## Editing a Share Pack

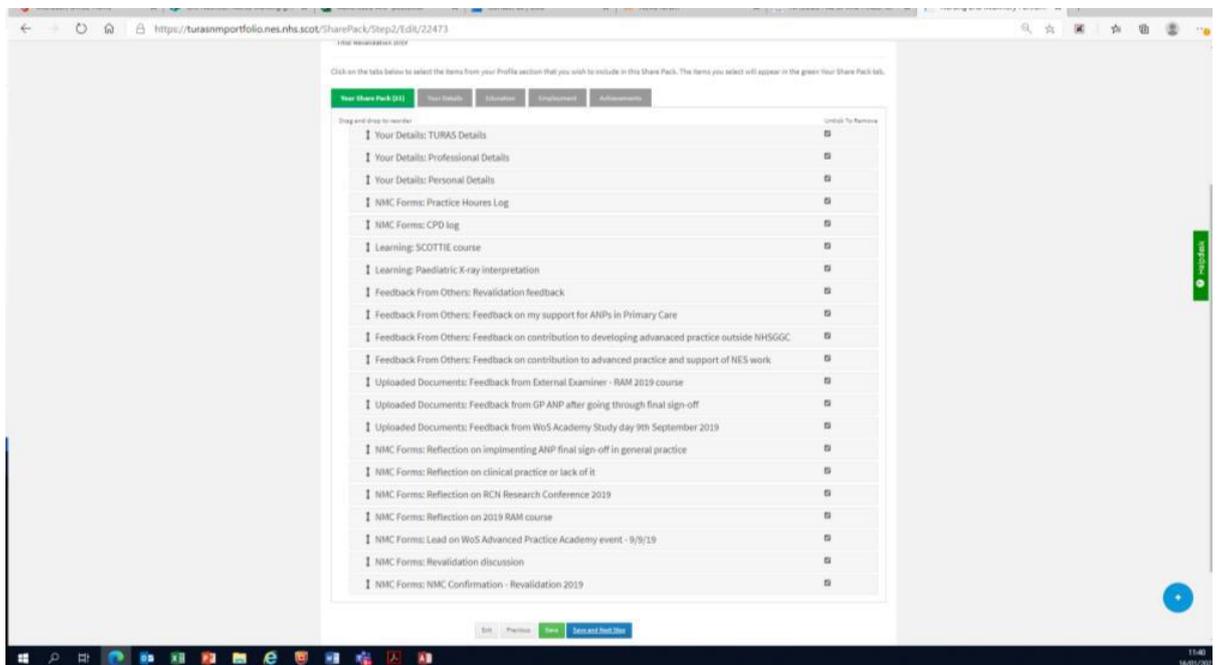
Select your share pack, go to actions and select edit



The screenshot shows the NHS Share Packs interface. At the top, there are navigation tabs: Home, Profile, Evidence, Uploaded Documents, and Share Packs. Below this, there is a section titled 'WHAT YOU NEED TO KNOW' with three links: 'What is Share Pack?', 'How do I create and share a Share Pack?', and 'What about the confidentiality of Share Packs?'. A 'NEW SHARE PACK' section follows, with a description and a 'Create Share Pack' button. The main section is 'SHARE PACKS', which includes a search bar and a table of existing share packs. The table has columns for 'Created', 'Title', and 'Last Edited'. A dropdown menu is open over the 'Actions' column for the 'Revalidation 2019' entry, showing options: View, Edit, Delete, Share, History, Copy, and Print Options.

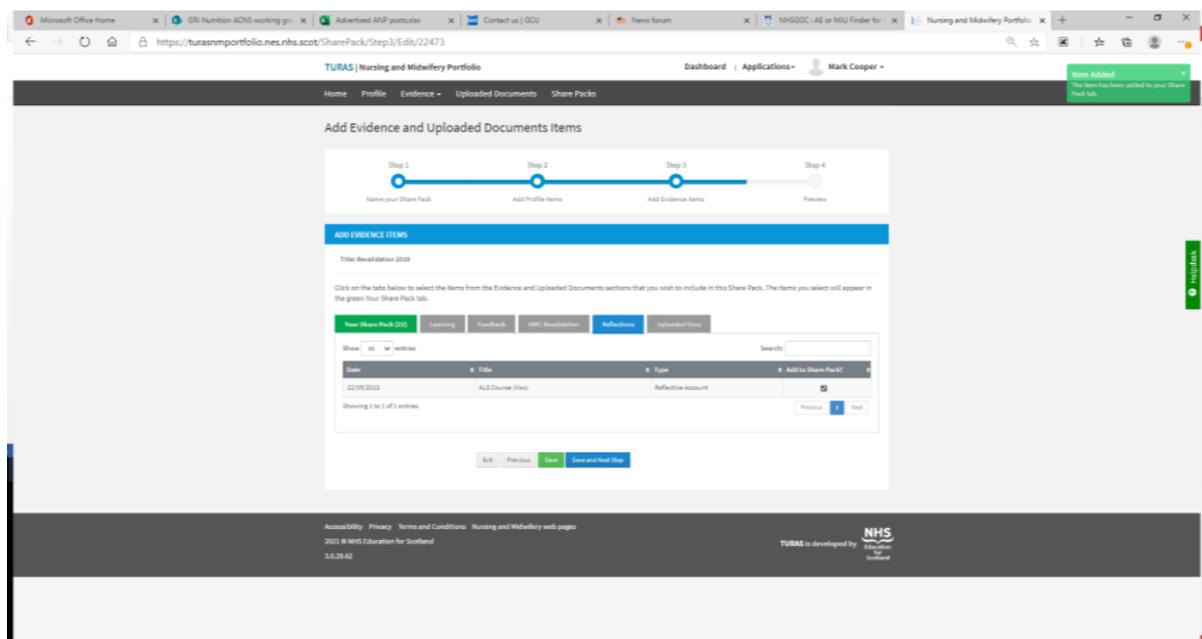
| Created    | Title             | Last Edited | Actions   |
|------------|-------------------|-------------|---|
| 23/06/2019 | Revalidation 2019 | 16/01/2021  | View, Edit, Delete, Share, History, Copy, Print Options |
| 04/10/2019 | Test              | 30/12/2020  |   |
| 04/10/2019 | Test              | 04/10/2019  |   |
| 15/01/2017 | test              | 20/12/2018  |   |

You'll then see the content of your share pack. Click 'save and next'



The screenshot shows the 'Edit' screen for a share pack. At the top, there is a instruction: 'Click on the tabs below to select the items from your Profile section that you wish to include in this Share Pack. The items you select will appear in the green 'Your Share Pack' tab.' Below this, there are tabs for 'Your Share Pack (11)', 'Your Details', 'Education', 'Employment', and 'Achievements'. The 'Your Share Pack (11)' tab is active, showing a list of items to be included in the share pack. Each item has a checkbox and a 'Remove' link. The items listed are: 'Your Details: TURAS Details', 'Your Details: Professional Details', 'Your Details: Personal Details', 'NMC Forms: Practice Hours Log', 'NMC Forms: CPD log', 'Learning: SCOTHE course', 'Learning: Paediatric X-ray interpretation', 'Feedback From Others: Revalidation feedback', 'Feedback From Others: Feedback on my support for ANPs in Primary Care', 'Feedback From Others: Feedback on contribution to developing advanced practice outside NHS/GCC', 'Feedback From Others: Feedback on contribution to advanced practice and support of NES work', 'Uploaded Documents: Feedback from External Examiner - RAM 2019 course', 'Uploaded Documents: Feedback from GP ANP after going through final sign-off', 'Uploaded Documents: Feedback from WoS Academy Study day 9th September 2019', 'NMC Forms: Reflection on implementing ANP final sign-off in general practice', 'NMC Forms: Reflection on clinical practice or lack of it', 'NMC Forms: Reflection on RCN Research Conference 2019', 'NMC Forms: Reflection on 2019 RAM course', 'NMC Forms: Lead on WoS Advanced Practice Academy event - 9/9/19', 'NMC Forms: Revalidation discussion', and 'NMC Forms: NMC Confirmation - Revalidation 2019'. At the bottom, there are buttons for 'Edit', 'Previous', 'Save and Next Step', and a blue circular button.

Find items you want to add to share pack, tick 'add to share pack' box



Click save and next step. Proceed through rest of steps and then 'share link' at the end.  
If adding missing information to a share pack that's going through 'final sign-off' please only add items to the end of your share pack so the numbering isn't messed up. Keep this as your final sign-off share pack.  
Remember you can always create a new share pack if you wish to re-order material or use for another purpose.

## Part 3 – For Practice Assessors and Line Managers

As a line manager you are required to confirm that your trainee has completed all the required training for the role and has evidenced that they meet all the required competencies. This process is termed 'final sign-off'.

Final sign-off is required when an individual:

- Completes initial training
- Changes job (especially if it's in a new speciality)

For final sign-off the ANP / ACNS trainee should select out the Portfolio evidence which best demonstrates their learning and competence. The trainee ANP / ACNS will submit a 'Share-Pack' of this evidence to their line manager when they are ready for 'final sign-off'.

### The Final Sign-Off Process

Final Sign-off involves:

- The individual's line manager who will take the lead on the sign-off process
- The Practice Supervisor or a nominated Practice Assessor
- The Education Institution – this would usually be through evidence of completion of a programme of education (for example a copy of the Postgraduate Diploma in Advanced Practice and/or academic transcript)

#### **STEP 1**

The trainee ANP / ACNS will develop a share pack of evidence within the Portfolio which meets the requirements of final sign-off as outlined in part 2 of this document.

#### **STEP 2**

The trainees' manager sets a date for the trainee to submit the 'Share Pack' and shares this with the Practice Assessor. Both would be expected to review the portfolio and confirm it meets the criteria for final sign-off. **As a minimum the following is expected:**

Record of their learning including clinical experience as a trainee.

A minimum of 400 hours of supervised practice over a minimum of 1 year

Evidence of learning covering the following areas:

Clinical assessment

Clinical reasoning, judgement and diagnostic decision making

Anatomy and physiology

Non-medical prescribing

Advanced Research Methods

Worked based learning

Completion of all academic requirements (record of all modules undertaken, including copies of transcripts to evidence results and a copy of their final exit award certificate).

Copy of a masters level qualification in advanced practice (or evidence of equivalence [this would normally be 120 credits with a minimum of 50% at masters level]).

Evidence of being recorded with the NMC as a Nurse Independent Prescriber

Evidence of being recorded with Health Board as a Prescriber

Completed competencies – The competency framework should be completed and mapped to evidence within the Portfolio.

A range of Work Based Practical Assessments demonstrating competence in managing the broad range of patients seen within the role. This is likely to include:

Mini-CEX (min 6)

DOPS (min 2)

Case Based Discussions (min 10)

Reflective Accounts (min 10)

Evidence that a broad range of patients has been seen (e.g. an anonymised patient log)

Feedback from others (min 4 different people)

Satisfactory Practice Assessor reports which confirm the trainee has completed training and has been assessed as competent.

### **STEP 3**

The Practice Assessor and Line Manager will together determine whether the trainee has:

Passed - Satisfactorily passed all academic requirements and evidence of competence to practice in advanced role contained within Portfolio.

Provisional pass – satisfactorily passed all academic requirements, but some minor gaps in evidence of competence.

Fail – either has still to pass all academic requirements or has major gaps in evidence of competence or both.

### **STEP 4**

If the trainee has passed, the line manager would complete the final sign off form. The trainee will upload and add this to the share pack and forward the completed share pack to [advancedpractice@ggc.scot.nhs.uk](mailto:advancedpractice@ggc.scot.nhs.uk) for internal moderation.

If the internal moderator agrees that the portfolio meets all of the requirements then the trainee, employed as Band 7 Annex 21 or Band 6, would be expected to move to a Band 7 at this stage.

If a provisional pass by either line manager or internal moderator, the line manager would set a period of time (no less than 1 month and usually no-more than 6 months) for the individual to obtain the required evidence.

Trainees employed as Band 7 Annex 21 or band 6 would not normally move until competence has been achieved.

If a fail, the line manager, in consultation with others (which may include the clinical supervisor, education supervisor and Human Resources) the most appropriate course of action for the individual. This may include re-doing part of the training or termination of the traineeship.

If the Practice Assessor and Line Manager cannot agree on a grade the view of the internal moderator should be sought.

#### **STEP 5**

As part of quality assurance, it is current practice in NHSGGC for all share packs submitted for final sign-off to be internally moderated by an Advanced Practice Lecturer Practitioner.

#### **STEP 6**

A sample of portfolios will be externally moderated each year via the Advanced Practice Academy. This mechanism will involve a suitable expert from another Board reviewing Portfolios and providing feedback to the line manager, the Board Advanced Practice Lead and the Board Nurse Director.

External Experts will be recorded within their employing Board as an ANP / ACNS or NMAHP Consultant and either have teaching and assessing qualification or be recognised by the Academy as an 'External Expert'.

The Academy's recommendations will be advisory only. Ultimately it will be for the employer to determine whether an individual has met all the requirements to practice.

## Appendix 1 – Final Sign-Off Form

|   |   |   |
|---|---|---|
|  | <b>Advanced Nurse<br/>Practitioner Final sign-off</b> |  |
|---|---|---|

### Trainee ANPs details

|   |  |
|---|--|
| Name  |  |
| NMC number  |  |
| NHS email address   |  |
| Payroll number  |  |
| Clinical area   |  |
| Hospital/Department<br>OR General Practice<br>(Practice Number) |  |

### Final Sign-off reviewers

#### Line Manager

|                   |  |
|-------------------|--|
| Name              |  |
| Position          |  |
| NMC/GMC number    |  |
| NHS email address |  |
| Telephone number  |  |

#### Practice Supervisor

|                   |  |
|-------------------|--|
| Name              |  |
| Position          |  |
| NMC/GMC number    |  |
| NHS email address |  |
| Telephone number  |  |

### ePortfolio

|   |  |
|---|--|
| SharePack Link<br>(link should be valid<br>for 5 years) |  |
|---|--|

## Formal education

|  |  |                          |
|--|--|--------------------------|
| <b>Modules/courses completed in:</b>                             |  |                          |
|  | Clinical assessment  | <input type="checkbox"/> |
|  | Clinical reasoning, judgement and diagnostic decision making | <input type="checkbox"/> |
|  | Anatomy and physiology                                       | <input type="checkbox"/> |
|  | Non-medical prescribing                                      | <input type="checkbox"/> |
|  | Leading, delivering and evaluating care                      | <input type="checkbox"/> |
|  | Work based learning  | <input type="checkbox"/> |
| <b>Masters level qualification in advanced practice achieved</b> |  | <input type="checkbox"/> |

### Details of qualification

|  |  |
|--|--|
| <b>University</b>  |  |
| <b>Programme</b>   |  |
| <b>Modules undertaken including module codes</b>                                 |  |
| <b>Qualification gained (full title) e.g. PgD Advanced Clinical Practitioner</b> |  |

### Non-medical prescribing

|  |                          |
|--|--------------------------|
| <b>Recorded with the NMC as a Non-medical prescriber</b>     | <input type="checkbox"/> |
| <b>Recorded with GGC as an active Non-medical prescriber</b> | <input type="checkbox"/> |

### Supervised Practice

|   |                          |
|---|--------------------------|
| <b>A minimum of 400 hours of supervised practice<sup>1</sup> over a minimum of 1 year</b> | <input type="checkbox"/> |
|---|--------------------------|

## Workplace Assessments

### Competency Framework used (tick all relevant)

|                                    |   |                          |
|------------------------------------|---|--------------------------|
| <b>GGC HaN</b>                     | <b>NHSGGC Hospital at Night competencies</b>                                | <input type="checkbox"/> |
| <b>RCGP</b>                        | <b>Royal College of General Practitioners/RCN Primary Care Competencies</b> | <input type="checkbox"/> |
| <b>NHS A&amp;A</b>                 | <b>Competency Framework for Primary Care Advanced Nurse Practitioners</b>   | <input type="checkbox"/> |
| <b>NES</b>                         | <b>Hospital at Night</b>  | <input type="checkbox"/> |
| <b>NHS A&amp;A</b>                 | <b>Competency Framework for Acute Care Advanced Nurse Practitioners</b>     | <input type="checkbox"/> |
| <b>NES</b>                         | <b>Out of Hours Competencies</b>  | <input type="checkbox"/> |
| <b>FICM</b>                        | <b>Faculty of Intensive Care Medicine</b>                                   | <input type="checkbox"/> |
| <b>RCEM</b>                        | <b>Royal College of Emergency Medicine/RCN</b>                              | <input type="checkbox"/> |
| <b>RCN</b>                         | <b>Royal College of Nursing ANP generic ANP competencies</b>                | <input type="checkbox"/> |
| <b>UK Oncology Nursing Society</b> | <b>Acute Oncology Knowledge and Skills Guidance (level 3 – Advanced)</b>    | <input type="checkbox"/> |
| <b>UK Oncology Nursing Society</b> | <b>Acute Oncology Knowledge and Skills Guidance (level 4 – Expert)</b>      | <input type="checkbox"/> |
| <b>NHS 24</b>                      | <b>ANP Telephone Triage Competencies</b>                                    | <input type="checkbox"/> |
| <b>Other</b>                       | <b>Please specify:</b>  | <input type="checkbox"/> |

<sup>1</sup> Supervised practice may involve direct supervision where the supervisor is physically present with the trainee or indirect where supervision is provided at a distance or delegated to another clinician

Competencies should be mapped to different pieces of evidence within the portfolio e.g. learning activities (inc. Modules and courses), workplace based assessments (inc. Mini-CEX, CbD, DOPS, ACAT etc), reflections (e.g. reflective accounts and anonymised patient logs), feedback from others. Many competencies would have at least two pieces of evidence attached.

Reviewers should satisfy themselves that there is sufficient evidence within the portfolio to demonstrate that the trainee has satisfactorily completed the broad educational requirements (e.g. through formal academic courses) and has met all the required competencies.

| Workplace Based Assessments |   |                          |
|-----------------------------|---|--------------------------|
|                             | Mini-CEX (minimum 6 demonstrating competence) | <input type="checkbox"/> |
|                             | CbD (minimum 10)                              | <input type="checkbox"/> |
|                             | DOPS (minimum 2 demonstrating competence)     | <input type="checkbox"/> |

| Reflection |   |                          |
|------------|---|--------------------------|
|            | Reflective Accounts (minimum 10) (covering a broad range of patients)   | <input type="checkbox"/> |
|            | Evidence that a broad range of patients seen reflecting ANPs intended practice (e.g. from anonymised patient log) | <input type="checkbox"/> |

| Feedback |  |                          |
|----------|--|--------------------------|
|          | Satisfactory feedback from others (minimum 4 different people) | <input type="checkbox"/> |

|                                       |                          |
|---------------------------------------|--------------------------|
| Satisfactory final supervisors report | <input type="checkbox"/> |
|---------------------------------------|--------------------------|

|   |                          |
|---|--------------------------|
| Evidence put forward for all competencies | <input type="checkbox"/> |
|---|--------------------------|

## Sign-off

### Line manager

I have reviewed the evidence provided to me in trainee's ePortfolio SharePack. I have seen evidence that the trainee has completed the master's level qualification (as stated on p2) and, in my opinion, there is satisfactory evidence that the trainee has met all the competencies from the framework detailed on p3.

Signed

Dated

### Practice Supervisor

I have reviewed the evidence provided to me in trainees ePortfolio SharePack. I have seen evidence that the trainee has completed the master's level qualification (as stated on p2) and, in my opinion, there is satisfactory evidence that the trainee has met all the competencies from the framework detailed on p3.

Signed

Dated

**Internal Moderator (if selected for moderation)**

|                   |  |
|-------------------|--|
| Name              |  |
| Position          |  |
| NMC/GMC number    |  |
| NHS email address |  |
| Telephone number  |  |

I have reviewed the evidence provided to me in trainees ePortfolio SharePack. I have seen evidence that the trainee has completed the master's level qualification (as stated on p2) and, in my opinion, there is satisfactory evidence that the trainee has met all the competencies from the framework detailed on p3.

Signed

Dated

**External Moderator (if selected for moderation)**

|                   |  |
|-------------------|--|
| Name              |  |
| Position          |  |
| NMC/GMC number    |  |
| NHS email address |  |
| Telephone number  |  |

I have reviewed the evidence provided to me in trainees ePortfolio SharePack. I have seen evidence that the trainee has completed the master's level qualification (as stated on p2) and, in my opinion, there is satisfactory evidence that the trainee has met all the competencies from the framework detailed on p3.

Signed

Dated

*A copy of this form should be submitted to the Consultant Nurse – Advanced Practice who will arrange for a sample of the portfolios to be moderated and for new ANPs to be recorded as ANPs within the Board.*

***A copy of this will be returned to the ANP to include within their ePortfolio.***

## Appendix 2 – The Internal Moderators Report

### ANP Final Sign-off

#### Internal moderators report

NHSGGC tANP/ANP number:

NMC Number:

Name:

Sharepack link:

| Sharepack link                   |                          | Comment   |
|----------------------------------|--------------------------|---|
| Link valid for 5 years or more   | <input type="checkbox"/> |   |
| Link valid for less than 5 years | <input type="checkbox"/> | The link needs to be valid for at least 5 years please increase |

#### ANP qualification

| ANP qualification   |                          | Comment   | ePortfolio Ref |
|---|--------------------------|---|----------------|
| Formal evidence (e.g. university certificate) of obtaining a masters level qualification in advanced practice   | <input type="checkbox"/> |   |                |
| Formal evidence (e.g. academic transcript) of holding an equivalent to a masters level qualification in advanced practice (e.g. has passed all required modules but hasn't exited with an award yet – as perhaps going to on to complete masters) | <input type="checkbox"/> |   |                |
| Grandfathering arrangements – if employed as an ANP prior to 2010 a masters level qualification is not required   | <input type="checkbox"/> |   |                |
| Grandfathering arrangements – if employed as an ANP between 2010 and 2017 there must be evidence of masters level   | <input type="checkbox"/> |   |                |
| No formal evidence of holding a masters level qualification in advanced practice or equivalent  | <input type="checkbox"/> | Please include formal evidence of completing a masters level qualification in advanced practice (e.g. PgC/PgD or Masters certificate) or equivalent (e.g. academic transcripts showing equivalence) |                |

| Modules   |                          | Comment   | ePortfolio Ref |
|---|--------------------------|---|----------------|
| Formal evidence (e.g. academic transcript) of passing all modules | <input type="checkbox"/> |   |                |
| No formal evidence of modules being passed                        | <input type="checkbox"/> | Please include formal evidence of passing all required modules. E.g. include a copy of your academic transcript |                |

### Non-medical prescribing

| NMC   |                          | Comment  | ePortfolio Ref |
|---|--------------------------|--|----------------|
| Formal evidence being recorded with the NMC as a Non-medical prescriber (V300)    | <input type="checkbox"/> |  |                |
| No formal evidence being recorded with the NMC as a Non-medical prescriber (V300) | <input type="checkbox"/> | Please include formal evidence of being recorded as a V300 non-medical prescriber with the NMC (e.g. scan of letter from NMC, screenshot of entry on NMC register) |                |

| Health Board  |                          | Comment   | ePortfolio Ref |
|---|--------------------------|---|----------------|
| Formal evidence being recorded with the Health Board as a Non-medical prescriber    | <input type="checkbox"/> |   |                |
| No formal evidence being recorded with the Health Board as a Non-medical prescriber | <input type="checkbox"/> | <input type="checkbox"/> Please include formal evidence of being recorded as a V300 non-medical prescriber with the Health Board (e.g. scan of letter from Health Board, or email from Board non-medical prescribing lead confirming) |                |

## Supervised Practice

|  |                          | Comment   | ePortfolio Ref |
|--|--------------------------|---|----------------|
| Formal evidence of a minimum of 400 hours of supervised practice over a minimum of 1 year    | <input type="checkbox"/> |   |                |
| No formal evidence of a minimum of 400 hours of supervised practice over a minimum of 1 year | <input type="checkbox"/> | <input type="checkbox"/> Please include evidence of supervised practice – this could be in a table outlining certified by your supervisor, or a statement from your supervisor attesting to you having had at least 400 hours of supervised practice during your training |                |

## Competency Framework

|   |                          | Comment  | ePortfolio Ref |
|---|--------------------------|--|----------------|
| An appropriate competency framework identified, included, and competency statements mapped to evidence in ePortfolio            | <input type="checkbox"/> |  |                |
| The competency framework identified does not appear relevant to stated role   | <input type="checkbox"/> | <input type="checkbox"/> Identify relevant framework and map existing evidence against this and provide new evidence to meet any gaps  |                |
| No competency framework has been identified, included in ePortfolio or there is no evidence of mapping competencies to evidence | <input type="checkbox"/> | <input type="checkbox"/> Identify relevant framework<br><input type="checkbox"/> Include competency framework in ePortfolio<br>Map competency statements to evidence in ePortfolio |                |
| Evidence presented is not of a sufficient standard  | <input type="checkbox"/> | Please review competencies _____<br>And provide more robust evidence (see additional comments below)   |                |

## Workplace based assessments

Guidance: there should be at least 18 pieces of workplace based assessment from different people (ideally no less than 4). All pieces should demonstrate 'competence'

| No. | ePortfolio ref | Type<br>M=miniCEX<br>C=CbD<br>D=DOPS | Person completing and designation | Competent?   |
|-----|----------------|--------------------------------------|-----------------------------------|--|
| 1   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 2   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 3   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 4   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 5   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 6   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 7   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 8   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 9   |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 10  |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 11  |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development' Overall statement marked as 'needs further development' |
| 12  |                |                                      |                                   | <input type="checkbox"/> All boxes marked as competent or above<br><input type="checkbox"/> No more than one box marked as 'needs further development' and overall statement marked as competent<br><input type="checkbox"/> More than one box marked as 'needs further development'   |



| Workplace based assessments WPBAs  |                          | Comment   |
|--|--------------------------|---|
| An appropriate mix of work-place based assessments have been included in the ePortfolio, all competent and have been signed by a variety of different people | <input type="checkbox"/> |   |
| There are more than 12, but less than 18 competent workplace based assessments   |                          | Advised to add further WPBAs  |
| All WPBAs are the same type  |                          | Advised to add further WPBAs of a different type  |
| Less than 4 different people have provided WPBAs   |                          | Advised to add further WPBAs by a different assessor  |
| There are insufficient WPBAs demonstrating competence  |                          | Ensure a minimum of 18 WPBAs demonstrating competence are included in ePortfolio and that at least 4 different people have provided these |
| All the WPBAs are from the same assessor   |                          | Ensure a minimum of 18 WPBAs demonstrating competence are included in ePortfolio and that at least 4 different people have provided these |

## Reflective accounts

| No. | ePortfolio ref | Type<br>A= Academic assignment<br>F= ePortfolio form<br>O=other | Pillar of practice<br>C=clinical<br>E=Education<br>L=Leadership<br>R=Research |   |
|-----|----------------|---|---|---|
| 1   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 2   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 3   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 4   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 5   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 6   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 7   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 8   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 9   |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
| 10  |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
|     |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
|     |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |
|     |                |   |   | Reflection relates to advanced practice and demonstrates reflective practice<br>Reflection DOES NOT relate to an advanced level of practice |

| Reflection   |  | Comment  |
|--|--|--|
| At least 10 reflective pieces have been included in the eportfolio that relate to an advanced level of practice  |  |  |
| Less than 10 reflective pieces have been included in the eportfolio that relate to an advanced level of practice |  | Ensure at least 10 reflective pieces have been included in the eportfolio that relate to an advanced level of practice |

| Broad range of patients seen   |  | Comment  | ePortfolio Ref |
|--|--|--|----------------|
| There is good evidence that the trainee has seen a broad range of patients (relevant to their practice) over the course of their training        |  |  |                |
| There is insufficient evidence that the trainee as seen a broad range of patients (relevant to their practice) over the course of their training |  | see additional comments below for suggestions on how to resolve this |                |

## Feedback from others

| No. | ePortfolio ref | Type (if required) | Person completing and designation | Competent?   |
|-----|----------------|--------------------|-----------------------------------|--|
| 1   |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |
| 2   |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |
| 3   |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |
| 4   |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |
|     |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |
|     |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |
|     |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |
|     |                |                    |                                   | <input type="checkbox"/> Satisfactory feedback<br><input type="checkbox"/> Unsatisfactory feedback |

| Feedback from others  |                          | Comment  |
|---|--------------------------|--|
| Satisfactory feedback has been provided by at least 4 different people who could reasonably be expected to comment on an ANPs practice                              | <input type="checkbox"/> |  |
| Satisfactory feedback has been provided by at least 4 different people, however, fewer than 4 contributors are people who could reasonably comment on ANP practice. | <input type="checkbox"/> | <input type="checkbox"/> Advised to add further feedback |
| The feedback was unsatisfactory or was from less than 4 different people who could reasonably be expected to comment on an ANPs practice                            | <input type="checkbox"/> | Required to add further feedback                         |

### Final supervisor’s report

| Final supervisor’s report                      |  | Comment  | ePortfolio Ref |
|--|--|--|----------------|
| Satisfactory final supervisors report included |  |  |                |
| Concerns raised in final supervisors report    |  | Action plan required and a future date for final sign-off set    |                |
| No final supervisors report                    |  | Required to request supervisor to provide a final summary report |                |

### Moderator’s opinion

| Moderators opinion  |  | Comment  |
|---|--|--|
| Satisfactory ePortfolio with all requirements met   |  |  |
| ePortfolio generally satisfactory – one or two small areas for improvement – which have been advised to the trainee via this report |  | Please see comments in this report and please make the necessary changes to your ePortfolio within the next 6 months                 |
| ePortfolio doesn’t yet meet all the requirements – trainee advised via this report  |  | Please see comments in this report and please address and re-submit your ePortfolio as soon as possible (and no later than 6 months) |

Recommendations: