

## Professional practice and leadership competencies

Name:	Role: Band 5 / 6
Base:	

### Competency Statement:

The participant must perform this activity without assistance and/or direct supervision, at an appropriate pace and adhering to evidence based practice. ( Level 3 - See level descriptors)

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
<b>The Participant will be able to:</b>				
<b>1. Demonstrate management of self</b>				
a) Identify knowledge and practice that could impact on your work and inform your practice	Questioning/ observation			
b) Seek critical and constructive comment about your knowledge and practice from those with whom you work	Questioning/ observation			
c) Regularly monitor, evaluate and reflect on: <ul style="list-style-type: none"> <li>• your own knowledge, methods and practice</li> <li>• the knowledge, methods and practice of others</li> <li>• your contribution to inter-agency and team working</li> <li>• the quality of your own and others' work</li> </ul> and make any necessary improvements to establish how well and in what ways your own knowledge and practice could better meet service and practice needs	Questioning/ observation			
d) Seek supervision and support to assess the implications of using new knowledge, methods and practice in your work	Questioning/ observation			
e) Take responsibility for your own personal and professional development, seeking and accessing development opportunities to meet your needs	Questioning/ observation			
f) Maintain up-to-date records of your own personal and professional development	Questioning/ observation			
g) Integrate the values and principles of best practice within your own work e.g. evidence based practice	Questioning/ observation			
h) ) Identify and work with conflicts and tensions between stated values and principles e.g. duty of care v patient's choice	Questioning/ observation			
i) Ensure that professional values and principles are used: <ul style="list-style-type: none"> <li>• in your practice, especially in relation to anti-discriminatory and</li> </ul>	Questioning/ observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
<p>inclusive practice</p> <ul style="list-style-type: none"> <li>when working with colleagues on an individual or group basis</li> </ul>				
<p>j) Pro-actively maintain an up-to-date understanding of those protocols and systems associated with your role, and the responsibilities related to them including:</p> <ul style="list-style-type: none"> <li>i) Demonstrate ability to access current policy/ protocols</li> <li>ii) Demonstrate awareness of responsibilities in relation to Care Quality Commission (CQC)</li> <li>iii) Understanding of the role of the CQC and the inspection process</li> <li>iv) Understanding of the principles of accountability and vicarious liability</li> </ul>	Questioning/ observation			
<p>k) Proactively maintain a clear, accurate and current understanding of the scope of your role, its relationship to other roles in the area of work, and how it may develop over time</p>	Questioning/ observation			
<p>l) Prioritise your own workload and organise and carry out work effectively, identifying and managing any risks to quality</p>	Questioning/ observation			
<p>m) Recognise promptly when situations arise which are beyond your competence and authority to address without additional advice and assistance</p>	Questioning/ observation			
<p>n) ) Respond promptly to situations where an individual's needs exceed your competence and authority by:</p> <ul style="list-style-type: none"> <li>referring the individual to the attention of appropriate other practitioners to address their needs</li> <li>seeking and making constructive use of advice and assistance from others to ensure a satisfactory outcome for the individual</li> </ul>	Questioning/ observation			
<p><b>2. Demonstrate management of staff</b></p>				
<p>a) Provide constructive feedback to enable others with whom you work to identify how their practice could better meet service and practice needs</p>	Questioning/ observation			
<p>b) Challenge poor practice:</p> <ul style="list-style-type: none"> <li>constructively</li> <li>in ways that safeguard individuals, key people and others within and outside your organisation</li> <li>in ways that promote the use of best knowledge and evidence-based practice</li> <li>in accordance with agreed organisational and professional procedures</li> </ul>	Questioning/ observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
c) Support others with whom you work to: <ul style="list-style-type: none"> <li>• identify their personal and professional development needs</li> <li>• make use of mentoring, assessment and tutoring support</li> </ul>	Questioning/ observation			
d) Provide personal support and act as a role model for others with whom you work, to enable them to develop their knowledge and practice	Questioning/ observation			
e) Identify and disseminate appropriately, information about new knowledge and evidence based practice that would be useful to others with whom you work	Questioning/ observation			
f) Ensure that, in team working, others are aware of the specific values and principles of best practice	Questioning/ observation			
g) Project the positive aspects, strengths and advantages of changes and/or developments proposed	Questioning/ observation			
h) Respond to poor practice in others	Questioning/ observation			
i) Record and report staff development and training within agreements and according to legal and organisational requirements	Questioning/ observation			
j) Seek appropriate help and assistance to deal with instances of poor practice that you are unable to deal with and ensure that appropriate people are fully informed about: <ul style="list-style-type: none"> <li>• actions taken in response to poor practice</li> <li>• how actions comply with legal, organisational and professional systems and requirements</li> </ul>	Questioning/ observation			
k) Maintain accurate, complete and up-to-date records of actions taken, supported by appropriate evidence, responding to poor, bad and dangerous practice	Questioning/ observation			
<b>3. Demonstrate ability to manage a shift</b>				
a) Record all relevant information accurately, and store it according to organisational policy and practice, including requirements for confidentiality	Questioning/ observation			
b) Monitor and review your contribution to achieving shift objectives, and revise plans as shift priorities change	Questioning/ observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
c) Identify, acknowledge and address obstacles to managing a shift	Questioning/ observation			
d) Make arrangements and take actions that consider: <ul style="list-style-type: none"> <li>• communication channels</li> <li>• resources</li> <li>• roles and responsibilities.</li> <li>• what will happen</li> <li>• who is responsible for undertaking different actions</li> <li>• by when actions need to be completed</li> <li>• record agreed action plans accurately and completely and put in place effective processes to confirm people's formal agreement to them</li> </ul>	Questioning/ observation			
<b>4. Demonstrate collaborative working</b>				
a) ) Identify and seize opportunities for developing relationships with agencies and workers who have been identified as potential collaborative partners	Questioning/ observation			
b) Establish, maintain and develop channels of communication and effective working relationships with relevant parties	Questioning/ observation			
c) Actively seek relevant information from, and provide to, all appropriate parties	Questioning/ observation			
d) ) Interact with people in a way that encourages mutually valued relationships, enables them to participate effectively in the joint planning process and recognises their work and personal context and maintain confidentiality	Questioning/ observation			
e) ) Respect the legitimacy of different views whilst maintaining a clear focus on the benefits of collaborative working	Questioning/ observation			

Source: Case Management competencies framework NHS Modernisation Agency 2005)

Date all elements of Competency Tool completed \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Status \_\_\_\_\_ Date \_\_\_\_\_

I verify that he/she demonstrates overall competency in professional practice and leadership

Assessor \_\_\_\_\_ Signature \_\_\_\_\_ Status \_\_\_\_\_ Date \_\_\_\_\_

Review Dates:	Competent Yes / No	Registered Nurse Signature	Verifier signature	Comments