**Newly Qualified Practitioner Development Programme**

**Introduction & Welcome**

Congratulations on your first appointment as Staff Nurse and welcome to your new position in the organisation on the Newly Qualified Programme in NHS Grampian. This is an exciting opportunity for you and we are keen to get you off to a good start in your career.

The aim of the programme is to provide a broad base of experience in 2 clinical areas within NHS Grampian over a two-year period. The programme is mandatory to all newly qualified adult nurses in NHS Grampian. This structured progression route will allow you to consolidate your learning and develop your knowledge, skills and competence as a registered practitioner.

You will receive support from a variety of sources including your manager and mentor in your clinical area, Professional and Practise Development Unit staff and colleagues. We believe that the preparation given to you at this stage of your career reaps benefits at every stage thereafter. Throughout the programme you will achieve generic competencies, enabling you to identify the progress you are making. Your mentor and other colleagues in each placement alongside the Flying Start programme will support and guide you in your development.

**Aims and Learning Outcomes**

Aim of the Programme:

To provide a structured progression route for all newly qualified practitioners to NHS Grampian enabling them to gain a broad base of experience in a variety of clinical settings and become autonomous practitioners through a supportive and competency based framework.

On completion of the NQP Development Programme each practitioner will be able to:

* Demonstrate the knowledge, skills and competence required to practice autonomously.
* Demonstrate a sound knowledge of current policies, procedures and protocols within their sphere of work.
* Plan, implement and evaluate care delivered within a clinical setting.
* Participate in working effectively within a multidisciplinary environment in at least two clinical areas in the Trust.

**Competencies**

The concept of competency encompasses the quality of practice. To be competent you must demonstrate the knowledge, skill and abilities, values and attitudes required that enable you to function effectively at a specified level within your role.

Competence is achieved via a variety of methods including practice study, reflective practice and personal interaction. This competency programme is intended to give you an indication of the level and standard of nursing practice to be provided.

**NQP DEVELOPMENT PROGRAMME - 2 Year Programme**

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| **NQP DEVELOPMENT PROGRAMME** | **YEAR ONE** |  | FLYING START YEAR ONE INDUCTION COMMENCE PLACEMENT 1  COMPLETE PLACEMENT 2 REQUEST FORM  ALLOCATION OF PLACEMENT 2 in conjunction with SCN / Clinical Area Manager  COMPLETE END PLACEMENT DOCUMENTATION | **RELEVANT CONTINUING PROFESSIONAL DEVELOPMENT** |
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| **YEAR TWO** |  | COMMENCE PLACEMENT 2 COMPLETE END PLACEMENT DOCUMENTATION |
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| **SUBSTANTIVE BAND 5 POSITION** | | | | |

**Newly Qualified Practitioner Diary Dates:**

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| --- | --- |
| Request form for placement 2 to be returned by: | 09/06/2017 |
|  |  |
| Change date to placement 2: | 09/10/2017 |
|  |  |
| Return of Placement 1 Evaluation Form: | 31/10/2017 |
|  |  |
| Request for substantive post | 08/06/2018 |
|  |  |
| Change to substantive post | 08/10/2018 |
|  |  |
| Return Placement 2 Evaluation Form: | 31/10/2018 |

# **Practitioner Responsibilities**

Each practitioner must:

* Complete the two year NHS Grampian Newly Qualified Practitioner Programme
* Complete the Flying Start. Develop a portfolio of evidence demonstrating that you have achieved all flying start programme aims and outcomes. This should be evidenced within your resource file throughout year 1 of the NQP Development Programme.
* Utilise the resource file during any meeting with the practitioner’s mentor or Professional and Practice Development Unit staff
* Move to placement two on the specified date approximately one year into post.
* Discuss and seek support from manager and mentor to attend study days.
* Complete and return request form for allocation of placement 2 to

Sheila Irvine.

* Complete core competencies throughout the two-year programme.
* Ensure annual leave is up to date prior to moving placement.
* Move to a substantive post on completion of the two-year NQP Development Programme.
* Complete placement evaluation form and return it to Sheila Irvine.

## Senior Charge nurse responsibilities

Demonstrate commitment to the NQP Development Programme through:

* Participating in the interviewing and selection process for the programme.
* Supporting mentors within the clinical area in line with the Organisational Mentorship standard including:
* Suitable allocation of mentor.
* Evaluation of the practitioner during the mentorship period.
* Supporting the completion of the flying start programme and attendance at study days *(see page 23).*
* Ensuring smooth movement of staff nurse from placement 1 to placement 2 on the specified date.
* Appraising staff nurses prior to moving placement.
* Completing the handover document and forwarding copy to recipient clinical area.
* Ensuring practitioners annual leave is up to date prior to placement transfer.

**General Information**

**Placements**

Placement request forms are contained in the final section of this folder. When completing the documents please consider the following:

* We recommend visiting your preferred clinical area(s) prior to your second placement. This not only presents an opportunity for you to visit the area; it also allows Senior Charge Nurses to meet with you and consider if you are suited to their area prior to placement selection.
* When completing documentation indicating your preferred clinical area, however there is no guarantee that we will be able to accommodate your request. Be specific about areas that you do not wish to be considered for and enter reasons.

**Newly Qualified Nurse Development Programme - Useful Contact Numbers**

Please complete as appropriate:

|  |  |
| --- | --- |
| Placement 1 –  Date Commenced: | Ext / Bleep No |
| Mentor  Senior Charge Nurse  Nurse Manager  HR Officer |  |

|  |  |
| --- | --- |
| Placement 2 –  Date Commenced: | Ext / Bleep No |
| Mentor  Senior Charge Nurse  Nurse Manger  HR Officer |  |

Detailed below are some useful contact numbers you may require to access during the course of the NQP Development Programme. For managerial issues or queries please contact your line manager in the first instance; remember he/she can help you if there are issues worrying you or you are unsure of how to proceed.

Professional and Practice Development Unit:

Sheila Irvine, Professional Development Educator ext: 59798

## 2nd Placement Request Form

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| Name: | Current Placement: |

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| **Requests for Placement 2** – please consider carefully how these areas may benefit your personal / professional development whilst pursuing the programme.  1st request:  2nd request: |

|  |
| --- |
| Please do not consider me for the following placement: |

|  |
| --- |
| Please state reasons why **you do not feel** this placement would benefit your personal / professional development. |

Signed: Date:

|  |
| --- |
| **I declare that that I can support my year 1 NQP Programme competencies with the use of the Flying Start Programme. I have am able demonstrate professional development and can provide my portfolio to evidence this achievement.** |
| Signed: Date: |

Once completed please return to Sheila Irvine, Professional Development Educator, Room 4.43, Ashgrove House. Every effort will be made to place you in an area of your choice, however this cannot be guaranteed. Failure to complete and return this form by the date specified in this folder will result in allocation of your second placement being at the discretion of the Professional Development Unit.

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| **For completion by PDU:**  Received: Signed: |