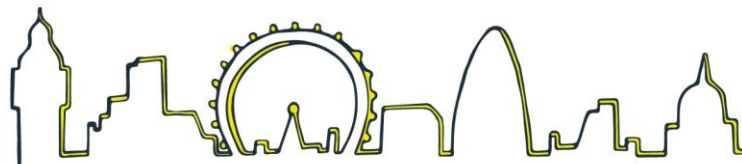


Career clinic conversation

Preparation for the nurse



Career Clinic Conversation Preparation Pack

The following information should be completed in advance of your career discussion and will be used to structure your conversation. It should be sent to the career facilitator beforehand and will help to focus the discussion upon your individual requirements.

This brief pack includes the following:

- Overview and a link to the CapitalNurse Career Framework Digital tool
- Six key questions – based on the CapitalNurse Career Framework
- SLOT analysis – to identify strengths, learning needs, opportunities and threats
- Current motivation / satisfaction questionnaire – to assess your satisfaction and motivation in different areas of your current role
- Conversation focus – to help you to identify what you would like to achieve from the conversation

During your career conversation, you should consider what you are looking for from your career over the next two - five years and what is important to you.

Remember this is your career and the facilitator is there to help you explore opportunities and to guide you.

CapitalNurse Digital Career Framework:

<https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/career-framework>

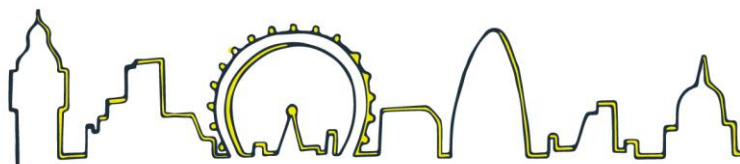
The CapitalNurse Career Framework is a digital tool to allow you to review and develop your career using self-assessment, reflection and feedback from service users and peers. Career conversations are built into the tool at different stages to guide you in relation to your current role and career development opportunities.

The tool is free-to-use and has been designed to advance a London-wide approach to career progression.

It is a self-assessment tool based on best nursing research, allowing trainee and registered nurses to measure and record your professional plan and to reflect on your skills. You can track your career progress online, choose to take feedback from peers and service users and explore your proficiency against nine domains, such as nursing practice, patient safety and teamwork.

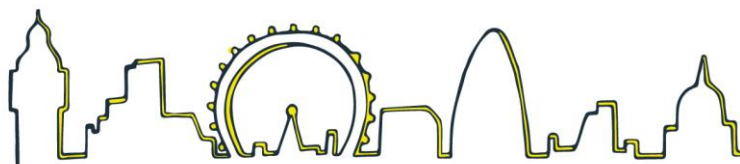
The tool helps you review progress, build your confidence and further career options. It can be used in career clinic sessions and is easy to upload for NMC revalidation.

A user guide for the tool is available and videos on how to use the career framework portal on the CapitalNurse Career Framework Page (see link above)



Six key questions:

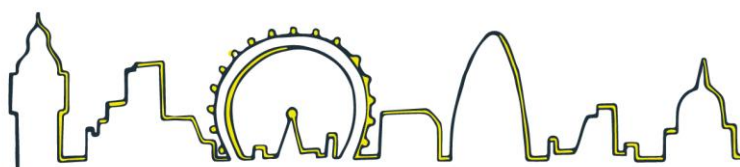
1	How am I doing? <i>Consider how you are getting on in your current role, what feedback you have received from others, what you enjoy doing and why you find challenging</i>
2	How do I fit into the organisation? <i>Consider your skills and any areas of special interest to you</i>
3	What is expected of me? <i>Consider the expectations of you in your current role and how you manage the expectations</i>
4	What and how should I develop? <i>Consider areas of special interest or roles that you would like to find out more about or develop</i>
5	How will my talents and contributions be recognised? <i>Consider how you will get feedback and how important it is to you</i>
6	What is next for me? <i>Consider areas you want to find out more about, roles that interest you and where you see your career going</i>



Strengths, Learning Needs, Opportunities and Threats (SLOT) template

A SLOT analysis looks at an individual's current knowledge, skills and learning needs together with opportunities for development and threats.

<p>Strengths (Knowledge, skills, experience, attitude)</p>	<p>Learning needs (gaps in knowledge/skill, consolidation, required competencies, improvement areas)</p>
<p>Opportunities (study days, on-the-job learning, observation, resources, e-learning)</p>	<p>Threats (time, workload, funding, appropriate opportunities, attitude)</p>



Current motivation / satisfaction:

How would you describe your current levels in the following areas:

Motivation at work

Very high *High* *Average* *Low* *Very low*

Sense of job satisfaction

Very high *High* *Average* *Low* *Very low*

Work and life balance

Very high *High* *Average* *Low* *Very low*

Investment in professional development

Very high *High* *Average* *Low* *Very low*

Ability to achieve personal goals

Very high *High* *Average* *Low* *Very low*

Contribution to the success of the team

Very high *High* *Average* *Low* *Very low*

Ability to build positive relationships and professional networks

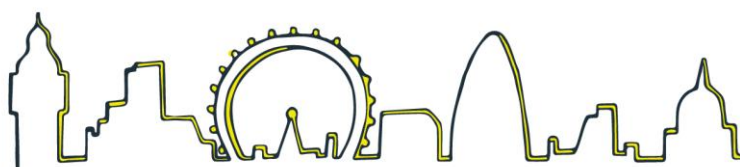
Very high *High* *Average* *Low* *Very low*

Opportunity to work innovatively

Very high *High* *Average* *Low* *Very low*

Ability to provide excellent care for patients / services users / clients

Very high *High* *Average* *Low* *Very low*



Career conversation focus:

What would you like to get out of your career conversation? Please tick those that are most important to you:

- Identify different options
- Develop a particular career path
- Find ways to use my strengths
- Produce a personal development plan
- Develop my self-confidence
- Set clear career goals
- Investigate other work options
- Improve performance and personal effectiveness
- Develop and improve communication skills
- Manage stress levels
- Explore non-nursing career development
- Transition into new role
- Develop my working relationships
- Develop my leadership potential
- Manage my work and life balance

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