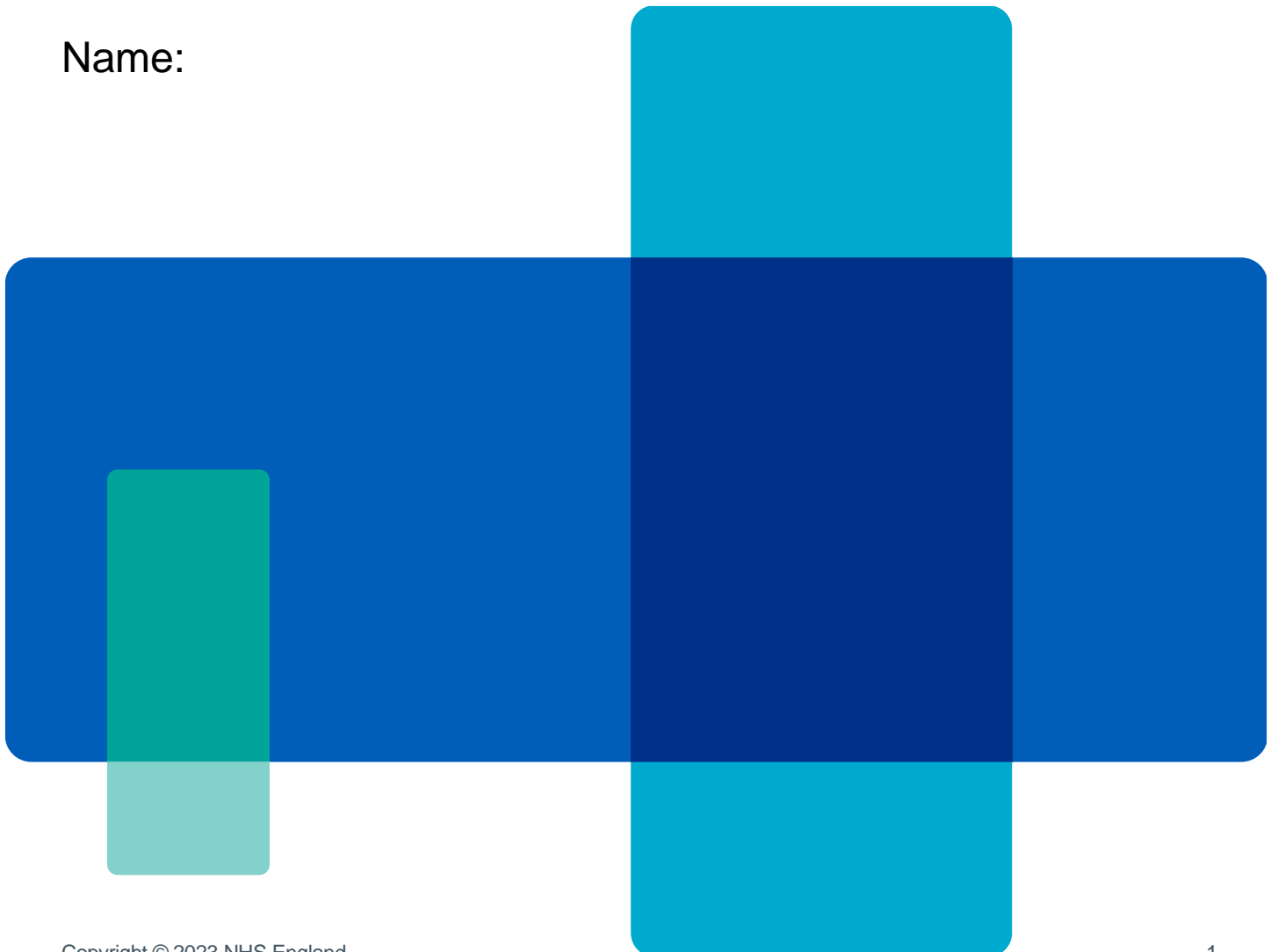


# Professional Development Guide for overseas nurses and midwives

June 2023

Name:



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## Introduction

Congratulations on making the first steps to becoming a nurse/midwife in London. We know that starting a career can be tough, even more so if it involves moving to another country. We want to make this transition as easy as possible by supporting you as you settle into your new role and working environment.

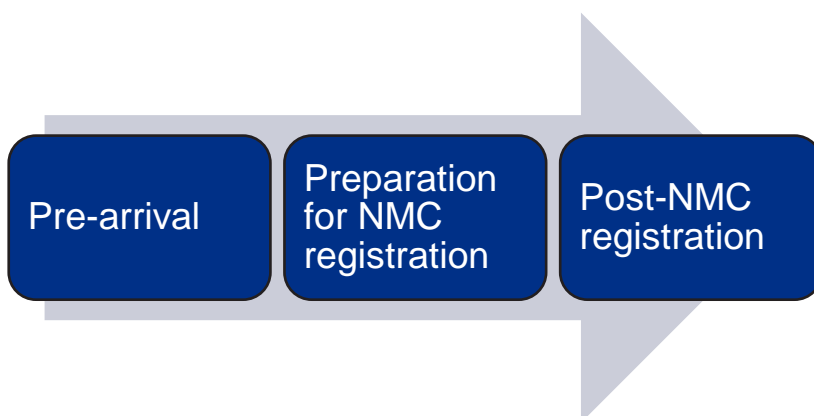
The vision of the CapitalNurse/CapitalMidwife programme is to 'get nursing and midwifery right for London'; ensuring that London has the right number of nurses and midwives, with the right skills in the right place, working to deliver excellent nursing and midwifery wherever it is needed.

As part of our CapitalNurse/CapitalMidwife offer, we have developed this guide to support your transition and to give you some helpful resources that will prepare you for the next few months and in your career as a registered nurse/midwife in London.

### What you need to do

Please take some time to read this guide and begin completing the relevant sections before you arrive in London, continuing throughout the registration process, until you have successfully obtained your Nursing and Midwifery Council (NMC) registration.

Your manager will also refer to this guide through the appraisal system to support you in your ongoing professional development. The guide is broken down into 3 domains:



## Pre-arrival

### A bit about you

Please use this section to tell us a bit about yourself and your background. This will help us determine what support we can put in place for you.

What is your current job and what does it involve?
Why did you want to become a nurse/midwife and how long have you been a nurse/midwife?
What are your skills?
What are you looking forward to in working for the NHS?
Do you have any concerns about working for the NHS?
What are your expectations working for the NHS?

## Strengths, Weaknesses, Opportunity and Threat (SWOT) analysis

Use this page to identify your own strengths and weaknesses. For the exercise to be most successful and accurate, it is helpful to be both honest and realistic.

<b>Strengths</b> What am I good at?	<b>Weaknesses</b> What do I find difficult?
<b>Opportunities</b> What resources are available to me?	<b>Threats</b> What constraints do I have? For example: time, family

## Career aspirations

Use this page to tell us about your career aspirations. Your manager will use this information to inform the discussion within your annual appraisal.

When you start your first job as a nurse/midwife in London, what are your initial goals?
What are your career aspirations/goals?
How will your talent and skills help you develop your career?
Describe how we can help you and what support you would like.

## CapitalNurse and CapitalMidwife Career Framework

This career framework is designed to support a London-wide approach to career progression in nursing and midwifery. The aim is to reduce variability in education and training approaches and to achieve greater standardisation across the capital.

The framework has nine domains:

1. Clinical practice
2. Communication
3. Teamwork
4. Leadership
5. Professionalism and integrity
6. Research and evidence
7. Safety and quality
8. Facilitation of learning
9. Developing self and others

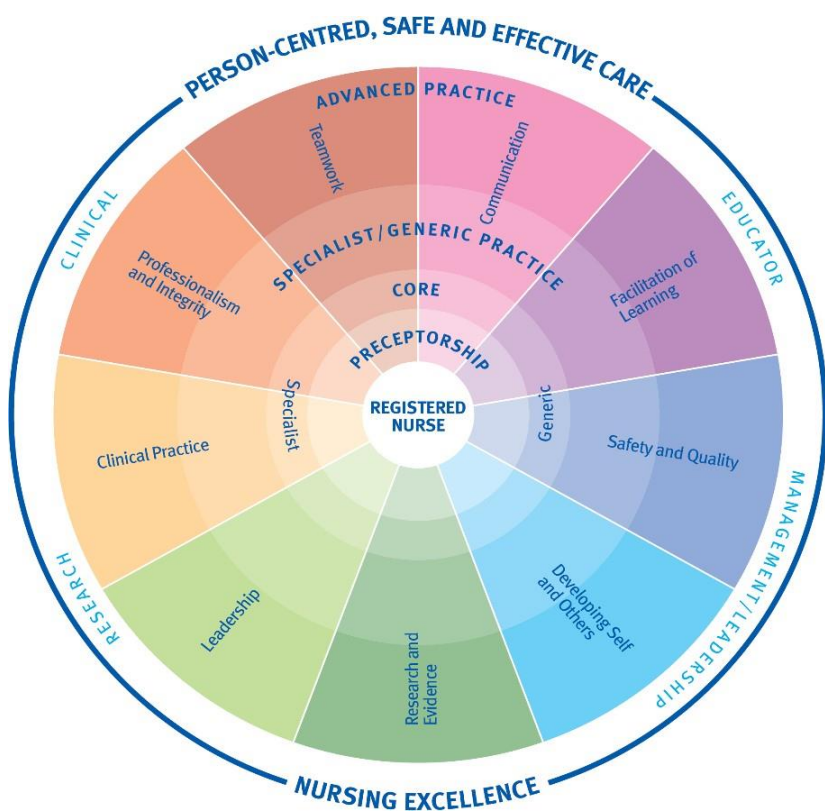


Figure 1. Career Progression Framework © Capital Nurse, 2016

## Definition of the nine domains

Domain	Definition
<b>1. Clinical practice</b>	Delivery of person-centred, safe and effective care.
<b>2. Communication</b>	Sharing of health and care-related information between a nurse/midwife, and those in their care, with both participants as sources and receivers. Information may be verbal or non-verbal, written or spoken.
<b>3. Teamwork</b>	A dynamic process involving two or more health care workers who work together effectively to achieve value added, patient, staff and organisational outcomes (World Health Organisation (WHO), 2012).
<b>4. Leadership</b>	The capacity to influence people by means of personal attributes and/or behaviours to achieve a common goal (CIPD, 2016).
<b>5. Professionalism and integrity</b>	A set of values, behaviours and relationships which underpins the trust the public has in nurses and midwives.
<b>6. Research and evidence</b>	Contributing to the body of nursing knowledge and using evidence to inform safe and effective practice.
<b>7. Safety and quality</b>	Reducing the risk of harm and ensuring the best possible health outcomes for those receiving care.
<b>8. Facilitation of learning</b>	Creating an environment for learning and engaging in teaching and assessment.
<b>9. Developing self and others</b>	Helping yourself and others to identify learning needs and opportunities to achieve agreed goals.

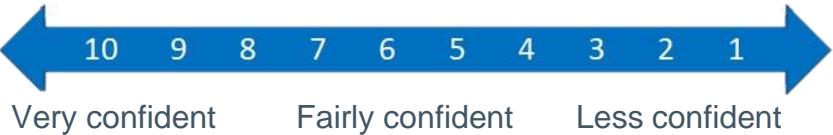
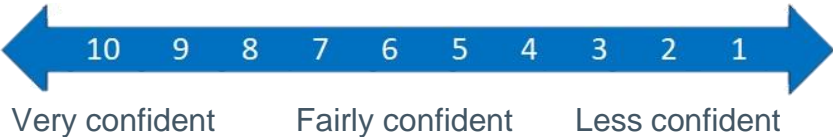
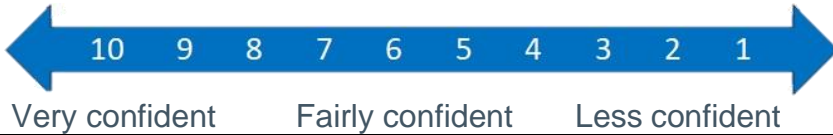
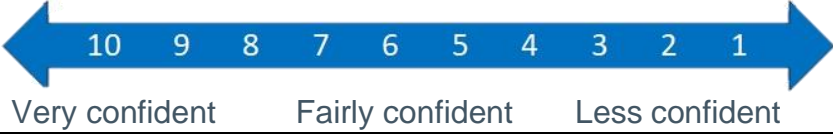

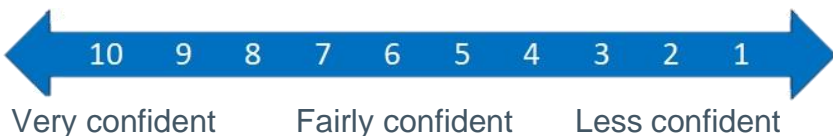
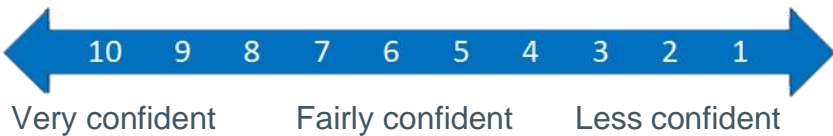
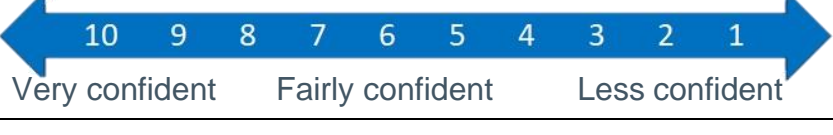
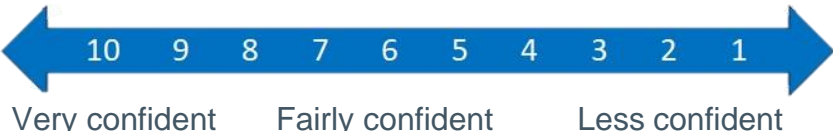
Each practitioner will demonstrate a level of practice within each domain to varying degrees throughout their career. For example, the newly registered practitioner would be expected to maintain a **high** level of clinical practice and professionalism, trust and progress to **higher** levels in the other domains during their preceptorship period.

We have provided you with some of the Career Framework templates to start supporting your professional development. We recommend [signing up to the electronic version of this framework](#) upon completion of this workbook.



## Self-assessment

Use this self-assessment tool to determine your strengths and areas to develop.

Domain	Self-assessment	Score
Clinical practice	 <p>Very confident      Fairly confident      Less confident</p>	
Communication	 <p>Very confident      Fairly confident      Less confident</p>	
Teamwork	 <p>Very confident      Fairly confident      Less confident</p>	
Leadership	 <p>Very confident      Fairly confident      Less confident</p>	
Professionalism and integrity	 <p>Very confident      Fairly confident      Less confident</p>	
Research and evidence	 <p>Very confident      Fairly confident      Less confident</p>	
Safety and quality	 <p>Very confident      Fairly confident      Less confident</p>	
Facilitation of learning	 <p>Very confident      Fairly confident      Less confident</p>	
Developing self and others	 <p>Very confident      Fairly confident      Less confident</p>	

## Reflection

Reflection is the process of making sense of an experience to learn and improve as a practitioner. Often, we reflect as part of our everyday practice without being aware that we are doing it – for example, on the way home from work.

Using reflection within health and social care has benefits for patients and the profession. To do this effectively, reflection involves describing, analysing and evaluating experiences from practice in a way that helps you make sense of it. Reflection can occur prior to, during and often after an event or experience, all of which can allow learning.

When you obtain your Nursing and Midwifery Council (NMC) PIN to practise as a nurse or midwife in the UK, you will be asked to revalidate every three years, and part of that process includes writing reflections.

To start getting into the habit of incorporating reflection into your working practice before you arrive in the UK, write a small reflective piece on an experience where you learnt something in your nursing or midwifery career in your own country.

<b>What was the experience? (describe what happened)</b>
<b>What did you learn? (think about what went well/didn't go so well)</b>
<b>What would you do differently next time? (would you change anything about your practice in relation to that event)</b>

## Useful resources

To prepare you for your arrival in the UK to work as a registered nurse/midwife, we have put together some useful resources for you to familiarise yourself:

Nursing and Midwifery Council (NMC)	<a href="https://www.nmc.org.uk/">https://www.nmc.org.uk/</a> <a href="https://www.nmc.org.uk/standards/code/">https://www.nmc.org.uk/standards/code/</a>
CapitalNurse and CapitalMidwife	<a href="https://www.capitalnurselondon.co.uk/">https://www.capitalnurselondon.co.uk/</a>
Transport for London	<a href="https://tfl.gov.uk/">https://tfl.gov.uk/</a>
Mayor of London's website	<a href="https://www.london.gov.uk/">https://www.london.gov.uk/</a>
NHS	<a href="https://www.nhs.uk/">https://www.nhs.uk/</a>
Royal College of Nursing (RCN)	<a href="https://www.rcn.org.uk/">https://www.rcn.org.uk/</a>
Unison	<a href="https://www.unison.org.uk/">https://www.unison.org.uk/</a>

## Preparing for NMC registration

### First week checklist

Welcome to your team!

The first few weeks in a new job and preparing for your Objective Structured Clinical Examination (OSCE) may feel daunting.

We want to make sure you settle in with ease and have provided you with some resources/tools to help you. Whilst you may not have the time to complete everything, it gives you some pointers and helpful reminders.

<b>Familiarise yourself with your department and trust</b>	Make sure you know where you are going. It might even be worth asking your manager for a map of the hospital site you are working in.
<b>Complete your e-learning</b>	E-learning will be delivered via your Trust.
<b>Take a look around the intranet</b>	Familiarise yourself with the intranet site – this is where you can get the latest information and news from the trust.
<b>Introduce yourself to your colleagues</b>	It is a great idea to introduce yourself to your new team when you are given your local induction.
<b>Don't be afraid to ask questions</b>	Everybody has been in a new job. Your manager is there to support you, so don't be afraid to ask him/her questions, as well as your wider team.
<b>Social media</b>	Follow your trust's social media account if you can. It can be a great way to keep up to date with what's going on.
<b>Trust values</b>	Familiarise yourself with the values of the trust and think about what they mean to you and the care you will be delivering to your patients.

## Initial meeting with your manager

Please complete this section with your manager.

Your initial meeting should take place within 7 days of starting in your clinical area.

Area of practice:	
Manager's name:	Date of meeting:
Your expectations:	
Identify learning needs for the next 4 weeks – this can be drawn from your SWOT analysis (see page 5) and linked with any OSCE preparation and local/trust induction.	
Outline of learning plan?	How will this be achieved?
Next meeting date:	
Signature:	
Manager's signature:	Date:

## Understanding the Nursing and Midwifery (NMC) Code

Registered nurses and midwives are required to demonstrate high standards of professional conduct at all times, work within ethical and legal frameworks, and be able to articulate the underpinning values of [The Code](#) (NMC, 2018). Professional values reflect a number of proficiency statements and are captured under the 4 sections of The Code.

Before you obtain registration, we recommend reading The Code and to assess yourself on how you would be able to demonstrate your proficiencies in clinical practice.

Professional values	Give 3 examples of how you would evidence in practice (tip: look up the NMC code)
<p><b>Prioritise people</b></p> <ul style="list-style-type: none"> <li>• Treat people as individuals and uphold their dignity</li> <li>• Listen to people and respond to their preferences and concerns</li> <li>• Make sure that people’s physical, social and psychological needs are assessed and responded to</li> <li>• Act in the best interests of people always</li> <li>• Respect people’s right to privacy and confidentiality</li> </ul>	



**Practice effectively**

- Always practise in line with the best available evidence
- Communicate clearly
- Work cooperatively
- Share your skills, knowledge and experience for the benefit of people receiving care and your colleagues
- Keep clear and accurate records relevant to your practice
- Be accountable for your decisions to delegate tasks and duties to other people
- Have in place an indemnity arrangement which provides appropriate cover for any practice you take on as a nurse, midwife or nursing associate in the UK



**Preserve safety**

- Recognise and work within the limits of your competence
- Be open and candid with all service users about all aspects of care and treatment, including when any mistakes or harm have taken place
- Always offer help if an emergency arises in your practice setting or anywhere else
- Act without delay if you believe that there is a risk to patient safety or public protection
- Raise concerns immediately if you believe a person is vulnerable or at risk
- Advise on, prescribe, supply, dispense or administer medicines within the limits of your training and competence, the law, our guidance and other relevant policies, guidance and regulation





**Promote professionalism and trust**

- Uphold the reputation of your profession at all times
- Uphold your position as a registered nurse/midwife
- Fulfil all registration requirements
- Cooperate with all investigations and audits
- Respond to any complaints made against you professionally

## Preparing for your OSCE

The Objective Structured Clinical Examination (OSCE) is designed to assess your ability to competently apply your professional skills and knowledge in the UK.

It is set at the level expected of nurses and midwives as they enter the profession. This means you must show that you can apply knowledge to the care of patients at the level expected of a newly-registered nurse or midwife.

You should already be undertaking the OSCE preparation with your trust. However, you may find these links also useful for your preparation:

- [NHS Employers' guidance for overseas nurses and midwives](#)
- [University of Northampton's guidance on preparing for the OSCE examination](#)

### Useful tips and advice

1. Thoroughly familiarise yourself with the paperwork for the stations and make sure you understand fully what is expected of you during the assessment.
2. Make sure you prepare for your OSCE at the appropriate level – remember the OSCE is set at the level expected of nurses/midwives entering the register.
3. Ensure you are presented as you would need to be in clinical practice: no jewellery, long hair tied up, no nail polish, flat shoes and short sleeves.
4. Familiarise your route to the OSCE test centre and allow plenty of time to get there, allowing for traffic, with a back-up route ideally (in case there are transport problems on the day).
5. You will be in the test centre for at least 3 hours and once you are registered you are not allowed to go outside of the centre. Make sure you have eaten before your OSCE assessment.
6. When introducing yourself to the patient, introduce yourself as one of the nurses/midwives at the hospital not as an NMC applicant.

## Post NMC registration

### Revalidation

Congratulations on joining the NMC register. This section of the guide offers you some simple step-by-step professional development tools, to develop your skills and practice through reflection and personal growth. You may find this useful in applying for future roles in the NHS. It will also help with gathering your revalidation evidence.

### Continuing Professional Development (CPD)

In April 2016, the NMC introduced revalidation and a requirement that every UK-registered nurse and midwife needs to obtain a minimum requirement of 35 hours of CPD over three years for nurses and midwives to be able to remain on the register and will need evidence of this by recording them in a portfolio.

#### What is CPD?

The main purpose is to help staff maintain and develop the skills they need to deliver high-quality, safe and effective care across all roles and settings.

Examples of CPD:

- Reading and reviewing publications
- Attending workshops or conferences
- Undertaking research
- Distant learning and webinars
- Mandatory training directly relevant to a nurse/midwife's speciality
- Taking part in clinical audits
- College or university-level education or training
- Practice visits to different environments
- Shadowing or secondments
- Structured clinical supervision
- Peer review activities
- Coaching or mentoring of others, or being coached or mentored

#### Why is CPD important?

CPD is important for all nursing and midwifery staff in all settings. Everyone should be given the opportunity to access learning, whether to develop their career or remain in their current role and achieve their full potential.

## **Practice hours**

The NMC requires nurses and midwives in the UK to practice a minimum of 350 hours over three years to remain on the register.

## **Practice-related feedback**

You must have obtained five pieces of practice-related feedback in the three-year period since your registration was last renewed or you joined the register.

## **Reflective accounts**

We referenced reflections on page 10. You must have prepared five written reflective accounts in the three-year period since your registration was last renewed or you joined the register. Each reflective account must refer to:

- an instance of your CPD, and/or
- a piece of practice-related feedback you have received, and/or
- an event or experience in your own professional practice
- and how they relate to the Code.

## **Reflective discussion**

You must have had a reflective discussion with another NMC registrant, covering your five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code.

Please refer to the [NMC revalidation information/templates](#).

## Recording reflections

Use this NMC reflective template to record an event, CPD event or feedback since practising in your clinical areas as a UK-registered nurse/midwife.

Remember you can use this for your revalidation in three years' time.

### Reflective account:

**What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?**

**What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?**

**How did you change or improve your practice as a result?**

### How is this relevant to the Code?

Select one or more themes:

- Prioritise people
- Practice effectively
- Preserve safety
- Promote professionalism and trust

## Review meeting with your line manager

Please complete this section with your manager. Your review meeting should take place within 1 month of obtaining your NMC registration.

Area of practice:	
Manager's name:	Date of meeting:
Your self-assessment/reflection on progress. What has gone well and any challenges:	
Review of previous development objectives:	
Development plan: Objectives should be SMART: Specific, Measurable, Achievable, Realistic and Timebound	
Next meeting date:	
Signature:	
Manager's signature:	Date:

## Self-assessment

Use this self-assessment tool again to record your current levels of confidence in practice. You may want to reflect on any noticeable progress.

Domain	Self-Assessment	Score
Clinical practice	<p>Very confident      Fairly confident      Less confident</p>	
Communication	<p>Very confident      Fairly confident      Less confident</p>	
Teamwork	<p>Very confident      Fairly confident      Less confident</p>	
Leadership	<p>Very confident      Fairly confident      Less confident</p>	
Professionalism and integrity	<p>Very confident      Fairly confident      Less confident</p>	
Research and evidence	<p>Very confident      Fairly confident      Less confident</p>	
Safety and quality	<p>Very confident      Fairly confident      Less confident</p>	
Facilitation of learning	<p>Very confident      Fairly confident      Less confident</p>	
Developing self and others	<p>Very confident      Fairly confident      Less confident</p>	

## Feedback from colleagues

Obtaining feedback from your patients and/or colleagues will increase your confidence as a registered nurse/midwife, either from receiving positive feedback or from making improvements based on previous constructive practice you have received.

Use this feedback form and ask a colleague you work with to give you some feedback on your practice.

Domain	Statements	Feedback rating				
		Almost never	Seldom	Sometimes	Usually	Almost always
1. Clinical Practice	Delivers person-centred, safe and effective care.	1	2	3	4	5
2. Communication	Effectively communicates health and care related information with those in their care. Information may be verbal or non-verbal, written or spoken.	1	2	3	4	5
3. Teamwork	Works effectively as part of a team to achieve value added patient, staff and organisational outcomes.	1	2	3	4	5
4. Leadership	Effectively utilises personal skills and attributes to inspire people to achieve a common goal.	1	2	3	4	5








5. Professionalism and integrity	Demonstrates a strong sense of professionalism through values, behaviours and relationships.	1	2	3	4	5
6. Research and evidence	Uses evidence to inform safe and effective practice.	1	2	3	4	5
7. Safety and Quality	Takes active measures to reduce the risk of harm and ensures the best possible health outcomes for people receiving care.	1	2	3	4	5
8. Facilitation of learning	Contributes to the creation of a learning environment and engages in learning and assessment.	1	2	3	4	5
9. Developing self and others	Actively supports self and others to identify learning needs and opportunities to achieve agreed goals.	1	2	3	4	5
<b>Date completed:</b>						

## Feedback template for patients/people receiving care or their relatives/carers

It's important for patients/those receiving care or their relatives/carers to share their views on the care received. You can obtain feedback verbally and record it via this template. You can share the following points with those you are asking feedback:

- Your feedback will help the nurse's or midwife's development.
- The feedback you give will not change the way you are looked after.
- You do not need to participate.

Tick if you are:    Person receiving care <input type="checkbox"/> Relative or carer <input type="checkbox"/>					
How happy are you with the way the nurse/midwife:	Very Happy 	Happy 	I'm not sure 	Unhappy 	Very unhappy 
Cared for you?					
Listened to you?					
Understood the way you felt?					
Talked to you?					
Showed you respect?					

## Career conversation review template

Use this template to record your career conversation with your manager. This should be planned as part of the CapitalNurse/CapitalMidwife offer and take place 6 months of you starting in your team.

<b>How am I doing?</b>
<b>How do I fit into the organisation?</b>
<b>What is expected of me?</b>

<b>Career conversation review continued</b>
<b>What and how should I develop?</b>
<b>How will my talents and contributions be recognised?</b>
<b>What is next for me?</b>