

# Self assessment of my skills



**ASSIGN  
BUSTER**

For work experience at the end of year 10 I worked, for two weeks at a vets practice helping to care for sick animals. Not only did this give me experience of helping others it also gave me experience of seeing how sad and upset people get when their pet is unwell.

During the holidays I help my uncle in his café, serving customers and doing other general work, such as cleaning tables. This has given me experience of interacting with customers and dealing with any problems or queries they had. I also successfully dealt with different situations each day, such as a customer who spilt their tea, to a customer who had a nut allergy and wanted advice as to what they could safely eat.

These work experiences have shown me that I like interacting with people and helping where I can. Also whilst working at the Vet's the most enjoyable part was seeing the animals recover and how happy their owner's were when they picked up their pets.

## **Interests**

I have a number of interests that include, reading, swimming and socialising with my friends. I am also interested in current affairs and raising money for charity.

Do you think we could amend this to follow the model assignment - I also feel this is probably more top mark band 2 than mark band 3 - there is nothing really negative and it isn't critical to me. Also I would expect more detail for mark band three.

## **Jobs that interest me**

From the skills I have identified, and my work experience to date, the types of jobs that interest me are those that involve contact with other people and trying to make a difference. Careers I have thought about include teaching, nursing and being a veterinary nurse.

In order to find out what more specific types of career would suit me I carried out a career assessment test online. The results of the test are on the next page.

## **What the result of my career test means for my choice of career**

As you can see the results of the test I took, I am most suited to a social career where I am working with others. From the list of suggested occupations the one that appeals to me most is nursing as I will be directly helping people and seeing an outcome that is dependent on how well I do my job.

I think that I would be suited to a social job as I want to help others and like to feel that I am doing something useful that will make a difference. The idea of working in a team appeals to me as I am a sociable person.. Typical roles for social types include teacher, counsellor, nurse, clinical psychologist or police officer.

## **Job roles within nursing**

Nursing is a job that involves caring for people. Some nurses begin their career by working their way up from support roles, which require no set qualifications, and go on to train for a registered nursing degree or diploma,

which qualifies them to work as a nurse. Others apply straight to university to undertake their studies. Both ways I would need a degree or diploma in nursing to get a job.

## **Types of nurses**

Source [www.nhs.co.uk](http://www.nhs.co.uk)

### **Adult nurses**

Adult nurses work with old and young adults with diverse health conditions, both chronic and acute. They juggle numerous priorities and use caring, counselling, managing, teaching and all aspects of interpersonal skills to improve the quality of patients' lives, sometimes in difficult situations. Work may be based in hospital wards, clinics or in community settings and nurses may do shift work to provide 24-hour care.

### **Mental health nurses**

As many as one in three people have a mental health problem at some point in their lives. Conditions range from personality and psychological disorders to neuroses and psychoses. Nurses who specialise in the mental health branch of nursing – a complex and demanding area – work with GPs, psychiatrists, psychologists, and others, to help care for patients with mental illnesses.

### **Children's nurses**

Children's nurses deal with a range of situations, including babies born with heart complications, teenagers who have sustained broken limbs, and child protection issues. Health problems can affect a child's development and it's

vital to work with the child's family or carers to ensure that he or she does not suffer additionally from the stress of being ill or in hospital.

## **Learning disability nurses**

People with learning disabilities often have a wide range of physical and mental health conditions. Learning disability nurses work in partnership with them and family carers, to provide specialist healthcare. Their main aim is to support the well-being and social inclusion of people with a learning disability by improving or maintaining their physical and mental health; by reducing barriers; and supporting the person to pursue a fulfilling life. For example, teaching someone the skills to find work can be significant in helping them to lead a more independent, healthy life where they can relate to others on equal terms.

## **District nurses**

District nurses visit people of all ages, often in their own homes, GP surgeries or a residential home. Many patients are elderly, others may have disabilities, be recovering after a hospital stay, or have a terminal illness. You may do shift work to provide 24-hour care. This is a rewarding role as you can work one-to-one with patients on an ongoing basis, which enables you to develop a trusting relationship while you improve their quality of life.

## **Neonatal nurses**

Neonatal nurses work with newborn babies who are born sick or prematurely. Often, premature newborns have respiratory problems, which can be life threatening if they are not treated promptly and monitored. Also, ill babies

need to be fed in a specialised way in a highly controlled environment that is kept warm.

## **Health visitors**

Health visitors are registered nurses or midwives who have done further training to work as vital members of the primary healthcare team, covering a specific geographical area. Their aim is to improve the health of families and children in the crucial first few years of life. Working in the community, they prevent illness and promote health and wellbeing.

## **Practice nurses**

Practice nurses work in GP surgeries as part of a primary care team that is likely to include doctors, nurses, dietitians and pharmacists. In smaller practices, they may be the sole nurse, whereas in larger surgeries, you may share duties with practice nurse colleagues.

## **Prison nurses**

Prison nurses are registered nurses based in prison. They are either employed by the prison service or, increasingly, by the NHS. Many prisoners suffer from substance abuse or have a mental health problem, making nursing in this environment challenging. By improving mental and physical health, prison nurses may help to lower re-offending rates, and therefore have a positive impact on prisoners, their families and the wider public.

## **School nurses**

School nurses are usually employed by a the NHS locally or by school themselves. They provide a variety of services such as providing health and

sex education within schools, carrying out developmental screening, undertaking health interviews and administering immunisation programmes.

## **Theatre nurses**

Theatre nurses are qualified nurses that have completed additional training to be able to provide specialist care to patients of all ages at the different stages of surgery. Based with a hospital, they work primarily within operating theatres and associated anaesthetic/recovery areas, but may also be involved with certain procedures on wards, clinics or in other specialist areas such as cardiac catheterisation units.

## **Nursing**

### **General Skills required**

As a nurse you're a listener, a manager, and a knowledgeable skilled professional. Here are some of the key skills you will need to pursue a career in nursing:

### **Excellent people skills**

You will be providing care for people of all ages and backgrounds. You should be able to put people at their ease, gain their confidence and deal sympathetically with their problems and fears.

### **Good communication and observation**

Communication and observation are crucial to good nursing. You need to be a good at listening as well as talking and you have to be constantly alert to changes in patients' conditions and the implications in terms of care.

## **Ability to answer questions and offer advice**

Nurses are the most frequent point of contact for patients, so you must be able to answer their questions, share your knowledge and skills with patients, their families and friends and make sure their needs are recognised by the rest of the care team.

## **Happy to work as part of a team**

As a nurse you will be part of a multidisciplinary team that includes doctors, physiotherapists, anaesthetists, pharmacists, dietitians and many more. You need to know how all these different people work together.

## **Dealing with emotionally charged situations**

Nursing can sometimes involve managing distress. You'll play a key part in helping patients and families come through their crises.

# **WHAT DO I NEED TO GET A JOB AS A CHILDREN'S NURSE**

## **THE QUALIFICATIONS I NEED**

To work as a nurse in the NHS, I must be registered with the Nursing and Midwifery Council (NMC), which means I will need a degree or diploma in nursing.

However, diploma courses are being phased out by in early 2013 and by September 2013 new entrants to the nursing profession will have to study a degree. Therefore as I will not be registering until after September 2013, I will have to get a degree in nursing.

In order to get onto a degree course I need to have 'A' levels. The only compulsory 'A' level is Biology, the others can be in any subjects that I choose. If I do not manage to get any 'A' levels then I have the option of working as a healthcare assistant (which does not need 'A' levels) and working my way to becoming a nurse.

For entry onto a degree programme, I will need a minimum of five GCSEs at grade C or above (typically including English language or literature and a science subject), plus three A' levels or equivalent. Examples of equivalent courses include NVQ level 3 EDEXCEL Foundation (BTEC) National or higher national diploma. Whilst I am studying for my degree, I will be doing 50% theory work at University and 50% work practice in a hospital.

There is no legal minimum age requirement or upper age limit for entry onto pre-registration nursing programmes. This means that I can apply for a nursing course straight after my degree course.

## **GENERAL SKILLS NEEDED FOR NURSING**

The NHS website explains that to be a nurse the following skills are needed:

### **Excellent people skills**

As a nurse will be providing care for people of all ages and backgrounds they should be able to put people at their ease, gain their confidence and deal sympathetically with their problems and fears.

## **Good communication and observation**

Communication and observation are crucial to good nursing. Nurses need to be good at listening as well as talking and they have to be constantly alert to changes in patients' conditions and the implications in terms of care.

## **Ability to answer questions and offer advice**

Nurses are the most frequent point of contact for patients, so they must be able to answer their questions, share their knowledge and skills with patients, their families and friends.

## **Happy to work as part of a team**

A nurse will be part of a multidisciplinary team that includes doctors, physiotherapists, anaesthetists, pharmacists, dietitians and many more. They will need to know how all these different people work together.

## **Dealing with emotionally charged situations**

Nursing can sometimes involve managing distress. A nurse plays a key part in helping patients and families come through their crises.

## **JOB DESCRIPTION**

### **CHILDREN'S NURSE**

JOB: Children's nurse

Grade: Band 3

Base: Great Ormond Street

Hours: 37.5

Accountable to: Senior nurse

<https://assignbuster.com/self-assessment-of-my-skills/>

## **JOB PURPOSE**

The post holder is expected to assess, provide and evaluate nursing care.

They are expected to support children and their families.

## **Clinical**

To deliver a high standard of nursing care to children.

To assist in the planning and implementation of care for the child.

Keep accurate records of care given.

To develop and maintain own clinical skills.

## **Education and training**

To maintain, update and develop your professional skills, and attend in-service training.

Be aware of research, its implications to practice and be prepared to be involved in research projects as required.

## **Professional**

To maintain registration with the NMC and comply with their code of practice.

To participate in clinical governance as required by the Senior Nurse and clinical team.

## **General**

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health & Safety Regulations.

To ensure confidentiality at all times

## **PERSON SPECIFICATION**

### **BAND 3 – CHILDREN’S NURSE**

#### **CRITERIA**

#### **ESSENTIAL**

#### **DESIRABLE**

#### **QUALIFICATIONS**

RSCN/RN Child branch

Mentorship

#### **PREVIOUS EXPERIENCE**

Recent paediatric experience

Experience of working with children with complex health needs

#### **KNOWLEDGE, SKILLS AND APTITUDE**

Ability to communicate clearly, verbally and in writing.

Basic knowledge of child protection

#### **PERSONAL APTITUDES**

Awareness of confidentiality

Resourceful

Motivated to undertake further development

## **OTHER**

CRB check

## **HOW I MATCH UP AGAINST THE GENERAL SKILLS NEEDED, THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR A CHILDREN'S NURSE**

### **General Skills Needed**

I believe that I have the skills to get on well with all people. My experience at working in my Uncles café has meant that I have had experience of customer services and getting on with all types of customers well. Also at school I am a member of the school council and so regularly have to speak to teachers about formal matters, which I do well. I generally have very good relationships with both teachers and my friends at school.

### **The Job Description**

Looking at the job description, many of the duties listed I will not be able to perform until I have finished my nursing degree and had work experience in a hospital as part of the degree course. However, I am confident that I will be willing and able to complete all that is necessary to a high standard. I am keen to be the best nurse that I can be and keep up to date with all that is happening in medical research by reading medical journals. I always conduct myself in a professional way and work safely.

## **The Person Specification**

### **Qualifications**

By the time I apply for a position I will have the qualifications needed. I plan to take 'A' levels and get a degree in nursing so that I can be a children's nurse.

### **Previous experience**

As part of my degree course 50% of the time will be spent in a hospital gaining experience. By the time I apply for a job I will have recent paediatric experience as I will ensure that my placements are in a children's ward of a hospital/.

### **Knowledge, Skills and Attributes**

I already possess the skills to effectively communicate clearly verbally and in writing therefore I am confident that I already meet these criteria.

### **Personal aptitudes**

I always want to improve on my learning and experience so I will definitely be motivated to develop further. I am also very resourceful and will find a solution to any problem. I have tenacity and do not give up easily.

### **Further development I might need to help me become a children's nurse**

To make sure that I achieve my aim of becoming a children's nurse if possible, I will volunteer to work in my local hospital in the children's ward. This will not only give me experience of a hospital but it will also make sure that I know what is really required to be a nurse.

I will also have to ensure that I am able to get a good grade in Science so that I can take 'A' level biology. I may have to put in extra work or get a tutor to make sure that I get the best grade.

Bottom of Form

## **Entry requirements for nursing**

At present, there are no national minimum academic entry requirements for entry into nursing courses. As a consequence, each higher education institution (HEI) running courses sets its own criteria. All applicants must be able to demonstrate evidence of literacy and numeracy.

## **Degree courses**

For entry onto a degree programme, you will usually need a minimum of five GCSEs at grade C or above (typically including English language or literature and a science subject), plus two A' levels or equivalent (although in reality, you may need three A' levels – so you must check with HEIs directly).

## **Alternatives to GCSEs and A levels**

The NHS and education sector encourages applications from people with a wide range of academic and vocational qualifications.

Examples of qualifications that may be accepted for entry for degree programmes include GNVQ advanced level or NVQ level 3; SVQ level 3; GSVQ level 3 (Scotland); EDEXCEL Foundation (BTEC) National or higher national diploma.

## **Age**

There is no legal minimum age requirement or upper age limit for entry onto pre-registration nursing programmes.

## **Pre-registration programmes**

Degrees and diploma programmes comprise of 50% theory and 50% practice, with time split between the the university, which runs the course, and practical placements in a variety of healthcare settings.

In the university part of your training as a pre-registration nursing student, you will learn about the safe and effective delivery of nursing care through a variety of teaching and learning methods, including lectures, seminars, presentations and tutorials.

This will include practising on lifelike models (manikins) which provides a safe way in which you can develop, practise and gain confidence in your nursing skills.

You will study four main areas of competence: professional values; communication and interpersonal skills; nursing practice and decision making; and leadership, management and team working.

## **After your pre-registration programme**

Once you've successfully completed your pre-registration programme and registered with the NMC you can apply for nursing posts. With some experience, you can look to develop your career further, which may mean further study/training.

Healthcare is constantly developing, technology improving, and the needs of the population changing. Once qualified, it is necessary to keep yourself up to date with health care issues and practice. This will be required by the NMC, and encouraged by your employer

Top of Form  
Bottom of Form

## **JOB DESCRIPTION**

### **CHILDREN'S NURSE**

JOB: Children's nurse

Grade: Band 3

Base: Great Ormond Street

Hours: 37.5

Accountable to: Senior nurse

### **JOB PURPOSE**

The post holder is expected to assess, provide and evaluate nursing care.

They are expected to support children and their families.

### **Clinical**

To deliver a high standard of nursing care to children.

To assist in the planning and implementation of care for the child.

Keep accurate records of care given.

To develop and maintain own clinical skills.

## **Education and training**

To maintain, update and develop your professional skills, and attend in-service training.

Be aware of research, its implications to practice and be prepared to be involved in research projects as required.

## **Professional**

To maintain registration with the NMC and comply with their code of practice.

To participate in clinical governance as required by the Senior Nurse and clinical team.

## **General**

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health & Safety Regulations.

To ensure confidentiality at all times

## **PERSON SPECIFICATION**

### **BAND 3 – CHILDREN’S NURSE**

#### **CRITERIA**

#### **ESSENTIAL**

#### **DESIRABLE**

#### **QUALIFICATIONS**

RSCN/RN Child branch

Mentorship

## **PREVIOUS EXPERIENCE**

Recent paediatric experience

Experience of working with children with complex health needs

## **KNOWLEDGE, SKILLS AND APTITUDE**

Ability to communicate clearly, verbally and in writing.

Basic knowledge of child protection

## **PERSONAL APTITUDES**

Awareness of confidentiality

Resourceful

Motivated to undertake further development

## **OTHER**

CRB check

## **Results of your career test**

This questionnaire was designed to get you thinking about the sort of jobs that might suit your style.

John Holland's model of vocational choice suggests that people with particular interests and styles tend to favour certain types of jobs. Holland described six main types of person:

Realistic

Conventional

Social

Enterprising

Artistic

Investigative

Knowing the types you most (and least) fit can help you think about the types of role that may suit you.

Read below to find out what careers you seem to be suited to based on your results in the test:

## **Social**

**Your results suggest that Social type work might suit your interests and preferences.**

Social types like roles that focus on helping, teaching or supporting others and very much prefer working with people to working with things or ideas.

They tend to prefer working in teams and like to feel they are doing something useful. Typical roles for social types include teacher, counsellor, nurse, clinical psychologist or police officer.

## **Realistic**

Your results suggest that Realistic type work is less likely to suit your interests.

Realistic types generally prefer action to words, they like physical activity and may prefer working with things to working with people. They tend to favour jobs where they can work with their hands or produce things, and often like outdoor work. Typical roles that suit Realistic types are gardener, mechanic, driver, electrician, farmer, sportsperson, skilled trades, labourers and some engineering and military roles.

## **Artistic**

Your results suggest that Artistic type work is less likely to suit your interests.

Artistic types are interested in creativity and art, preferring freedom and independence to following rules and procedures. Self-expression is very important to Artistic types and they may prefer to work alone. Typical roles for Artistic types include artist, singer, designer, photographer, musician, writer and actor.

This brief questionnaire can't tell you exactly what you should do. It only suggests work areas to think about that may match the way you like to work but it can't tell you whether you have the skills and qualifications for these jobs.

To take things further you should consult your local careers service or your local library. Use the right-hand navigation bars at the top of this page to find links to other careers sites.

## **COMPLETING APPLICATION DOCUMENTS**

After giving out my CV at the careers fair, I was asked by my local hospital to apply for a job to be an Assistant on the children's ward. I was told that the job description and person specification would be to assist the ward nurse with her duties identified in the children's nurse job description and person specification. I would also be required to entertain the sick children by reading to them and playing games with them.

To apply for this position I wrote a letter of application and completed an application form (on the following pages). I have been called for interview and need to prepare an interview plan to prepare for the day.

**Julia Mendonca**

**10 Sturgess Avenue**

**London NW4 3TY**

Mr Mike Menzies

Children's Department

Barnet General Hospital

Wellhouse Lane

Herts. WD6

28th September 2012

Dear Mr Menzies,

## **APPLICATION FOR ASSISTING IN CHILDREN’S WARD**

I would like to apply for the vacancy of ‘ assisting in the Children’s Ward’ recently advertised. I believe that I have the necessary skills and attributes needed to successfully carry out the duties involved. I am a natural with children and am a very patient person. I would give 100% dedication to the job and believe that I will be a valuable addition to your hospital team.

I have enclosed my completed application form and look forward to hearing from you.

Yours sincerely

Julia Mendonca

## **APPLICATION FORM**

### **Personal Details**

Job role applied for

Assisting in a Children’s Ward

Title (Mr, Mrs, etc.)

Miss

Surname

Mendonca

Forenames

Julia

Home address

10 Sturgess Avenue

Hendon

London

Postcode

NW4 3TY

Email address

nicol.2525@hotmail.com

Home/Mobile telephone

07932334487

National Insurance number (optional)

NS 089425 B

## **Education**

Name of school

St James' Catholic High School

Qualifications (being studied or already achieved)

Grades achieved (or estimated grades if known)

<https://assignbuster.com/self-assessment-of-my-skills/>

Date awarded

(or to be awarded)

English language

English Literature

Mathematics

Double Science

French

OCR Cambridge National in Business

ICT

Religious Education

Geography.

B

B

C

B, B

B

Distinction

B

A

B

To be taken in June 2013

## **Other Qualifications**

Qualification

Date Gained

JSLA in leadership

July 2012

Qualification

Date Gained

## **Employment History (please give details of part time work, work experience and voluntary work which you have undertaken).**

Job role

Assisting in a Vet's Practice

Start date

9th – 20th July 2012

Name of employer

<https://assignbuster.com/self-assessment-of-my-skills/>

Medivet

Address of employer

Watford Way

London

Postcode

NW4

Description of duties

Assisting the veterinary nurse to look after sick animals and to generally keep the practice clean and tidy.

(Continue on a separate sheet if necessary).

## **E. Supporting Information**

Please provide any additional information to support your application. You should make reference to the relevant job description and person specification to assist you.

I have always been interested in helping the less fortunate in the community and that is why I am applying for this vacancy. I believe have the skills to get on well with all people and to make children feel at ease. This will help me in the Children's Ward as I will be able to take sick children's mind off their illness and help them to recover quickly. My experience at working in my Uncles café has meant that I have had experience of customer services and

getting on with all types of people. This means that I will be able to get on with parents and children alike and be sensitive to all their individual needs.

I have excellent attendance and punctuality at school and my commitment to any job is 100% at all times. I am hard working and am able to work on my own initiative without anyone giving instructions. I am capable of working well both independently and as part of a team. I always asks for help or seeks advice when necessary and do not make rash assumptions. I am tenacious and resourceful. I have a desire to do something worthwhile in the community that will help people.

## **Declaration**

I certify that the information I have given in this application is true and correct to the best of my knowledge.

Julia Mendonca

28th September

Signature: Date:

## **MY INTERVIEW PLAN**

### **Research the employer**

The first thing I need to do is to find out as much information as I can about the hospital where the vacancy is. By doing this I will find out important information about the aims of the organisation and how they run. This is important as it will enable me to be sure that it is a place that I want to work in and will also impress them if I am asked at interview ' what do you know

about us'. By being able to talk about hard facts I will show them that I am dedicated and willing to put the work in during my own time.

### **Identify possible interview questions**

As I have not had many formal interviews I will need to practice answering typical questions that I might be asked. After carrying out some research I have found that common questions asked at interview include:

Why do you want this job?

What are your main strengths and weaknesses?

What do you expect to be doing in five years' time?

What has been your greatest achievement to date?

I will need to make sure that I have good answers to these and other similar questions so that at interview I can present myself in the best possible light.

### **Identify possible questions to ask the interviewer**

At all interviews the candidate is asked if they have any questions, therefore it is important that I have a few questions prepared that will show the hospital that I really want the job. Some of the questions I may ask include:

Is there a possibility that I can get a nursing apprenticeship to become a fully qualified children's nurse, if I get this job?

This type of question will show the hospital that I will be committed to the job and will want to take it further and that I am not just applying so that I have work.

I may also ask them about dress codes whilst at work and security into and out of the ward, to make sure that I get it right on my first day at work.

## **AT THE INTERVIEW**

I will make sure that I arrive in plenty of time so that I can calm my nerves and am not rushing. This will also give me time to read over