



NHS Greater Glasgow and Clyde Acute Services

Nursing and Midwifery Practice Development

Record of Achievement of Competence in Male Urethral Catheterisation

Preceptee: _____

Payroll Number: _____

Preceptor: _____

Work base (Ward) and telephone number: _____

Hospital: _____

Introduction

The aim of this record of achievement is to enable you and your preceptor to monitor and record your clinical progress in developing your skills and knowledge of an appropriate level of competence in male urethral catheterisation.

Prior to commencing supervised clinical practice you will have undertaken the appropriate theoretical input by completion of NHS Education for Scotland (NES) urinary catheterisation online module. This module is accessed via <http://nhs.learnpro.com>. On completion of this module you will have completed the following learning outcomes:

1. Define the registered practitioner's legal, professional and ethical responsibilities in the insertion & management of male urethral catheterisation.
2. Identify local and national policies in relation to male urethral catheterisation.
3. Describe the anatomy & physiology of the male urinary system.
4. Identify the indications for male urethral catheterisation and discuss any suitable alternatives.
5. Demonstrate an understanding of the risks associated with male urethral catheterisation.
6. Describe the materials and equipment required for male urethral catheterisation.
7. Provide a clear explanation of the procedure to the patient and ensures informed consent.
8. Demonstrate an understanding of the importance of a safe and effective aseptic technique in the practice of male urethral catheterisation.
9. Demonstrate an understanding of the importance of good catheter care and maintenance.
10. Describe the procedure for reporting incidents and accidents involving self, patient and others.

The NES urinary catheterisation module must be completed prior to starting this competency practice document and undertaking supervised practice. You will need to provide the certificate provided by learn pro to your SCN as evidence of completion.

It is important that when undertaking this enhanced role that you are fully cognisant with NMC The Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives (2008); NMC Record Keeping: Guidance for Nurses & Midwives (2009); NHSGGC Prevention and Control of Infection Manual.

Other sources of information: NHS Quality Improvement Scotland (2004) Urinary Catheterisation and Catheter Care – Best Practice Statement; Royal Marsden (2008) Manual of Nursing Procedures; RCN (2008) Catheter Care: RCN Guidance for Nurses; Epic 2 National Evidence-Based Guidelines for Preventing Healthcare-Associated Infections in NHS Hospital in England (2007). You should also be aware of any local level policies and guidelines related to male urinary catheterisation.

Assessment of competence

The following competency statements identify the performance criteria that you must achieve to demonstrate that you have acquired the skills and knowledge to undertake this area of practice. To achieve and demonstrate your competence in male urethral catheterisation, you will be required to discuss these with your named preceptor. Your preceptor must have achieved and maintained their competency in this skill and be able to guide you in your practice to become a safe, knowledgeable practitioner.

During your assessment period your competency will be assessed in the following ways:

- direct observation
- questioning
- discussion.

You will be responsible for maintaining this competence based learning documentation and keeping this pack safe.

Your supervised practice can be completed by staff that have undertaken recognised NHS training in male urinary catheterisation. They must have achieved and maintained their competency for at least 6 months. There may also be an occasion when workload does not allow supervised practice in your ward/department. This must be discussed with your SCN.

Your progress will be continually reviewed by your SCN/named preceptor.

Your competence in male urinary catheterisation **must be signed and confirmed by your SCN.**

Please note that you should not be undertaking this role unsupervised until you have completed this document and are deemed competent by your preceptor and SCN.

Once your competence has been confirmed a copy of the 'record of achievement' page and the supervised practice events must be retained in your work files.

This completed booklet and learn pro certificate are your evidence of completion and competence in male urethral catheterisation. Please retain this booklet as it is your evidence of competence in this skill. Please do not return it to practice development as no certificates are issued.

It is your responsibility to ensure that SCN has a copy of this document which can be inserted into your personal file.

Thereafter, it is your responsibility to review your skills and competencies on an annual basis.

Rating Scale

In order to meet your learning needs and enable you to develop your clinical skills in this area, the following rating scale is to be used when assessing your competency.

RATING SCALE	LEVEL OF COMPETENCE
1	Has undertaken theoretical module. Has only observed practice.
2	Can link theory to practice. Has only assisted in this area. Still requires close supervision & guidance.
3	Can link theory to practice. Requires supervision in this area and still requires prompting and guidance.
4	Links theory to practice when safely undertaking delivery of care in this area, with no prompting and guidance.
5	Can demonstrate and explain this area of practice to others without supervision.

(Adapted from Steinaker & Bell 1979 – The Experiential Taxonomy: A new approach to teaching and learning. London: Academic Press).

NB: It is expected that you should be able to achieve competence (level 5) within a three month period. However, this will be dependent upon your opportunities to practice. If this is limited within your own clinical area you should liaise with your SCN.

By the end of your assessment period you are expected to have achieved competency level 5.

During this period of time you are expected to have regular meetings with your preceptor and should have your competence assessed formally twice prior to your final assessment. It is expected that you will achieve competency (level 5) by the final assessment.

Your self assessment (SA) and your preceptor assessment (PA) should be undertaken independently and during the formal assessments your level of competence should be agreed (AC) upon using the above rating scale and recorded in the appropriate columns of the competency record. Once your preceptor has assessed you at the necessary level of competence (level 5), this must be confirmed by your SCN. They must sign the 'confirmed by' section on the record of achievement (page 7).

Performance Criteria	Preliminary			Interim			Final		
	Date			Date			Date		
SA – Self Assessment (1-5) PA – Preceptor Assessment (1-5) AC – Agreed level of Competency (1-5)	SA	PA	AC	SA	PA	AC	SA	PA	AC
Professionalism Criteria <ul style="list-style-type: none"> - explains and justifies the need for urethral catheterisation - involves patient in the decision making process - practices in accordance with professional code - demonstrates an understanding of male urethral catheterisation policies and guidelines - correctly identifies patient - demonstrates correct use of personal protective equipment - maintains accurate record keeping 									
Patient Assessment Criteria <ul style="list-style-type: none"> - full explanation given for rationale for urethral catheterisation - demonstrates the ability to assess individual patient needs - selects appropriate size of urinary catheter and equipment - demonstrates an awareness of potential risks associated with urethral catheterisation - provides the patient with information and support about the appropriate care of the patient following urethral catheterisation - explains possible complications of urethral catheterisation to patient and measures to minimise these risks 									

Performance Criteria	Preliminary			Interim			Final		
	Date			Date			Date		
SA – Self Assessment (1-5) PA – Preceptor Assessment (1-5) AC – Agreed level of Competency (1-5)	SA	PA	AC	SA	PA	AC	SA	PA	AC
Knowledge and Application Criteria <ul style="list-style-type: none"> - demonstrates knowledge of anatomy and physiology of male urinary system - seeks information from appropriate sources when necessary 									
Communication Criteria <ul style="list-style-type: none"> - full explanation given to obtain informed consent - demonstrates a reassuring manner to the patient - demonstrates accurate and legible documentation of skill on NHSGGC urinary catheter care plan 									
Organisational Criteria <ul style="list-style-type: none"> - correct equipment is prepared and checked that it is fit for purpose - procedure is carried out using aseptic non touch technique to reduce risk of contamination and infection - skill is carried out in a timely, logical sequence - disposes of equipment appropriately - responds appropriately to any complications 									

Supervised Practice

Date	Reason for Urinary Catheterisation	Supervisors Signature	Supervisors Name (Printed)

Supervised practice should continue until you are competent in male urinary catheterisation and you are deemed competent in this skill by your preceptor.

Record of Achievement (Male Urethral Catheterisation)

Preliminary Interview Date _____
Summary of Discussion & Agreed Action Plan

Preceptors Signature _____
Preceptees Signature _____

Interim Interview Date _____
Summary of Discussion and Agreed Action Plan

Preceptors Signature _____
Preceptees Signature _____

Final Interview date _____
Level 5 Competency Achieved _____
Preceptor Signature _____
Preceptee Signature _____
Confirmed by SCN _____
Designation _____
Name Printed _____

Once completed, please keep photocopy and keep copy in personal file. It is your responsibility to retain the competency book and learn pro certificate as this is your evidence of competence in this skill. Practice Development Department will not keep a record of this.