

Certificate of Higher Education in Nursing and Health Studies – E Portfolio

By Maxine Davies.

Contents

Introduction	Page 3
Personal Statement	Page 3, 4
Evidence of Learning and Skills	
Pharmacy Dispenser Level 2 Certificate	Page 5
Improving Quality Together Certificate.....	Page 6
Safeguarding Young people and Children level 2	Page 6
Evidence of Work Placement	
Prince Phillip Application and Emails	Page 8, 9, 10
Swansea Council Application	Page 10
Interserve Enquiry Email	Page 11
CV	Page 12
Action Plan for Future Learning and Progression	
Action Plan 1	Page 13
Action Plan 2.....	Page 13
Action Plan 3	Page 14

Introduction

I am a first year student currently approaching the end of the Certificate of Higher Education in Nursing and Health Studies which I have undertaken in Carmarthen. Alongside this course I am studying Math's at GCSE level and with the successful completion of both courses I will start my nursing degree in September at Birmingham City University.

I currently work in P Griffiths Pharmacy where I have progressed to become a level 2 dispensary assistant, through this I have learnt important skills through my courses and experiences that are easily transferable to the nursing role, such as the importance of patient confidentiality and dignity, as well as the laws and ethics that go hand in hand with medication. I have learnt how to give advice on minor ailments and work in situations which may have difficult patients.

This course has been a stepping stone in enabling me to become a nurse, throughout the duration of this course I have been applying to universities, for a place on an adult nursing course.

Personal Statement

During the last two years I have been working in a busy community pharmacy where I have been able to explore the personal side to medicine and interact with patients. During my experience in this role I have been able to develop a real confidence and skill when dealing with patients. I have used my passion of caring for people to take the time getting to know each individual and understand their problems and needs, then catering my approach accordingly to suit said patients. I feel the ability to do this has great importance in the nursing role as care is the core concept of every individuals health journey no matter what age, gender or ethnicity. I have an ability to connect with patients in a compassionate manner,

developing my customer service skills. I have had the opportunity to improve my communication and team working skills as I've worked in a tight knit team that needs to work effectively with one and other to ensure all prescriptions are completed on time and accurately. As well as gaining skills in an informal, on the job manner I have also gained some qualifications through my work, particularly the medicines counter course and an NVQ in pharmacy, I have gained a wide variety of knowledge from both these courses in areas such as customer care skills, pharmacy law and ethics, medicines stock control and management. Whilst working in the pharmacy I've also maintained a part time role as a buddy trainer in Nando's, here I've not only been able to further cement my ability to work well in a team and communicate efficiently but I've also been able to develop an ability to work well under pressure, as in a busy restaurant you're forced to deal with a large amount of people all wanting the best service possible in the shortest period. This is a crucial skill to the modern nurse to have as nurses are required to deal with patients quickly as pressure mounts on the NHS, but also take care of them to the highest standards to ensure they get the treatment they deserve, this is something I have a real passion for. I am currently studying a certificate of higher education in nursing and health along side my jobs, this course has allowed be to begin my journey to becoming a nurse, I have learnt how to be competent in managing myself and my workload which makes me very adaptable to being a student nurse. I have a clear understanding what will be expected of me as a student nurse. From this course I have taken a strong interest in anatomy and physiology, learning how the body is a complex machine capable of doing some incredible things from forming detailed thoughts in the brain, to producing energy from fuel like food and the air, to being able to repair minor injuries by itself, or with the help of external intervention like surgery or medicine. I find these body processes and functions extremely fascinating and I am excited to learn more about them during the next few years while studying at uni. Nursing is particularly interesting to me as I view the profession to be one of the most dedicated in the world as well as being one of the most important cogs in the NHS, it's this coupled with my burning interest in medicine that is pushing me towards beginning my career in nursing.

Evidence of Certificates

This is to certify that

Maxine Davies

has met the requirements
of the General Pharmaceutical Council
for Dispensing and Pharmacy Assistants

by completing the

Dispensary Assistants Course

In the following modules:

Unit 1	Assist with the provision of a pharmacy service to meet individual needs
Unit 2	Make sure your own actions reduce risks to health and safety
Unit 3	Contribute to the effectiveness of teams
Unit 5	Receive prescriptions from individuals
Unit 6	Assemble prescribed items
Unit 7	Order pharmaceutical stock
Unit 8	Receive pharmaceutical stock
Unit 9	Maintain pharmaceutical stock
Unit 10	Issue pharmaceutical stock
Unit 15	Assist in the issuing of prescribed items
Unit 16	Undertake an in-process accuracy check of assembled prescribed items prior to the final accuracy check

Provided by



Signed on behalf of the NPA

Nitin Sodha
Chairman
National Pharmacy Association

Certificate No: 232272

Date: 2019-02-13



Wales Centre for Pharmacy
Professional Education
Canolfan Addysg Fferylllaeth
Broffeslynol Cymru

Certificate of completion

This is to certify that

maxine davies

has completed the course

Safeguarding Children and Young People Level 2

Margaret Allan

Margaret Allan, Director, WCPPE



Wales Centre for Pharmacy
Professional Education
Canolfan Addysg Fferylllaeth
Broffeslynol Cymru

Certificate of completion

This is to certify that

maxine davies

has completed the course

Improving Quality Together (Bronze)

20 March 2019

Margaret Allan

Margaret Allan, Director, WCPPE

Workplace Practice

Throughout out the duration of this course I have actively looked for work placement. I have attended lectures where I have signed up to the Trinity Nursing services placement and have completed two application forms for this service. As well as this I have taken it upon myself to contact Prince Phillip Hospital and sent off an application form for adult nursing work experience. Prince Phillip have agreed to give me work placement but at this moment in time I am still waiting for this to start. Along side this I have applied for a community support worker role with The City and Council of Swansea, I have not heard back from the Swansea Council as of yet. I have also emailed interserve health care Cardiff for work placement but didn't have any of the relevant experience they required to start.

Applications



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board



HYWEL DDA WORK EXPERIENCE APPLICATION FORM

Please read the guidance notes carefully before completing the application form

Closing date for receipt of year 12 applications is 31st January 2019

Once complete the Application Form, Confidentiality Agreement, Disclosure Declaration and Consent Form should be emailed to: WorkExperience.hdd@wales.nhs.uk

Full Name: Maxine Lucy Davies

Address: 21 Heal Tregonning, Llanelli, Carmarthenshire, SA15 2BA

Home Tel. No. 07456552780

Mobile Tel. No.:

Email Address: maxxined01@hotmail.com

(Email address is essential as all correspondence will be generated electronically.)

There may be an age restriction to attend certain departments, please provide your age and date of birth

Age:- 24 Date of Birth:- 29/04/1994

(If you are under the age of 18 you will also need to submit the parental/guardian consent form included in this application pack)

Please indicate from which supporting institute you are applying:-

School/College o University ☒ Any other o please specify

Please supply contact information:

Institute/School Name: University of Wales Trinity Saint David

Please supply contact information:

Address: *Carmarthen SA31 3EP*

Contact person/Careers Tutor: Amanda Owens

Telephone number:

email address: Amanda.owens@uwtsd.ac.uk

work experience

Generic Work Experience (Hywel Dda UHB - Work Experience)

<WorkExperience.hdd@wales.nhs.uk>

Fri 11/01/2019 15:40

To: maxxined01@hotmail.com <maxxined01@hotmail.com>

1 attachments (137 KB)

Pre Placement Occupational Health Form June 2017.docx;

Hi Maxine

Apologise for the delay, Prince Philip can offer you adult nursing placement

If you wish to accept, please complete the attached health questionnaire and post it to Prince Philip as instructed on the form.

Kind regards

Tina Evans

Work Experience Assistant

Swyddog Profiad Gwaith

Hywel Dda University Health Board / Bwrdd Iechyd Prifysgol Hywel Dda

Workforce & OD / Gweithlau Datblygu Sefydliadol

Prince Philip Hospital / Ysbyti Tywysog Philip

Llanelli.

SA14 8QF

Telephone/Rhif Ffôn: 01554 783026

E-mail/e-bost: WorkExperience.Paymodernisation.hdd@wales.nhs.uk

Parent/Guardian consent for students below the age of 18 years to undertake a work experience placement at Hywel Dda University Health Board

This consent form should be submitted with the Hywel Dda Application Form and Confidentiality Undertaking for students undertaking work experience placements outside of the school term times.

Work experience students may be accepted in any area as agreed between the Head of Department and Future Workforce Officer, taking into account the student's application request. Placements will be observational only.

All work experience students will be assigned a named supervisor and will be expected to conform to the regulations and conditions as set by Hywel Dda and the individual department. They must follow the instructions of any departmental staff member.

All work experience students will be required to sign a confidentiality undertaking, the content of that undertaking should be discussed and clearly emphasised to the student, by you, prior to commencing the placement.

Considerable importance is placed on the need for attention to Health and Safety at work. A copy of the Health Board's Generic Risk Assessment will be provided to the student with the final confirmation offer.

Emergency Contact (Please give details of a person who will be contactable at all times during the placement)

Name:

Telephone No. (1)

Telephone No. (2)

Address:

Email address:

How do they know this person?

I give my permission for (name of student) to participate in any offer of work experience in line with the above information.

Name:

Signature:

Relationship to Student:

Once complete the Application Form, Confidentiality Agreement, Consent Form and Disclosure Declaration should be emailed to: WorkExperience.hdd@wales.nhs.uk

Sept 2018

Re: Maxine Davies work experience form

maxine davies

Thu 15/11/2018 13:36

To: Generic Work Experience (Hywel Dda UHB - Work Experience)
<WorkExperience.hdd@wales.nhs.uk>

Hi Tina
field would be great.

Sorry about that, Yes any area in the nursing
Thanks Maxine

Sent from my iPhone

On 15 Nov 2018, at 12:25, Generic Work Experience (Hywel Dda UHB - Work Experience)
<WorkExperience.hdd@wales.nhs.uk> wrote:

Hi Maxine

Thanks for your forms, you have missed the question that asks to which area you
would like work experience.

Your personal statement mentions nursing, am I right to assume that this is the area
of your choice?

Best wishes

Tina Evans

Work Experience Assistant
Swyddog Profiad Gwaith
Hywel Dda University Health Board / Bwrdd Iechyd Prifysgol Hywel Dda
Workforce & OD / Gweithlau Datblygu Sefydliadol
Prince Philip Hospital / Ysbyti Tywysog Philip
Llanelli.
SA14 8QF

Telephone/Rhif Ffôn: 01554 783026

E-mail/e-bost: WorkExperience.Paymodernisation.hdd@wales.nhs.uk

From: maxine davies [MAXxINEd01@hotmail.com]

Sent: 13 November 2018 16:57

To: Generic Work Experience (Hywel Dda UHB - Work Experience)

Subject: Maxine Davies work experience form

City and County
of
Swansea

Application for Employment

Thank You for Applying to The City and County of Swansea

**Your Application form has been Successfully Received and will be forwarded to the relevant
department.**

Please note, that unless otherwise stated, the application form must be received by 5.00pm on the specified
closing date.

If you have not been contacted within 6 weeks after the closing date, then you can assume that you have been
unsuccessful.

[Print/Save Your Application](#)

[Return to Swansea HomePage](#)

Job Application

maxine davies

Tue 19/03/2019 15:05

To: southwalesandwest@interservehealthcare.com
<southwalesandwest@interservehealthcare.com>

 1 attachments (56 KB)

cv.docx;

Hi, I am a student and the University of Wales Trinity Saint David and have received an email from my lecturer about jobs available with yourselves. I am keen to gain experience in any sector with yourselves. I have attached my CV below. Thanks Maxine Davies

RE: Job Application

Katarina Ockovicova <KatarinaOckovicova@interservehealthcare.com>

Wed 20/03/2019 08:59

To: 'maxine davies' <MAXxINEd01@hotmail.com>

Good Morning Maxine

Thank you for your email and CV. Maxine I am really sorry but with Interserve Healthcare candidates needs to have at least 6 months experience hands on with clients. Do you have any paid health care experience in residential, nursing or dom care?

Kind Regards,

Katarina Ockovicova
South Wales and West Branch Resourcer

Interserve Healthcare Ltd
Suite 72
33 Cathedral Road
Cardiff
CF11 9HB
Redefining the future for people and places
Website: www.interservehealthcare.com
Tel: 02920 109143
Fax: 02920 109144
Email: Katarinaockovicova@interservehealthcare.com
Twitter: @InterserveHC
Facebook: www.facebook.com/Interserve-Healthcare-South Wales and West

From: maxine davies [mailto:MAXxINEd01@hotmail.com]

Sent: 19 March 2019 15:05

To: DG-South Wales and West

Subject: Job Application

Hi, I am a student and the University of Wales Trinity Saint David and have received an email from my lecturer about jobs available with yourselves. I am keen to gain experience in any sector with yourselves. I have attached my CV below. Thanks Maxine Davies

Click [here](#) to report this email as spam.

This email may contain privileged, confidential and or copyright information. If you are not the intended recipient please notify the sender immediately and delete the material from any computer. We do not accept liability for any error or omission in the message arising from corruption of, delay in or interference with, its transmission. We reserve the right to monitor email communications through normal internal and external networks.
Interserve Healthcare, registered number is 05266443. Registered Office is Interserve House, Ruscombe Park, TWYFORD, Berkshire, RG10 9JU

EDUCATION

SEPTEMBER 2017 TO CURRENT

CERTIFICATE OF HIGHER EDUCATION IN NURSING AND HEALTH STUDIES, UNIVERSITY OF WALES
TRINITY SAINT DAVID.

September 2010 to 2012

Gower College Swansea

A LEVELS Grades A-C – Business, English & Textiles

SEPTEMBER 2010 TO 2012

COED CAE COMPREHENSIVE SCHOOL

9 GCSE GRADE A-C

MAXINE LUCY DAVIES

21 Heol Tregoning, Llanelli, Carmarthenshire, SA15 2BA | | M: 07456552780
maxxined01@hotmail.co.uk

A confident and sympathetic professional, with extensive customer service experience. A problem solver who enjoys a challenge and can work well under pressure, whilst ensuring a high standard of service is applied. An eager and quick learner who is committed to excel in every task, working with honesty and integrity. Passionate about maintaining the highest level of cleanliness in the work place. A track record managing administrative duties with customer care, in difficult circumstances. A naturally energetic and enthusiastic individual who has great attention to detail. A punctual worker who is willing to do whatever it takes to get the job done.

EXPERIENCE

JANUARY 2017 TO CURENT

PHARMACY DISPENSER, PGRIFFITHS PHARMCY

Providing the highest level of customer service whilst ensuring the service is efficient and tailored to each customer's needs. Serving customers on a busy counter daily, checking orders and helping with medication queries and referring to Pharmacist when appropriate. Manage relationship with surgery by telephone, ensuring a strong communication line is maintained. All aspects of stocking goods and putting deliveries away. Experience of dispensing and recently completed the National Pharmacy Association's 'Medicines Counter Course'.

NOVEMBER 2014 TO CURRENT

WAITRESS, GRILLER, NANDO'S

Waitress/Griller and Promotional Representative - Nov 2014 to April 2014

Nandos - Llanelli, Carmarthenshire

Specialise in creating a friendly atmosphere for customers and making them feel part of the Nandos family. Presenting the Nando's brand with pride and passion, inside and outside of work. Creating an inclusive environment for customers from varied cultures and backgrounds. Successfully became a subject matter expert on Nando's product to best inform customers. Acted as a marketing representative in commercial events, in turn attracting new customers and creating additional revenue for the store.

Dec 2012 to Nov 2014

Waitress, Weatherspoons

Provided excellent customer service, exceeding customer expectations. Successfully delivered at pace in a fast moving role, covering long hours. Maintained a detailed knowledge of health and safety policy alongside safety procedures. Helped create team identity, maintaining excellent working relationships with staff. Used own initiative when required to work autonomously and made effective decisions.

Action Plan for Future Learning and Progression

Here I have set myself four future goals for my own personal and professional progression.

Goal 1

Specific - To pass my maths GCSE with a grade C or above, so that I will have the grades to be accepted into adult nursing by my firm university choice.

Measurable - I have been studying my maths GCSE since September 2018 and will sit my exams in May and June 2019. I will have set days and time working around my work to have revision time for maths.

Achievable - I have been revising with past papers and homework, currently I am aiming for a grade C which my tutor agrees this is an achievable goal for me.

Relevant – Having a maths GCSE is extremely relevant for nursing, as maths is used daily when dealing with medication.

Timely– The timeline for this goal has already been set as I am required to sit exams in summer. If I am unsuccessful in this exam I am able to re sit in November and then apply for university again in January or the following September.

Goal 2

Specific – To have gained experience in a nursing environment before I start university, so I will be more confident when I begin my studies.

Measurable - I plan to start university in September, this gives me five months to gain experience.

Achievable – I already have an agreed placement provider and I plan to do one day a week from now until I start university which is an achievable goal when fitting it in around work.

Relevant - Gaining this experience will benefit me when in university as I will have more confidence when starting placement, also any experience gained will benefit me when applying for future jobs.

Timely – Roughly 100 hours will be achievable in this time scale which I think will be able to provide me with a satisfactory amount of experience.

Goal 3

Specific - To be a qualified nurse in three years.

Measurable – This goal can be measured over the period of each year in university, after passing each year it will be one step closer to graduating

Achievable - This goal is achievable if I reach my other two goals first, also by sticking to deadlines set by university will make this goal reachable in the long run.

Relevant - This goal is relevant for my career to be able to progress within nursing or to specialize in a certain area, being a qualified adult nurse is the foundation to growing in this field.

Timely - To achieve this goal I will continue to set out small and efficient goals each term in university, in the long run it will allow me to reach my long term goal.