

Stefan Jordan
Student I.D - 1803809

Nursing Portfolio

Submission Date- 3rd May 2019
Lecturer - Tania Davies

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Stefan Jordan

Ynys Y Dwfnant Farm,
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SA11 4BN

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Age - 22
Marital Status – Single
Nationality- Welsh/British

Personal Profile

I am a hard working, team focused person who always put my friends and colleagues interests and ideas to the fore. I have over 4 years experience in the health care sector field with a big interest in critical care. Furthermore, I have excellent communication skills and I am a very caring and compassionate individual. I am a very forward thinking person and work well as part of a team or alone if necessary. I am reliable and punctual, including having good time keeping skills. I am a motivated individual and have the ability to work under pressure and follow instructions effectively.

Education and Qualifications

University of Wales Trinity St. David - 2018-2019
Level 4 Cert HE Nursing Studies – Pending.

People Plus Cymru- 2015-2016
NVQ Level 2 – Health and Social Care (Adults).
Level 2 – Essential Skills Wales in Communication.
Level 1 – Essential Skills Wales in Information and Communication Technology.

Cefn Saeson Comprehensive School - 2007-2012

12 GCSE's (Grade C or Above) -

Biology –	C
Chemistry-	B
Physics –	C
English Lang –	B
English- Lit-	B
Maths –	B
Statistics-	B
Geography –	A
History –	C
French –	C
R.E –	C
Welsh -	C

Training

I have completed the following training modules in – Manual Handling , Basic Life Support, Caldicott Protocols, Complaint Training & Conflict Resolution, COSSH, Dementia Care, Dignity and Respect, Fire Safety, Food Safety & Hygiene, Health and Safety, Infection Control, Lone Worker,

RIDDOR, SOVA (Level 2), Child Protection (Level 3), Management of Violence & Aggression.

Work Experience

Richmond Nursing Agency – Full Time - June 2018 – Present

My Main duties and responsibilities include – Patient observations by monitoring physical needs including taking temperature, blood pressure, pulse rate, Respiration rates on the NEWS scoring charts. Furthermore the feeding/ hydration of patients, personal care, monitoring input and output, weighing patients and assisting doctors/nurses with clinical duties. Communication with patients providing overall reassurance, comfort and safety. Informing relatives and health care professionals on any changes to the patients condition. To work a variety of day and night shifts across a range of wards and hospital settings including weekends.

Trinity Nursing Services – Full Time - Sept 2015- June 2018

My main duties and responsibilities include to work a variety of day and night shifts across a range of wards and hospital settings including weekends. Monitoring of patients physical needs on the NEWS Scoring chart- blood pressure, Pulse rate, Respiration rate, temperature. Personal care, feeding/ hydration of patients, monitoring input and output, weighing patients and assisting doctors/ nurses with clinical duties. Communicating with relatives and health care professionals on the condition of patients in my care.

Hollins Care Centre – Full Time - Sept 2014 – May 2016

To work on a rota'd basis on day shifts including working weekends. To understand the needs of residents living with dementia. Provide personal care to residents, assist with feeding and hydration. To support residents by providing house keeping and laundry services. Interact with residents including day to day activities E.g. taking residents out to the shop or to other arranged events. Communicate with family members, nurses and care assistants. To provide a safe home environment.

Skills

- I am physically fit and used to carrying out manual work.
- I get along with others very well.
- I am a confident young individual who enjoys meeting persons, in either formal or informal scenarios.
- I am self motivated
- I can adapt to situations quickly and effectively.
- Leadership Skills
- Good time management

Interests

I am a keen horse rider with many years living on a farm and competing regularly in competitions. I also teach children to ride on a volunteer basis at my own and other horse yards around my area. I regularly attend the gym and keep fit including – swimming , weight lifting and a range of exercise classes. I enjoy socialising with friends and family.

References

Available upon request

Personal Statement

I have worked as a health care support worker and I believe I have gained skills, qualities and attributes required to qualify as a registered nurse. I also understand that this is a very challenging and demanding career choice. I have ambitions that my end goal would be to become a nurse in the Accident and Emergency Department honing my skills to eventually further my studies in nursing to specialise in my chosen area.

I began working in a nursing home environment at the age of 18, I learned how to care for elderly service users suffering from dementia, which is a very scary and vulnerable time of their and loved ones lives. My ability to care for and be kind to others allowed me to be concerned for their needs and be compassionate when these were required. Some of the daily routines included personal care, promoting service users' independence, and personal interaction with individuals.

I had the opportunity to work independently as well as part of a team, when required. I reported any issues or concerns to the nurse in charge. This enabled me to develop good communication skills with my peers and family members of the service users at the nursing home. This is a skill all nurses require daily.

I also have the ability to show empathy when working in the hospital environment.

I am currently working for a nursing agency throughout South Wales allowing me to gain in depth and knowledge as to what nursing brings to all in the system.

I have constantly tried to improve my skill set during my last 4 years working in the hospitals as a health care support worker. I have a good solid grounding of patient care and I am ready to commit to studying at university to become a qualified nurse and further my knowledge when in the hospital environments.

My current role scenarios within the care profession has allowed me to sample various types of situations while working a range of wards from E.D, MIU, Admissions Unit, Surgical, Medical and elderly wards to name a few. During these shifts I have been able to

use ECG machines, bladder scanners, NEWS scoring, patient hydration, meal provision and general ward duties adapting myself to different routines daily.

I currently live on my parents' farm, where I practise horse riding and equestrian care. I keep physically fit by regularly going to the gym, swimming and keeping a good work life balance. The responsibility of farm life involves keeping good time management, the ability to care for and take the leading role in certain situations if needed. The type of scenarios faced can be life or death situations, so the ability to be in control is paramount.

20th March 2019

Dear UWTSD

I can confirm that Stefan Jordan has worked a total of 916.37 hours in hospital settings between 01/09/2018 and present.

Kind Regards

Claire Cooze

Complex Care & Nursing Home Manager
Richmond Nursing Agency & ProHealthCare Ltd.

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Work history during April 2019

By working on an agency basis I am contracted to zero working hours and I am used primarily to cover short staffing levels & sickness. I am lucky enough to have a wide range of experience on varied wards by doing this.

Throughout April I have worked a range of hospitals , a range of wards and got to experience a wide range of situations and procedures happen.

Some of the wards include - Accident&Emergency Unit, Intensive Care Unit, Cardiac Care Unit : CCU, Minor Injuries Unit also including mental health wards and occasionally nursing home settings.

The shift history below shows my designated ward placements between 02/04/2019 and 22/04/2019 :

Shift History

When: 22-04-19 Night Shift

Where: **Singleton Hospital (Minor Injuries Unit (MIU) HCA)**

Status: Confirmed

Time sheet Received: Yes

Shift Ref: 0419289946

When: 20-04-19 Night Shift

Where: **HAFAN Y DERWEN (PICU (HCA Psych))**

Status: Confirmed

Time sheet Received: Yes

Shift Ref: 782662

When: 19-04-19 Night Shift

Where: **Singleton Hospital (Minor Injuries Unit (MIU) HCA)**

Status: Confirmed

Time sheet Received: Yes

Shift Ref: 0419289940

When: 18-04-19 Night Shift

Where: **Singleton Hospital (Minor Injuries Unit (MIU) HCA)**

Status: Confirmed

Time sheet Received: Yes

Shift Ref: 0419289696

When: 17-04-19 Night Shift

Where: **Cefn Coed (Cefn Coed Gwelfor (HCA Pysch))**

Status: Confirmed

Time sheet Received: Yes

Shift Ref: 0419285951

When: 15-04-19 Night Shift

Where: **Prince Charles Hospital (Ward 01 CCU (HCA))**

Status: Confirmed

Time sheet Received: Yes

Shift Ref: 0419482083

When: 11-04-19 Night Shift
Where: **Allt-Y-Mynydd Care Home (HCA)**
Status: Confirmed
Time sheet Received: Yes
Shift Ref: 0000

When: 10-04-19 Night Shift
Where: **Singleton Hospital (SAU (HCA))**
Status: Confirmed
Time sheet Received: Yes
Shift Ref: 0419286113

When: 08-04-19 Night Shift
Where: **Princess Of Wales (A&E (HCA))**
Status: Confirmed
Time sheet Received: Yes
Shift Ref: 0419283904

When: 07-04-19 Night Shift
Where: **Singleton Hospital (SAU (HCA))**
Status: Confirmed
Time sheet Received: Yes
Shift Ref: 0419283980

When: 06-04-19 Night Shift
Where: **Royal Glamorgan Hospital (ITU (HCA))**
Status: Confirmed
Time sheet Received: Yes
Shift Ref: 0000

When: 05-04-19 Night Shift
Where: **Singleton Hospital (SAU (HCA))**
Status: Confirmed
Time sheet Received: Yes
Shift Ref: 0419283973

When: 04-04-19 Night Shift
Where: **Royal Glamorgan Hospital (ITU (HCA))**
Status: Confirmed
Time sheet Received: Yes
Shift Ref:

When: 02-04-19 Night Shift
Where: **Neath & Port Talbot General Hospital (Ward F (HCA – Psych))**
Status: Confirmed
Time sheet Received: Yes
Shift Ref: 0319281194

Training and Certificates

As part of my employment within "Richmond Nursing Agency" I have to complete a range of training modules every year. This enables me to carry out my job role effectively and provides me with up to date information on any new changes to legislation or procedures I carry out. Furthermore, completing training modules physical and online courses gives me the opportunity to refresh skills and learn new things.

Every year I complete 21 training courses to ensure I am compliant. These include :-

- Basic Life Support including –
 Infant , Child & Adult BLS,
 External Defibrillation,
 Anaphylaxis.
- Manual Handling
- PAMOVA - Positive Management Violence and Aggression Including
 Conflict Resolution Training,
 Breakaway Training,
 PMVA Training
- Medication awareness and dosage calculations: An introductory package for nurses
- Food Safety and Hygiene
- Safeguarding Children & Young Adults (Level 2 – POCA)
- Safeguarding Children and Young Adults (Level 3- POCA)
- Safeguarding of Vulnerable Adults (Level 2 – SOVA)
- Equality, Diversity & Inclusion
- Dementia Awareness
- Fire Safety Awareness
- Complaint Training & Conflict Resolution
- Health And Safety Including Risk Incident Reporting
- Control of Substances Hazardous to Health Regulation (COSHH)
- Infection Control and Standard Precautions, HAI (MRSA & Clostridium Difficile)
- Handling of Violence and Aggression
- Lone Worker
- RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations)
- Information Governance, Data Protection, Handling Patient Information, Record Keeping and Caldicott Protocols
- Respect And Dignity
- Falls Awareness

Certificate of Attendance

This is to certify that

Mr Stefan Jordan

Has undertaken a

3 Hour Practical Basic Life Support Course*
(Infant, Child & Adult BLS; Automated External Defibrillation; Anaphylaxis)

*Training delivered on behalf of Thornbury Nursing Services; by Able 2 Train Ltd is mapped to the Skills for Health, National Occupational Standards B CHS36, EC18, AL13 and the Common Induction Standards, in line with the requirements of the Care Certificate (Standards 12)



On

Thursday 5 April 2018
(Valid for 1 year)

A handwritten signature in black ink, appearing to read 'C H Brownfield', is written over a white rectangular background.

Signature

Managing Director: C H Brownfield



Certificate of Attendance

This is to certify that

Mr Stefan Jordan

Has undertaken a

**3 Hour Practical Moving & Assisting Course*
(Legislation, Posture, Equipment & Techniques for Supporting People)**

*Training delivered on behalf of Thornbury Nursing Services by Able 2 Train Ltd is mapped to the Skills for Health, National Occupational Standards E SS13 and the Common Induction Standards, in line with the requirements of the Care Certificate (Standards 13.3)

On

**Thursday 5 April 2018
(Valid for 1 year)**



Signature

Managing Director: C H Brownfield



PAMOVA Cymru General Services Limited[®]



This is to certify that

Stefan Jordan

of

Richmond Nursing Agency

Has successfully completed
The PAMOVA Cymru (GS) Ltd

PMVA

Training Programme

Completion Date 16 August 2018

Valid for a period of 12 months

Signed By

PAMOVA Cymru (GS) Ltd
Training Instructor / GSA Tutor



Conflict Resolution Training Components Include:

Understanding Challenging Behaviours
De-escalation
Communication Skills
The Typical Assault Cycle
The use of Force including Legal and Professional Issues
Diversity & Service User Perspectives
Introduction to Co-operative Statement Planning
Functional Assessments
Positive Behaviour Support Approaches

Breakaway Training Techniques Include:

Wrist Release
Clothing Grab
Hair Pulls
Strangles
Punches & Kicks
Bites

PMVA Training Techniques Include:

Standing Holds
Separating Service Users Fighting
Seated De-escalation
Floor De-escalation
The Head Person's Role
Management of Legs (Floor)
Risks involved in Restraint

Conflict Resolution components are included in the Breakaway and PMVA Training.



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan
has successfully completed the modules below*

Medication Awareness and Dosage Calculation for Nurses

Certificate number 717290

4 Hours Verifiable CPD

Covering the following:

Understanding classification of medication, legislation, doses, prescriptions and Medication Administration
Dosage Calculation
Tablets, Capsules and Caplets
Liquid Oral Medication
Injection Medication
Intravenous Infusions and Flow rate Calculation
Dosage of Body Weight
Storage, Safe Disposal and Adverse Events



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Food Safety and Hygiene
online training - Modules 1-4**

Certificate Number 717206

2 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Safeguarding Children & Young People - Levels 1 & 2
online training**

Certificate Number 717217

1 Hour Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Safeguarding Vulnerable Adults (SOVA), Level 2
online training - Modules 1-3
including Deprivation of Liberty Safeguards
and the Mental Capacity Act**

Certificate Number 717298

2 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Equality, Diversity & Inclusion
online training**

Certificate Number 717220

2 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

Dementia Awareness

Certificate Number 717237

2 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Fire Safety Awareness
online training**

Certificate Number 717211

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

This is to certify that Healthcare Assistant

Stefan Jordan

has successfully completed the modules below

**Complaint Training & Conflict Resolution
online training**

Certificate Number 717212

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Health & Safety Including Risk Incident Reporting
online training**

Certificate Number 717223

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Control of Substances Hazardous to Health Regulation
online training**

Certificate Number 717224

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Interactive
Healthcare Training

Certificate of Achievement

This is to certify that Healthcare Assistant

Stefan Jordan

has successfully completed the modules below

**Infection Control and Standard Precautions,
HAI (MRSA & Clostridium Difficile) - Level 2**

Certificate Number 717236

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Handling of Violence and Aggression
online training**

Certificate Number 717222

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan
has successfully completed the module below*

Lone Worker

Certificate Number 717208

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

This is to certify that Healthcare Assistant

Stefan Jordan

has successfully completed the modules below

**RIDDOR (Reporting of Injuries,
Diseases & Dangerous Occurrences Regulations)**

Certificate Number 717235

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

**Information Governance, GDPR,
Handling Patient Information,
Record Keeping and Caldicott Protocols**

Certificate Number 717225

0.5 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

This is to certify that Healthcare Assistant

Stefan Jordan

has successfully completed the modules below

Respect and Dignity

Certificate Number 717216

1 Hour Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director



Certificate of Achievement

*This is to certify that Healthcare Assistant
Stefan Jordan*

has successfully completed the modules below

Falls Awareness

Certificate Number 717213

2 Hours Verifiable CPD



Date Completed: 19/04/2019
Expires: 18/04/2020

J. J. Cartwright

Julie Cartwright, Director

Reflection

Introduction

This is a small reflection I have done on a ward based critical incident that I was part of recently. I have used the Gibbs 1988 Reflective Cycle in order to show the process of my reflection. Reflections help nurses to reflect on experiences, helping them think what could have been done differently and for future situations if they arose again. I have included a limited amount of references throughout.

Description

I began my night shift at 7:00pm on the Cardiac Care Unit (CCU), and was informed by the nurse I was needed to sit with an elderly patient (for this reflection named Bob) who was confused as to why he needed constant telemetry and cardiac monitoring. My shift began with a detailed handover on all patients on the ward not just the patient I was going to be sat with. Once this was finished, I went to introduce myself to Bob and explained to him a little bit about myself and that I would be sat monitoring him tonight in his cubicle. Around 10:30pm, Bob's heart rate was occasionally rising and dropping, and would not sustain a suitable rate for a long period of time. I told the senior nurse on shift and she said all was okay, no concerns. Around 3:30am Bob's heart went into VT with a heart rate of 195BPM. The crash trolley was brought out within seconds and Bob was quickly attached to the defibrillator in case a shockable heart rhythm occurred and a shock could be carried out, this shocking the heart back into normal rhythm. "Ventricular tachycardia (VT) is a fast, abnormal heart rate. It begins in your heart's lower chambers, called the ventricles. VT is defined as 3 or more heartbeats in a row, at a rate of more than 120 beats a minute. If VT lasts for more than a few seconds at a time, it can become life-threatening (Cedars-Sinai, 2019). Unfortunately Bob's VT was over a few seconds, it was timed at 3 minutes 9 seconds. The crash call 2222 was put out to all doctors, registrars, surgeons and

practitioners throughout the hospital to let them know a cardiac arrest was imminent/ happening.

Thoughts & feelings

At the time I didn't have time to think, my mind was occupied on working as part of a team effectively and efficiently as possible in order to save Bob's life. Afterwards I felt a sense of relief that Bob's heart returned to normal rhythm and that he was okay. Furthermore, I began thinking back to a previous situation on A&E where as part of a team we was unable to save a woman's life and how her family felt at that sad time in their lives. It made me appreciate not only what skills and training doctors and nurses need , but also the emotional / psychological / physical strength they need.

Evaluation

One good thing to come out of the situation was that I felt as if I had learned some valuable information during the 30 critical minutes while we we're all surrounding Bob's bedside. The Senior Sister explained to me that there are many heart rhythms that can occur and took the time to show me what they look like on the ECG monitors for my future learning. The Sister explained that Bob's heart was in a non-shockable rhythm and that the defibrillator machine would not inflict a shock until the heart was in a shockable rhythm.

What I found was bad about the situation was that I could not get involved as much as I would of liked. This is due to myself not holding relevant qualifications that would of been needed. The NMC (2018) Code Of Conduct states "Only act in an emergency within the limits of your knowledge and competence" I was able and ready to start chest compressions if needed, however I would not of been able to monitor his airway (intubation) or administer adrenaline at the time. The NMC 2018 Code Of Conduct states

that if I was asked to practise beyond my role , training or experience that I should raise concerns immediately (Nursing Midwifery Council, 2018).

Analysis

On analysis, I was able to understand what was happening. I understood the protocols of a cardiac arrest and what steps to take next. I knew that the crash trolley was needed next to Bobs bedside and that tables & chairs needed to be moved out quickly for the rush of doctors and health care professionals around the bedside. I was able to understand how time critical a VT is to a patient.

Conclusion

Overall, I believe my quick actions while monitoring the machines helped to ensure the correct staff were alerted to the medical emergency that was happening. I believe the team including myself, doctors, nurses, anaesthetist and practitioners worked exceptionally during a critical situation and by doing so ensuring a person survived.

Action Plan

If the situation was to arise again during my career, I would be able to carry out the correct protocols necessary. I am able to understand different readings on an ECG monitor including non shockable and shockable rhythms that may occur within the electrical system of the heart. Furthermore, with future training into my nursing career, I will be trained to carry out more procedures at the time if this event was to occur again.

References

The University of Edinburgh. (2019) Gibbs Reflective Cycle. Available at :

<<https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle>> (Accessed on 19th April 2019).

Cedar-Sinai. (2019) Ventricle Tachycardia (VT) . Available at : <<https://www.cedars-sinai.org/health-library/diseases-and-conditions/v/ventricular-tachycardia-1.html>>

(Accessed on 19th April 2019).

Nursing and Midwifery Council. (2018) Read the Code online. Available at :

<<https://www.nmc.org.uk/standards/code/read-the-code-online/>> (Accessed on 20th April 2019).

Stefan Jordan
Ynys Y Dwyntant Farm
Clyne
Neath
SA11 4BN

COMPANY				DIVISION	
Richmond Nursing Agency Ltd				United Kingdom	
WORKER NO.	NAME	PERIOD	PAY DATE	IND	
000Y3R	Stefan Jordan	53/2019	05/04/19		
DEPARTMENT		TAX CODE	N.I. NO./TABLE LETTER		
RN01 Richmond Nursing		1659L	PB205538C/A		
PAYMENTS				DEDUCTIONS	
Description	Units	Rate	Amount	Deduction	Amount
Standard Rate	34.42	10.82	372.43	NOW AE EE Pension	23.28
Standard Rate	1.00	8.22	8.22	Income tax	122.80
Standard Rate	7.00	9.52	66.64	NI Contribution	88.91
Saturday Rate	19.75	10.82	213.70		
Sunday Rate	7.50	15.14	113.55		
Sunday Rate	5.00	10.82	54.10		
Holiday Pay	59.17	1.68	99.41		
Holiday Pay	7.50	2.36	17.70		
Holiday Pay	1.00	1.28	1.28		
Holiday Pay	7.00	1.48	10.36		
TOTAL PAYMENTS		988.29		TOTAL DEDUCTIONS	234.99
ADDITIONAL			CUMULATIVES		
ER's PENSION CONTRIBUTION 15.52			GROSS TO DATE		19,610.09
			TAXABLE PAY TO DATE		18,687.88
			TAX TO DATE		1,183.40
			EE's N.I. TO DATE		1,480.68
			PENSION TO DATE		284.41
			NET PAY		753.30

Stefan Jordan
 Ynys Y Dwyntant Farm
 Clyne
 Neath
 SA11 4BN

COMPANY				DIVISION	
Richmond Nursing Agency Ltd				United Kingdom	
WORKER NO.	NAME		PERIOD	PAY DATE	IND
000Y3R	Stefan Jordan		01/2019	12/04/19	
DEPARTMENT		TAX CODE		N.I. NO./TABLE LETTER	
RN01 Richmond Nursing		C1724L		PB205538C/A	
PAYMENTS				DEDUCTIONS	
Description	Units	Rate	Amount	Deduction	Amount
Standard Rate	20.83	10.82	225.38	NOW AE EE Pension	7.59
Standard Rate	1.00	8.22	8.22	NI Contribution	12.46
Holiday Pay	20.83	1.68	34.99		
Holiday Pay	1.00	1.28	1.28		
TOTAL PAYMENTS			269.87	TOTAL DEDUCTIONS	20.05
ADDITIONAL			CUMULATIVES		
ER's PENSION CONTRIBUTION 4.56			GROSS TO DATE		269.87
			TAXABLE PAY TO DATE		262.28
			TAX TO DATE		0.00
			EE's N.I. TO DATE		12.46
			PENSION TO DATE		7.59
			NET PAY		249.82

Stefan Jordan
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 Clyne
 Neath
 SA11 4BN

COMPANY				DIVISION	
Richmond Nursing Agency Ltd				United Kingdom	
WORKER NO.	NAME	PERIOD	PAY DATE	IND	
000Y3R	Stefan Jordan	02/2019	19/04/19		
DEPARTMENT		TAX CODE	N.I. NO./TABLE LETTER		
RN01 Richmond Nursing		C1724L	PB205538C/A		
PAYMENTS				DEDUCTIONS	
Description	Units	Rate	Amount	Deduction	Amount
Standard Rate	2.00	8.22	16.44	NOW AE EE Pension	38.31
Standard Rate	31.50	10.82	340.83	Income tax	88.80
Standard Rate	11.50	9.52	109.48	NI Contribution	86.19
Saturday Rate	11.50	10.82	124.43		
Sunday Rate	11.50	15.14	174.11		
Holiday Pay	2.00	1.28	2.56		
Holiday Pay	43.00	1.68	72.24		
Holiday Pay	11.50	2.36	27.14		
Holiday Pay	11.50	1.48	17.02		
* Mileage Charge	136.00	0.30	40.80		
TOTAL PAYMENTS			925.05	TOTAL DEDUCTIONS	213.30
ADDITIONAL			CUMULATIVES		
ER's PENSION CONTRIBUTION 22.99			GROSS TO DATE		1,194.92
			TAXABLE PAY TO DATE		1,108.22
			TAX TO DATE		88.80
			EE's N.I. TO DATE		98.65
			PENSION TO DATE		45.90
			NET PAY		711.75



Stefan Jordan
 Yrfa Y Dwynt Farm
 Chyng
 Neath
 SA11 4BN

COMPANY			DIVISION		
Richmond Nursing Agency Ltd			United Kingdom		
WORKER NO.	NAME	PERIOD	PAY DATE	END	
800Y3R	Stefan Jordan	03/2019	26/04/19		
DEPARTMENT		TAX CODE	N.I. NO./TABLE LETTER		
RN01 Richmond Nursing		C1724L	PB206638C/A		
PAYMENTS			DEDUCTIONS		
Description	Units	Rate	Amount	Deduction	Amount
Standard Rate	24.83	10.82	268.66	HOW AE EE Pension	16.02
Standard Rate	1.50	8.22	12.33	Income tax	18.28
Holiday Pay	24.83	1.68	41.71	NI Contribution	32.68
Holiday Pay	1.50	1.28	1.92		
Bank Holiday Rate	6.50	15.14	98.41		
Bank Holiday Rate	6.50	2.36	16.34		
TOTAL PAYMENTS			438.37	TOTAL DEDUCTIONS	66.90
ADDITIONAL		CUMULATIVES			
ER'S PENSION CONTRIBUTION	9.61	GROSS TO DATE		1,633.29	
		TAXABLE PAY TO DATE		1,630.67	
		TAX TO DATE		187.00	
		EE'S N.I. TO DATE		131.33	
		PENSION TO DATE		61.92	
		NET PAY		371.47	

SMART Action Plan

Action	Specific	Measurable	Appropriate	Realistic	Time	Staff Responsible	Status
1	To attend regular training sessions in order to learn and refresh skills.	My employer emails when training needs to be updated and emails with up and coming training days available.	Yes, All training needs to be supplied by qualified and registered persons.	Yes.	Yearly training updates.	Myself. Managers.	Ongoing throughout my career in the health profession.
2	To show Care, Compassion, Commitment within my work at all times.	My co workers and ward sisters will report any feedback from patients to myself.	Yes, receiving feedback on my work is beneficial to my progression.	Yes.	Everyday.	Myself. Managers. Co- Workers.	Ongoing throughout my career in the health profession.
3	To complete my Phlebotomy course for taking blood.	My employer is currently finding a suitable course to attend.	Yes, this will open up more work opportunities of working in community settings with the district nursing teams.	Yes.	01/06/19	Myself. Managers.	Pending.
4	To understand more emergency procedures within Critical Care Settings.	I am responsible, by reading more books on Critical Care Nursing.	Yes, This will help me to understand different procedures within work.	Yes.	01/09/19	Myself.	Ongoing.
5	To work a wider range of ward and community settings.	My manager is responsible for sourcing suitable work placements.	Yes, This will help me find areas of nursing that I enjoy.	Yes.	01/01/20	Managers.	Pending.