



ACE Practical Portfolio

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1.Introduction

1.1Report aims

The aim for this report is to reflect on my learning in this module using a recognised model of reflection where I will be discussing 3 topics which I have covered during the term of the course and reflect on how they have been useful to me. I will be using the SWOT analysis to reflect the chosen topics on myself.

1.2Topic area

The necessity and the importance of Academic and Employability Skills in a health and social care sector. The three different topic areas that are covered are time management/organising study , online learning experience and reflecting which are going to be reflected on myself and on my future career in midwifery. I am reflecting on these topics by using the Swot Analysis and explain my strengths and weaknesses as well as explaining how they have helped my during my experiences working as a care assistant and early years nursery assistant.

2.Literature review

2.1The importance of Time Management/Organising study in a workplace. Time management and organisation in midwifery.

Over the time of being a student and having the chance to gain work experience I have realised that time management is the essence of success in any event especially in a workplace. The first work experience I have had was in a nursery. Time management is very important and essential in a nursery because a lot of children depend on you to be there on time and everything set an ready for the day, as everywhere else. I had the chance to get the full experience and understand how it feels to be an early years practitioner as I had to shadow one of the other practitioners, therefore I had the duty to always arrive on time to open the gate of the nursery on time along with my colleagues, get the room ready with toys and the materials needed for the rest of the day, set up the kitchen for breakfast every morning and check in with my colleagues for any updates so that everything runs smoothly throughout the day, which made me realise the importance of time management and the reason of why everything needs to be organised and planned before anything starts to avoid threats like sharp objects laying around and that could possibly harm the children and making sure that the room is a safe place.

Furthermore, I have developed some of my strengths in relation to time management because it made me feel like I had an important duty as for example sometimes I would arrive earlier to make sure I get to the nursery on time. However, some of the weaknesses I met with were not having the experience with socialising with a lot of children but as the days were passing by I have overcame my weakness. (Int J Surg Oncol (NY) 2017 Jul;2(6): e20)

However, I have had another perspective of the importance of time management when I was doing my college work experience in a care home. The difference between working in a nursery and a care home is that in a care home, carers work on a rota where carers have to work time shifts and night shifts which means the time management needs to be very organised as the elderly people need help, support and assistance at all times in order to avoid threats such as having a heart attack which will need to be observed immediately by a carer.

Working in a care home gave me the opportunity to understand that carers need to think and action fast as well as observing when something is wrong with a patient's behaviour to prevent any harm that could possibly occur. Some of my strengths that I have developed working in a care home were my patience and time of explaining something like an activity to an elderly people with disabilities as well as being patient to listen to them and build a trusting relationship which is essential working in a care home as much as time management and being organised. (Int J Surg Oncol (NY) 2017 Jul;2(6): e20)

However, working as a midwife, time management helps midwives to meet the demands of their job. Time management helps midwives to prioritise things on the spot and organise themselves because if there is an emergency or a patient needs your attention, as a midwife you need to adapt and priorities situations quickly. Time management for midwives will provide you with strengths and opportunities for yourself to improved and reflect on yourself and your career as a midwife. Time management will provide midwives with strategies to reduce stress, increase efficiency and effectiveness in working with patients and other staff members and provide with better like balance and work as well as spending more quality time with family and closed ones. Midwives also use five different strategies to better their strengths and work skills, such as planning their work day, focus on the main important and urgent activities, reduce the interruptions and distractions which can be considered as a weakness at a workplace such as your phone, organise themselves at work and delegate at home and at work. Some threats could be not being able to prioritise the right things in order, however, this can be fixed by identifying those activities that are the most important and urgent, make a own time management matrix, track your activities with a time keeping programme and see how much time you could spend on the activities with the highest impact and increases productivity levels as well as stress levels. (Time Management for Nurses 2007-2014)

2.2 Online learning experience

As far as my experience of learning online, I have came across positive and negative effects that have affected myself, especially during COVID-19. For example, learning online gave me the opportunity to realise how important it is to be organised and be prepared before any online lesson as you only get one day to clarify things that I might have not understood correctly. However, learning online gave me the opportunity to understand that I need to be organised which made me change some my bad habits such as being a last minute person but it also taught me how to make notes for myself and write them down as I used to have a bad habit of thinking that I will remember everything. On the other hand I came across some negative factors as well such as, getting in contact with the teachers which made it more difficult for me as a student as I like to have one-to-one conversation with the teacher as I tend to understand more that way which I considered it as a weakness and possibly a threat towards my assignments. However, I have managed to come across this difficulty by being more organised with myself. Another negative factor was the contribution with the teachers and my colleagues which was quiet inactive, reason being is that I think that by interacting with each other more about a certain topic gives people a better understanding and knowledge which could possibly be seen as a threat but it is not something that I could not get over. Learning online experience for me was a situation that I had to adapt to quickly and work on myself as I am adapting and making a way for myself. - Santos & Zanca-Volume 12, Issue 3 (2018)

On the other hand, learning online as a midwife, based on what midwifery students have said, it is an effective education which has been recommended as a solution to improve impediments and constraints. The study believes that online learning gives both the trainer and the trainee the opportunity to fill in any educational gap through technology tools such as computers. The

advantages of learning online is mostly chosen over traditional education and learning because a study shows that online learning has more advantages such as being more complex of information and sources which gives the medicine students a better experience. – Iran J Midwifery Res. 2019 Sep-Oct; 24(5): 337-342, Samira Mohamadi-Bolbanabad, Farnaz-Farnam, Minoo Pakgohar

2.3 Reflection

Reflecting on myself as a care assistant has been a good experience for me as I reflected on my strengths and weaknesses and improved in both equally. The first feeling I have reflected on is the way I care as a person as I was already a caring person before working in a care home. I have reflected on my emotions and empathy of respecting other people's dignity and wishes as well as caring about their well-being and not just my own. The most important thing I have reflected on is my ability of and having the opportunity to help others which made want to carrying on helping others in my future career. – Claire Carmichael Adult Nurse-General Practice Nurse 05 October 2020

Based on a research from a midwife's experience with patients, reflection is a very important and essential thing in a health and care workplace. It states that it is essential to be able to reflect on yourself as a midwife and on your level of knowledge about every possible medical condition a patient could have in the midwifery category, such as for example knowing that you have the right skills to provide care to a patient that has got dementia in order to avoid any threats or bad incidents. Another factor to reflect on is effective communication and knowing how to express yourself and your thoughts clearly to others. Even though, as a midwife it could be a less comfortable situation to build a nurse to patient relationship, according to Mo Boersma, it is still important to know how to show yourself comfortable and confident through clear and effective communication. – Mo Boersma 18th April 2012

However, reflecting on your strengths and weaknesses as a midwife is the most important thing, in my opinion. I think that it is essential to know what you need to work and improve on in order to deliver the best care and support and avoid any complications that could put the child's or mother's health at risk.

2.4 Literature comparison

All of the topics I have reflected on had a big impact on myself and through my experiences. This has made me understand the importance of Academic and Employability skills in a workplace and how important it is to be able to reflect in yourself in order to improve in your career.

3. Methodology

In view of the collection of relevant information on this project, secondary research has been done

3.3 Research Methodology

4.References

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5673148/> - (Int J Surg Oncol (NY) 2017 Jul;2(6): e20)

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A case study about 'The Effect of Virtual Education on Midwifery Students Knowledge of Child Sexual Training' by Iran J Midwifery Res. 2019 Sep-Oct; 24(5): 337-342, Samira Mohamadi-Bolbanabad, Farnaz-Farnam, Minoo Pakgohar- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6714126/>

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Research on Mo Boersma 18th April 2012, FoNS 2012 International Practice Development Journal 2 (1) [1]- https://www.fons.org/Resources/Documents/Journal/Vol2No1/IPDJ_0201_01.pdf