**CAREER PLANNING WORKSHEET**

**Name: BUENAAGUA, MARY CARMEL O.**

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| **Position Title**  **(a)** | **Current**  **Competencies**  **(b)** | **Career Projection in 5 Years**  **(c)** | **Required**  **Competencies**  **(d)** | **HR Interventions/**  **Competency Gaps**  **(e)** |
| Nurse I  (Clinical Ward) | 1. **Safe and Quality Nursing Care**    1. Assessment       1. *History-taking:*   -Acquire comprehensive and accurate patient’s history and account to include family history of allergy and illnesses   * + 1. *Physical Assessment*   -Carry out cephalocaudal physical valuation utilizing standard assessment protocols   * + 1. *Referral*   -Carry out doctor’s order for inter- or intra-hospital referral  -Prepare documents for networking and referral  -Assist on patient’s referral without complaints   * 1. Diagnostics   -Accomplish doctor’s order for diagnostic procedures (intra-hospital or inter-agency diagnostic test)  -Explain to patient diagnostic procedures to be performed and the necessary preparations  -Obtain patient’s consent as necessary  -Prepare the patient for diagnostic procedures after securing informed consent  -Review laboratory values needed for the diagnostic procedure  -Assist patient on intra- or inter-hospital diagnostic procedures     * 1. Planning   -Articulate a comprehensive nursing care plan according to prioritized patient’s needs as determined by the assessment process and patient’s diagnosis   * 1. Patient Care   - Initiate preliminary independent nursing functions  - Provide routine nursing care  - Appropriate, proper and timely nurse-patient interaction and therapeutic communication  - Address emotional and spiritual needs of the patient vital for faster recovery  - Confirm doctor’s orders before carrying them out  - Observe appropriate infection control measures   * 1. Evaluation   -Perform timely evaluation of patient’s health progress in order to continue and/or modify treatment modalities relative to patient’s present condition  - Accumulate feedback and comment from the patient and his/her significant others on the quality of healthcare services received during the course of admission   1. **Health Education**   **-** Organize health education classes or focused group discussion to include relevant and sensible health topics  **-** Spread information that will support healthy lifestyle, wellness, disease management, environmental sanitation and protection, and DOH  program thrusts to the patient and his/her support system  - Distribute instructional educational materials on recipients of hospital services  - Initiate health-seeking behaviors and behavior-modification attitude among clients for optimal health functioning   1. **Communication**   **-** Initiate and consistently practice nurse-patient interaction and appropriate therapeutic communication  **-** Elicit relevant information and patient’s feelings in order to properly address health problems  **-** Work together with the patient and significant others in a way that will encourage a trusting and helping relationship  - Inform and discuss with patient his/her rights and corollary responsibilities  - Secure patient’s informed, written consent for hospital admission and treatment   1. **Teamwork and Collaboration in Patient Care**   **-** Conjoin the patient in planning his/her medical/nursing intervention as part of the healthcare team  **-** Employ appropriate and effective channels of communication in collaborating with the health care team and providing patient care  - Inform in a timely manner the current condition of the patient to him/herself and significant others in a meaningful and tactful way  - Initiate and partake in hurdles in order to discuss patient’s condition and relevant treatment modalities     1. **Ethical Judgment and Decision Making**   **-** Systematize patient’s needs in order to properly address these problems based on urgency and demand  **-** Practice effective time management strategies to fulfill nursing tasks and other corollary responsibilities in sync and without compromise  **-** Be equipped with morally-upright and ethically-sound decision-making skills to appropriately solve ethical dilemmas   1. **Management of Resources and the Environment**   **-** Administrate regularly an catalogue of available medical supplies and medications using standard checklists  - Keep on eye on functionality of medical and non-medical equipment  - Utilize supplies for patients appropriately and prudently  - Practice proper waste disposal system  - Apply measures that will address potential risks to patient safety following risk management guidelines and Patient Safety Principles and Policies   1. **Records Management**   - Document patient care/all nursing interventions clearly, concisely, accurately, completely and in a  timely manner using standard protocols  - Use appropriate tools, methods, and systems to maintain integrity, confidentiality, accessibility, and  security of patient information and records  - Be safe keepers of patient’s charts treating them with utmost privacy, confidentiality and animosity   1. **Quality Improvement**   **-** Distinguish deviations from the standards (as specified in the hospital quality management system) on patient care and ward management  **-** Religiously practice and adhere with current standard protocols to ensure full implementation of quality policy  **-** Initiate measure for quality improvement in the ward (i.e., nursing practice and documentation)   1. **Compliance with Policy/Legislation**   **-** Perform activities, measures and procedures on health care consistent with the provision and condition of the constitution, relevant health laws, Philippine Nursing Act and outstanding hospital policies and procedures   1. **Research/Evidence-Based Practice**   - Partake on research ventures of the institution and of the DOH, at large, for improvement of current health practices and standards  - Identify topics appropriate for research  - Actively participate in preparing a research proposal complying with the ethical principles in nursing research  - Gather data using different methodologies  - Employ appropriate statistical treatment on gathered data for interpretation and analysis  - Formulate relevant and sensible conclusions  - Engage in national and international publication of manuscripts for recognition, further recommendation and improvement  -Align nursing functions based on evidence-based practices ratified by quality and credible research  - Perform nursing functions and responsibilities consistent with the vision, mission, core values, and policies of the institution   1. **Leadership and Management**   **-** Take responsibility and accountability on all services and functions performed relevant to patient’s recovery and optimum health functioning   1. **Professional/Personal Development**   **-Actively** engage on opportunities and activities for professional and personal development  **-** Enroll on post-graduate courses for continuity of education  **-** Actively participate on relevant seminars and training for improvement in nursing practice and function   1. **Personal Mastery**   **-** Furnish holistic nursing care that will address the patient’s needs based on a wide-spectrum of health assessment and relevant diagnosis regardless of sex, race, preferences, affinity and religion to promote health and optimum functioning as a valuable member of the community | First Choice:  OPERATING ROOM NURSE  Second Choice:  GENERAL CLINICAL WARD NURSE |  |  |

Prepared by: Discussed with Supervisor:

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Nurse I Nurse V/ Nursing Service In-Charge

Noted by:

**EDGARDO R. SARMIENTO, MD, MPA-HEDM, CEO VI**

Chief of Hospital II