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FACULTY OF EMERGENCY NURSING
CAREER AND COMPETENCY FRAMEWORK
APPLICATION PACK



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email: info@fen.uk.com

What is the Faculty of Emergency Nursing

The Faculty of Emergency Nursing is a body of committed individuals, focused on developing emergency care and providing national standards for practice.

The structure of our membership is designed to enable as many emergency nurses, and associated health care professionals as possible to join. FEN is a subscription based organisation that ensures all members, not just those who hold the title Fellow, Member or Associate can access the range of benefits on offer.

Our current website www.fen.uk.com hosts the Core Competencies, which are quality standards for emergency nursing, this important career framework can be accessed by anyone looking to develop their own career or support that of their colleagues.

The FEN Board and many of our Fellows are involved in a whole range of national and local committees, working groups and collaborative roles within other professional organisations. This activity is vital to ensure emergency nursing is well represented and has a voice at the core of decision making that shapes our profession and our services.

How to become part of the Faculty

Affiliate membership:

Affiliate membership is the first part of the process to becoming an accredited FEN Member.

The benefits of affiliation:

Once you become an Affiliate you will:

- Have unlimited access to the member only zone of the FEN website where the specific competencies are housed
- Enjoy significantly reduced subscription rates to Accident and Emergency Nurse Journal and Emergency Medicine Journal
- Have the opportunity to submit your Extended CV for professional peer review and accreditation
- Be able to resubmit your extended CV for a higher level of accreditation as your career progresses
- Access guidance on how to develop your professional portfolio using the FEN core and specific competencies
- Have a voice within emergency care as the FEN Board consults with members on local and national issues to ensure we have a representative opinion to feed into policy and procedure

How to become an affiliate:

Affiliation is open to anyone working within an emergency care environment or with an interest in emergency care. To become an affiliate, you will need to complete an application form (Appendix A) along with a Standing Order Mandate (Appendix B) and return both to the Faculty. The cost of affiliation is £3.25 per month.



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BECOMING AN ACCREDITED FEN MEMBER

The next step - full accreditation:

The next step is to have your current level of practice recognised and accredited by your peers within the Faculty. In the first instance this is via the submission of an extended CV, the cost of which is included within the monthly subscription.

This accreditation is valid for as long as you are practicing at that level. Should you change roles, gain in experience and / or promotion, you will be able to reassess using the practice descriptors and resubmit your Extended CV to the next appropriate level. Re-accreditation will again be one of the benefits included in your monthly subscription.

Once accredited, you will have the opportunity to develop your professional portfolio to demonstrate achievement of the core and specific clinical competencies set out in the concentric model of practice. The professional portfolio will meet the requirements of the NMC and should enable the member to demonstrate their level of practice to their employer in line with the Agenda for Change Knowledge and Skills Framework. It will also help with future job applications.

Extended CV application process:

The Faculty understands there is a time commitment in order to complete the Extended CV and apply for accreditation, but we also know an urban myth exists that the Extended CV process is a major undertaking, a long and laborious process; this could not be further from the truth.

The Extended CV requires you to complete short statements about a subject you know most about, **YOU!** The purpose of the following information is to provide you with all the details, and encouragement, you will need to finally complete the process.



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Getting started:

To assist you with gaining accreditation a range of information has been compiled which is designed to demystify and clearly reveal the application process. There are three different levels of accreditation designed to reflect the levels of practice undertaken by emergency nurses

| Level | Definition |
|------------------|---|
| Associate | Competent emergency nurse who delivers evidence based practice to patients presenting with complaints, working under the direct guidance of a proficient emergency nurse. |
| Member | Proficient emergency nurse who delivers evidence based care under minimal guidance with peer support. |
| Fellow | Expert emergency nurse who draws on a large knowledge base and contributes to the development of new evidence based of emergency practice, working without supervision in any care setting. |

The Extended CV

How to find which level you should apply for:

The first thing to do is, look at the practice descriptors, and then decide which set of statements best describes your level of practice. Next, using your identified level, complete the self assessment tool, using the practice descriptors, for the level you have chosen:

- Read each of the practice level descriptors to assess if you can answer “Yes” to all of the statements to determine if they describe your current level of practice
- Once you have answered “Yes” to all of the statements then you have selected your current level of practice. In the case of Associates and Members it is always worth checking the next level to ensure you have selected correctly.
- Remember you are assessing your current level of practice, what you are achieving today, not what you aspire to be in the next year or two. Once accredited, you will start to develop your portfolio of evidence which you may wish to use to aim for the next level.
- Once you have confirmed your level of practice you will need to provide a series of written personalised statements within your extended CV, for each of the **Practice Descriptors**, stating how you demonstrate this level of practice.



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Self assessment tool:

- Are you able to demonstrate that you recognise and initiate the immediate care needs of the patient
- Are you able to demonstrate that you take an appropriate clinical history, assess patient's & conduct clinical examinations
- Are you able to demonstrate that you decide on the priorities of care & initiate immediate interventions
- Are you able to demonstrate that you deliver direct patient care
- Are you able to demonstrate that you establish monitoring and evaluation of care
- Are you able to demonstrate that you establish monitoring and evaluation of care
- Are you able to demonstrate that you facilitate safe discharge or transfer for emergency patients

If you have answered "Yes" to all the statements above, congratulations, you should be able to demonstrate practice at **Associate level**

- Are you able to demonstrate that you identify and select the appropriate evidence to inform and deliver effective patient care
- Are you able to demonstrate that you organise, initiate and monitor the immediate care of patients
- Are you able to demonstrate that you decide on care priorities
- Are you able to demonstrate that you identify and constructively challenge decisions made for patients care or treatment assumptions
- Are you able to demonstrate that you take responsibility for leading a team and undertake shift management

If you have answered "Yes" to all the statements above, congratulations, you should be able to demonstrate practice at **Member level**

- Are you able to demonstrate that you independently organise emergency care
- Are you able to demonstrate that you take responsibility for emergency care delivery
- Are you able to demonstrate that you initiate interventions for patients ensuring the monitoring, delivery and evaluation of patient care
- Are you able to demonstrate that you promote inter-collaborative working practice to develop and enhance the service
- Are you able to demonstrate that you actively develop and lead emergency nursing practice which impacts at a regional, national or international level

If you have answered "Yes" to all the statements above, congratulations, you should be able to demonstrate practice at **Fellow level**



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Completing the Extended CV

The practice descriptors are designed to examine a whole range of emergency nursing activities, and the statements you provide will need to address each one. However, members have found themselves repeating information under each heading, particularly in the first three or four statements. The FEN Reviewers are required to look at the whole of your submitted CV and assess the evidence; this means each section of the CV may apply to more than one practice descriptor to avoid repetition.

FEN Reviewers Guidelines:

An invaluable document to use whilst putting together your supporting statements is the FEN Reviewers Guidelines

For each level of membership the evidence required under the individual practice descriptor has been detailed. Reviewers use these guidance notes to establish whether a CV holds the evidence required for accreditation. By looking at the practice descriptor then attempting to put your own evidence into the statements you will quickly begin to develop the information for your CV.

Guidance for Managers, Lecturers, Researchers and Practice Developers:

There are many diverse roles within emergency care, and for those who no longer have a clinically hands-on role, the interpretation of the Practice Descriptors needs a slightly different approach. FEN does not wish to exclude the Managers, Lecturers, Researchers and Practice Developers amongst us, so try and collate your evidence using this simple sub-text at the start of your Extended CV;

“In my present role I do not participate in direct patient care. My responsibilities are centered around, (*insert your practice domain i.e. service delivery, practice development, research or strategic development*). The evidence in this CV has been compiled to demonstrate how I impact on patients, staff and the environment of the emergency department to positively affect the quality of patient care”.

Peer Review Statement:

Once the Extended CV is complete and you have provided written statements for each of the descriptors, you are then required to obtain a verification statement. The process of peer review is central to FEN and has been adopted as the verification element of the Extended CV. You should choose a colleague, who has the seniority and ability to review your CV and state that they agree this represents a true picture of your abilities and attributes. There are guidelines available to assist the verifier in compiling this statement. (Appendix. D.)

www.fen.uk.com – Help with the paperwork

By accessing the FEN website you will find all the information and documents you need to submit your extended CV. On-line Extended CV templates ensure easy addition of your personal information. Reviewer's guidelines and examples of completed CVs are also there to help you complete and submit with relative ease.



Providing evidence for the extended CV:

The amount of evidence provided with the Extended CV is likely to be very little, and in many cases none. This depends on who is the most appropriate person to complete your Peer Statement. If the statement is written by a colleague who knows your practice well and works alongside you regularly, they are likely to read your CV and recognise that what you have written matches the level of practice they observe.

It may be you choose your manager to write the statement and include some information they have not known before, in these instances you should provide them with additional evidence, for example a short case study, teaching package or reflective piece, which they can use to verify your statement. No supporting evidence, other than your Extended CV, needs to be sent to FEN for accreditation.

So what are you waiting for?

- Using the self assessment tool map your level of practice against Associate, Member or Fellow
- Write personalized supporting statements under the **Practice Descriptors**, you will be surprised how easy it really is.
- Obtain a Peer Review Statement
- Complete the accreditation application form (Appendix C)
- Either submit your extended CV on line or print and complete the document and submit via post to:

The Faculty of Emergency Nursing
101 Main Road
Kempsey
Worcs
WR5 3JY

- Await the outcome of your review and when you are successful enjoy the benefits and kudos of being accredited to the Faculty of Emergency Nursing



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APPLICATION FORM FACULTY OF EMERGENCY NURSING AFFILIATION

Name and contact details of applicant

Title (circle) Mr. / Mrs. / Miss / Ms / Dr / Prof

Full Name: _____

Date of Birth: _____

NMC Pin: _____

Home address: _____

Home telephone number: _____

Mobile telephone number: _____

Home email address: _____

Work address: _____

Work telephone number: _____

Work email address: _____

Post/s Held: (Circle) Staff Nurse / Sister/Charge Nurse / ENP / Educator / Research / Consultant /
Clinical Manager

Applicant's signature _____

Date: _____

**Please return the Application Form and Standing Order Mandate to:
The Faculty of Emergency Nursing
101 Main Road
Kempsey
Worcs WR5 3JY**



www.fen.uk.com

email: info@fen.uk.com

STANDING ORDER MANDATE

Your Bank details:

To.....Bank

Address

.....

Account to be debited:

| | | | | | | | | |
|------------------|--|--|--|--|--|--|--|--|
| Sort Code | | | | | | | | |
|------------------|--|--|--|--|--|--|--|--|

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| Account number | | | | | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|

Please pay:

The Co-operative Bank
 P.O. Box 101
 1 Balloon St
 MANCHESTER M60 4EP

Sort Code 08-92-99

For the credit of:

Beneficiary Account name: FEN
 Beneficiary Account number: 65262663 00
 Beneficiary Ref: FEN Affiliate

The sum of first payment: £3.25
 Three pounds, twenty five pence.

Date commencing: 21st

Sum of subsequent payments: £3.25
 Three pounds, twenty five pence

On the 21st of each month until further notice.

Signature..... Date.....

Name Printed.....

**Please return the application form and Standing Order Mandate to:
 The Faculty of Emergency Nursing
 101 Main Road
 Kempsey
 Worcs
 WR5 3JY**



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FACULTY OF EMERGENCY NURSING APPLICATION FORM FOR ACCREDITATION OF THE EXTENDED CV

Name and contact details of applicant

Title (circle) Mr. / Mrs. / Miss / Ms / Dr / Prof

Full Name _____

Home address: _____

Home telephone number: _____

Home email address: _____

Work address: _____

Work telephone number: _____

Work email address: _____

As a FEN member we will send you regular email updates and news items where would you prefer us to communicate with you on FEN issues? (Tick as applicable).

- Home
- Work
- I do not wish FEN to communicate with me via email

Applicant's signature _____

Date: _____

Which level of accreditation are you applying for (please tick)

- Associate
- Member
- Fellow

Please return along with your extended CV and Peer review statement to:

The Faculty of Emergency Nursing
101 Main Road
Kempsey
Worcs
WR5 3JY



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email: info@fen.uk.com

Writing a Supporting Peer Review Statement

Thank you for agreeing to examine the information in this applicant's FEN Extended CV.

1. To be eligible to verify the content of the Extended CV you will need to be:
 - Regularly working with the applicant for both associate and member level. In the case of Fellow level you must be in close contact with the applicant.
 - Preferably senior to the applicant either managerially or professionally in terms of your expertise.
 - Be practicing at a level equal or preferably above that of the applicant when compared to the FEN Practice Descriptors. You do not have to be a FEN member to be eligible to provide a peer statement although FEN members are well placed to review the CV having gone through the process themselves.
2. Read the applicant's Extended CV and provide both a verification statement and signature if you agree the applicant has fulfilled the following:
 - The statements the applicant make, are a true and accurate reflection of their skills and abilities
 - The applicant holds a current Nursing & Midwifery Council (NMC) registration
3. Read the applicant's Extended CV and write a statement, of no more than 500 words, that clearly verifies that:
 - You work with the applicant (in what capacity)
 - Their submission is accurate
 - Their statements are current

Your peer statement should include comments about the applicants level of practice e.g. whether they work under direct supervision, lead a team with minimal guidance or independently develop and organize care.

4. If you are not familiar with any aspect of the applicants work please ask them to supply you with evidence e.g. evaluations from student's they have mentored, certificates of achievement ALS, TNCC or testimonials from colleagues.
5. If, in your judgment, the extended CV does not represent the applicant's current level of skills and abilities, please explain this to them. It may be that the applicant has included insufficient information, in which case you may be able to suggest other aspects of work where they are performing at the required level. Alternatively, it may be because they have misjudged their level of practice in relation to the FEN Practice Descriptors. In this case you could advise them to apply for a different level.
6. Once you have completed your assessment, return your peer statement to the applicant so that they can submit it, along with their Extended CV to the Faculty for assessment towards accreditation.

The peer review statement is a valuable part of the FEN accreditation process and your involvement is much appreciated by the FEN Board.

