

Skills for nursing and care

Read the chart showing the skills you need for each work-related task. Complete the chart to show how confident you are at present.



Task	Skill	Confident	Need to work on this
Writing notes for care plans	Writing clearly and spelling accurately		
	Using tenses correctly		
	Including accurate information		
Planning time effectively	Understanding 12-hour and 24-hour clocks		
	Calculating the total amount of time you have available		
	Calculating the amount of time you have available for individual work tasks		