



HCA Children's Community Nursing Team Clinical Competency Document

Name.....

Designated Mentor.....

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Learning Contract

Name

Name Mentor.....

I understand that this development programme is designed to support me to demonstrate the competencies required of me within my role. I have discussed my requirements of the programme with my mentor and confirm I understand that this needs to be completed within 12 months of the date of commencement.

I understand that whilst I receive support from my mentor in exploring opportunities to develop both my knowledge and demonstrate my competencies; it is my responsibility to provide the evidence required to prove my competence within the role

Any problems I have in completing the assessment will be discussed with my mentor and line manager

I understand that if I do not compete this programme successfully within 12 months of the date of commencement, recourse may be made via the organisational Policies and procedures including the capability policy.

Signature of HCA

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Signature of mentor/s

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Date of commencement of initial meeting	
Date of first assessment	
Date of midpoint assessment	
Date of final assessment and completion	



Health Care Assistant, Level 2

Key responsibilities / Role description

Staff in this role work under the supervision of a registered practitioner, but supervision may be remote or indirect. They will have achieved the basic competencies of the Care Certificate and will be able to work alone in patients' homes or in clinic settings, taking responsibility for well-defined routine clinical and non-clinical duties delegated by a registered practitioner, including defined clinical or therapeutic interventions within the limits of their competence. Their work is guided by standard operating procedures, protocols or systems of work, but as the worker is working alone in a variety of community settings they may be expected to respond to patient questions (may also be parent/ carer) and report these back to assist in patient care evaluation.

Minimum professional / educational requirements:

- Care certificate to include or have as an addition, training for working alone in community settings and specific skills needed for the role, completion of FNHC induction programme
 - Hold level 2 QCF Diploma in Clinical Healthcare Support or equivalent and working towards level 3
 - Maths and English functional skills qualification
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- must have underpinning knowledge of key interventions and conditions cared for in community settings. They must be able to recognise factors that impact on health and be able to offer simple health advice and support strategies for patients and carers
 - must understand the concepts of accountability and responsibility and be confident to accept delegated responsibility from a registered healthcare practitioner and be accountable for the care provided, ensuring they have undergone the necessary preparatory training
 - will be expected to understand basic reflective techniques to enhance their self-awareness and to develop resilience when facing adverse situations. They must be able to report back on any difficult situations encountered to enable support and guided learning to be offered
 - will offer a range of care to patients in a variety of community settings.
 - must understand the principles of team working and actively contribute to the team will follow the care plan, undertaking defined clinical procedures or therapeutic interventions, recording care given appropriately and reporting back progress or deterioration to the registered practitioner

- will exercise a degree of autonomy as they are working alone whilst recognising the limits of their competence and working to the HCA Code of Conduct
- must have an understanding of the concept of risk and be aware of how risk is assessed and managed within patients' homes and other settings and ensure any change in risk status is reported promptly according to agreed policies and protocols. Safeguarding training annually is an expectation of the role and attendance at safeguarding supervision.
- must be skilled in communicating with patients and carers, acting as advocates when necessary and recognising how to support behaviour change and self-management for patients or refer on if this is beyond their competence
- within their delegated workload will be able to prioritise, plan and organise their work
- where appropriate, must participate in the support and teaching of students, new members of staff and other Health Care Assistants
- must have knowledge of a broad range of resources available in the community along with an understanding of the other agencies and professionals that support patients at home to ensure that these services are accessed and utilised appropriately
- must be able to work effectively in a team that may include disciplines other than nursing and participate in team development, design and development of service improvements and a range of quality assurance activities, including involvement with audits.



Performance Criteria

Level 1 Foundation	The practitioner performs skills under direct supervision of others more proficient in the skill
Level 2 Intermediate	The practitioner can demonstrate acceptable performance in the skill requiring less supervision and guidance but they are not expected to demonstrate full competence or practice autonomously
Level 3 Proficient	The practitioner demonstrates competency consistently throughout. They demonstrate the ability to practice safely and effectively without the need for direct supervision
Level 4 Advanced	The advanced practitioner is autonomous and reflexive, performs skills safely and accurately and is aware of current best practice
Level 5 Expert	The expert practitioner is able to demonstrate a deeper understanding of the skill and contributes to the development and dissemination of knowledge through teaching and development of others

You are expected to attain level 2 to 3 (dependent on specific role) in the performance criteria for any delegated tasks.

Clinical skills Competencies

Infection Prevention & Control

Competency	Date of Supervised Practice	Signature	Date Competent	Signature	Comments
Knowledge of and appropriate use of PPE: Gloves Apron					
Safe disposal of waste, laundry, clothing and sharps/clinical waste					
Knowledge of appropriate cleaning materials and solutions to use on specific items of equipment: Skin Medical devices Household cleaning					
Understand the principle of infection prevention and control. Completion of eLearning module Completion of Clinical Skills test `12 questions on infection control`					
Can describe the actions to follow if sharp injury occurs					

Moving and Handling- Equipment for Moving and Handling

Competency	Date of Supervised Practice	Level achieved	Signature
Raising and lowering of bed height			
Raising and lowering of knee sections			
Head down / leg down positions			
Perform regular checks of the mattress to ensure no rips/ tears and understand how to report issues with the mattress			
Trouble shooting: Electrical failure Lock out function Alarms			
How to operate			
Safety aspects and trouble shooting			
Completion of safe manual handling practical training			
Completion of Clinical Skills section for Manual Handling			

Medication

Competency	Date of Supervised Practice	Level achieved	Signature
<p>Able to identify when a nebuliser is required:</p> <p>Describes signs of bronchospasm</p> <p>Describes signs of secretions</p>			
<p>Can identify the difference between different medications that can be inhaled and when each should be used</p>			
<p>Administration of a nebuliser:</p> <ul style="list-style-type: none"> • Can demonstrate correct dose and drug • Fills the chamber correctly • Sets the flow rate correctly • Understand how to confirm the nebuliser is complete • Can clean and dry the equipment correctly 			
<p>Has an understanding of the common medication used in children and the routes they can be given</p>			
<p>Can calculate the medication dose for children</p>			
<p>How to accurately record medication that has been given</p>			
<p>Actions to take if a medication error occurs</p>			
<p>Complete Medicines Calculations demo test within clinical skills</p>			

Personal Care

Competency	Date of Supervised Practice	Level achieved	Signature
Assisting with washing			
Carrying out mouth care			
Assisting to dress			
Completion of eLearning module 'Equality, Diversity and Human rights – promoting understanding'			
Accessed 'Hygiene for infants and children' within clinical skills			

Continence Care

Competency	Date of Supervised Practice	Level achieved	signature
Promoting continence			
Changing/applying continence pads			
Review specimen collection within clinical skills			

Stoma Care

Competency	Date of Supervised Practice	Level achieved	Signature
Cleaning around stoma site			
Knowledge of what a healthy stoma is and who to report concerns to			
Look at Daily care and observation of a gastrostomy site" and "Replacing the water in the balloon of a balloon-inflatable gastrostomy tube" within clinical skills and record date accessed.			

Communication

Competency	Date of Supervised Practice	Level achieved	Signature
Communicating effectively with children and their families and colleagues asking appropriate, sensitive and relevant questions			
Communicating effectively verbally: <ul style="list-style-type: none"> face to face on the 'phone Written <ul style="list-style-type: none"> client records 			

Communicating effectively with child who have communication difficulties/differences and ensure it is age appropriate			
Liaising with CCNT if unsure			
Clear about level of accountability and the role of the CCNT team			
Know how to contact the Manager on Call and when this would be appropriate			
Completion of conflict resolution e-learning module			

Record Keeping

Competency	Date of Supervised Practice	Level achieved	Signature
Maintaining client records in good condition			
Writing clear, accurate, relevant and non judgemental information. No abbreviations, jargon, "hearsay"			
Understand how to report an accident, incident or near miss using Assure Incident record via the Portal			
Information governance eLearning module			

Dignity and Respect

Competency	Date of Supervised Practice	Level achieved	Signature
Showing respect for children and their family/others and their home and belongings			
Maintaining the child's dignity and privacy			

Respecting the child and families wishes			
Reporting any conflicts/differences with child and families wishes and the agreed care plan			
Showing respect for colleagues and others with whom they work			
"Equality, Diversity and Human Rights - General Awareness" E-learning module			

Confidentiality

Competency	Date of Supervised Practice	Level achieved	Signature
Maintain confidentiality – sharing information when required			

Family nursing & Homecare have a confidentiality policy which can be found the procedural documents <http://www.fnhc.org.ie/procedural-document-library/>

Child's Rights and Choices

Competency	Date of Supervised Practice	Level achieved	Signature
Promoting the child's rights			
Offering choices where appropriate			
Promoting child independence			
Promoting the child's health and safety and well-being			
Protecting children from harm wherever possible			
Reporting any concerns/changes in the child's			

condition promptly to parents or CCNT			
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Eating and Drinking

Competency	Date of Supervised Practice	Level achieved	Signature
Assisting children to eat/drink as per the care plan			
Facilitating adherence to special diets			
Offering choices where possible			
Knowledge of the developmental stages of infant feeding and the social aspects of eating.			
Able to provide practical advice on the types of food, textures given to children.			
Encouraging fluid intake			
Promoting adequate nutrition/dietary intake			
Provide feeds via feeding devices including gastrostomy or mini button			
Complete feeding and nutrition in infants and children within clinical skills			

Health and Safety

Competency	Date of Supervised Practice	Level achieved	Signature
Maintaining personal safety			
Understanding fire safety issues			

Demonstrating awareness of environmental hazards/risks			
Awareness of latex allergy			
Complete Health, safety and welfare e-learning module			

Child Development

Competency	Date of Supervised Practice	Level achieved	Signature
An awareness of the fine motor movements and co-ordination appropriate for different age groups			
Consider social development and the child's ability to interact with others			
Awareness of child milestones			
Awareness of childhood illness and minor ailments and when to refer appropriately			
Identify stages and sequences of language development and recognise all forms of communication.			

Knowledge of the different areas of language development i.e. listening, expressive and receptive			
Identify barriers to communication			

Recording physical Observations

Competency	Date of Supervised Practice	Level achieved	Signature
Able to take a child's temperature accurately and act appropriately on the result			
Can recognise signs of deterioration in observations and what action's need to be taken			
Can accurately obtain and record child's heart rate and respiratory rate and act appropriately			
Review "Observations in Infants and Children" within clinical skills			

Safeguarding

Competency	Date of Supervised Practice	Level achieved	Signature
Observing for signs of abuse/neglect			
Knowledge of risk of abuse, types of abuse and how to recognise			
Understand own role and responsibility			
Maintain professional working relationships with the child and family			
Able to offer support for a child who may disclose information			

More information can be found at- <https://safeguarding.ie/>

Additional Needs

Competency	Date of Supervised Practice	Level achieved	Signature
Understand the scope of disability including the concept of 'special needs' and how this might be interpreted			
Show an awareness of forms of discrimination and the impact of this on the child and family			
Understand the need for empowerment of children with a disability			
Understand the importance of seeing all children as individuals			