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# **HCSW Annual Competency**

## **Review**

|              |  |                      |  |
|--------------|--|----------------------|--|
| Name:        |  |                      |  |
| Job title:   |  | Practice/ Clinic:    |  |
| Review Date: |  | Supervisor/Assessor: |  |

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## Developmental Mapping

| <u>Level</u> | <u>Description</u>                                                                                                                                                                                                                | <u>Clinical competencies</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1      | <ul style="list-style-type: none"><li>➤ Entry level role</li><li>➤ Work under supervision till trained and competent</li><li>➤ Clear roles and responsibilities</li><li>➤ Working toward completion of care certificate</li></ul> | <ul style="list-style-type: none"><li>➤ Care certificate completion</li><li>➤ Venepuncture</li><li>➤ Blood pressure monitoring</li><li>➤ Chaperoning</li><li>➤ Hand hygiene</li><li>➤ NHS health check</li></ul>                                                                                                                                                                                                                                                                                      |
| Level 2      | <ul style="list-style-type: none"><li>➤ Progressing in role</li><li>➤ HCA that is no longer working under direct supervision</li></ul>                                                                                            | <ul style="list-style-type: none"><li>➤ Height and weight measurements</li><li>➤ Heart rate and rhythm</li><li>➤ Temperature</li><li>➤ Blood pressure monitoring</li><li>➤ Urinalysis</li><li>➤ Blood glucose testing</li><li>➤ ECG</li><li>➤ Pulse oximetry</li><li>➤ ABPM</li><li>➤ New patient health checks</li><li>➤ Doppler ABPI</li><li>➤ Basic wound care</li><li>➤ Smoking cessation</li><li>➤ Diabetic check (BP, weight, BMI)</li><li>➤ INR testing</li><li>➤ Dementia awareness</li></ul> |
| Level 3      | <ul style="list-style-type: none"><li>➤ All clinical competencies above signed as competent</li></ul>                                                                                                                             | <ul style="list-style-type: none"><li>➤ Ear care</li><li>➤ Influenza, pneumococcal and B12 injections</li><li>➤ Assist with minor injuries</li><li>➤ Peak flow monitoring</li><li>➤ Learning disability reviews</li><li>➤ Therapeutic monitoring/chronic disease monitoring:<ul style="list-style-type: none"><li>➤ Rheumatoid arthritis</li><li>➤ Anaemia</li><li>➤ Mental health disorders</li><li>➤ Type II diabetes</li><li>➤ Anticoagulation</li><li>➤ Asthma/COPD</li></ul></li></ul>           |

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## **Training Frequency**

| <b>Training</b>                                                                                                   | <b>Initial training</b>                                                                                                                                             | <b>Update frequency</b>             |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Blood pressure monitoring                                                                                         | During clinical skills/HCSW programme course                                                                                                                        | Initial and annual competency check |
| Care certificate                                                                                                  | <a href="https://www.e-lfh.org.uk/programmes/care-certificate/">https://www.e-lfh.org.uk/programmes/care-certificate/</a>                                           | N/A                                 |
| Diabetes                                                                                                          | External training-<br>Pitstop<br><a href="#">Contact training hub</a>                                                                                               | 3 yearly local/in house update      |
| Ear care                                                                                                          | External training-<br><a href="#">Contact training hub</a>                                                                                                          | 3 yearly update                     |
| ECG<br>ABPM<br>New patient health checks                                                                          | In house training and Competency sign off                                                                                                                           | As required                         |
| Height and weight measurements<br>Heart rate and rhythm<br>Blood glucose testing<br>Temperature<br>Pulse oximetry | During clinical skills/HCSW programme course                                                                                                                        | Annual in house competency review   |
| Immunisations                                                                                                     | External training-<br><a href="#">Contact training hub</a>                                                                                                          | Annual update- flu                  |
| Injection and immunisations:<br>Influenza, pneumococcal, shingles and B12 injections                              | External training                                                                                                                                                   | annual update                       |
| INR testing                                                                                                       | Initial training<br><a href="#">ELFH</a>                                                                                                                            | Annual review<br>once               |
| NHS health check                                                                                                  |                                                                                                                                                                     |                                     |
| Long term conditions monitoring:<br>Learning disability<br>Mental health<br>Cancer care                           | During clinical skills/HCSW programme course.<br>Additional inhouse training                                                                                        | 3 yearly- as required               |
| Respiratory conditions reviews:<br>Asthma<br>COPD                                                                 | External respiratory for HCA course + competency sign off in practice<br><a href="#">Contact training hub</a>                                                       | 3 yearly- as required               |
| Smoking cessation                                                                                                 | <a href="https://oneyou-rbkc-westminster.org.uk/stop-smoking-practitioner-training/">https://oneyou-rbkc-westminster.org.uk/stop-smoking-practitioner-training/</a> |                                     |
| Venepuncture/phlebotomy                                                                                           | Face to face 1 day<br><a href="#">Contact training hub</a>                                                                                                          | once                                |

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|                                       |                                                                       |        |
|---------------------------------------|-----------------------------------------------------------------------|--------|
| Wound care<br>Suture and clip removal | <u>1 day course with CLCH</u><br><a href="#">Contact training hub</a> | annual |
|---------------------------------------|-----------------------------------------------------------------------|--------|

## Section 1: Core Competencies

### 1.1 Patient Care & Communication

| Competency                                                                          | Achieved                 | Not Achieved             | Comments |
|-------------------------------------------------------------------------------------|--------------------------|--------------------------|----------|
| Demonstrates effective and compassionate communication with patients and colleagues | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Maintains patient dignity, privacy, and confidentiality                             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Accurately records patient information and updates clinical notes                   | <input type="checkbox"/> | <input type="checkbox"/> |          |

### 1.2 Infection Prevention & Control

| Competency                                            | Achieved                 | Not Achieved             | Comments |
|-------------------------------------------------------|--------------------------|--------------------------|----------|
| Adheres to hand hygiene protocols                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Follows PPE guidelines and infection control policies | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Correctly disposes of clinical waste and sharps       | <input type="checkbox"/> | <input type="checkbox"/> |          |

### 1.3 Clinical Skills

#### Level 1 (Entry Level Role)

| Competency                  | Achieved                 | Not Achieved             | Comments |
|-----------------------------|--------------------------|--------------------------|----------|
| Care certificate completion | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Venepuncture                | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Blood pressure monitoring   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Chaperoning                 | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Hand hygiene                | <input type="checkbox"/> | <input type="checkbox"/> |          |
| NHS health check            | <input type="checkbox"/> | <input type="checkbox"/> |          |

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### Level 2 (Progressing in Role)

| Competency                                  | Achieved                 | Not Achieved             | Comments |
|---------------------------------------------|--------------------------|--------------------------|----------|
| Height and weight measurements              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Heart rate and rhythm                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Temperature                                 | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Blood pressure monitoring                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Urinalysis                                  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Blood glucose testing                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| ECG                                         | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Pulse oximetry                              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| ABPM (Ambulatory Blood Pressure Monitoring) | <input type="checkbox"/> | <input type="checkbox"/> |          |
| New patient health checks                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Doppler ABPI                                | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Basic wound care                            | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Smoking cessation                           | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Diabetic check (BP, weight, BMI)            | <input type="checkbox"/> | <input type="checkbox"/> |          |
| INR testing                                 | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Dementia awareness                          | <input type="checkbox"/> | <input type="checkbox"/> |          |

### Level 3 (Advanced Clinical Competencies)

| Competency                                  | Achieved                 | Not Achieved             | Comments |
|---------------------------------------------|--------------------------|--------------------------|----------|
| Ear care                                    | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Influenza, pneumococcal, and B12 injections | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Assist with minor injuries                  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Peak flow monitoring                        | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Learning disability reviews                 | <input type="checkbox"/> | <input type="checkbox"/> |          |

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|                                                    |                          |                          |  |
|----------------------------------------------------|--------------------------|--------------------------|--|
| Therapeutic monitoring/chronic disease monitoring: | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Rheumatoid arthritis                             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Anaemia                                          | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Mental health disorders                          | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Type II diabetes                                 | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Anticoagulation                                  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Asthma/COPD                                      | <input type="checkbox"/> | <input type="checkbox"/> |  |

## Section 2: Professional Development

### 2.1 Training & Education

| Competency                                                             | Met                      | Not Met                  | Comments |
|------------------------------------------------------------------------|--------------------------|--------------------------|----------|
| Attended mandatory training (e.g., safeguarding, BLS, manual handling) | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Engaged in CPD activities relevant to role                             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Demonstrates awareness of NICE guidelines and local policies           | <input type="checkbox"/> | <input type="checkbox"/> |          |

### 2.2 Teamwork & Leadership

| Competency                                                           | Met                      | Not Met                  | Comments |
|----------------------------------------------------------------------|--------------------------|--------------------------|----------|
| Works collaboratively within the general practice team               | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Escalates concerns appropriately to senior staff                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Provides mentorship or support to new staff members where applicable | <input type="checkbox"/> | <input type="checkbox"/> |          |

## Section 3: Personal Development Plan (PDP)

|                    |  |
|--------------------|--|
| Areas of Strength: |  |
|--------------------|--|

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|                        |  |
|------------------------|--|
|                        |  |
| Areas for Improvement: |  |
| Agreed Actions:        |  |

|                        |       |                        |       |
|------------------------|-------|------------------------|-------|
| Employee<br>Signature: | _____ | Reviewer<br>Signature: | _____ |
| Date:                  | _____ |                        |       |