

**Health Care Assistants (Band 2/3)**

**Core Competency training Programme (ADULT)**

<b>COURSE DATES</b>	
<b>NAME</b>	
<b>WARD / DEPARTMENT</b>	

**Objectives**

This programme is designed to provide clinical training on which supports the Standards of The Care Certificate which all Healthcare Assistants are expected to complete at Dartford and Gravesham NHS Trust. The emphasis of the training will be on the practical acquisition of fundamental basic nursing care skills and knowledge of policies and guidelines which will assist the registered nurse in providing high quality and safe patient care.

The course comprises of 5 study days - as a one week course.

## Core Competency Training Programme – Health Care Assistants

<p><b>STUDY DAY 1</b></p> <p>Role of the Nursing Assistant          Professional behaviour and attitude: Code of Conduct          Communication and Customer Care          Learning Disability Awareness          Care of patients with dementia</p>	<p><b>DATE ATTENDED</b></p>
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<p><b>STUDY DAY 2</b></p> <p>Diabetes          Resource management and disposal of linen and waste          End of Life Care          Emergency Resilience          Stoma Care</p>	<p><b>DATE ATTENDED</b></p>
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<p><b>STUDY DAY 3</b></p> <p>BEACH (including simulation)</p>	<p><b>DATE ATTENDED</b></p>
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<p><b>STUDY DAY 4</b></p> <p>ECG Recording          Fluid Balance          Mouthcare          Accountability and Documentation          Managing patient meals          Nutritional assessment (MUST tool) &amp; feeding          Swallowing management          Nutritional supplements</p>	<p><b>DATE ATTENDED</b></p>
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<p><b>STUDY DAY 5</b></p> <p>Raising Concerns and Whistleblowing          Safeguarding          Falls E-learning          Opportunities for Further Development for Nursing Assistants at Dartford and Gravesham NHS Trust</p>	<p><b>DATE ATTENDED</b></p>
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## STUDY DAY 1

**Date:**

<b>Time</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Venue</b>
09.00 – 09.30	Registration, housekeeping/ health & safety, rules of engagement and Introduction to the course	Lisa Tritton	
09.30 – 09.50	Welcome	Director of Nursing	
09.50 – 10.50	The Role of the Nursing Assistant / Code of Conduct	Lisa Tritton	
10.50 – 11.15	<b>COFFEE BREAK</b>		
11.15 – 12.15	Customer Care and Communication	Lisa Tritton	
12.15 – 13.15	Learning Disability Awareness	Helen Filmer	
13.15 - 14.00	<b>LUNCH</b>		
14.00 – 16.30	Caring for a patient with Dementia	Angela Brown	

## STUDY DAY 2

Date:

09.00 –11.00	<b>Diabetes:</b> <ul style="list-style-type: none"><li>-Overview: Definitions &amp; Basic physiology<ul style="list-style-type: none"><li>- Recognition of Hypo/hyperglycaemia: signs and symptoms.</li><li>- When to call for help</li></ul></li><li>- Blood glucose monitoring</li><li>- Caring for feet of diabetic patients – ‘Think Feet’</li></ul>	Diabetic Specialist Nurse and Podiatrist	
11.00 – 12.30	End of Life Care Last Offices	Palliative Care Team	
12.30 –13.30	<b>LUNCH</b>		
13.30 –14.00	Resource Management (Linen and Waste)	Marina Rasell	
14.00 –15.00	Emergency Resilience	Hayley Lingham	
15.00 –16.00	Stoma Care	Jane Pierson	

### STUDY DAY 3



Venue : The Bridge  
Date : Wednesday 18<sup>th</sup> July 2018

<b>Time</b>	<b>Topic</b>	
09.00 – 09.10	Introduction and Housekeeping	Lisa Tritton
09.10 – 09.40	Setting the Scene including local EWS and recapping on vital signs	Lisa Tritton
09.40 – 10.10	Airway and Alertness	Lisa Tritton
10.10 – 10.25	Coffee	
10.25 – 10.45	Breathing	Lisa Tritton
10.45 – 11.15	Circulation and Chest Pain including local pain score	Lisa Tritton
11.15 – 11.30	Disability and Exposure (and glucose)	Lisa Tritton
11.30 – 12.00	Handover and Communication Tool (SBAR or RSVP) Record keeping and local care plans/nursing documentation	Lisa Tritton / Denise Aspland
12.00 – 12.30	Human Factors in Health Care	Lisa Tritton / Denise Aspland
12.30 – 13.00	Sepsis	Suzanne Evans
13.00 – 13.30	Lunch	
13.30 – 15.30	Simulation Exercise	Lisa Tritton / Denise Aspland / Phil Gurnett
15.30 – 16.00	The Busy Ward (prioritisation exercise)	Lisa Tritton / Denise Aspland
16.00 – 16.30	Evaluation and Close	Lisa Tritton / Denise Aspland

## STUDY DAY 4

Date:

TIME	TOPIC	FACILITATORS	VENUE
9.00 – 10.30	ECG recording with practical	Sylvie Seales	
10.30 -11.00	<b>COFFEE BREAK</b>		
11.00 – 11.30	Fluid Balance	Lisa Tritton	
11.30 – 12.30	Mouthcare	Sarah Haslam	
12.30 – 13.00	<b>LUNCH</b>		
13.00 – 14.00	Accountability and Documentation	Lisa Tritton	
14.00 – 16.00	<b>Nutrition afternoon:</b>		
14.00 - 14.15	Hospital Food / Food wastage (Ordering 'missed' meals)	Marina Rasell	
14.15.- 15.00	Feeding and swallow	Harriet Grindley	
15.00 – 16.00	MUST tools / Taste test	Cathy Dowell	

## STUDY DAY 5

Date:

TIME	TOPIC	FACILITATORS	VENUE
09.30 – 10.00	Safeguarding	Gina Tomlin	
10..00 – 11.00	Raising Concerns and Whistleblowing	Sue Cox	
11.00 – 11.30	<b>COFFEE BREAK</b>		
11.30 – 12.45	Falls E-learning	Lisa Tritton	
12.45 – 13.15	The 'Care Certificate' Continuing Professional Development	Lisa Tritton	
13.15 – 13.45	Evaluation of the course Questions and Answers	Lisa Tritton	

## Reflection on teaching sessions (Nursing Assistants / Healthcare Support Workers)

**Name of teaching session:**

**Name of trainer:**

**Date:**

**Time (How long was the session?)**

	Write your comments / reflections below...
I learnt...	
The most challenging thing I found...	
I want to know more about...	
The next step in my learning journey is...	
I will use this new learning in my patient care by...	

You may wish to reflect on individual sessions or the course as a whole.

Now place this in your Blue portfolio folder as evidence of learning