**Staff Competency Framework**

**Care Assistant**

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| Name of Care Service  |  |
| Staff name |  |
| Job Role |  |
| Competency Assessor |  |
| Date commenced  |  |

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| **Assisting & Moving People/Objects** |
| **Competency Outcomes:*** Observation of moving/positioning a person safely
* Awareness of visual checks for safety and ensuring fit for purpose
* Use suitable equipment correctly
* Understand their responsibilities – including current legislation & national guidance
* Understand anatomy and physiology in relation to moving and positioning individuals
* Able to minimise risks
* Know when to seek help and advice from others when moving or repositioning an individual
* Demonstrate an awareness of the importance of communicating with people involved in the procedure
* Assisting someone after a fall
* Awareness of reporting processes and supporting documentation
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**Competency sign off date:** Assessor:Staff Member:**Review date:** (added to matrix/diarized) |

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| **Basic Life Support** |
| **Competency Outcomes:*** Understand and know how to follow procedures when responding to accidents/sudden illness.
* Able to respond effectively and safely
* Able to perform CPR following current national guidance
* Awareness of DNAR processes, legislation and documentation
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| **Fire Safety** |
| **Competency Outcomes:*** Aware of fire safety procedures and equipment within the service
* Know when and how to attend fire alarm (including evidence of attending fire drills)
* Knowledge of PEEPS, grab file
* Knowledge of cut off points for utilities
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(added to matrix/diarised)

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| **Nutrition & Hydration**  |
| **Competency Outcomes:*** Demonstrate awareness of the importance to deliver suitable food and nutrition as per care plan and record details.
* Demonstrate knowledge of specific dietary needs and hydration needs.
* Identify systems to follow and documentation to be used to support peoples nutritional and hydration care needs.
* Identify person centred approaches to supporting people with their nutrition and hydration.
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| **Food Hygiene** |
| **Competency Outcomes:*** Know the importance of food safety when delivering food/drink
* Aware of safety and hygiene practices when handling, serving removing and storing food and drink
* Know how to accurately record information.
* Know how to access additional advice or support about food safety.
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| **Health & Safety**  |
| **Competency Outcomes:*** Understand own responsibilities for self and others including stress management and debriefing practices
* Understand risk assessments and implementing security measures in the workplace
* Knowledge of hazardous substances (COSHH)
* Demonstrate how to follow health and safety guidance/policy
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| **Infection Control**  |
| **Competency Outcomes:*** Understand own role and others, legislation and policies. What are the services systems and procedures relating to the prevention and control of infections.
* Understand and display the appropriate use of PPE
* Understand and demonstrate good personal hygiene, including handwashing.
* Understand risk assessments that can aid in preventing infection control spread.
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| **MCA & Liberty Protection Safeguards (DoLs)** |
| **Competency Outcomes:*** Understand framework of mental capacity (MCA), framework and policies
* Understand meaning of mental capacity in relation to how care is provided.
* Understand Deprivation of Liberty Safeguards (DoLS) in relation to how care is provided.
* Identify DoLS conditions and the importance of documentation.
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| **Recording and Reporting**  |
| **Competency Outcomes:*** Understand the need for securely handling information
* Understand the importance of recording accurate information and dating/signing
* Understand reporting processes and how to effectively follow them.
* Identify documentation that needs to be completed when incidents/accidents occur.
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| **Person Centred Care**  |
| **Competency Outcomes:*** Able to demonstrate understanding of person-centered care
* Be able to demonstrate establishing consent/ right to make choices and how to support an individual
* Demonstrate awareness of constant review and update of person-centered care and associated risks
* Identify the importance of person centred care and how this can impact positive outcomes for people.
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| **Oral Health**  |
| **Competency Outcomes:*** Can demonstrate awareness of the importance of good oral hygiene
* Can demonstrate how to delivery daily mouth care
* Can demonstrate the importance of person centred approaches to daily mouth care.
* Identify suitable documentation and reporting processes regarding good oral hygiene.
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| **Safeguarding Vulnerable People**  |
| **Competency Outcomes:*** Awareness of types of abuse and signs and symptoms to be aware of (including online abuse)
* Know how to report suspected or alleged abuse
* Understand how to reduce the risk of abuse
* Awareness of safeguarding children if they are present in the workplace
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| **Dementia Care – Positive Behaviour Support**  |
| **Competency Outcomes:*** Demonstrate an awareness that a person may need constant reassurance about a subject, whilst staying outwardly calm.
* Ability to deflect the person and support them through reassurance and calmness.
* An understand of different dementias and how they can impact people’s care needs.
* Ability to record accurately avoiding opinions
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| **Dignity – Equality – Diversity**  |
| **Competency Outcomes:*** Able to understand the importance of equality and inclusion
* Able to evidence knowledge of protected characteristics under the Equality Act
* Ability to demonstrate how to maintain dignity, respect and privacy of individuals
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| **Communication**  |
| **Competency Outcomes:*** Demonstrate an awareness of the importance of effective communication in the workplace including the AIS standard
* Show the ability to be able to meet communication needs (language, wishes, preferences)
* Be able to apply practices of confidentiality in the workplace.
* Be able to evidence people’s communication needs and how they are effectively supported in practice.
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| **Specific Conditions**  |
| **Competency Outcomes:*** Understand the needs of individuals with specific conditions
* Awareness of adjustments that may be necessary in care delivery to specific conditions
* How to support an individual to meet their specific care needs
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| **Service Specific (Add specific competency outcomes to meet the needs of the service).**  |
| **Competency Outcomes:** |
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| **Assessor comments on completion of competencies** |
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| **Staff members comments on completion of competencies**  |
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| **Date of completion**  |
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