**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 |
| **Actions required prior to sign off:** |
| |  |  | | --- | --- | | Action | Signature & Date when completed | |  |  | |  |  | |  |  | |  |  | |  |  |   **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 |
| **Actions required prior to sign off:** |
| |  |  | | --- | --- | | Action | Signature & Date when completed | |  |  | |  |  | |  |  |   **Competency sign off date:**  Assessor:  Staff Member:  **Review date:**  (added to matrix/diarized) |

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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 |
| **Actions required prior to sign off:** |
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Assessor:

Staff Member:

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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. |
| **Actions required prior to sign off:** |
| |  |  | | --- | --- | | Action | Signature & Date when completed | |  |  | |  |  | |  |  | |

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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. |
| **Actions required prior to sign off:** |
| |  |  | | --- | --- | | Action | Signature and Date when completed | |  |  | |  |  | |  |  | |

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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. |
| **Actions required prior to sign off:** |
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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 |
| **Actions required prior to sign off:** |
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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:** |
| **Actions required prior to sign off:** |
| |  |  | | --- | --- | | Action | Signature and Date when completed | |  |  | |  |  | |  |  | |

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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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