



## Competency Assessment Policy and Procedure

Notice to employees using a paper copy of this policy  
The company Policies Folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

## Document Control

<b>Document Name</b>	Competency Assessment
<b>Author</b>	Karen Hodgkinson
<b>Purpose</b>	Libertatem Healthcare Group is committed to providing the highest standard of care and service to people. The main outcome of the policy is to provide a standard competency framework to allow all care workers to be assessed following a standard assessment tool.
<b>Compliant with CQC Regulation</b>	18 & 19
<b>Approval Date</b>	03.07.2019
<b>Publication Date</b>	03.07.2019
<b>Review Date</b>	June 2022
<b>Distribution</b>	All staff

## Version Control

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Comments</b>
V1.0	Jan 2017	Jonathon Short	New document implemented
V2.0	Nov 2017	Karen Hodgkinson	Updated to reflect the new assessment process
V3.0	27.06.2019	Karen Hodgkinson	Updated to reflect addition of Blooms taxonomy in some assessments and document and version control standardised.

## Contents

<b>Subject</b>	<b>Page Number</b>
Outcome	4
Scope	4
Aim of the policy	4
Policy Statement	4
Duties & responsibilities:	4
Assessment process	4
Competency process	5
Documentation	5
Competency documents	6
Document control	6

## Outcome

Libertatem Healthcare Group is committed to providing the highest standard of care and service to people. The main outcome of the policy is to provide a standard competency framework to allow all care workers to be assessed following a standard assessment tool. All the completed competency documents are evidence based and the documentation meets published standards from:

- Skills for Health
- Skills for Care
- NMC & RCN Guidelines
- Other published documentation from centres of excellence

## Scope

### Aim of the policy

The aim of Libertatem Healthcare Group is **to ensure all clients receive a standard evidence based care**. All workers delivering care must be deemed competent by a suitably qualified clinician for Core, and where applicable Client specific competencies. Competency documents will assess knowledge and understanding, and ability to safely undertake practical task required safely, confidently and competently.

**Core competencies** – These skills are transferable **between service users** as confirmed by the nurse undertaking the assessment and will be documented on the IT system currently in use. Examples of these may include catheter care / oral suctioning / gastrostomy care.

**Client specific competencies** – These skills are competencies that have been specifically identified for a named client and are not transferable. Examples of these may include tracheostomy care (including paediatric tracheostomy) / ventilation.

Competency documents detail the expected standards that individuals work towards and must achieve in order to provide the appropriate levels of care. These documents are used as a tool to provide guidance for individual learning and the assessor who will measure their abilities.

## Policy Statement

### Duties & responsibilities:

All staff are responsible for working cooperatively with their senior clinical team in this regard and must take responsibility, in particular, for bringing matters of concerns about the safe and effective provision of clinical services, to their attention. The Nursing & Midwifery Code (2008) states that all trained nurses and midwives must have the knowledge and skills for safe and effective practice, when working without direct supervision. They must recognise and work within the limits of their competency, keep their knowledge and skills up to date throughout their working life and to take part in appropriate learning and practice activities.

### Assessment process

The assessor must clarify the knowledge and skills that are required by Libertatem Healthcare Group care workers needed to fulfil a role within a care package.

At the outset of the assessment process, the role and responsibility of the registered nurse undertaking the assessment, is to assist Libertatem Healthcare Group staff in developing and maintaining the competence expected to support the delivery of high quality care. It is also to ensure that there is a consistent approach throughout the process and throughout the organisation.

Care staff's clinical skills are identified and assessed by a suitably qualified nurse, through the production of relevant evidence such as:

- Internal training certificates
- External training certificates
- Through observed practice

**Internal training certificates:** If the care worker has had internal training and has been signed off as competent for a particular task they **must** still attend the specialist training for each client, this can be nurse led. Client specific competencies are

mandatory. (External companies may be used to provide generic theoretical training but Libertatem Healthcare Group nurses or suitably trained specialist nurses and health professionals working with the people we support will carry out specific training required for the care workers to understand the clinical tasks in relation to the service user they are caring for, whilst considering their unique needs).

**External training certificates:** A discussion between the nurse and care worker to establish, whether or not the care worker will need to complete training and or a full competency assessment. The lead nurse for the package will assess their competency in the task.

**Through observed practice:** Care staff that have been observed in practice and deemed competent for non-specialist tasks. The lead nurse for the package will assess the competency.

The care worker will need to clearly understand the competency assessment process and the level of competency that will need to be achieved before they are deemed competent.

### **Competency process**

The practitioner (care worker) must be assessed as competent on a minimum of 1 occasion before competency in this skill can be signed off by the assessor. Some competencies will require 3 observations dependent upon their complexity. This should begin to take place within 1 month of commencing in this particular area.

### **NB: No more than 4 competencies should be assessed in a single shift**

All competencies must be reviewed annually on appraisal. Competence must be formally reassessed if the particular skill / activity have not been performed for 3 months. Achievement of competency must be recorded in the individual's personnel file which serves as a record of individual development achievement.

**If the clinical lead has any concerns of the ability of the care worker to complete the competency assessment there should be a discussion between the clinical lead and the Board of Directors.**

### **Documentation**

The assessment process will be undertaken using wither the WASP assessment or the Blooms Taxonomy assessment as detailed below.

### **WASP assessment**

The assessment is undertaken over 4 stages as described below.

W	Witnessed	Observe or witness the competency – it is considered good practice that the HCA will have had the opportunity to observe the procedure prior to being supervised.
A	Assimilated	Understands the underpinning knowledge associated with each element of the competency 1 = DEMONSTRATES FUNDAMENTAL KNOWLEDGE AND UNDERSTANDING 2 = DEMONSTRATES BROAD KNOWLEDGE AND UNDERSTANDING 3 = DEMONSTRATES IN DEPTH KNOWLEDGE AND UNDERSTANDING
S	Supervised	Practice under supervision to demonstrate understanding: score as follows: 1 = NEEDS FURTHER PRACTICE 2 = SHOWS APTITUDE 3 = DEMONSTRATES SKILLED AND PROFESSIONAL PRACTICE
P	Supervised	Competent in both knowledge and skill elements of this Competency.

The assessment process begins upon placement with the person we support, commencing informally through observation from the first shadow shift. The practical elements of the clinical task will be underpinned by theoretical training which the carer must be able to verbalise and explain when being assessed by the registered nurse in relation to the care and support plan.

### **Blooms taxonomy**

The assessment is undertaken by reviewing the Clinical and considering the performance criteria, and how this is achieved and demonstrated and will be assessed through observation and questioning of the support staff understanding enabling a defined level of competence to be achieved.

<b>BLOOM'S TAXONOMY</b>	<b>Level 1</b> (minimum level for knowledge)	<b>Level 2</b> (minimum level for skills & attitude)	<b>Level 3</b>
<b>Knowledge</b>	Recognising or recalling knowledge from memory. Memory is used to produce or retrieve previously learnt information	Construct meaning from different types of information	Carrying out or making use of refers to situations where learnt material is used through means of models, simulations, scenarios etc.
<b>Skills</b>	Copy actions of another; observe and replicate	Reproduce activity from instruction or memory	Execute skill reliably, independent of help
<b>Attitude</b>	Open to experience, willing to hear	React and participate actively	Attach values and express personal opinions

### **Competency documents**

The competency documents have been developed to encompass a generic clinical task but can be adapted by the lead nurse in consultation with the Clinical Director to hone in on specific intricacies required for the specialised care of some of the people we support. This must be undertaken in conjunction with the individual care and support plan.

The lead clinician will maintain ownership of the competency documents until they are fully completed. On completion they will need to be returned to Libertatem Healthcare Group office for scanning and storing within the workers personnel file.

It is important that the entire document is completed and that it is signed by both the lead nurse who is assessing competency and the carer who is being assessed.

The client specific document should include the client's name, the carer's full name. Some specialist competency documents are accompanied by a safety checklist, which should be reviewed during assessment.

### **Document control**

All documents are stored on the company's shared drive under Clinical Competencies.