



HCA PRECEPTORSHIP PACKAGE

This package is designed for those new to the role of a Health Care Assistant (HCA) in Primary Care some may also be new to being an HCA.

The package is to support development and to evidence your skills and knowledge to meet essential standards of quality and safety.

HCA

Preceptor (registered Nurse)

Buddy (usually an experienced HCA/ NA)

Date of Start of Package

Accountability and Delegation

Registered Nurses have a duty of care and a legal liability with regard to patient care. If they have delegated a task to an HCA they must ensure that the task has been appropriately delegated. This means that:

- The task is necessary and delegation is in the patient's best interest
- The HCA understands the task and how it is to be performed
- The HCA has the skills and abilities to perform the task competently, and has been assessed by a qualified nurse as competent
- The HCA accepts the responsibility to perform the task competently

The Care Certificate

Following the Francis Enquiry into failings of care at Mid Staffordshire NHS Foundation Trust, an independent review into non registered staff in the NHS recommended that they should be supported. The Care Certificate should ensure that HCAs new to the role have the required values, behaviours, competencies and skills to provide high quality compassionate care.

The E-learning for Healthcare website houses the Care Certificate (CCT) <https://www.e-lfh.org.uk/>

This programme offers learning materials to support the development of knowledge, skills and behaviours required to achieve all 15 Standards of the Care Certificate. Once the Care Certificate is completed, it does not need to be repeated and is transferable.

The Care Certificate does not replace employer induction, nor will it focus on specific skills and knowledge.

Understanding your Role	Communication	Safeguarding Children
Personal Development	Privacy and Dignity	Basic Life Support
Duty of Care	Fluids and Nutrition	Health and Safety
Equality and Diversity	Dementia and Cognitive Issues	Handling Information
Working in a person centred way	Safeguarding Adults	Infection, Prevention and Control

Suggested Guide and Time Frame - based on the Four Pillars of the Advanced Care Practitioner Framework

Time Frame	Clinical Practice	Leadership and Management (self)	Education	Research (Audits)
Within 2 months	<ul style="list-style-type: none"> • Be competent to complete Core health Template • Urinalysis and pathway • ECGs • BP Monitoring 	<ul style="list-style-type: none"> • Shadowing opportunities with MDT • Longer time for clinics/ blocked slots • Down load ShinyMind App • Well-being resources on NATH website 	<ul style="list-style-type: none"> • Book on to a venipuncture Course 	<ul style="list-style-type: none"> • Introduction to Clinical Systems and essential recording of information for data collection <p><i>F12</i> <i>QOF</i> <i>Read coding</i> <i>Recalls</i></p>
Usually 12-18 months	<ul style="list-style-type: none"> • See Appendix A • For suggestions of competencies • Awareness of patient pathway through the surgery • Refer patients appropriately for health promotion and other services • Refer to other HCPs e.g. social prescribers 	<ul style="list-style-type: none"> • Consultation structure development • Time management • Limitation acknowledgement • Role within practice and wider environment • Awareness of Roles within the PCN • Peer support 	<ul style="list-style-type: none"> • Completion of Care Certificate • Preceptorship meetings • Utilise NATH offer of outside buddy support/ supervision/ coaching. • Evaluate personal learning 	<ul style="list-style-type: none"> • Contribute to data collection for monitoring • Adherence to safety governance procedures

Guidance for Preceptorship Meetings

Meetings with your preceptor do not have to be formal and lengthy; they can be 10-15 minute informal chats which should enable you to do the following:

- Review your progress
- Get feedback on your practice
- Identify what is going well
- Identify areas where development is required
- Complete development plans and identify the support needed to achieve this

Review Number	Date Review Planned	Tick when Review Completed
Initial Review (first week)		
Review 1 (around 1 month)		
Review 2 (around 3-5 months)		
Review 3 (around 6 + months)		

Other Relevant Dates:

Initial Review with Preceptor – Date

1. What previous knowledge/ experience are you bringing to the post? (placements, clinical experience, courses).
2. What do you consider to be your strengths and weaknesses?
3. Do you have any specific concerns or worries about starting in your post?
4. How do you normally cope with stress?
5. Are you aware of the 'support network and resources available to you? (On NATH website/ ShinyMind App/ clinical supervision/ forums etc.)

Action Plan:

What additional skills/ knowledge do I need to know/ do?	How will I achieve this? Who can help? What support is available?	What evidence will I need to produce?	Target Date

Signature of Preceptee:

Signature of Preceptor:

Date:

Record of Preceptorship Review

Nurses Own Self-Assessment
Clinical Practice
Leadership and Management (self)
Education
Research (audit)
Preceptors Assessment
Clinical Practice
Leadership and Management (self)
Education
Research (audit)

Action Plan

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Action Plan

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Practical Skill Competency -----

(Print off for individual Clinical Skill)

The HCA must first observe the practical skills being performed by their mentor or other qualified healthcare professional to supervise that task. There should be no set number of how many times a task may be performed to sign off competence. Keep a Record of this competence.

Date	Task	Reflection – what went well, any adjustments needed?	Initial of Supervisor
	Observed Skill		

Date of Initial Training:

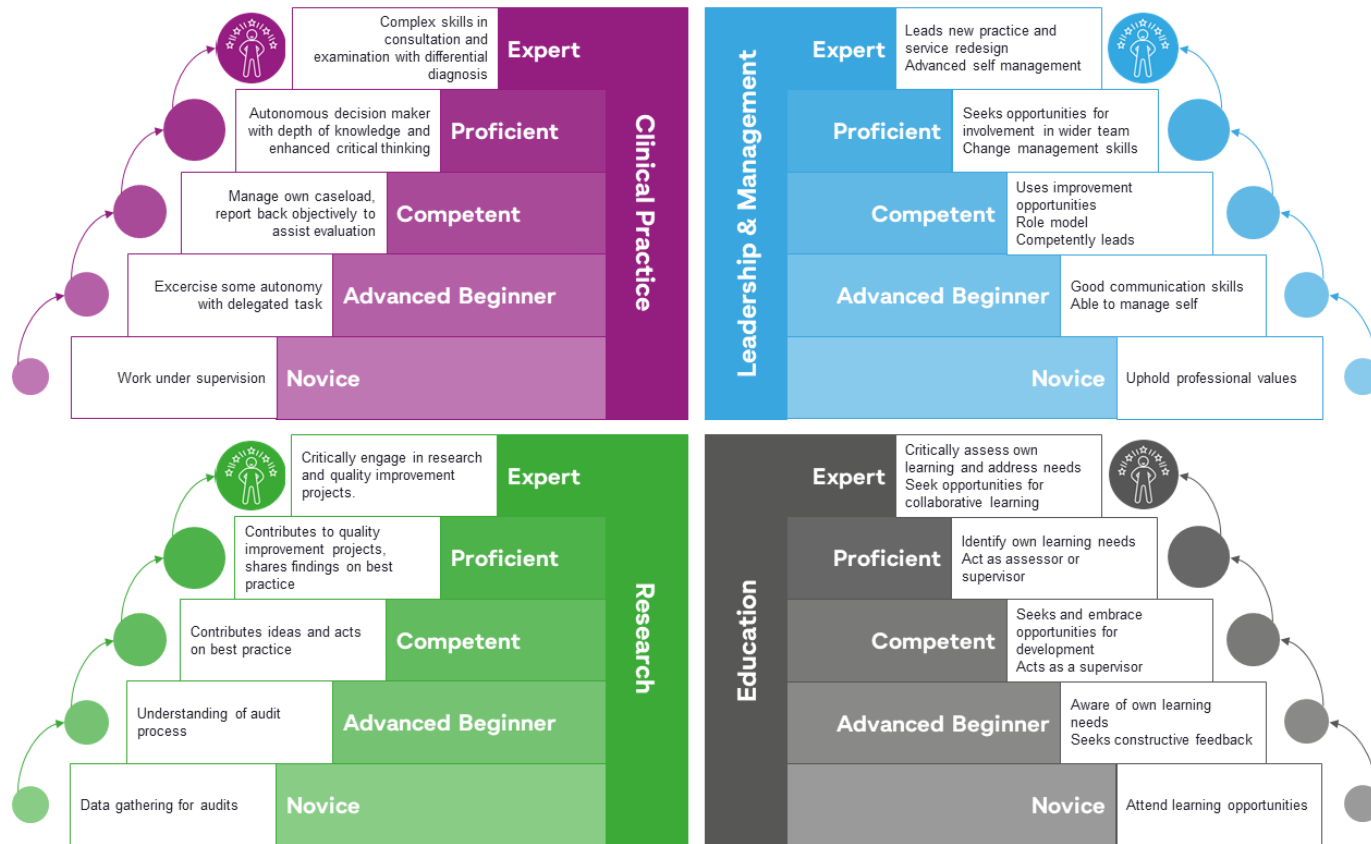
Date of Competence:

Signature of HCA:

Signature of Assessor:



Nursing
Career Progression





Appendix A: CLINICAL COMPETENCIES TRAINING MATRIX (Tailor this to experience and needs of Population)

Clinical Competency	Date Started	Date Competent
Pulse		
Blood Pressure including manual		
Blood Pressure Monitoring		
BMI		
Gather core health info for templates		
Urinalysis		
ECG Recording		
Pulse Oximetry		
Awareness of Emergency Equipment (appropriate for role)		
Setting up a nebuliser		
Able to use a volumatic and inhaler		
Using and recording blood glucose monitor		
Using and recording peak flow		
Using and recording FEV6		
Explanation of self-collection of samples		
Basic wound care		
Removal of clips/ sutures		
Measuring for hosiery stockings		
Assisting with minor operations including chaperoning		
INR Star monitoring		
Referral to Health Promotion Service		
Able to give health promotion advice		
Referral to other Health professionals		
Assist patients with technology		
More advanced skills for LTC collection as per Academic Science Network		
AFTER RELEVANT COURSE		
Venepuncture		
B12 injection service		
Influenza vaccination		
Pneumococcal vaccination		
Checking feet for diabetic neuropathy		
Ear Care Service		



Suggestions of Courses

Many local face to face courses <https://www.pcdcportal.org/>

Cytology <http://www.nepsec.org.uk/>

<https://www.wounds-uk.com/course>

<https://smarthealthsolutions.co.uk/taster-webinars/>

<https://respiratoryacademy.co.uk/clinical/cpd-modules/>

<http://www.practicenurse.co.uk/>

<https://www.e-lfh.org.uk/>

<https://www.healthcheck.nhs.uk/commissioners-and-providers/training/competency-framework-and-learner-and-assessor-workbooks/>

<https://www.e-lfh.org.uk/programmes/all-our-health/>

<https://uclpartners.com/about-us/academic-health-science-network-ahsn/>

References

<https://www.qni.org.uk/wp-content/uploads/2019/05/General-Practice-Nursing-Induction-Template.pdf>

<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-principles-for-preceptorship-a5.pdf>

Thank you to Nottingham University Hospital for the development of this portfolio!