

Cheshire & Merseyside Training Hub

**Nursing Support Worker**

**(Career paths for Healthcare Assistants & Support Workers)**

Level 1 to 4

|  |  |  |  |
| --- | --- | --- | --- |
| Nursing Support Worker Name |  | Assigned Supervisor Name |  |
|  |  |
|  | |  | |

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# Welcome to General Practice

Working in General Practice is a unique experience. You will work with a team of professionals who will have a range of specific skills that are often quite different, to similar roles in other areas of healthcare.

**Primary Care includes a diversity of services addressing the needs of a varying population and has two main aims:**

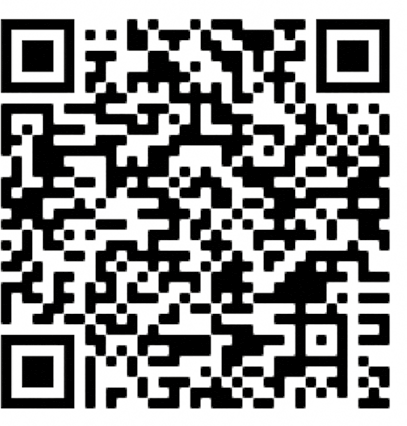
* **To manage existing conditions**
* **To promote health and well-being**

Primary care services provide the first point of contact in the healthcare system, acting as the ‘front door’ of the NHS.

General Practice staff provide services to populations which promote optimum health and well-being, by working with, and supporting service users, health professionals can have a profound impact on their lifelong health and wellbeing.

Dealing with the social, emotional, cultural, and environmental issues that affect individuals is a large part of the role, as is aiming to prevent adverse outcomes and poor health by early intervention and health promotion.

**CQC GP myth buster** [https://www.cqc.org.uk/guidance-providers/gps/gp-](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-57-health-care-assistants-general-practice) [mythbuster-57-health-care-assistants-general-practice](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-57-health-care-assistants-general-practice)



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In 2017, Health Education England (HEE) announced educational reform, regulating a qualification framework through an apprenticeship model of delivery. As a result, Healthcare Support Worker (HCSW) training is now becoming standardised throughout the NHS and HEE are developing new roles and standards for the supporting workforce. The Nursing Support Worker will be referred to as HCSW for the purpose of this booklet. The HCSW framework has been updated so all HCSWs continue to have the right skills and competencies to match an educational pathway, ensuring the same high standards throughout Primary Care. This framework is transferable when working in other sectors; however, it may require alignment of skills for different specialisms.

**This framework is designed to give HCSWs and Employers**

* **A clear and practical guide to development opportunities**
* **Clinical skills and competencies that align to the HCSWs level of knowledge and experience**
* **Supports career development**

In 2019 NHSE/I launched the healthcare support worker programme to increase HCSW recruitment, minimise vacancies, avoid reliance on temporary staff and so provide greater continuity of care for patients, and to support more people to progress into nursing and midwifery roles in the future.

The programme aims to showcase the role and the variety of settings where our HCSWs play a vital role providing care for our patients and service users. It will share stories of current and previous HCSWs and their career pathway into and within the NHS, with potential job seekers.

This booklet will help you to plan and record your development as you gain the skills, knowledge and behaviours that you need in order to provide safe, effective and compassionate care to your patients.

A picture containing person, indoor

Description automatically generatedThe QR codes and links will take you to useful websites or documents to support you through your HCSW journey.

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# Healthcare Support Workers (HCSWs) and Healthcare Assistants (HCAs) in General Practice

“Healthcare Support Worker” and “Healthcare Assistant” – these terms often refer to the same role in Primary and Community Care. Both terms describe non-registered clinical staff who assist in patient care and related activities under the supervision of a registered healthcare professional such as a Practice Nurse or Allied Health Professional (AHP). In this booklet, we will use the term HCSW.

HCSWs are significant members of the primary care workforce and their development is one of the crucial components to allow the delivery of a truly multi-professional workforce in primary care.

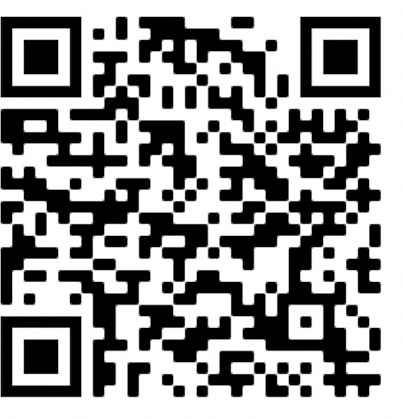
There is no standard role specification for HCSWs working in general practice and the range of tasks that you may undertake varies greatly. This depends on the requirements and preferences of the practice, the skill mix, and your experience and competencies. **Employers are required to evaluate which tasks they wish the HCSW to undertake and ensure you have appropriate training to underpin your activity.** HCSWs are not registered with a professional body and your employer is accountable for your actions and omissions and it is vital that employers make sure that you work within the limits of your competence.

The Royal College of General Practitioners (2014) state, *‘HCSWs should work at all times within the boundaries of delegated authority and personal level of competence and training. If unsure they should always consult and refer to a registered healthcare professional.’*

If a registered nurse is delegating tasks to you, the registered nurse is responsible under the Nursing and Midwifery Council (NMC) Code of Conduct for the safe delegation of that task.

You have a duty of care and a legal responsibility to the patients you will see.

Delegating registered nurses, AHPs or GPs are accountable for ensuring their HCSW’s remain safe and competent. As such, it is recommended they observe and review their practice on an annual basis.



**RCN Accountability and delegation** [https://www.rcn.org.uk/professional-development/](https://www.rcn.org.uk/professional-development/accountability-and-delegation) [accountability-and-delegation](https://www.rcn.org.uk/professional-development/accountability-and-delegation)

**RCN Advice and duty of care**

<https://www.rcn.org.uk/get-help/rcn-advice/duty-of-care>

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**Code of Conduct**

As a Healthcare Support Worker in England, you must:

1. Be accountable by making sure you can answer for your actions or omissions.
2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.
3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
4. Communicate in an open, and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
5. Respect a person’s right to confidentiality.
6. Strive to improve the quality of healthcare, care and support through continuing professional development.
7. Uphold and promote equality, diversity and inclusion



**Skills for Health Code of conduct**

<https://www.skillsforcare.org.uk/Support-for-leaders-and-managers/Managing-people/Code-of-Conduct.aspx>

The Royal College of Nursing (RCN) supports the role of HCSWs within primary care especially in these times of new initiatives and developments, where recruitment and retention of both General Practitioners (GPs) and experienced Practice Nurses (PNs) is a major issue. You may find it helpful to look at First Steps for Healthcare Assistants for background information.

**RCN First steps** [https://www.rcn.org.uk/professional-development/](https://www.rcn.org.uk/professional-development/professional-services/first-steps) [professional-services/first-steps](https://www.rcn.org.uk/professional-development/professional-services/first-steps)



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# Your Career Development

**What do we mean by “Levels 1 – 4”?**

Skills for Health have defined nine levels of career development within healthcare. These levels outline the roles, responsibilities and knowledge that people working in healthcare are likely to need at each level. This booklet covers levels 1 – 4. The levels defined below are cumulative, so people who are working at level three, for example, will be assumed to have the knowledge/skills of levels 1 and 2.

Note: the levels do not directly align to the Agenda for Change salary bandings used in some NHS organisations.

## LEVEL 1

**Entry Level - you will have basic general knowledge and will be undertaking a limited number of straightforward tasks under the direct supervision of an appropriate healthcare professional. You may be new to working in healthcare.**

## LEVEL 2

**Support Role - you will have the basic factual level of knowledge that you need in order to perform your day-to-day work. You may carry out clinical and other duties**

**according to agreed protocols, procedures or care plans.**

## LEVEL 3

**Senior Role - you will have a knowledge of the facts, principles, processes and general concepts of your role as a HCSW, this may be a General Practice Assistant role. You may carry out a wider range of duties than someone in a support role and may have more responsibility; however, you will have access to guidance and supervision where needed.**

**You will contribute to service development and will be responsible for your own Continuing Professional Development (CPD).**

## LEVEL 4

**Nursing Associate - you will have a broader factual and theoretical knowledge of patient care. Your work will be guided by protocols, procedures and care plans, but you will be required to make judgements, plan activities and contribute to service development. You will demonstrate CPD.**

**You may have responsibility for supervising other staff.**

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# Recommended Statuary and Mandatory Skills

The UK core skills training framework has been developed by Skills for Health (National Skills Academy). This tool identifies minimum learning outcomes for the main subjects that frequently feature within statutory and mandatory training in the NHS.

Please download the mapping tool: <http://www.skillsforhealth.org.uk/services/item/146-core-skills-training-framework>

The training list below is for recommendation only, and not an exhaustive list, please note that responsibility lies with both the employer and the individual. The training is available through e-LFH <https://portal.e-lfh.org.uk/>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mandatory Training** | **Frequency** | **Completed (date)** | **Update (date)** | **Update (date)** |
| Basic Life Support & Anaphylaxis | Annually |  |  |  |
| Chaperone | Initial training |  |  |  |
| Conflict Resolution | Initial + 3 yearly |  |  |  |
| Dementia Tier 1 and Tier 2 | Once |  |  |  |
| Equality, Diversity and Human Rights | Initial + 3 yearly |  |  |  |
| Fire Safety | 2 yearly |  |  |  |
| Health, Safety and Welfare | Initial + 3 yearly |  |  |  |
| Infection Prevention & Control | Annually |  |  |  |
| Information Governance/Data Security Awareness (to include SAR and GDPR) | Annually |  |  |  |
| Learning Disability & Autism Awareness Tier 1 & 2 | Initial + 3 yearly |  |  |  |
| Making Every Contact Count (MECC) | Initial training |  |  |  |
| Moving and Handling For non-patient handling | Initial + 3 yearly |  |  |  |
| Preventing Radicalisation | Initial + 3 yearly |  |  |  |
| Safeguarding Adult Level 2 including MCA & DOLS | Initial + 3 yearly |  |  |  |
| Safeguarding Children Level 2 | Initial + 3 yearly |  |  |  |
| Suicide Prevention Training | Once |  |  |  |

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# The Care Certificate

The Care Certificate has been implemented nationally and has an identified set of standards that health and social care workers adhere to in their daily working life. The Care Certificate gives employers and the public, the confidence that these workers have the same basic skills, knowledge and behaviours to provide compassionate, safe and high quality care and support.

The Care Quality Commission expects every HCSW to commence the Care Certificate as part of the induction process and be completed within approximately 12 weeks of commencing in role.

The Care Certificate consists of 15 standards which individuals need to complete before they can be awarded their certificate. The standards require both theoretical study and practical application within the place of work.

The Care Certificate was developed jointly by Skills for Care, [**Health Education England**](https://www.hee.nhs.uk/) and

#### [Skills for Health](https://skillsforhealth.org.uk/).



**Skills for Care: Care Certificate** [https://www.skillsforcare.org.uk/Learning-development/inducting-](https://www.skillsforcare.org.uk/Learning-development/inducting-staff/care-certificate/Care-Certificate.aspx) [staff/care-certificate/Care-Certificate.aspx](https://www.skillsforcare.org.uk/Learning-development/inducting-staff/care-certificate/Care-Certificate.aspx)

The Care Certificate assessors eLearning course (accessed through Skills for Care link above) has been designed to support Care Certificate assessment. The interactive content within the course has been designed to support existing Care Certificate assessors in refreshing their skills, and for those new to assessing.

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# The Care Certificate Standards

|  |  |
| --- | --- |
| 1. Understand your role | 2. Your personal development |
| 3. Duty of care | 4. Equality and diversity |
| 5. Work in a person-centred way | 6. Communication |
| 7. Privacy and dignity | 8. Fluids and nutrition |
| 9. Awareness of mental health, dementia and learning disabilities | 10. Safeguarding adults |
| 11. Safeguarding children | 12. Basic life support |
| 13. Health and safety | 14. Handling information |
| 15. Infection prevention and control | |

You will be assessed on **what you know** and **what you do** to show that you understand and can carry out the standards in your role.

Each standard must be completed and assessed before you can work un-supervised. This should happen at the beginning of your employment and can be done in a phased way. As you meet each individual standard, you could be allowed to do the areas of work covered by that standard without direct supervision, while still needing supervision in other areas.



**Tailored support resources for the Care Certificate** [https://www.skillsforcare.org.uk/Learning-development/](https://www.skillsforcare.org.uk/Learning-development/inducting-staff/care-certificate/Resources-and-support.aspx) [inducting-staff/care-certificate/Resources-and-support.aspx](https://www.skillsforcare.org.uk/Learning-development/inducting-staff/care-certificate/Resources-and-support.aspx)

You could use the learning from the Care Certificate towards some existing qualifications and apprenticeships in the future, though periodic refreshers may be required. Make sure you keep your certificate safe and any other documentation, for example your workbook, that you think would be useful.

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# Level 1

### New Healthcare Support Worker with no previous clinical experience

Staff working at Level 1 will learn and work closely with a Registered Professional.

These are the personal attributes and behaviours expected of all Health care support workers carrying out their roles

* **Care** – is caring consistently and enough about individuals to make a positive difference to their lives
* **Compassion** – is delivering care and support with kindness, consideration, dignity and respect
* **Courage** – is doing the right thing for people and speaking up if the individual they support is at risk
* **Communication** – good communication is central to successful caring relationships and effective team working
* **Competence** – is applying knowledge and skills to provide high quality care and support
* **Commitment** – to improving the experience of people who need care and support ensuring it is person centred

#### Competencies to achieve within first 6 to 12 months

It is HCSW professional responsibility to ensure that their skills are up to date and to undertake additional training when necessary. Remember that you have a duty to work within your competence and ask for help, guidance and training if you are not sure how to undertake a particular task.

|  |  |  |
| --- | --- | --- |
| **Competencies**  **Working within guidelines and local policies/ recommendations** | **Where to access training** | **Competent**  **(Date of training or when achieved)** |
| Care Certificate | [Care Certificate](https://www.skillsforcare.org.uk/Learning-development/inducting-staff/care-certificate/Care-Certificate.aspx) |  |
| Mandatory training | Organised by employer |  |
| Chaperone | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Venepuncture | [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) | Theory: |
| Practice: |
| Measurement and record of blood pressure | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Measurement and record of Respiratory rate | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Measurement and record of Temperature | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Measurement and record of pulse rate and rhythm | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Measurement and record of Height and weight | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Measurement and record of Waist circumference and Body Mass Index | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Measurement and record of Visual acuity | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA Training](https://www.gppracticetrainingsolutions.co.uk/collections) |  |
| Undertake and record urinalysis and preparation of specimens for pathology laboratory investigation |  |  |

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# Level 2

### Healthcare Support Worker (6 to 12 months experience)

Staff working at level 2 will function under the supervision of a registered practitioner, this supervision maybe remote or indirect.

HCSWs undertake responsibility for routine clinical and non-clinical duties as delegated by a registered practitioner, including defined clinical or therapeutic interventions in the limits of their competence.

Their work is guided by standard operating procedures protocols or systems of work.

They may be expected to respond to patient questions and report these back to assist in patient care evaluation.

They will be expected to demonstrate key behaviours consistent with the values identified for delivering compassionate care.

If they are highly skilled in a clinical activity such as venepuncture, they may be asked to support the development of this skill in other staff (Health Education England 2015).

|  |  |  |
| --- | --- | --- |
| **Competencies**  **Working within guidelines and local policies/ recommendations** | **Where to access training** | **Competent**  **(Date of training or when achieved)** |
| Basic wound care awareness of issues relating to simple wound care.  Ability to manage simple wound dressings, suture removal / steristrips | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA level 2](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-two) |  |
| Undertake and record ECGs and Cardio/ambulatory blood pressure monitoring. | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA level 2](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-two) |  |
| 24hour ambulatory blood pressure recording | [GP Practice HCA level 2](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-two) |  |
| Basic understanding of:  Asthma COPD  Diabetes Hypertension  Cardiovascular disease and Stoke Frailty  Falls prevention  Cancer as long term condition End of life care  Osteoporosis Epilepsy  Neurological conditions such as MS/MND | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA level 2](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-two) |  |
| Diabetes foot care | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA level 2](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-two) |  |
| Undertake and record blood glucose monitoring and near patient lipid testing. | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA level 2](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-two) |  |
| NHS new patient Health Checks: please see **Appendix 1** on page 17 | <https://www.healthcheck.nhs.uk/> |  |

Remember that you have a duty to work within your competence and ask for help, guidance and training if you are not sure how to undertake a particular task.

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|  |  |
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| **Healthcare Support Worker Level 2** | |
| The level 2 qualification is designed to equip learners with the skills and knowledge needed to care for others in a broad range of health or social care settings. For the Level 2 qualification, the HCSW may have no previous experience, or might be working in care and want recognition for their current skills.  HCSWs report to a registered healthcare practitioner who will directly or indirectly supervise their work. <https://haso.skillsforhealth.org.uk/standards/#standard-395> | |
| **Cost:** | Approx £3,000  Can be funded through the Apprenticeship Levy or funded by the practice through a local college.  For more details, please visit [HCA - HASO (skillsforhealth.org.uk)](https://haso.skillsforhealth.org.uk/?s=HCA&lvl=all&sec=all#overview-395-label) |
| **Length:** | 12-18 months |

A doctor showing a patient something on the tablet

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# Level 3

### Senior Healthcare Support Worker (SHCSW)

Staff working at level 3 will function under the supervision of a registered practitioner, or registered Nursing Associate. This supervision maybe remote or indirect. General Practice Assistants (GPAs) form part of the multi-disciplinary team providing a support role, carrying out administrative tasks, combined with basic clinical duties.

The Level 3 SHCSW / GPA is expected to:

Exercise some autonomy within their delegated area of responsibility, to make non-complex decisions and report these back to assist in patient care evaluation, broader service development and quality assurance activities.

Undertake responsibility for routine clinical and non-clinical duties as delegated by a registered practitioner, including defined clinical or therapeutic interventions in the limits of their competence.

Take a role in engaging with students on placement in general practice. (Health Education England 2015).

|  |  |  |
| --- | --- | --- |
| **Competencies**  **Working within guidelines and local policies/ recommendations** | **Where to access training** | **Competent**  **(Date of training or when achieved)** |
| Influenza, pneumococcal and shingles vaccinations, IMMS training | [e-lfh](https://portal.e-lfh.org.uk/)  [GP Practice HCA level 3](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-three) | Theory: |
| Practice: |
| Hydroxocobalamin/Vitamin B12 Injections | Local protocol-training and assessment of competence to be undertaken in the Practice |  |
| Health Screening and promotion please see appendix 1 | [GP Practice HCA level 3](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-three) |  |
| Adult Mental Health First Aid | [GP Practice HCA level 3](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-three) |  |
| Adolescent Mental Health First Aid | [GP Practice HCA level 3](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-three) |  |
| Anticoagulation and DOAC testing | [GP Practice HCA level 3](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-three) |  |
| Recording a peak flow rate | [GP Practice HCA level 3](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-three) |  |
| **Compression Bandaging** including doppler ability - must have had certified training and be supervised by Practice Nurse who has also been  trained and has experience in compression bandaging. **Competency and Protocol set by Tissue Viability Nurse (TVN).**  Please see **Appendix** on page 17. | [GP Practice HCA level 3](https://www.gppracticetrainingsolutions.co.uk/courses/health-care-assistant-level-three) |  |
| Learning disabilities. Assistance with yearly checks prior to seeing the GP. Awareness training | [e-lfh](https://portal.e-lfh.org.uk/) |  |

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| **Senior Healthcare Support Worker Level 3** | |
| This is a recognised qualification for care workers and senior care workers in health and social care.  To take the Level 3 qualification, a HCSW must be working in a care setting already and have some experience.  Level 3 qualification is ideal if the HCSW has some responsibility within the practice and is able to work with remote or indirect supervision. It is an ideal qualification for an HCSW who wants to develop or demonstrate their skills, or maybe take on more responsibility.  https://haso.skillsforhealth.org.uk/standards/#standard-446 | |
| **Cost:** | £5,000 (Max)  Can be funded through the Apprenticeship route For more details, please visit [C&MTH](https://www.cmthub.co.uk/?s=apprenticeships) website |
| **Typical length:** | 18-24 months |
| **General Practice Assistant Level 3 / 4** | |
| The ‘GPA Skills certificate’ is an accredited training programme based on a competency  framework. The framework covers 5 domains (2 clinical and 3 non-clinical):   * Care Certificate (clinical) * Clinical (clinical) * Communications (non-clinical) * Administration (non-clinical) * Managing health records (non-clinical)   Upon completion of all five domains, the GPA will be awarded with a certificate from The University of Chester. Applications to [Spinney.ETPadmin@nhs.net](mailto:Spinney.ETPadmin@nhs.net) | |
| **Cost:** | HEE funded project = no cost to the practice/learner. The practice will be eligible for £1700/ candidate in recognition of the clinical time given to support learners and training. Paid to the practice on completion. |
| **Typical length:** | 6-9 months |



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# Level 4-5

### Nursing Associate

The Nursing Associate is a new support role in England that bridges the gap between healthcare support workers and registered nurses to deliver hands-on, person-centred care as part of the nursing team. Nursing associates are members of the nursing team, who have gained a Nursing Associate Foundation Degree and are registered and regulated by the Nursing and Midwifery Council (NMC).

|  |  |
| --- | --- |
| **Trainee Nurse Associate (TNA) requirements**  **The Nursing Associate (NA) Foundation Degree Apprenticeship programme prepares the TNA to work with people of all ages in a variety of settings in health and social care within the four fields of nursing - adult, children and young people, mental health and learning disability.** | |
| **Meet the entry requirements:** | The minimum programme academic entry criteria for a TNA are Functional Skills Level 2 math and English or equivalent i.e. GCSE Grade 4 to 9 (A to C). Many HEIs require a Level 3 qualification.  An applicant must demonstrate:  • their ability to study to level 4 supported by a portfolio of evidence  • the values and behaviours of the NHS Constitution  • commitment to complete the programme of study |
| Support of their employer and undertake a successful interview with a university provider |
| **Hours** | Be employed for a minimum 30 hours per week |
| **Length of the course** | Full time 2 years plus End Point Assessment (EPA) which is incorporated into the programme.  Some universities may offer a part-time route this will be discussed on an individual basis |
| **Commitment** | TNA must complete at least 2,300 programme hours, which are divided equally between academic and work-based learning, with exposure to external environments.  TNA will be assessed in the workplace by a practice assessor and the University by the Academic Assessor. Be successful in completing exams and assignments throughout the apprenticeship programme to register with the NMC.  Universities offer different programme models, choose one which will suit both employer and learner i.e. virtual, day release, blended model. |
| TNA will require external exposure to patients in different settings ‘at home’, ‘close to home’ and ‘hospital’. |
| TNAs require a named practice supervisor (must be a registrant) and practice assessor (must be a nurse). |
| Following completion of the apprenticeship and on successful registration with the NMC the NA will have the opportunity to complete a 6 -12 month preceptorship. |
| **Funding** | The total cost of the apprenticeship route is £15,000 and the transfer levy covers the provider fees for the NA Foundation Degree, all primary care employers are eligible to apply for a transfer levy.  For each Adult TNA, an employer will be eligible for a total funding sum of £8,000 over two years (£4,000 per year), for the purpose of supporting the development of the TNA.  Alternatively, a Learning Disability TNA working at least 50% of their practice time with people who have a learning disability and/or autism, will enable their employer to apply for a total funding sum of £15,800 over two years (£7,900 per year).  TNA is an ARRS role and salaries can be fully funded at a Band 3 for the entirety of the apprenticeship. |

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**For further information please see ARRS page on CMTHub website** [**https://www.cmthub.co.uk/additional-roles-reimbursement-scheme-arrs/**](https://www.cmthub.co.uk/additional-roles-reimbursement-scheme-arrs/)

Diagram

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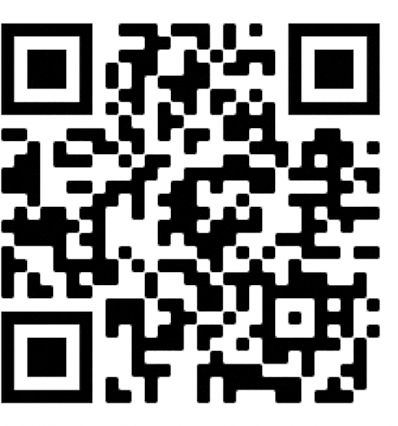
Appendix

|  |  |
| --- | --- |
| **NHS new patient’s health check** | **Competent**  **(Date of training or when achieved)** |
| Undertake new patient checks recognising health promotion opportunities. |  |
| Be aware of the factors that may contribute to health inequalities particularly in relation to screening uptake. |  |
| Be sensitive to individual values of all patients and possible additional needs of patients with any communication issues. |  |
| **Health Screening and Promotion** | **Competent**  **(Date of training or when achieved)** |
| Demonstrate an awareness of both local and national health policies. |  |
| Awareness of public health issues in the local are including health inequalities. |  |
| Awareness of screening its effectiveness and potential limitations. |  |
| An insight into issues which have a bearing on the wider heath economy. |  |
| Ability to promote appropriately primary and secondary prevention interventions and public health initiatives including awareness of risk in specific situations. |  |
| Assessment skills with regards to patients' readiness to change. |  |
| An ability to effectively communicate personalised risk to health and offer brief, focused lifestyle advice including the "Brief Intervention" and "Motivational Interviewing" approaches. |  |
| Be familiar with sources of reliable information on health promotion topics, nationally and in your locality. |  |
| Provide support within your role boundaries and make referral to a registered practitioner where appropriate for:  smoking cessation  Diet. Overweight/obesity prevention and management in adults Exercise/activity  Alcohol abuse |  |
| MECC training |  |
| **Men and Women’s Health** | **Competent**  **(Date of training or when achieved)** |
| Be aware of the gender specific morbidity and mortality issues and statistics. |  |
| Provide suitable support and advice to adult patient and if appropriate refer to registered practitioners for further support and advice. |  |
| Recognise and be able to take advantage of opportunistic health promotion for this group of patients. |  |
| After training, perform “well man” health check using local protocols and under delegation from the registered practitioner and demonstrate the ability to promote initiatives which will lead to better health outcomes for men. |  |
| Encourage patients of both genders to be breast aware. |  |

Further **NHS Health Check information** - The NHS Health Check website has a wealth of information and resources about the NHS Health Check programme

**NHS Health Check**

<https://www.healthcheck.nhs.uk/>



Diagram

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|  |  |  |
| --- | --- | --- |
| **Diagnostic procedure**  Performing Doppler assessment using **Dopplex Ability** equipment.  Assisting Registered Practitioner with Doppler assessment.  *This activity requires advanced skills and must be performed under direction of registered Nurse.* | | |
| Basic wound care training for HCSW’s | Date and provider |  |
| Advanced wound care training for HCSW’s | Date and provider |  |
| Equipment training - Dopplex Ability | Date and provider |  |
|  | | |
| Performing the procedure using Dopplex Ability equipment and Assisting registered practitioner with Doppler assessment. | | **Competent**- performing the task under delegation of registered practitioner (Date and sign) |
| Awareness of the requirement for Doppler assessment | |  |
| Demonstrate knowledge about infection control  (hand hygiene, cleaning the equipment prior to use, etc.) | |  |
| Awareness where the equipment is stored | |  |
| Demonstrates the ability to prepare patient prior to and during the procedure in a manner which is sensitive to the patients’ needs and concerns | |  |
| Awareness how to use equipment | |  |
| Awareness how to clean equipment after the procedure | |  |
| Assist registered practitioner with assessing the patient | |  |
| Demonstrate knowledge about factors that prevent wound healing: reduced circulation, poor nutrition, age, BMI index, PMH. | |  |
| Demonstrate knowledge about infection control (hand hygiene, cleaning the equipment after use) | |  |
| Awareness of importance of record keeping | |  |

**Diagnostic Procedure- Doppler Assessment using Dopplex Ability equipment**

HCSW performing Doppler assessment using Dopplex Ability equipment must be appropriately trained to use the equipment. Arjo-Huntleigh Company provides Dopplex Ability equipment and training for everyone who will be using Dopplex Ability.

HCSW assisting registered practitioner with Doppler assessment must attend basic and advanced wound care training.

The registered Nurse is responsible to make sure HCSW is competent to perform Dopplex Ability procedure before delegate this task. HCSW will report directly to registered practitioner.

HCSW should not use Doppler handheld equipment under any circumstances. This highly, diagnostic equipment can be only use by Registered Nurse/Nurse associate or GP who are appropriately trained by a Tissue Viability Nurse (TVN) (NICE, 2020).

Diagram

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**or visit our website:** [**www.cmthub.co.uk**](http://www.cmthub.co.uk)

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