

HCA Competencies

Extended Role

Name of WardDay Surgery Unit.....

Name of SHCA

Name of Mentor

Name of Consultant

Record of Supernumerary Shifts

Dates and times of shifts worked in supernumerary capacity

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Are any more required and agreed by both parties? YES / NO

- ◆ Number of shifts to be agreed on an individual basis and should be dependant upon previous experience
- ◆ If any problems arise please contact the Senior Sister

ACTIVITY 1	TAUGHT BY SUPERVISOR INITIAL AND DATE	COMPETENCY AGREED BY RN SUPERVISOR	COMMENTS
Personal presentation and behaviour including punctuality & uniform.			
Communication, confidentiality and protection of patient's dignity.			
Role in emergencies			
Moving patients safely			
Awareness of who to report concerns to about patient care, personal issues, other			

ACTIVITY 2 (ADMISSION)	TAUGHT BY SUPERVISOR INITIAL AND DATE	COMPETENCY AGREED BY RN SUPERVISOR	COMMENTS
Familiarisation of paperwork, ensuring demographic details are correct and documents have correct labels.			
Accurate documentation of personal details, medication / allergies and baseline observations.			
Recognition and communication of relevant information to trained member of staff and Dr (including past medical history / social circumstances / anything out of the ordinary). Identifying and alerting trained member of staff when prophylactic antibiotics have been prescribed.			
Convey relevant pre-operative information to patient (and relatives if necessary) to prepare patient safely for theatre. Including removal of jewellery, application of gown, security of personal items.			
Accurate completion of pre-op checklist & safely transferring patient to theatre. Informing trained nurse if patient not suitable for HCA discharge			

ACTIVITY 3 (POST OP)	TAUGHT BY SUPERVISOR INITIAL AND DATE	COMPETENCY AGREED BY RN SUPERVISOR	COMMENTS
Assessment of patient's condition, including wound site and pain level. Reporting to the trained nurse any deviation of pre-operative condition. Documentation of the above			
Correct application of dressing/pack as necessary.			
Refreshments offered as appropriate (advising patients who have undergone dental surgery to avoid hot fluid)			
Co-ordination transport (escort) home.			
Reporting of any ill affects eg headache/dizziness/nausea including any vague ill effects for action by a trained nurse or Dr. prior to discharge.			

ACTIVITY 4 (DISCHARGE)	TAUGHT BY SUPERVISOR INITIAL AND DATE	COMPETENCY AGREED BY RN SUPERVISOR	COMMENTS
Checking of operation note and Dr's instructions for post operative care. Selection of appropriate information leaflet. Information discussed in detail with the patient (and relative) ensuring information is fully understood including care of dressing.			
Appropriate referrals for removal of sutures ensuring correct date. Clear instructions regarding out patient appointment and correct documentation to ensure appointment is made and sent to the patient.			
Explanation of potential complications, what the patient should observe and what action should be taken if necessary and when to seek medical attention.			
Demonstrate correct procedure re yellow discharge letter. Cross checking patient's identity with name on documentation.			
Full and accurate completion of discharge checklist giving full details of all information given to the patient			

***Trained member of staff to be informed if TTO's required for discharge.
Dispensing and administration of all medication to be performed the trained member of staff.***

Record of Achievement

I confirm that the below named Senior Health Care Assistant has successfully met the competencies required to perform an extended role.

It is the responsibility of the Senior Health Care Assistant to maintain their level of competence and present for re-assessment on an annual basis

Signature of SHCA

Date.....

Printed Name

Signature of RGN

Date.....

Printed Name

Annual Review

DATE OF REVIEW	COMPETENCY ASSESSED BY	COMMENTS