NHS LOTHIAN POLICY
DELEGATION OF CARE POLICY FOR NURSES, MIDWIVES AND ALLIED
HEALTH PROFESSIONALS

**Revised systems and processes - CLINICAL SKILLS AND
COMPETENCIES
Clinical Education and Development
Formerly Continuing Professional and Practice Development (CPPD)**

Following an audit of processes and systems supporting clinical skills and competency related training within Clinical Education and Development (formerly CPPD) for registered and non-registered staff a number of changes will be implemented on the **31st of January 2011**. These changes are necessary to ensure governance and clear audit processes are in place for individuals and line managers in relation to training and education. Line managers/charge nurses are accountable and responsible for ensuring the processes are followed as highlighted in the attached flow charts.

Changes for Registered Nurses
The charge nurse/line manager is responsible for ensuring
  ▪ Individuals are aware they are required to undertake pre-course reading associated with the clinical skill and associated accountability booklet prior to attending the training day.
  ▪ A designated mentor, who will undertake supervised practice, is allocated prior to individuals attending the day.
  ▪ Supporting individuals who fail the theory exam (associated with IV therapy and infusion devices only).
  ▪ Sign off of over all competency, copy of competency placed in individuals files and recording of date of achievement of competency on Empower or other staff management system via e-manager.
  ▪ A review of competency is undertaken every 2 years and recorded on Empower or other staff management system via e-manager.

Information on recording the date of successfully completion of competency for registered nurses will be available from the 31st of January 2011 located in the online help manual on the front page of empower or other staff management system. For any queries regarding these process and systems please contact HR Systems Officer 0131 465 5723 (ext 35723) . If you have a query surrounding process and
competencies for registered nurses please contact – Administration Manager on 01506 523958 (ext 53958)

Non – Registered Nurses
For Trainee/Clinical Support Workers (T/CSWs)
  ▪ The C/N is responsible for identifying which competencies are required for the TCSW post

- Once complete a copy of competencies to be returned to HCSW Development Team along with completed SVQ folder for verification.
- A copy of competencies should be held locally in individual's files.
- HCSW administrator will input competency achievement onto Empower or other staff management system, and generate letter of completion to T/CSW, C/N. If change of contract from TCSW to CSW is appropriate the letter will also be copied to HR
- A review of competency is undertaken locally every 2 years and recorded on empower or other staff management system via e-manager

CSWs undertaking supplementary competencies only

- Competency documentation downloadable from HCSW Development intranet page or from HCSW development team
- CN must identify competencies required and book relevant study days through HCSW administrator
- Once competencies are achieved they will be checked by C/N or delegated other. A copy of competency placed in individuals files and recording of date of achievement of competency on empower or other staff management system via e-manager by the C/N or delegated other
- A review of competency is undertaken every 2 years and recorded on empower or other staff management system via e-manager

If you have a query surrounding process and competencies for Non-registered nurses please contact – HCSW administration on 0131 536 8058 I