

Highfield Level 3 End-Point Assessment for Senior Healthcare Support Worker

EPA-Kit

Learning Journal Templates

Learning Journal – evidence referencing grids

The following pages contain documentation that may be used by apprentices to collate, reference and organise their learning journal. The evidence column should be used to document what the apprentice has presented to cover the criteria. The location column should document the location of the evidence within the portfolio. The apprentice must ensure that the portfolio is cross-referenced to the assessment criteria clearly and coherently in order for the assessor to locate and understand relevant and valid evidence.

Mapping example:

Option 1 Senior HCSW (Adult Nursing Support)

Assist with Clinical Tasks 1.1			
Ref	Standards	Evidence	Location
S1.1.1	Assist nurses with delegated clinical tasks	E1 - OBS	REFLECTION 1 – PAGE 1
S1.1.2	Undertake a range of physiological measurements on adults	E2 - OBS	REFLECTION 1 – PAGE 2
S1.1.3	Assist with tissue viability risk assessments	E3 - OBS	REFLECTION 1 – PAGE 1
S1.1.4	Assist with caring for wounds	E4 - OBS	REFLECTION 1 – PAGE 1
S1.1.5	Obtain and test samples and other specimens	E2 - OBS	REFLECTION 1 – PAGE 2
S1.1.6	Support frailty, end of life care	E4 - OBS	REFLECTION 1 – PAGE 2
S1.1.7	Contribute to discharge from services	E5 – MEETING MINUTES	REFLECTION 1 – PAGE 3
S1.1.8	Monitor and maintain the environment, equipment and resources; perform first line calibration on clinical equipment and manage stock control	E6 – OBS/MEETING MINUTES	REFLECTION 1 – PAGE 3
S1.1.9	Recognise limitations in mental capacity and respond appropriately	E7 & 4 - OBS	REFLECTION 1 – PAGE 3

Candidate Number:

Name:

Standard Level 3 Senior Healthcare Support Worker

Pathway:

Option 1 Senior HCSW (Adult Nursing Support)

Assist with clinical tasks (Skills 1.1)			
Ref	Assessment Criteria	Evidence	Location
S1.1.1	Assist nurses with delegated clinical tasks		
S1.1.2	Undertake a range of physiological measurements on adults		
S1.1.3	Assist with tissue viability risk assessments		
S1.1.4	Assist with caring for wounds		
S1.1.5	Obtain and test samples and other specimens		
S1.1.6	Support frailty, end of life care		
S1.1.7	Contribute to discharge from services		
S1.1.8	Monitor and maintain the environment, equipment and resources; perform first line calibration on clinical equipment and manage stock control		
S1.1.9	Recognise limitations in mental capacity and respond appropriately		

Activities of daily living (Skills 1.2)			
Ref	Assessment Criteria	Evidence	Location
S1.2.1	Support adults to develop and maintain skills for everyday life, continuing recommended therapies and activities and encouraging them to take responsibility for their own health and wellbeing; support carers to meet the needs of the adult; advise and inform adults on managing their own condition		
S1.2.2	Support adults to eat, drink		
S1.2.3	Support adults to wash and dress and use the toilet		
S1.2.4	Support adults to be mobile, rest, sleep, keep safe or express their sexuality		

Option 2 Senior HCSW (Maternity Support)

Assist with clinical tasks (Skills 2.1)			
Ref	Assessment Criteria	Evidence	Location
S2.1.1	Assist the maternity team with delegated clinical tasks		
S2.1.2	Recognise any deterioration in mental and emotional wellbeing and respond appropriately		
S2.1.3	Assist the midwife with teaching bathing, breastfeeding, parenting skills and post-natal exercises		
S2.1.4	Undertake a range of physiological measurements using the appropriate equipment		
S2.1.5	Obtain and test venous and capillary blood samples and other specimens		
S2.1.6	Assist other practitioners with performing ultrasound scan		
S2.1.7	Provide support to other practitioners with instrumental deliveries		
S2.1.8	Carry out Emergency First Aid and assist midwife with neonatal resuscitation		
S2.1.9	Support women with general personal hygiene, carrying it out for those unable to, including care for women with urethral catheters		

Assist with caring for babies (Skills 2.2)			
Ref	Assessment Criteria	Evidence	Location
S2.2.1	Identify baby and provide wristband or label in line with local security procedures		
S2.2.2	Undertake a range of physiological measurements on babies using the appropriate equipment including weight, temperature, breathing rate, heart rate and oxygen saturation		
S2.2.3	Care for the physical needs of babies undertaking routine healthy baby observations and reporting any abnormalities		

S2.2.4	Support parents to meet the hygiene and nutritional needs of baby		
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Support mothers and birthing partners (Skills 2.3)			
Ref	Assessment Criteria	Evidence	Location
S2.3.1	Support parents/carers to interact with and care for their new-born baby		
S2.3.2	Provide reassurance to mothers and birthing partners, working in partnership with families to support individuals		

Option 3 Senior HCSW (Theatre Support)

Assist healthcare practitioners with delegated clinical tasks (skills 3.1)			
Ref	Assessment Criteria	Evidence	Location
S3.1.1	Provide support to the surgical team when preparing and delivering operative and invasive procedures; perform the non-scrubbed circulating role; position individuals		
S3.1.2	Complete pre and post-operative checklists		
S3.1.3	Take part in team briefing, patient sign in, timeout, sign out and debriefing		
S3.1.4	Undertake a range of physiological measurements on adults, babies or children using the appropriate equipment		
S3.1.5	Measure and record an individual's body fluid balance		
S3.1.6	Prepare the clinical environment, provide support for pre and post-operative anaesthesia and recovery		
S3.1.7	Assist in receiving, handling and dispatching clinical specimens or blood products		
S3.1.8	Support end of life care and care of the deceased		

Support individuals (Skills 3.2)

Ref	Assessment Criteria	Evidence	Location
S3.2.1	Act as an advocate for the unconscious and conscious patient who could be a baby, child or adult; provide reassurance before, during and after surgery		
S3.2.2	Transport individuals, checking correct documentation goes with them and that any equipment used is cleaned and returned		

Equipment and resources (Skills 3.3)

Ref	Assessment Criteria	Evidence	Location
S3.3.1	Prepare and provide surgical instrumentation and supplementary items for the surgical team		
S3.3.2	Carry out counts for swabs, sharps, instruments and disposable items		

Option 4 Senior HCSW (Mental Health Support)

Assist with delegated clinical tasks and therapeutic interventions (Skills 4.1)			
Ref	Assessment Criteria	Evidence	Location
S4.1.1	Assist registered practitioners with delegated mental health tasks and therapeutic interventions in line with current legislation and policy		
S4.1.2	Undertake a range of physiological measurements on adults		
S4.1.3	Apply specific communication skills to build and sustain relationships with individuals and carers being aware of where barriers may exist; observe and record verbal and non-verbal communication, recognising how it may be relevant to the individual's condition		
S4.1.4	Implement strategies to promote mental wellbeing; implement strategies to support individuals with mental ill health		
S4.1.5	Identify ways mental health may be affecting an individual's emotions, thinking and behaviour and respond accordingly		
S4.1.6	Observe, record and report changes; use proactive approaches to manage behaviour which challenges		

Support individuals (Skills 4.2)			
Ref	Assessment Criteria	Evidence	Location
S4.2.1	Take an active approach in supporting service users or carers to manage their condition, including during change and transitions, recognising the impact of mental ill health on them and others enable and empower individuals to actively participate in society		
S4.2.2	Promote a recovery based approach enabling the individual to manage their condition		

Risk assessment and risk management (Skills 4.3)			
Ref	Assessment Criteria	Evidence	Location
S4.3.1	Identify situations when you need additional support to communicate and build relationships		
S4.3.2	Involve carers and family members in risk management processes		

Option 5 Senior HCSW (Children and Young People Support)

Assist with clinical tasks (Skills 5.1)			
Ref	Assessment Criteria	Evidence	Location
S5.1.1:	Assist nurses with delegated clinical tasks in line with current legislation and policy		
S5.1.2	Support the CYP before, during and after clinical or therapeutic procedures		
S5.1.3	Communicate with the CYP using age appropriate communication and shared decision making with them, the family and carer		
S5.1.4	Support life-limiting conditions and contribute to end of life care		
S5.1.5	Recognise limitations in mental capacity and respond appropriately		
S5.1.6	Monitor and maintain the environment, equipment and resources; perform first line calibration on clinical equipment and manage stock control		
S5.1.7	Contribute to discharge from services		

Activities of daily living (Skills 5.2)			
Ref	Assessment Criteria	Evidence	Location
S5.2.1	Support CYP to develop and maintain skills for everyday life, including the opportunities to play, learn and relax		
S5.2.2	Develop positive relationships with CYP		
S5.2.3	Help CYP to understand their own health and wellbeing, working in partnership with them, offering advice, information and support on how they manage their own condition		
S5.2.4	Support parents, families and carers to meet the needs of the CYP		
S5.2.5	Support nutrition and hydration		
S5.2.6	Support continence, washing and dressing		
S5.2.7	Support mobility, rest, sleep, keeping safe or expressing sexuality		

S5.2.8	Assist with teaching parenting skills; encouraging public health awareness in relation to immunisation, nutrition, healthy diet, mental health, self-harm and other safeguarding issues that affect CYP		
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Child development (Skills 5.3)			
Ref	Assessment Criteria	Evidence	Location
S5.3.1	Support the development of CYP through therapeutic play and learning		
S5.3.2	Support CYP through transitions		

Option 6 Senior HCSW (Allied Health Professions – Therapy Support)

Assist with delegated therapeutic or clinical tasks and interventions (Skills 6.1)			
Ref	Assessment Criteria	Evidence	Location
S6.1.1:	registered practitioners with delegated therapeutic or clinical tasks and interventions in line with current legislation and policy		
S6.1.2:	Assist with clinical risk assessments		
S6.1.3:	Contribute to referrals to or discharge from services		
S6.1.4	Monitor and maintain the environment		
S6.1.5:	Recognise the impact of mental or physical capacity, a health condition, learning disability or overall wellbeing on the therapeutic or clinical task or intervention and adapt as appropriate		
S6.1.6:	Enable individuals to meet optimum potential		
S6.1.7:	Record interventions and progress against defined outcome measures		

Support, educate and enable individuals with their health and wellbeing (Skills 6.2)			
Ref	Assessment Criteria	Evidence	Location
S6.2.1	Provide support in line with care plans		
S6.2.2	Enable individuals and their carer or family to participate in care plans, where appropriate encouraging independence and self-reliance, promoting self-management and skills for everyday life		
S6.2.3	Enable health and wellbeing by supporting or facilitating individual or group sessions		
S6.2.4	Support people to engage in the community and access activities or resources in line with their treatment goals		

Equipment and resources (Skills 6.3)			
Ref	Assessment Criteria	Evidence	Location
S6.3.1	Identify, order or fit a defined range of equipment or resources		
S6.3.2	Demonstrate or teach safe and appropriate use of equipment		
S6.3.3	Identify when equipment, or its use, is unsafe, adapting within a given range or escalating		
S6.3.4	Use equipment and resources therapeutically in a safe, effective way in line with local policy and procedure		

Values		
	Evidence	Location
Care: Being caring and compassionate		
Honesty: Being honest to individuals and others		
Commitment: Being conscientious and committed		

Behaviours		
	Evidence	Location
Dignity: Treating people with dignity, respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences		
Respect: Showing respect and empathy for those you work with		
Courage: Having the courage to challenge areas of concern and work to best practice		
Adaptability: Being adaptable, reliable and consistent		
Discretion: Showing discretion towards others		
Resilience: Showing resilience and self-awareness		
Supervisory Leadership: Showing supervisory leadership		

Learning Journal – observation template

This observation template could be used to document direct observation of the apprentice in the workplace.

Apprentice name:			
Observer name and occupation:			
Date of observation:		Location:	

Standard. Ref.	Commentary What has been observed and how it links to criteria	Criteria covered

Apprentice signature:	
Observer signature:	

Learning Journal – reflection template

Reflection is essential for personal and professional development. It is the process of thinking about oneself and one's experiences in an evaluative, critical and self-aware manner. Reflection involves exploring what happened during a particular activity, event or day. Considering what went well and what did not go so well. Identifying what you might do differently next time and how you intend to put change into practice or how this will inform future practice. The reflection template could be used to demonstrate the apprentices learning and application of knowledge in practice, their values and behaviours within their learning journal.

Date		Standard Covered:		Outcomes Covered:
Introduction: Brief overview of what the apprentice intends to reflect on				
Main body: Concepts and theories to current and future practice Describe what happened				
Evaluate the activity: What went well? What didn't go so well? Any concepts/theories that support this?				
What could you do to improve? How is this informed by concepts/theories/evidence?				
How would you put these improvements into practice next time? How does it inform future practice?				
Conclusion: Summary of your main points				

Learning Journal – declaration of authentication

I confirm that the evidence provided within the journal has been produced and authenticated in accordance with the Senior Healthcare Support Worker Apprenticeship Standard, Assessment Plan and EPA Kit and that production of the learning journal was carried out under the specific conditions for assessment gateway and end-point assessment for this standard.

**Apprentice
Signature**

Date:

**Employer
Signature**

Date:

**Training
provider
Signature**

Date:
