

Staff check list

	Competencies	Signatures and dates
Understand your role - (adapted from Care Certificate standard 1 & 2)		
	Understand and demonstrate agreed ways of working with employer: <ul style="list-style-type: none"> • Working in a person-centred way • Access to policy procedures and importance of punctuality, record keeping, timely and appropriate notification of absence, arriving to work appropriately, meal breaks & use of microwave, procedure for DNV and changes to rota / shifts • Familiar with place of work – emergency exits, key safe, water stop value, septic tank, cleaning products, refuge, light bulbs • Familiar with details of our son's location at college 	
Working in partnership with others	Demonstrate behaviours, attitudes and ways of working that support team growth: <ul style="list-style-type: none"> • Understand the importance of adaptability and flexibility in working with a small team • Express clear communication skills with employer and team, especially in relation to absence, shift changing and potential issues 	
Importance of maintaining clear boundaries within employer's home	Demonstrate understanding and importance of maintaining clear boundaries within employer's home: <ul style="list-style-type: none"> • Bringing appropriate food for meal times • Use of mobile phones limited to breaks • Respecting employer's personal space and assisting our son in his space, where possible 	
Developing knowledge, skills and understanding	Demonstrate how to measure their own knowledge, performance & understanding against relevant standards: <ul style="list-style-type: none"> • Participating in relevant trainings, supervision and team meetings 	
Duty of Care - (adapted from Care Certificate standard 3)		
Deal with confrontation & difficult situations	Understand and competent in: <ul style="list-style-type: none"> • Demonstrating how and when to access support and advice about resolving conflict • Demonstrate how to respond to comments in line with agreed ways of working 	
Equality and Diversity - (adapted from Care Certificate standard 4)		
	Working in an inclusive way: <ul style="list-style-type: none"> • Demonstrate interaction with individuals that respect their beliefs, culture, value and preferences 	
Work in a Person-Centred Way (adapted from Care Certificate standard 5)		
Demonstrate awareness of the individual's immediate environment and make changes to	Take appropriate steps to remove or minimise the environmental factors causing the discomfort or distress. This could include: <ul style="list-style-type: none"> • Lighting 	

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address factors that may be causing discomfort or distress	<ul style="list-style-type: none"> • Equipment problems (wheelchair, splints) • Communicator problems • Noise • Temperature • Unpleasant odours <p>Report any concerns they have to the relevant person. This could include:</p> <ul style="list-style-type: none"> • Employer • PA • Team Leader 	
Support individuals to minimise pain or discomfort	<p>Ensuring that our son is comfortable and able to recognise the signs when he is in pain or discomfort. This could include:</p> <ul style="list-style-type: none"> • Increase in muscle tone, i.e. pushing / extending out of chair • Visible signs of distress – eye contact, increase skin temp, loud sounds 	
	<p>Take appropriate action where there is pain or discomfort. This could include:</p> <ul style="list-style-type: none"> • Re-positioning or hoisting out of chair • Taking weight off potential area of discomfort • Seeking assistance from another PA / employer • Offering pain relief medication • Using and recording pain scale 	
Communication - (adapted from Care Certificate standard 6)		
	<p>Understand and competent in appropriate use of verbal and non-verbal communication:</p> <ul style="list-style-type: none"> • Verbal – tone and volume • Non-verbal – proximity, eye contact, body language, touch, choice through gesture, writing and symbols 	
Support the use of appropriate communication aids and technologies	<p>Understand and competent in the use of:</p> <ul style="list-style-type: none"> • Communication book • Tellus • Talking maps and white board 	
	Ensure that communication aids are working, charged, clean, accessible.	
	Report any concerns about the communication aid to employer or team leader.	
Understanding potential problems	<p>Understanding the importance in using appropriate communication in different situations:</p> <ul style="list-style-type: none"> • When our son is distressed, upset, sick or needs additional support to make informed choices. • Understanding why a situation had occurred • Communication breakdown – importance of making choices, when choices are not appropriate 	
Support individual using person-centred values; maintain identity and self-esteem - (adapted from Care Certificate standard 7)		

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Privacy and Dignity	<p>Understand and competent in promoting person-centred values: individuality, choice, privacy and dignity, respect and rights.</p> <ul style="list-style-type: none"> • Support our son in making choices about his care and report any concerns to employer / Team Leader • Understand and adhere to privacy and dignity policy 	
Fluids and Nutrition - (adapted from Care Certificate standard 8)		
Support individual to have access to food and nutrition in accordance with their plan of care	<p>Understand and competent in:</p> <ul style="list-style-type: none"> • Providing food at the appropriate temperature and in accordance with the care plan • The importance of maintaining high calorie input and a balanced diet • Importance in offering regular fluids and snacks throughout the day • Regulate fluid intake in adverse situations (hot weather, illness) • Monitor and record all fluid and food intake, including quantities • Offering and administering oral tasters (fluid and food) • Blending food 	
Feeding tube / Button	<p>Understand and competent in:</p> <ul style="list-style-type: none"> • Daily care of button • Administering food and fluid and procedure for tube blockage • Changing button water • Emergency procedure for button change and using button plug • Witnessing button change • Supplies of button / tubes / equipment • Contact information for button nurse 	
Awareness of Mental Health conditions - (adapted from Care Certificate standard 9)		
	<p>Can demonstrate sensitivity and awareness in relation to our son's emotional health:</p> <ul style="list-style-type: none"> • Implications that poor mental health has on his physical state & his ability to engage and communicate • That our son is susceptible to periods of low mood 	
Safeguarding Adults - (adapted from Care Certificate standard 10)		
Understanding the principles of safeguarding adults	<p>Understand and competent in:</p> <ul style="list-style-type: none"> • The importance of ensuring individuals are treated with dignity and respect. • Seeking appropriate help from Team Leader / employer if concerned for our son's safety • Accessing safeguarding policy procedures 	
Manual Handling	Understand and competent in:	

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	<ul style="list-style-type: none"> Following protocols of good manual handling practice (safety for PA and our son) and maintaining good body posture. Attending trainings and ongoing supervision from Team Leader / employer. Hoisting (bed, plinth, shower, bath, chairs, standing frame) Instructions for slings and maintenance 	
Physio	Understand and competent in: <ul style="list-style-type: none"> The importance of daily physio for our son A range of stretches, including arm, leg, hips, back, side stretches Using physio equipment Seeking help and guidance from team leader / employer if unsure Watched Postural care videos	
Understanding Equipment		
Bedroom and Bathroom Hoists	Understand use and maintenance procedures	
Sleep System	Understand and competent in: <ul style="list-style-type: none"> Assisting our son to / from bed and using all parts of the sleep system 	
Power Wheelchair	Understand and competent in: <ul style="list-style-type: none"> Positioning our son so he is comfortable Applying gel supportive pads if necessary Adjusting headrest and footplates Changing harness and seat covers Adjusting power settings Charging chair Using driving chin switches & cleaning/maintenance Using chair settings and driving chair Access to emergency wheelchair numbers 	
Manual Chair	Understand and competent in: <ul style="list-style-type: none"> Positioning our son so he is comfortable Adjusting head rest and footplates Understanding brakes and tilt 	
Changing Plinth	Understand and competent in: <ul style="list-style-type: none"> Adjusting height Applying/releasing brakes Folding/unfolding arm rests 	
Standing Frame	Understand and competent in: <ul style="list-style-type: none"> Positioning our son so that he is comfortable and at the correct height Applying all straps and sensitive positioning around peg Applying brakes and adjusting brackets 	
Bed	Understand and competent in: <ul style="list-style-type: none"> Inflating / deflating bed 	

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	<ul style="list-style-type: none"> Using static and fluid settings 	
Physio Equipment	Understand and competent in: <ul style="list-style-type: none"> Using t-roll, peanut and wedge Sensory equipment 	
In / Out Lift	Understand and competent in: <ul style="list-style-type: none"> On/off switches, maintenance and emergency contact numbers. 	
Our son's Care and Daily routine	Understand and competent in: <ul style="list-style-type: none"> Getting our son up in the morning / assisting to bed Breakfast and meal time routines Helpful ways of changing our son Bedtime routine Oral hygiene / skin / hair care Checking our son's skin Tidying and clearing working spaces post physical care 	
Our son's Safety	Understand and competent in: <ul style="list-style-type: none"> Potential of choking hazards, reflux, vomiting. Avoiding fingers in the mouth Shower / Bath temperature 	
Medication	Understand and competent in: <ul style="list-style-type: none"> What medication our son takes and what it is for When and how to give it Recording and monitoring all medication What medication to give if illness occurs. Where medication (and supplies) are kept Location of chemist 	
Basic Life Support - (amended from Care Certificate standard 12)		
Provide Basic Life Support	Understand and competent in providing basic life support: <ul style="list-style-type: none"> Complete practical basic life support, first aid and resuscitation training in accordance with care standards. 	
Health and Safety - (amended from Care Certificate standard 13)		
Move and Assist Safely	Demonstrate how to move and assist safely, maintaining individual's dignity and protecting PA's body.	
Handle hazardous substances	Demonstrate safe practices for storing, using and disposing of hazardous substances.	
Handling Information - (amended from Care Certificate standard 14)		
Handle Information	Understand and competent in: <ul style="list-style-type: none"> Read care plan Keeping up to date records (daily diary, medication, task sheets, time sheets, expenditure, incident and accidents, annual leave requests) Accessing physio file, policy procedure file, care file, emergency telephone numbers (filed next to daily 	

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	diary folder) and address book, house key and home security, our son's passport / wallet <ul style="list-style-type: none"> • Liaising with other members of staff through group WhatsApp 	
Infection and Prevention Control - (amended from Care Certificate standard 15)		
Prevent the spread of infection	Demonstrate effective hand hygiene, disposal of soiled linen and waste materials	

Care certificate information is sourced from <https://www.skillsforcare.org.uk/Documents/Learning-and-development/Care-Certificate/The-Care-Certificate-FAQs-General-Public.pdf>

Sign off sheet for staff to acknowledge they have read this policy

Print your name	Sign your name	Date
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