

# Internal information and guidance for staff and managers regarding the care certificate

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### The Care Certificate

Here is everything you need to know about the Care Certificate, including how to complete it and register your completion with Learning and Development.

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#### Care Certificate Self-Assessment Tool

Download the Self-Assessment if

#### Care Certificate Declaration Form

Download the Declaration form to sign with your manager here.

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## What is the Care Certificate?

The Care Certificate is available for all unregistered new/existing members of staff. Staff will have a 5 day support worker induction programme with additional pastoral support which will support the individual through competencies and the care certificate Practice Assessment Document. The Practice Assessment Document consists of 15 standards which are set by skills for health as a result of both the Francis report and Cavendish Report

Topics:

- Understanding your role
- Your personal development
- Duty of care
- Equality and diversity
- Working in a person centred way
- Communication
- Privacy and Dignity
- Fluids & Nutrition
- Awareness of Mental health, dementia and learning disability
- Safeguarding adults
- Safeguarding children
- Basic life support
- Health and Safety
- Handling information
- Infection prevention control

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At Solent Trust all of our Clinical Support colleagues (Health Care Support Workers, AHP Assistants, Rehab and Enablement Assistants) within bands 2-4 who are unregulated will be expected to undertake the Care Certificate or to complete the self-assessment tool, if they are providing face to face care to patients.

### Who needs to complete the Care Certificate and how?

- 1. Clinical staff who are new to employment in Health or Social care will need to complete it within 12 weeks of induction.**

  - You will need to complete the **Care Certificate e-learning modules** on the LMS
  - Once the e-learning modules are completed you can download the **competency workbook** (also found on the LMS)
  - Have each standard signed off by an occupationally competent senior HCSW or a Qualified Health Care Professional.
  - Have your manager complete the overall sign off and then submit your signed workbook to the Practice Educator - an appointment for this can be made by emailing [thecarecertificate@solent.nhs.uk](mailto:thecarecertificate@solent.nhs.uk)
- 2. Clinical support staff already in post but do not hold a Care Certificate**

  - You need to complete the **Self-Assessment Tool**

### Who does not need to complete the Care Certificate...

- If you have been in a clinical post before 2015 and completed the self-assessment tool
- If you have completed a Level 2 or 3 qualification or foundation degree in Health and Social Care\* after 2015
- If you have completed a degree in Nursing, Nursing Associate or Allied Health Profession\* after 2015

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- 2. Clinical support staff already in post but do not hold a Care Certificate**

  - You need to complete the **Self-Assessment Tool**
  - Meet with your manager to sign off the Self-Assessment and complete the **declaration form**
  - Send the declaration to [thecarecertificate@solent.nhs.uk](mailto:thecarecertificate@solent.nhs.uk) or [learninganddevelopment@solent.nhs.uk](mailto:learninganddevelopment@solent.nhs.uk) for certification

- This is because the 15 standards have been built into the training programmes.
- If you have completed a degree in Nursing, Nursing Associate or Allied Health Profession\* after 2015

#### Key Contacts

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