

Clinical Procedural Competency Record 2016-17



UEA prides itself on producing confident and competent graduates who are 'ward ready' to be a foundation doctor. The clinical competency record is part of the way in which we ensure you are prepared, both to sit your Finals exams and, more importantly, for work as a foundation doctor.

As an FYI you will need to collect work based assessments and certificates of training. In fact all grades of doctors in all settings in the UK are required to revalidate; part of this requires them to keep records of their training and continued professional development. It is therefore a secondary aim of this document to give you good habits in collecting such evidence.

The clinical competency record acts as both a prompt and an assessment tool and completion and submission is mandatory before you sit Finals. Once you have completed all the areas required you should submit your record to Lesley Bowker or Helen Francis or checking. They are able to issue you with a certificate of completion, a photocopy of which you must then submit to the LTS Hub in the Elizabeth Fry building by **3pm on Friday 3rd March 2016**. We would much prefer to issue these certificates well before this date and you can hand them in as soon as they are ready. Students who hand in at the last possible moment and with a majority of signoff dates being in the preceding days will be frowned upon and subject to greater scrutiny and verification of signatures. If you are getting behind please seek help early.

Please keep your Clinical Competency Record in a safe place until after you start your foundation posts. Some graduates have found that their employers wish to see proof of technical competency.

In contrast to previous years the following attendance/ compliance/ certificates should be handed in directly to the LTS Hub and do not need to be checked or signed off by the clinical skills team as part of the Clinical Procedural Competency Record;

- PSA
- ALS
- ALERT
- Manual Handling
- Blood Sampling and Handling certificate

Procedural Skills

By year 4 you have been given a good grounding in the basic diagnostic and therapeutic procedural clinical skills that you will need but most of these skills were taught and assessed in the Clinical Skills Resource Area (CSRA) using models and simulations. The overall aim in year 5 is to;

- Revise, integrate and perfect your skills (spiral learning)
- Encourage you to practise on REAL patients and in REAL clinical settings (otherwise it is too easy to avoid such exposure)
- Prove your clinical competence in these areas (although we do sample from these skills during your Finals A OSCE we can't test them all)

You must have all of the skills signed off and 100% of these procedures should be done in the clinical workplace with patients who require the procedure (i.e. you may **NOT** demonstrate your skill on models, friends, family or your assessor!).

We reserve the right to audit or check that the signatures are genuine so please

- do not obtain signatures outside the region e.g. while on elective or holiday
- ensure that all signatures are accompanied by a printed name and ideally contact details (e.g. bleep number for a junior doc)
- only one procedure per certificate will be accepted – if you get two procedures signed off at the same time then two certificates are needed

Duties of the student

- **Make opportunities** – it is not someone else's job to find patients and tutors to supervise you. Carry the List of Procedures and spare Certificates of Assessment with you and be proactive. Think about practicing in diverse environments e.g. suturing in A+E, performing an ECG in coronary care unit, IM vaccinations and vital signs in Primary care.
- **Gain appropriate verbal consent** from the patient. Please consult the consent policy on BB if you are unsure about this (Gen Information (all years); Policies and Procedures). If your procedure involves documentation (e.g. catheterisation) ensure your documentation includes the fact that you obtained consent. Your clinical competency record should not contain any patient information.
- **Obtain appropriate supervision** – you must be directly supervised during practise, at least until you have been certified as competent. You may show the supervisor this information if they are not familiar with what UEA requires. Some simple procedures (e.g. performing an ECG) can then be carried out with more distant supervision. An appropriate supervisor may be any health care professional providing they are skilled in the area being assessed, are aware of the UEA standardised techniques and are happy to provide supervision.
- **Obtain on-the-spot verbal feedback** in order to improve - regardless of whether you have 'passed' or not.
- **Arrange re-training/ assessment** in the skill in the CSRA if you are not confident to practice with patients, are persistently failing or are unable to find sufficient opportunities to practice in clinical settings.
- **Collect competent Certificates of Assessment for all of procedures.** You do not have to present those in which you have not passed (although you are welcome to keep them if you wish). The grade from the assessor will be either pass = competent or fail = not yet competent. Where you are not yet competent you should repeat the assessment on another occasion until you receive a pass/competent mark. You are perfectly welcome to obtain more pass assessments for any given procedure but this is not necessary.

Clinical Procedural Competency Record 2016-17



Please print off as many of the following assessment sheets as required. You can use the list below to keep track of the procedures you have completed as you do them. When you come to get signed off it helps us to check off the list if you arrange the certificates in the same order as the list.

If you require guidance, have queries or wish to report anything to the Clinical Skills Director Lesley.bowker@nnuh.nhs.uk or Senior Nurse Helen.Francis@nnuh.nhs.uk please contact the CSRA on ext 2625 or 2617.

Clinical Procedural Competency Record 2016-17



List of Procedures (adapted from Tomorrow's Doctors)

		Date	Venue	Checked (official use only)
1	Venepuncture and managing samples correctly			
2	Obtaining Blood Cultures and managing samples correctly			
3	Venous cannulation			
4	Preparation and administration of intravenous drugs			
5	Intramuscular injection			
6	Sub-cutaneous injection			
7	Arterial blood gas sampling			
8	Administering Oxygen therapy (including correct prescription)			
9	Setting up an intravenous infusion (including use of IV infusion devices)			
10	Scrubbing, gloving and gowning			
11	Performing basic 'observations' TPR, BP , SATs/Cardiac monitor etc			
12	Performing a 12 lead ECG			
13	BM / blood glucose testing			
14	Urinalysis and interpretation			
15	Pre-op screening including taking a swab (ENT or Skin) and nutritional assessment (height, weight and BMI)			
16	Male Bladder catheterisation			
17	Female Bladder catheterisation			
18	Performing respiratory function tests (peak flow and simple spirometry)			
19	Administering a subcutaneous local anaesthetic injection			
20	Skin suturing			
21	Apply a simple wound dressing			

Clinical Procedural Competency Record 2016-17



Certificate of Assessment

Student Name (PRINT) _____

Date _____ Location _____

Name of Procedure _____

		Competent/ Pass	Not yet competent	N/A
1	Understanding of indications, anatomy, technique			
2	Obtains informed consent			
3	Appropriate preparation pre-procedure			
4	Appropriate analgesia			
5	Technical ability			
6	Aseptic technique			
7	Seeks help where appropriate			
8	Post procedure management including appropriate disposal of clinical waste/sharps			
9	Communication skills			
10	Consideration of patient/professionalism			
11	Overall ability to perform procedure			

Feedback (strengths or suggestions for development)

Supervisor's Signature _____

Supervisor Name (PRINT) _____

Supervisor's Designation and bleep/ contact number _____