

# **HCA COMPETENCY BOOKLET**

## **TRANSITIONAL CARE UNIT**

### **(TCU)**



### **PHILOSOPHY OF CARE**

In the Transitional Care Unit we are committed to providing safe, holistic, compassionate care and support to children and families with a strong emphasis on family centred care.

We promote independence of the individual and provide a service that is respectful of culture and spirituality.

**NAME:**.....

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## WELCOME

We are delighted to welcome you as a staff member to CHI at Crumlin. Our family centred approach to care promotes caring for children in partnership with their family. We encourage parents & carers to stay with their children as we hope to minimise anxieties associated with hospitalisation. This approach is based on the Smith's<sup>1</sup> Nottingham's Model of Children's nursing.

This booklet is intended to give you an overview of the ward and the learning opportunities that are available to you during your placement here.

..... is a ..... bedded ..... Ward, which provides care for children from one to eighteen years of age. We care for children with a variety of medical conditions; our main specialisms .....

This orientation and competency booklet, has been designed to ensure that all our employees are familiar with the various policies and procedures recommended by the hospital. It is requested that all employees read the recommended documents carefully for their safety and that of patients, parents, visitors and staff within the hospital. The contents of the orientation programme are designed to assist you to learn to carry out your duties correct and efficiently. If you are unsure about any aspect of your orientation please contact the CNM2 on the ward. A timeframe set for completion of this document is 8-10 weeks. A supportive role is provided by the CNF in addition to direction from the CNM1 and CNM2 on the ward.

Mandatory	Date	Signature	Manager
<b>Vaccinations</b> <i>(Occupational Health)</i>			
<b>Patient Handling</b>			
<b>Infection Control</b>			
<b>Basic Life Support</b>			
<b>Blood Products</b>			
<b>Hand Hygiene</b>			
<b>HACPP</b>			
<b>Fire Lecture</b>			
<b>Waste Management</b>			
<b>Children First</b>			

<sup>1</sup> Smith, F (1995) Children's Nursing in Practice: the Nottingham Model. Blackwell Science, Oxford.

## HUMAN RESOURCES

I acknowledge that I have been informed of the following policies and procedures

	Date	HCA Signature
Dignity at work for Health Services Summary		
Grievance Procedure for The Health Service		
Disciplinary Procedure for The Health Service		
Policy for a Smoke Free Workplace		
Sick Pay Policy		
Guidelines for Good Practice		
Child Protection		
Uniform Policy		

**CNM/CNF Name:** (Print Name) ..... **NMBI:** .....

**HCA Name:** (Print Name) ..... **Date:** .....

A comprehensive tour of the hospital will be given to include

	Date	Completed by
Clinical Engineering		
Diet Kitchen		
Formula Room		
Laboratory		
Laundry		
Materials Management		
Out-Patients Dept. Including Medical Tower		
Pharmacy		
Theatre		

**CNM/CNF Name:** (Print Name) ..... **NMBI:** .....

**HCA Name:** (Print Name) ..... **Date:** .....

The CNM2 Ward Manager will discuss the following with you:

	Date	Completed by
Off-duty		
Annual leave entitlement		
Requesting annual leave		
Importance of being punctual		
Managing difficult situations		
Importance of team work		
Sick leave guidelines		
Cleaning of equipment		

**CNM/CNF Name:** (Print Name) ..... **NMBI:** .....

**HCA Name:** (Print Name) ..... **Date:** .....

# SELF-ASSESSMENT

SELF-ASSESSMENT	STANDARD	SUGGESTED EVIDENCE
<b>Level 1 - Observed</b>	Observed demonstration of skill can discuss core elements involved and relate theoretical knowledge	Can describe essential components of the skill and can relate theory appropriately
<b>Level 2 - Participative</b>	Can perform safely and effectively under supervision with potential for some omissions and inaccuracies	Skilful in some aspects but lack coordination. Displays some confidence but spends considerable time focusing on the skill
<b>Level 3 - Supervised</b>	Can perform safely accurate and effective in most aspects of the skill	Skilful and coordinated performance in most aspects of the skill. Some degree of confidence but distracted when the skill is more complex
<b>Level 4 - Competent</b>	Can perform safely, accurately and effectively	Skilful and coordinated performance Confident and able to achieve objectives within in appropriate time frame

Prior to your first interview, please self-assess your competencies as listed out on the following pages

<b>HCA Name:</b> (Print Name) .....	<b>Date:</b> .....
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Tracheostomy Care					
	Basic A&P of Airway	Indications for Trache	Complications of Trache	Safety Considerations	Emergency Box
Self-Assessment					
Date Performed					
Nurse Initials					
Date Performed					
Nurse Initial					
Competent Signed					

Tracheostomy Care				
	Suctioning	Respiratory Assessment	Ties	Change of Tube Planned
Self-Assessment				
Date Performed				
Nurse Initials				
Date Performed				
Nurse Initial				
Competent Signed				

<b>Tracheostomy Care</b>				
	<b>Change of Tube Emergency</b>	<b>Change of Tube Emergency</b>	<b>Communication &amp; Speaking Valve</b>	<b>Ventilation</b>
<b>Self-Assessment</b>				
<b>Date Performed</b>				
<b>Nurse Initials</b>				
<b>Date Performed</b>				
<b>Nurse Initial</b>				
<b>Competent Signed</b>				

<b>ORAL AND ENTERAL FEEDING</b>				
	<b>Oral feeding infants &amp; babies</b>	<b>Considerations for feeding trach patients</b>	<b>Flocare Infinity Feeding Pump</b>	<b>Bolus Feeding</b>
<b>Self-Assessment</b>				
<b>Date Performed</b>				
<b>Nurse Initials</b>				
<b>Date Performed</b>				
<b>Nurse Initial</b>				
<b>Competent Signed</b>				

<b>ORAL AND ENTERAL FEEDING</b>				
	<b>Checking NT Tube position – pH</b>	<b>Peg Tube Care</b>	<b>Prep of patients diet</b>	<b>Documentation</b>
<b>Self-Assessment</b>				
<b>Date Performed</b>				
<b>Nurse Initials</b>				
<b>Date Performed</b>				
<b>Nurse Initial</b>				
<b>Competent Signed</b>				

<b>Basic Life Support</b>						
	<b>BLS – Infant</b>	<b>BLS - Child</b>	<b>BLS – Trachie</b>	<b>Choking Infant / Child</b>	<b>Arrest Call</b>	<b>Emergency Management</b>
<b>Self-Assessment</b>						
<b>Date Performed</b>						
<b>Nurse Initials</b>						
<b>Date Performed</b>						
<b>Nurse Initial</b>						
<b>Competent Signed</b>						

NGT (Nasogastric Tube) Insertion					
	Theory Completed	Observed	Insertion of NGT	Practice	Competent in Blood Glucose Testing
Self-Assessment					
Date Performed					
Nurse Initials					
Date Performed					
Nurse Initial					
Competent Signed					

General Skills					
	Bathing Infant / Child	Weight Taking	Standard Precautions	Taking Swabs	Taking Samples
Self-Assessment					
Date Performed					
Nurse Initials					
Date Performed					
Nurse Initial					
Competent Signed					

General Skills					
	Documentation – Nursing Notes	Safety Checks	Child Development	Play with Infant / Child	Respiratory Assessment
Self-Assessment					
Date Performed					
Nurse Initials					
Date Performed					
Nurse Initial					
Competent Signed					

HCA Skills					
	Ordering Stock / Stores	Collecting Stock / Feeds	Equipment Maintenance	CSSD	Cleaning
Self-Assessment					
Date Performed					
Nurse Initials					
Date Performed					
Nurse Initial					
Competent Signed					

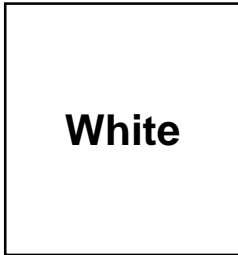
	SLUICE ROOM		
	Tiding of sluice room	Stocking of supplies	Requesting to have glass bin emptied
Self-Assessment			
Date Performed			
Nurse Initials			
Date Performed			
Nurse Initial			
Competent Signed			

ROLE IN EMERGENCY PLAN		
Role in Emergency Plan	Reporting repairs needed	Assisting in the provisions of clinics



**This list is not exhaustive and can be changed in accordance with the service provision in your area**

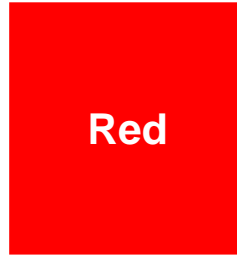
## LINEN COLOUR CODING



**White**

### Non-Infected Linen

All non-infected linen, should be put into a white linen bag



**Red**

### Infected Linen

All infected linen should be first put into an alginate soluble bag and then put into a red linen bag.

**\*\*\*Do not over fill linen bags – Secure and Label\*\*\***

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## OCCUPATIONAL BLOOD EXPOSURE (OBE) (formerly known as Needle Stick Injury)

- First Aid (At site of exposure)
  - Encourage bleeding of wound under running water.
  - Wash thoroughly under running water with hibiscrub / bethadine. Do not use nail brush. Cover wound with water proof dressing.
  - Splash into eyes: wash eyes with normal saline & remove contact lenses.
  - Splash into mouth/nose or onto skin: wash well with water.
- Report incident to Ward manager/Head of Department/most senior person
- Where to go:
  - Incidents occurring on wards/clinical areas - managed where incident occurred.
  - Incidents occurring outside wards/clinical areas - managed in Emergency dept.
- Locate Occupational Blood Exposure (OBE) packs i.e. Source Pack & Recipient Pack (available in every ward / clinical area).
  - Packs contain guidelines, blood bottles & forms, consent forms & OBE report form.
- Contact SHO/Registrar on-call to commence management as per Guidelines for Management of Occupational Blood Exposure document (in packs).

**\*\*\*Source patient bloods must be taken at time of exposure and sent to microbiology lab as URGENT sample\*\*\***

- Complete OBE report form & hospital incident form.
- Please contact Occupational Health (ext. 6106/bleep 8106) to report incident and ensure appropriate follow-up care.

## CLEANING DETERGENTS

We Use two cleaning products in OLCHC, **BRIAL** and **Actichlor**



**BRIAL**

**BRIAL** is made up of 5ml of detergent with 1000ml of water.

PPE must be worn while using **BRIAL**

It is used on all patient equipment and general cleaning.

It is located in the sluice room on a wall bracket.



**Actichlor**

**Actichlor** is made up of one 1.7g tablet into a 1000ml bowl of water.

We use **Actichlor** when cleaning all infected pieces of equipment.

**Actichlor** is used along with **BRIAL** on all isolation cleaning.

**BRIAL** is used first, followed by **Actichlor**

PPE must be used when this using the product.











# GUIDELINE FOR THE HCA PARTICIPATION IN CARE

## Stage 1

Can perform under **DIRECT SUPERVISION**  
of Registered Nurse if HCA feels competent to do so (Level 1/ 2)

	<b>Complete</b>
<i>Please tick</i>	
Safety Checks	
Blood Glucose Monitoring	
Remove intravenous Peripheral Cannula	
Assist child with hygiene needs	
Assist with nutritional needs of infant / child ( <i>Oral / NG / PEG / Breastfeeding</i> )	
Communicate with child, families, multi-disciplinary team	
Document nursing care ( <i>countersigned by registered nurse</i> )	
Urinalysis	
Collect blood / blood products	
Urinary Catheter Care	
Specimen Collection ( <i>urine / stool / swabs / sputum</i> )	
Special a child	
Handover Report	
Prepare a child for transfer	
Transfer children within CHI at Crumlin	
Answer phone / use the bleep system professionally	
Airway suctioning ( <i>oral / nasal / nasopharyngeal / tracheostomy</i> )	



**Can perform under INDIRECT SUPERVISION of Registered Nurse,  
if HCA feels competent to do so (Level 2 / 3) and  
HCA has been signed off as competent in the allocated task**

<i>Please tick</i>	<b>Complete</b>
As per Stage 1	
Order stores / pharmacy	
Fridge Temperature checklist	
Storage and labelling of food items	
Meal preparation	
Preparing a bottle	
Refrigerating formula and breast milk	
Ordering meals for patients	
Assist parent's with food preparation	
Stocking Linen	
Linen segregation	
Checking and cleaning oxygen and suction	
Cleaning patient equipment	
Cleaning beds and cots	
Tagging equipment	
Glucometer Check	
Tidying of bedside lockers	
Relieve parents for breaks	

## CANNOT PERFORM THE FOLLOWING

	<b>Complete</b>
<i>Please tick</i>	
Cannot unsupervised tracheostomy care	
Cannot perform weight / height / length independently ( <i>double checked</i> )	
Cannot unsupervised wound care	
Cannot catheterise children	
Cannot give discharge advice unsupervised	
Cannot remove a chest drain	
Cannot accept or Record laboratory results	
Cannot transfer children	
Cannot remove Central Venous Catheter (CVC)	
<b>Medications:</b>	
<ul style="list-style-type: none"> <li>• <i>Cannot check / administer medication</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Cannot run through IV fluids</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Cannot connect/disconnect IV infusions</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Cannot commence / reset IV pumps</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Cannot flush intravenous cannula</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Cannot hold any medication keys (including controlled / MDA)</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Cannot collect controlled drug / MDA from pharmacy</i></li> </ul>	