

**Personal Assistant**

**Training Passport**

**&**

**Learning Log**

This training passport will allow easy identification of

any training and development needs, and document the

training you have already completed.

 **This Training Passport belongs to:**

**Section One: Training Audit**

When starting in a new role it is useful for employers to explore the skills and training the PA already has gained in previous roles. Some people will have extensive training from working in health and social care previously, and others will have had no previous related training. Either is fine but it’s important for you and employer to understand the training and support you need in this new role, and to make training plans to ensure you are confident and competent in all the tasks you need to undertake.

You should provide your employer with proof of any previous training, such as certificates. The employer will decide if you need to undertake training in all areas as soon as you start, or whether some of your previous training is transferable. This is up to the employer to decide, and even with previous training, the employer may require you to undertake all new training for the new role.

To support your employer to know what topics PAs should be trained in, below is a recommended training list for all PAs (see Section Two). This and the training audit below are based on the Core and Mandatory training list by Skills for Care: <https://www.skillsforcare.org.uk/Learning-development/Guide-to-developing-your-staff/Core-and-mandatory-training.aspx>

| **TRAINING AUDIT** |
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| **Topic** | **Recommended refresher frequency for learning and development** | **Date of last training completed in this topic** | **Details of previous training: Name of training, Provider** | **To be completed by employer**  |
| **Name and Signature of Employer** to confirm proof of previous training seen**& Date** | **Date for induction training to be completed by**  |
| Assisting and moving people | Every 12 months  |  |  |  |  |
| Basic life support (BLS)Or Emergency First Aid at Work (EFAW) | Every 12 months for BLS3 yearly for EFAW |  |  |  |  |
| Communication | 3 yearly |  |  |  |  |
| Dignity | 3 yearly |  |  |  |  |
| Equality anddiversity | 3 yearly |  |  |  |  |
| Fire safety | Every 12 months |  |  |  |  |
| Food hygiene | 3 yearly |  |  |  |  |
| Health and safety awareness | 3 yearly |  |  |  |  |
| Infection prevention and control | Every 12 months |  |  |  |  |
| Medication management | Every 12 months |  |  |  |  |
| Mental capacity and liberty safeguards | 3 yearly |  |  |  |  |
| Moving and handling objects | Every 12 months |  |  |  |  |
| Nutrition and hydration | 3 yearly |  |  |  |  |
| Oral health  | 3 yearly |  |  |  |  |
| Person-centred care | Every 12 months |  |  |  |  |
| Recording and reporting | Every 12 months |  |  |  |  |
| Safeguarding adults | Every 12 months |  |  |  |  |
| Safeguarding children | Every 12 months |  |  |  |  |
| Positive behaviour support and non-restrictive practice – if relevant | 3 yearly – if relevant to role |  |  |  |  |
| Other relevant training: Specific conditionsEg Mental health, Dementia and Learning DisabilityDetails: | 3 yearly – if relevant to role |  |  |  |  |
| **Other comments and action plan** |  |

**Section Two: Core Skills Training**

Core skills training is vital for Personal Assistants (PAs) to provide an introduction to working in health and social care. Core skills training can be transferred from one PA job role to another. It provides a foundation of skills and knowledge that can be built upon to meet clients’/service users’ needs.

Personal Assistants have a responsibility to access and complete all training as directed in an individual’s support plan and/or by the employer. On successful completion of the core skills training, PAs should obtain the completion certificates and keep a copy themselves and provide their employer(s) with a copy. Core skills training should be completed during the initial 3-month probation period, and any difficulties with the training should be discussed with the employer in the first instance.

As a PA you are accountable for your actions: you must show professionalism, integrity, and work within ethical and legal frameworks. PAs must always work in partnership with other health and social care professionals, agencies, clients/service users and their carers and families in all settings, ensuring that safe care is maintained.

A Personal Assistant would be ‘signed off’ as competent on the core skills training in the table below when:

* The PA has successfully completed all required e-learning and face to face training
* The PA has observed and shadowed an experienced PA or the employer over a period of time
* The PA has demonstrated application of the core skills training in practice (where applicable) and has been signed off as competent at the end of the induction by the employer
* The PA has determined that they feel confident and prepared to undertake to tasks required of them

| **CORE SKILLS – training completion and competency** |
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| **Core skills training topic** | **Frequency of renewal** | **Name of training provider &****Date training was completed** | **Signature of PA** to confirm training completion & competence in skills and knowledge**& Date** | **Signature of Employer** to confirm training completion & competence (where applicable) **& Date** | **Date next refresher due** | **Comments** |
| Assisting and moving people | Every 12 months  |  |  |  |  |  |
| Basic life support (BLS)Or Emergency First Aid at Work (EFAW) | Every 12 months for BLS3 yearly for EFAW |  |  |  |  |  |
| Communication | 3 yearly |  |  |  |  |  |
| Dignity | 3 yearly |  |  |  |  |  |
| Equality anddiversity | 3 yearly |  |  |  |  |  |
| Disability Awareness | 2 yearly |  |  |  |  |  |
| Fire safety | Every 12 months |  |  |  |  |  |
| Food hygiene | 3 yearly |  |  |  |  |  |
| Health and safety awareness | 3 yearly |  |  |  |  |  |
| Infection prevention and control | Every 12 months |  |  |  |  |  |
| Medication management | Every 12 months |  |  |  |  |  |
| Mental capacity and liberty safeguards | 3 yearly |  |  |  |  |  |
| Moving and handling objects | Every 12 months |  |  |  |  |  |
| Nutrition and hydration | 3 yearly |  |  |  |  |  |
| Oral health  | 3 yearly |  |  |  |  |  |
| Person-centred care | Every 12 months |  |  |  |  |  |
| Recording and reporting | Every 12 months |  |  |  |  |  |
| Safeguarding adults | Every 12 months |  |  |  |  |  |
| Safeguarding children | Every 12 months |  |  |  |  |  |
| Positive behaviour support and non-restrictive practice – if relevant | 3 yearly – if relevant to role |  |  |  |  |  |
| Other relevant training: Specific conditionsEg Mental health, Dementia and LearningDeaf AwarenessAutism AwarenessDetails: | 3 yearly – if relevant to role |  |  |  |  |  |

**Section Three: Delegated Healthcare Tasks Training**

During induction you may require training that is **individualised to the person you support** so you can undertake certain healthcare related tasks (**‘delegated healthcare tasks’ or DHTs**). This training must be competency assessed by the relevant healthcare professional to ensure the delivery of safe care and prevent the individual you support from harm.

Not all PAs will be employed to carry out healthcare related tasks and some tasks may be considered unsuitable for delegation to a PA.

The registered healthcare professional who delegates a healthcare task remains accountable for the decision to delegate and cannot delegate that accountability. However, provided the decision to delegate is made appropriately, they are not accountable for the decisions and actions of the care worker to whom they delegate thereafter. The PA is accountable for accepting the delegated healthcare task and responsible for their actions when carrying it out.

Please see this guidance for further information: <https://www.england.nhs.uk/wp-content/uploads/2017/06/516_Delegation-of-healthcare-tasks-to-personal-assistants_S7.pdf> Page 17 refers to PAs responsibilities within delegation of healthcare tasks.

The purpose of this section of the training passport is to provide an evidenced central record of your training, knowledge, skills and reflective learning as a Personal Assistant for…

**Name of the individual you support:**

* Following clinical agreement for delegation of a healthcare task, individualised training will be required to allow PAs to undertake the agreed healthcare related tasks to provide safe direct care to this individual who has assessed health and care needs
* Individualised training will be competency assessed by a named registered healthcare professional
* Competency is assessed through practical demonstration and observation. It is important the delegator, delegatee (PA) and employer are satisfied that competency is achieved on the day(s) of assessment
* PAs who have been assessed as competent in an individual’s delegated healthcare tasks should only undertake those delegated tasks with that specific individual, and not with anyone else who they may support
* The PA is accountable and responsible for accepting the task and then for how they carry it out, ensuring they adhere to the provided protocol/care plan
* PAs should not complete any task for which they do not feel competent and should seek support from the relevant health professional if concerns arise
* PAs should provide a copy of their individualised training record to their employer

\*This is just a central log of training and does not replace the individual delegated healthcare task competency sign off sheets that each registered professional should complete with each PA for each delegated healthcare task\*

| **DELEGATED HEALTHCARE TASKS TRAINING RECORD** |
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| **Date** | **Name of healthcare professional who is delegating** **& Procedure / Task description***Eg Sarah Smith, Dietician. PEG care* | **Location of the written protocol / care plan that should be followed***Eg Black folder, stored on shelf in kitchen* | **Signature of PA** to confirm training completion & competence **& Date** | **Signature of Employer** to confirm training completion & competence**& Date** | **Refresher training due date:** Please speak with delegating healthcare professional – at least annually |
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**Section Four: Learning Journal and Reflections**

* Use the following pages to record your reflections on the training you attend and from observing, shadowing and supporting as a Personal Assistant
* This evidence can help inform your employer of your confidence and competence

| **Date** | **Experience** | **Reflection** |
| --- | --- | --- |
|  | *PA Peer Support*  | *Living Options Devon are hosting free to attend PA Peer Support sessions, find out more and book your place here.* [*https://www.livingoptions.org/free-learning-for-pas-and-ies/pa-peer-support/*](https://www.livingoptions.org/free-learning-for-pas-and-ies/pa-peer-support/) |
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**Section Five: Useful Resources and Contacts**

1. **In the event of an emergency, please dial 999.**
* Also ask your employer for contact details of the **GP for the person you support**

# NHS England Safeguarding App: We recommend employers and PAs download the NHS England Safeguarding app.

# Image of the NHS England Safeguarding app on a mobile device

The NHS Safeguarding app has been developed to act as a comprehensive resource for healthcare professionals, carers and citizens. It provides 24-hour, mobile access on up to date legislation and guidance across the safeguarding life course. The app also provides information on how to report a safeguarding concern and even has a directory of safeguarding contacts for every local authority in England, searchable by region.

It can be accessed via [Apple iOS](https://itunes.apple.com/gb/app/nhs-safeguarding-guide/id1112091419), [Google Play](https://play.google.com/store/apps/details?id=com.antbits.nhsSafeguardingGuide&hl=en_GBhttps://play.google.com/store/apps/details?id=com.antbits.nhsSafeguardingGuide&hl=en_GB) or it can be downloaded by visiting your device’s app store and searching for ‘NHS Safeguarding’.

# Where to next? Living Options Devon are providing fully funded places to attend training for PA’s from Jan to March 2022. [Book here](https://www.livingoptions.org/free-learning-for-pas-and-ies/)

# Not offering a course you need? We advise visiting the [Skills for Care website](https://www.skillsforcare.org.uk/Home.aspx) where there is a range of support, information and [e learning opportunities for both IE’s and PA’s](https://www.skillsforcare.org.uk/Learning-development/Learning-and-development.aspx)