FLOWCHART FOR APPLICATIONS OF COMPETENCY BASED CLINICAL SKILLS TRAINING

Please use this flow chart as an aid in selecting the training that is *appropriate to* the needs of the individual and the department

START HERE

Is this competence a requirement of the role?
-- OR --
Is there a need for this competency in your area?
-- OR --
Is it an agreed personal development objective for the applicant?

NO → Do not apply until need arises

YES ↓

Has this individual attended training for a competency based course but does not yet hold a signed competency for that skill?

YES → Has candidate just joined the Trust and was trained in the skill elsewhere?

NO → Hold application until previous competency signed

YES ↓

Has candidate been practising the skill recently?

NO → Depending on how long ago the candidate underwent training, the candidate may be expected to undergo another training session, or to undergo an update session then get the competency signed off. **Contact the Clinical Skills Team for further advice.**

YES ↓

Is there any documented evidence to support the training?

NO → Staff will be required to arrange for an update session where their competency and assessment can be observed by a competent practitioner. **Contact the Clinical Skills Team for further advice.**

YES ↓

Please take a copy/scan of the previous training evidence and send/email it to Staff Development Department/Clinical Skills Trainers.

If no re-training is required, the candidate will be issued a relevant competency assessment form.

Do not apply unless a competent assessor using the Trust's competency assessment form identifies competency issues with the candidate through the assessment process in the workplace.

Has this individual attended training for a competency based course but does not yet hold a signed competency for that skill?

NO ↓

Is the manager able to support the candidate with the supervised practice and assessment if applicable (if necessary in another work area)

NO → Hold application until able to provide adequate support

YES ↓

Is the candidate motivated to complete the assessment?

NO → Hold application until any issue identified is resolved

YES ↓

Application may proceed