

Healthcare Assistant Apprentice Programme

Agreed Programme of Study

Programme Overview

The apprentice will receive hands on training throughout the 2 years of the programme. They will be fully supervised at all times until signed off as competent in individual practical procedure. These procedures include, but are not limited to, the following:

- Working in a confidential environment
- Handling of confidential information
- Appropriate documentation
- Taking basic observations on an adult patient (blood pressure, pulse, respiratory rate, oxygen level)
- Understanding when basic observations are abnormal and a trained nurse/doctor should be immediately informed
- Chaperoning
- Supporting patients who are feeling anxious or worried
- Supporting doctors undertaking minor procedures
- Taking finger prick blood samples
- Taking venous blood sample
- Processing venous blood samples
- Taking basic observations on a paediatric patient (BP, Pulse, respiratory rate, oxygen level).
- Understanding when basic paediatric observations are abnormal and a trained nurse/doctor should be immediately informed
- Helping new parents with standard baby care e.g. changing a diaper, cleaning the umbilical cord, cleaning a sticky eye

The backbone of the programme academically is The Care Certificate (see right). Once the Care Certificate is completed apprentices will meet fortnightly with their supervisor to further develop their skills and competencies, including defining any additional study requirements.

The Care Certificate

Apprentices will be expected to complete The Care Certificate, the UK standard programme for Healthcare Assistants. To complete the certificate, apprentices must meet all 15 standards of the Care Certificate. To achieve this, apprentices need to be able to self-study, complete workbooks demonstrating knowledge, understanding and reflection and demonstrate their understanding and knowledge to their nursing/medical supervisor. Apprentices will be supported throughout this process and time given for personal study. All apprentices will meet weekly with their supervisor whilst undertaking the care certificate to ensure progress with the course.

The apprentices must complete at least 1 standard every 2 working weeks. The Care Certificate includes:

- Understand your role
- Your personal development
- Duty of care
- Equality and diversity
- Work in a person-centred way
- Communication
- Privacy and dignity
- Fluids and nutrition
- Awareness of mental health, dementia and learning disabilities
- Safeguarding adults
- Safeguarding children
- Basic life support
- Health and safety
- Handling information
- Infection prevention and control

Apprentices must successfully complete each standard to receive the Care Certificate.