

## Section 4: Staffing, training & competencies

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### Bromley NHS Health Check Training Programme

#### 4.1 Definition

##### The NHS Health Check

The NHS Health Check is a national vascular disease prevention programme designed to prevent heart disease, stroke, diabetes, kidney disease and vascular dementia. The NHS Health Check aims to achieve this through early identification and management of the risk factors associated with these diseases, through various tests, clinical measurements, lifestyle modification and referral to appropriate clinical and lifestyle modification services. Vascular diseases are the main cause of death and disability in England and they all have common risk factors.

The NHS Health Check is offered every 5 years to all patients aged between 40 and 75 years of age and aims to reduce the modifiable risk factors of those vulnerable to developing vascular disease, and detect those already suffering.

It is therefore important that staff delivering the NHS Health Checks, are trained appropriately and to standards which meet Best Practice Guidance<sup>1</sup>, The NHS Health Check Competence Framework<sup>2</sup> and the NHS Health Check Programme Standards<sup>3</sup>.

Bromley Public Health have designed a programme to meet these requirements

#### 4.2 Roles

##### Trainee

GP Practice staff undertaking training to deliver NHS Health Checks such as Nurses and Healthcare Assistants.

##### Supervisor

GP Practice staff who have undertaken training on the delivery of the NHS health Check, have been assessed as competent to deliver the NHS Health Checks, have been successfully delivering checks for a minimum of 2 years and have received further training to oversee and support NHS Health Check Trainees in the practical application of the NHS Health Check Programme.

##### The Role of the NHS Health Check Supervisor

NHS Health Check Supervisors are staff who provide support and guidance to staff training to deliver the NHS Health Check. Supervision can be carried out by approved staff

who have been trained and assessed as competent to deliver the NHS Health Check. Supervisors are not assessors and will not be required to assess trainees. They are staff providing support and guidance on the practical application of the NHS Health Check. This includes guidance on how to accurately fill in the NHS Health Check template and associated assessments such as Audit C, GPPAQ and the clinical filters as well as guidance on how to ensure all mandatory data is completed. The supervisors will also provide guidance on the information required for lifestyle advice and referral to the appropriate practice staff and or lifestyle services as well as when to refer patients for further clinical investigations relating to the NHS Health Check Programme.

All NHS Health Check trainees will need to have demonstrated the knowledge and skills listed on the Pre-Assessment form before the supervisors refer the trainee for formal assessment with the Public Health Vascular Disease Prevention Nurses (PHVDP Nurse) (Please refer to the Pre-Assessment Form).

## **4.3 Essential Training**

### **Supervisors**

Training will be provided for approved staff who have expressed an interest in becoming an NHS Health Check Supervisor. Potential supervisors will also be required to undergo a brief period of supervision by a PHVDP Nurse before completing training to ensure ongoing competence to supervise trainees.

Supervisors will also be required to regularly (at least twice a year) attend the NHS Health Check updates organised by the Public Health Vascular Disease Prevention Team (PHVDP Team) as well as any essential information and training session that may arise as a requirement of the NHS Health Check Programme.

### **Trainees**

As part of the training programme, staff nominated for NHS Health Check Training must first meet the Pre-Training Basic Skills (see below). Prior to supervision trainees are also advised to have accessed and watched the online introduction to The NHS Health Check Programme video available on the NHS Health Checks Website or via the following link - <http://www.e-lfh.org.uk/programmes/wm-nhs-health-check/open-access-sessions/> Trainees will also be required to have completed the Alcohol and Dementia E-Learning Modules.

Trainees will also be required to attend the Assessing Cardiovascular Risk Study Day when available, before or during training. If the study day is not available during the training period trainees will be required to have attended the study day within one year of completing their training.

In order to maintain competence and remain updated on the NHS Health Check Programme, staff who have successfully completed training will also be required to attend at least one NHS Health Check Update Meeting a year.

## 4.4 The Training Programme

### A. Introductory Meeting (With the Public Health Vascular Disease Prevention Nurse – PHVDP Nurse)

Once identified by their employer trainees will meet with their designated PHVDP Nurse who will outline the training process with the trainee covering the following areas.

- An introduction to the NHS Health Checks in Bromley
- How to access The NHS Health Check Introductory Web-based Video
- How to access The NHS Health Check E-Learning Modules:
  - a. Alcohol IBA - [Alcohol IBA Learning Centre Link](#)
  - b. Dementia Awareness [Dementia Awareness Online Training Link](#)

The following areas of the NHS Health Check will be covered during the Introductory training session.

1. The NHS Health Check Template
2. NHS Health Checks Clinical Filters
3. Mandatory Data
4. Data Submission Requirements (Quarterly Returns)
5. Invitations, recall and eligibility criteria
6. Communicating CVD risk
7. Lifestyle management
8. Near Patient Blood Testing

Information on how to access the web and E-Learning Training will be sent to the practice manager or nurse lead prior to the introductory meeting with the PHVDP Nurse. The trainee must complete the modules and assessments prior to the Introductory Meeting.

### B. Completion of E-Learning intro to NHS HC and Modules (can be completed at work during time agreed by employer)

- a. Intro to NHS HC Programme Video (The assessment must be completed at the end of the module a certificate will be generated on completion – minimum pass score of 100%.)
- b. Dementia E-Learning Module (with certificate generated on completion)
- c. Alcohol IBA E-Learning Module (The assessment must be completed at the end of the module a certificate will be generated on completion – minimum pass score of 70%)

### C. Near Patient Blood Testing Training (With Alere representative or PHVDP Nurse)

In Bromley we use the Alere LDX Cholesterol Testing Machine for near patient blood testing. All staff using this device must be trained either by the Alere training team or by a PHVDP Nurse. PHVDP Nurse will provide details of the Alere Training Consultant for trainees to arrange a suitable time for training. If there are a number of trainees that require NPT training the PHVDP Team will organise a group training session.

#### **D. Practical training and supervision (With the PHVDP Nurse or approved work-based NHS Health Check Supervisor).**

In Bromley all staff training to deliver the NHS Health Check must also undergo a period of practical training and supervision of NHS Health checks to ensure all checks are carried out in-line with the NHS Health Checks Best Practice Guidance and The NHS Health Check Competence Framework.

The Bromley Competences Portfolio for Delivery of the NHS Health Check should be used as a guide to the competences that must be achieved by the end of the practical training and supervision period. The Pre-Assessment Competences Checklist (see below) should be used to check that all the competencies have been covered during the supervision, and that the trainee is ready for final assessment with the PHVDP Nurse

#### **6. Assessment of NHS HC Programme Competence (With Public Health Vascular Nurse).**

Once the trainee has been trained and supervised by the GP practice based Supervisor or the PHVDP Nurse and the Pre-Assessment Competences Checklist has been completed, a meeting should be booked for a formal assessment with the PHVDP Nurse. The Competences Portfolio for the delivery of the NHS Health Check will be used for the final sign off of all competencies. Staff, who have successfully achieved all of the competences will be signed off by the PHVDP Nurse and can then deliver NHS Health Check without supervision.

Trainees who have not been fully signed off as competent to deliver the NHS Health check must not deliver NHS Health Checks without supervision by a GP practice based NHS Health Check Supervisor or the PHVDP Nurse.

In the event that the trainee does not meet the levels of competency required, the PHVDP Nurse will provide feedback on the areas of competency that need to be addressed and arrange a date for re-assessment. If the trainee is not successful on the second attempt, further supervision sessions will be arranged with the supervisor or PHVDP Nurse.

## **4.5. Complaints**

In the event of a complaint arising in relation to training please first speak to the trainer to see if the issue can be resolved. If the issue cannot be resolved, inform your clinical or manager who may be able to help resolve the issue. If the issue is not resolved please contact Gillian Fiumicelli (Head of Vascular Disease Prevention) at [Gillian.Fiumicelli@bromley.gov.uk](mailto:Gillian.Fiumicelli@bromley.gov.uk).

<sup>1</sup>NHS Health Check Best Practice Guidance, DH & PHE, February 2015  
[http://www.healthcheck.nhs.uk/commissioners\\_and\\_healthcare\\_professionals/national\\_guidance/](http://www.healthcheck.nhs.uk/commissioners_and_healthcare_professionals/national_guidance/)

<sup>2</sup>NHS Health Check National Competency Framework, PHE (2014)  
<http://www.nhshealthcheck.nhs.uk/default.aspx?aID=199>

<sup>3</sup> NHS Health Check Programme Standards: A framework for quality improvement: February 2014  
[http://www.healthcheck.nhs.uk/commissioners\\_and\\_healthcare\\_professionals/national\\_guidance/](http://www.healthcheck.nhs.uk/commissioners_and_healthcare_professionals/national_guidance/)

## NHS Health Check Training Basic Skills Required Prior to Training

It is important that all new staff chosen by their employer to undertake training on the delivery of NHS Health Checks must have the following basic clinical skills before any training takes place.

Skill	Essential/desirable
Blood pressure measurement	Essential
Pulse taking (rhythm and rate)	Essential
Height/weight/BMI	Essential
Good knowledge of the GP Record system you are using.	Essential
Knowledge and understanding about consent and obtaining consent.	Essential
Knowledge and understanding of Infection control guidance and procedures.	Essential
Has attended a lifestyles advice training course.	Desirable
Knowledge of lifestyles services available locally and how/where to refer.	Desirable
Has completed the information governance course.	Essential
Knowledge and understanding of normal and abnormal blood cholesterol levels.	Desirable

Please note that staff who do not possess these skills will not be eligible for training until all skills listed as **Essential** can be demonstrated.

### Care Certificate

The care certificate is a shared health and social care training which should be completed and assessed before a new support worker can practice without supervision in any setting. <http://www.skillsforhealth.org.uk/care-certificate>

All new staff who have not previously completed this training will need support from their employers to complete it during their induction period

## NHS Health Check Training Pre-Assessment Competences Checklist

All new staff progressing through training for the delivery of NHS Health Check must be proficient across all areas listed below and complete this form before full assessment of competency can take place.

Name of Trainee:.....

Name of Supervisor:.....

Date:.....

	<b>Competency Unit</b>	<b>Proficient – ready for assessment.</b>	<b>Not yet attained</b>	<b>Review date</b>	<b>Comments</b>
Unit 1	The NHS Health Check Programme				
Unit 2	Information Governance during NHS Health Check Assessments				
Unit 3	Obtain valid consent when carrying out NHS Health Check Assessments				
Unit 4	Carryout NHS Health Check assessments with patients/clients at risk of cardiovascular disease				
Unit 5	Perform first line calibration on clinical equipment ready for use during NHS Health Check assessments				
Unit 6	Perform Point of Care testing during the NHS Health Check assessment				
Unit 7	Undertake routine clinical measurements for NHS Health Check assessments				
Unit 8	Agree courses of action following NHS Health Check assessments to address health and wellbeing needs of patients/clients				
Unit 9	Communicate with patients/clients about promoting their health and wellbeing				
Unit 10	Support patients/clients to access information on services and facilities.				
Unit 11	Report results from the NHS Health Checks to appropriate professional				

I confirm that I have been supervised in line with guidance from Public Health England (NHS Health Checks Competences Framework) and have attained the above level of proficiency. Once completed please submit to your allocated Public Health Vascular Disease Prevention Nurse.

## NHS Health Check Training Flow Chart

