

Training Matrix for Delegated Healthcare Tasks

Mapping to Care Certificate Standards												Oxfordshire Model for Delegation of Healthcare Tasks (adults only)							
Care Certificate Standard	5	8	12	13				15	No direct link to a care certificate standard. No resource currently available to support foundation skills training for these areas.			Class of Delegated Healthcare Task	Delegated healthcare task	Low Risk	Medium Risk	High Risk	DHT training time / based on X number of carers. Includes: signing carer paperwork Excludes: carer completion of pre-requisite training	Additional observations necessary? Timings are per care worker	General notes relating to training requirements
				Health & Safety					Elimination	Pressure area care	Skin integrity (foundation level of care, i.e. moisturising, using soap substitutes etc.)								
Foundation skills	Work in a person centred way.	Fluids & Nutrition (See Appendix X 'Best practice guidance' developed by Oxford Health NHS FT SLT dept)	Basic Life Support	Health & Safety: 13.6	Moving & Handling: 13.3	Medication awareness: 13.5	First Aid Awareness: 13.4	Infection Control	Elimination	Pressure area care	Skin integrity (foundation level of care, i.e. moisturising, using soap substitutes etc.)								
NB: It is a legal requirement for providers of regulated activities (i.e. domiciliary care providers registered with the Care Quality Commission) to ensure their staff undertake suitable training to meet the standards of the Care Certificate. A code of conduct is in place for Healthcare Support Workers and Adult Social Care Workers in England and can be found on the Skills for Health website and on the Skills for Care website. The code of conduct sets out the minimum requirements of how Healthcare Support Workers and Adult Social Care workers should behave at work.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				30 mins / 6	Yes: 30 mins each carer			
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				90 mins / 4	Yes: 60 mins each carer			
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				30 mins / 6				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 mins / 2	For each additional carer: 15 mins	Trainer can only observe 2 x care workers completing procedure at one time due to risk of over use of peristomal skin. Sign-off can also be achieved via simulation.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 6	Yes: 60 mins each carer	Training covers Autonomic Dysreflexia & Nifedipene where required.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 8	Only if carer requests	Signed off via simulation unless care worker requests observation on client.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓						Peristeen: Care workers trained by Coloplast will need to complete an online training programme and print off a certificate as evidence of this prior to specific training on Peristeen. Details of the log-in and password for this pre-requisite training will be given by the relevant healthcare professional.		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				30 mins / 6				
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				90 mins / 8		Time is based on Warfarin training. Other oral medication training will take less time.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45mins / 8				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				30 mins / 8		Sign-off based on simulation (rather than actual patch)		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 mins / 8		Pre-requisite training to include: Emergency First Aid in the Workplace and Epilepsy Awareness. Care workers signed off on simulation.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 min / 10		Adrenaline is signed off via simulation.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				90 mins / 8	Yes: usually 1 further observation needed (see notes).	Task practice is via simulation. Observations are time specific, i.e. must be done when most medication is administered. Usually only 1 observation is required taking approx. 1 hour, however, this can be dependent upon the medications and a care workers experience e.g. new care worker and 6+ meds may take longer. Trainer may also sign off for care of stoma during the observation.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 mins / 8				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 mins / 8				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				30 mins / 8				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				30 mins / 8				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				30 mins / 8				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 mins / 6				
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓					Occupational Therapist specific	Form Appendix XX Complex Moving & Handling DHT assessment & funding request <u>must</u> be completed by the referrer to identify the complexities in each case: this may result in additional pre-requisite training.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				Physiotherapist specific 60 mins / 4		Physio team will identify additional pre-requisites and training method dependent upon the client specific requirements. This may for example take the form of 1:1 training or clear written instructions on a care plan.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 8	Yes: see notes	Timings are dependent upon the time a client needs to eat a meal: this may take up to 1 hour, however 2 care workers can be observed at one mealtime. Observation will take longer if training covers oral care and administration of medication.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 8		Person specific gastrostomy care is often combined with administration of medication via Gastrostomy (see meds task). General gastrostomy care , such as pump care + feeding via gastrostomy is usually provided by Abbott RNs.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 8		Training request is referred to the Respiratory Nursing Team		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 8	Yes: 30 mins each carer	Some care workers find this training difficult and may require 2 observations before competency can be signed off.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 8		Training request usually referred to the Sleep Unit (Churchill Hospital).		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 mins / 2		Dependent upon the client, where there is a large group, 'as required' suction may be signed off on simulation		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				3 - 4 hours	Yes: each carer must be observed on dressing, tapes & inner tube plus up to 3 times on suction	Training & sign-off is dependent upon a number of factors around the client need & task requirement, e.g. - Changing inner tube: 4 care workers can be signed off on completion of theory training + demonstration. - Shallow tracheostomy suction / oral suction and where client may be on a ventilator will take longer. Training also dependent upon client consent ref. suction and inner tube changes.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 6		Observations dependent upon client: if consent obtained for 6 care workers applying splints on day of training, there is no requirement for additional observations.		
	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				60 mins / 8				
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				45 mins / 8					
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓						Pre-requisites must be established as part of the risk assessment.			