

Employee Name		Employee's Signature	
Manager's Name		Manager's Signature	
Date Competency assessed			

Person-Centred Software Handset - Competency Checklist

Area of competency – employee has demonstrated	Competent Yes/No	Further training or comments
<p>Have you watched the Care App Starter Video? (14mins)</p> <p>Salient points of what this video covers.</p> <p>Log in and log out, passwords, training videos access, home screen, Risks, DNAR, Flags, reading planned and passed information, how to create care notes and personalizing care notes using icons, and slider buttons pictures, how long taken, smiley faces, person centered notes written with change button, Ad hoc care and menu for icons using one or more, ticks and crosses for missed planned care, recording declined care using change button, adding to handover, accessing handover notes and confirming these are read min of start of the shift.</p> <p>Access to service user's diary, care information page, full care plan, planned care(flags), care notes for last 48 hours of care notes, observations, photos.</p>		<p>This video is mandatory training that makes up part of the induction to using the handset.</p>
<p>Have you watched the Basic of the Care App Video? (10mins)</p> <p>Salient points of what this video covers.</p> <p>Log in and log out, start work / communities, training videos access / not sure what to do section, flags system and what colors for flags mean, Risks for person, DNAR, Home button, recording plan (flag), time taken, recording unplanned / ad hoc care, adding more detailing or recording declined / refused care by using change button.</p>		<p>This video is mandatory training that makes up part of the induction to using the handset.</p>

<p>Access to service user's diary, care information page, full care plan, planned care(flags), care notes for last 48 hours of care notes, observations, photos.</p> <p>Keeping your handset clean information.</p>		
<p>Have you watched the Care App advanced video? (10mins)</p> <p>Salient points of what this video covers.</p> <p>Recording incident or accident Additional information using change button, additional text box that will appear for further information, handover, two staff supporting and recording, orange tick, recording observations, together with button, preference change / switch plan care, repeat function, do again / more required / updating a record, more detail about green change button, QR codes for nights.</p>		<p>This video is mandatory training that makes up part of the induction to using the handset.</p>
<p>Confirm you have knowledge of where to gain paper copy / crib sheets for reference, if you need to reflect on an area of the handset.</p>		<p>Written Information available: Crib sheet for complex actions on the App Delivering Person Centred Care using the App Pain rating methods Special actions & advanced use cases The Shift Handover Process using the App Icon Guide</p>
<p>Have you updated your log in details with your own unique password?</p> <p>Please note you cannot input on colleagues' devices on their behalf and vice versa – this is fraud.</p>		<p>This password is not to be shared with anyone; this is to keep your data that is log in your name secure.</p>
<p>Do you understand that you should never leave the device unattended – it must be always kept on you or in a secure location.</p>		<p>This device needs to be seen as a care plan – it has personal information in for our service users – you would not leave records lying about in vulnerable locations and accessible, so you should never leave this device unattended.</p>
<p>Have you completed the mandatory GDPR training and understand not to share information unless authorized to do so.</p>		

Do you understand that all care provided must be inputted as soon as possible and not at the end of a shift.		Care notes are time stamped – this means you have a duty to input your records as soon as possible once any form of care / interaction with a service user has been delivered.
You must ensure your recording is factual – if you have completed a call that is a daily plan but is done at a different time / is outside of what has been planned this needs to be recorded for the care you have given at the time it was delivered.		<p>Rule of thumb in social care – if it is not recorded it did not happen.</p> <p>The daily plan tasks are guides and should be added to giving more person-centered detail.</p>
It needs to be very clear the time it has taken you and the amount of support you have given – as outlined in the video please ensure that you fill in the information about the amount of care required and the time it has taken.		This is important for all service users but more detail in this area is expected for short stay service users to help build a picture for discharge.
Do you know that your handset needs to be returned to the duty office for the next shifts and that you should ensure there is enough charge / change the battery where required after use?		
Do you know who to report to if they have a problem with accessing or using the handset?		