



# 1. The benefits of Skills Checks

## People and situation

Paulette Thompson, Group Training Manager (referred to as Training Manager) and Rosalyn Bray, Manager Highfield Nursing Home (Nursing Home Manager) discuss the benefits of Skillsbase Skills Checks, look at some examples together and talk about how they can be used.

### Transcript

Training Manager: You probably heard me mention Care Skillsbase at the ops meeting, and that they have Skills Checks which I think would be very beneficial. There are thirty different ones, very short, very easy to follow; they come in little packs like this.

Nursing Home Manager: They'll give us a better understanding of the employee then?

Training Manager: Yes, definitely. You'll be able to assess their level [of skill] – especially in numeracy and literacy.

Nursing Home Manager: That's good because of all the reports they write.

Training Manager: That's right – one of the Skills Checks is on report writing so you'd be able to use that.

Nursing Home Manager: That will be helpful because I have found that, especially when they're doing the daily check sheets, sometimes they are not recording in the correct way.

Training Manager: Well, you would be able to pick up, by using these, whether it's an understanding issue or if they are just unsure of how to fill the forms in. With each pack you have the number at the top, the Skills Check – and this is number six. This one is looking at abuse and neglect. Download these from the website, it's totally free, you get a feedback form and a personal development form. This just summarises what it's all about. It's linked to Health and Social Care NVQ Level 2.

Nursing Home Manager: And we can keep these in their personal folder?

Training Manager: Most definitely.

Nursing Home Manager: We can bring them up at appraisals and things?

Training Manager: And supervision. It's absolutely perfect for this.

Nursing Home Manager: So they're quite user friendly?

Training Manager: Very user friendly. You don't have to be a trainer to use them. You'd be able to use them quite happily and, probably, a level three or one of your RNs [registered nurses] could do one of these with a member of staff.

Nursing Home Manager: And is there anything for reporting an incident or anything like that?

Training Manager: Yes. There is. Skills Check 14.  
[They discuss Skills Check 14: Reporting an Incident which is suitable for Care Workers and Senior Care Workers.]

Training Manager: Here you've got a scenario; Mrs H takes a fall so it's telling you about how the fall actually took place, who was involved and then where you would record it on the form.

Nursing Home Manager: I think this one is very important for the environment that we're in because some of the care assistants don't realise how important it is to keep things reported to the nurse in charge.

Training Manager: Yes.

Nursing Home Manager: But these forms may not be the same as the forms that we've got...

Training Manager: I wouldn't think that would be a problem. This is giving you an example and there's no reason why we couldn't replace it with one of our forms so that they follow through.

END OF TRANSCRIPT