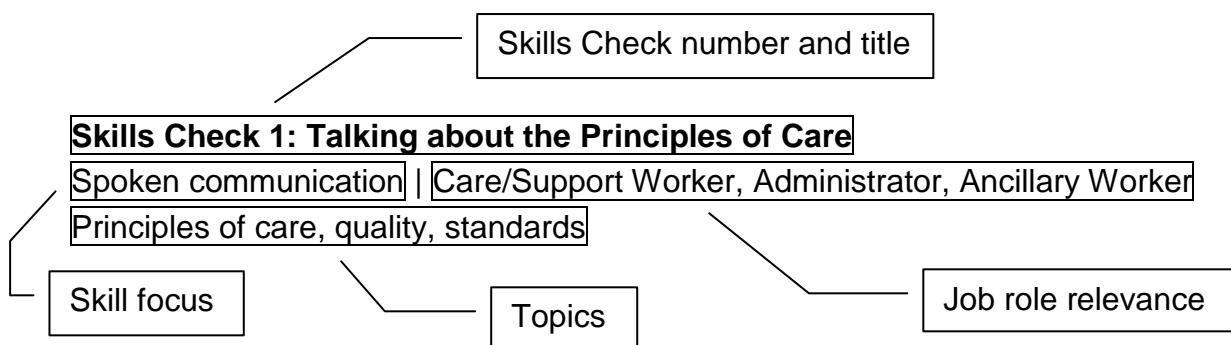


Care Skillsbase

Reference list of Skills Checks



Skills Check 1: Talking about the Principles of Care

Spoken communication | Care/Support Worker, Administrator, Ancillary Worker
 Principles of care, quality, standards

Skills Check 2: Reading about the Principles of Care

Reading skills | Care/Support Worker
 Principles of care, equality and diversity, confidentiality

Skills Check 3: Working Together

Spoken communication | Care/Support Worker
 Care partnership, codes of practice

Skills Check 4: Health and Safety Responsibilities

Reading skills | Care/Support Worker
 Health and safety law, risk assessment

Skills Check 5: What Is Effective Communication?

Spoken communication | Senior Care/Support Worker, Care/Support Worker
 Types of communication, barriers to communication and how to overcome them

Skills Check 6: Preventing Abuse and Neglect

Reading skills | Care/Support Worker

Protecting vulnerable people, types of abuse and neglect, what to do about abuse and neglect

Skills Check 7: Developing Yourself

Spoken communication | Care/Support Worker

Learning to improve services, value of qualifications, ways to learn, help from supervisors to learn and develop

Skills Check 8: Safety Information

Reading skills | All job roles

Different kinds of safety signs, fire safety

Skills Check 9: Care Plans

Reading skills | Care/Support Worker, Administrator/Office Worker

Personal care plans

Skills Check 10: Different Ways People Communicate Feelings

Spoken communication | All job roles

Reading facial expressions, body language, challenging behaviour, how to promote good communication

Skills Check 11: Understanding Written Policies

Reading skills | Care/Support Worker, Administrator/Office Worker

General use: requirement to know about policies and procedures, confidentiality

Domiciliary use: need to know about policies and procedures, accepting gifts, money

Skills Check 12: How to Deal with Complaints

Spoken communication | Care/Support Worker, Administrator/Office Worker

General use: understanding complaints, responding to complaints from people who use services and from colleagues

Domiciliary use: understanding complaints, responding to complaints from people who use services and from relatives/carers

Skills Check 13: Filing Records

Reading skills | Administrator/Office Worker

Importance of up-to-date care records, filing records alphabetically

Skills Check 14: Reporting an Incident

Writing skills | Care/Support Worker

How incident reports support communication in the care team, completing an incident report, how your organisation reports incidents

Skills Check 15: Making an Entry in the Communications Book

Writing skills | Care/Support Worker

Communication between care workers, shift handover, how to make an appropriate communications book entry

Skills Check 16: Write a Formal Letter

Writing skills | Care/Support Worker

Writing a letter to a mail-order company on behalf of a person using services

Skills Check 17: Recording Information on Charts

Number skills | Senior Care/Support Worker, Care/Support Worker

Using charts and graphs to record fluid intake, weight, body temperature

Skills Check 18: Using Numbers in Care Work (A)

Number skills | Senior Care/Support Worker, Care/Support Worker

Administering a vitamin supplement, ordering supplies, planning work, Health & Social Care qualified staff, activity planning

Skills Check 19: Using Numbers in Care Work (B)

Number skills | Senior Care/Support Worker, Care/Support Worker

Maintenance schedules, timesheets, checking pill supply, calculating pay, shopping, diluting chemicals

Skills Check 20: Using Numbers in Office Work

Number skills | Administrator/Office Worker

Agency staff, petty cash, ordering supplies, calculating pay, meeting schedules, timesheets

Skills Check 21: Using Numbers in Ancillary Work

Number skills | Ancillary Worker

Planning work, ordering supplies, laundry work, shift hours, fridge temperatures, diluting chemicals

Skills Check 22: Briefing Colleagues on Policies and Procedures

Reading | Senior Care/Support Worker

Requirement to disseminate information, complaints procedures, codes of practice

Skills Check 23: Supervising Staff

Spoken communication | Senior Care/Support Worker

Impact of supervision, supervision questions, building a rapport, giving feedback, disciplinary issues

Skills Check 24: Interacting with People from Other Cultures

Spoken communication | Senior Care/Support Worker, Care/Support Worker

Influence of culture on behaviour, problems in direct care related to cultural differences

Skills Check 25: Speaking Politely

Spoken communication | Senior Care/Support Worker, Care/Support Worker

Politeness and respect, using politeness to avoid misunderstandings, polite requests to people who use services and to supervisors, politeness in different cultures

Skills Check 26: Organising Staff Rotas

Number skills | Senior Care/Support Worker

Calculating hours and costs of staff rotas

Skills Check 27: Following Travel Directions

Spoken communication | Care/Support Worker

Giving directions, receiving directions, plotting route on street map

Skills Check 28: Supervision Notes

Writing | Senior Care/Support Worker

Writing up staff comments made at supervision meeting

Skills Check 29: Responding to Concerns and Complaints

Spoken communication | Senior Care/Support Worker

Why some people who use services find it difficult to complain, complaints policy and procedures, responding to complaints from people who use services

Skills Check 30: Reading Signs

Reading | Care/Support Worker, Ancillary Worker

Signs giving domestic instructions, information, warnings

Skills Check 31: Your Role at Work

Spoken communication | Care/Support Worker

Language and concepts related to the role of the social care worker (Common Induction Standard [CIS] 1), including following proper procedures and record keeping

Skills Check 32: Personal Development

Reading | Care/Support Worker

Language and concepts related to personal development (CIS 2), including actions to support personal development

Skills Check 33: Communicate Effectively

Spoken communication | Care/Support Worker

Language and concepts related to effective communication (CIS 3), including behaviour as communication, barriers to communication and confidentiality

Skills Check 34: Equality and Inclusion

Reading | Care/Support Worker

Concepts and language related to equality and inclusion (CIS 4), including diversity and discrimination

Skills Check 35: Duty of Care

Reading | Care/Support Worker

Language and concepts related to duty of care (CIS 5), including adverse events, incidents, errors, near misses and balancing safeguarding with independence

Skills Check 36: Safeguarding

Spoken communication | Care/Support Worker

Language and concepts related to safeguarding (CIS 6), including abuse and neglect and communication skills

Skills Check 37: Person-centred Care and Support

Reading | Care/Support Worker

Language and concepts related to person-centred support (CIS 7), including distinguishing between person-centred and task-focused care and using care plans

Skills Check 38: Health and Safety in Adult Social Care

Spoken communication | Care/Support Worker

Language and concepts related to health and safety (CIS 8), including infection control and moving and positioning

Care Skillsbase Skills Checks for Personal Assistants

Personal Assistant Skills Check 1: What is 'Personal Assistance'?

Reading comprehension, Spoken communication | Personal Assistant

What it is like to require personal assistance, difference between personal assistant, carer and friend, problems arising from poor communication

Personal Assistant Skills Check 2: Shopping Receipts

Reading comprehension, Number skills | Personal Assistant

Petty cash for shopping, importance of keeping accurate records, entering transactions in the petty cash book

Personal Assistant Skills Check 3: Organising a Rota

Reading comprehension, Planning skills | Personal Assistant

Importance of attention to detail when planning rotas

Personal Assistant Skills Check 4: Helping to Write a Letter

Reading comprehension, Writing skills | Personal Assistant

Writing a letter based on the employer's instructions