

Validation of Skill Set for Wales Nursing or Maternity Support Worker

Guidance for Staff

The purpose of the guidance document is to assist you through the Validation of Skill Set Process if you want to be considered for the role of Nursing or Maternity Support Worker Band 3. It is intended to give you a step-by-step guide of what to expect so that you feel better informed and prepared.

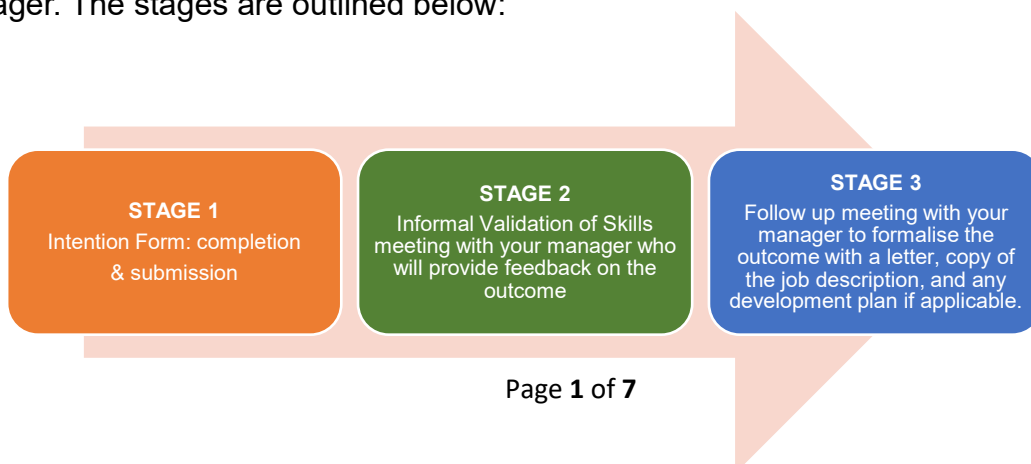
We recognise you are an essential part of healthcare delivery, and you will often be the staff member that spends the most time with patients. You may have a mixture of feelings and lots of questions about the process, so we would like to emphasise that we are committed to supporting you by providing as much information as we can and signposting you to staff that can help you with any questions.

We appreciate that you may be asking why you have to go through this process if you are already undertaking clinical care duties. We have to ensure there is a fair and consistent process for all of our Health Care Support Workers (HCSWs) wanting to progress to the Band 3 role. This is important so that we confirm what clinical care duties you are undertaking which will vary depending on where you work. We also need to identify if you have training, and development needs to meet the requirements of the new job description. The purpose of this is not to cast doubt on individuals' competency but to ensure good governance on the part of the organisation.

New All Wales Job Descriptions for the Band 2 and Band 3 roles in nursing and maternity have been developed and are aligned to the revised National Job Profiles (appendix 1). This has been done in partnership with Staff Side and other health boards/ Trusts across Wales to ensure that the Band 2 role is defined by personal care and that clinical care duties is within the remit of the Band 3 role.

When you receive this guidance document, your manager will also confirm which job descriptions are relevant to the area you work in. It is important you familiarise yourself with these job descriptions. Within the Band 3 job description there will be examples of clinical care duties that you may be undertaking and some may be new. The Validation of Skill Set Process will confirm the core skills that you are currently undertaking within your role.

The validation process is split into 3 stages that you will complete together with your manager. The stages are outlined below:



STAGE 1: INTENTION FORM

Your manager will explain that you need to complete an **Intention Form** (appendix 2) which may be a paper or online form. This form confirms that you wish to be considered for progression to the new Nursing or Maternity Support Worker Band 3 role, or that you would prefer to remain as a Band 2 HCSW and transition to the new Band 2 job description. It's important you complete this by the date set by your manager.

Please note, if you are on maternity leave, secondment or absent from work due to ill health you should have received a phone call from your manager to agree the most appropriate way that you can be involved in this process. Please contact your manager if you have not received any communication about this process.

What does this mean for you?

If you choose to stay as a Band 2 HCSW you this will be noted as part of the Validation Process. You will then be formally issued with a copy of the new All Wales job description and your manager will talk you through what your role will be.

This process ends here for you, and you do not need to complete Stage 2 and 3 outlined in this document.

If you choose to progress to the new Nursing or Maternity Support Worker job description Band 3, you will then move to Stage 2 of this process as outlined below.

STAGE 2: INFORMAL VALIDATION OF SKILL SET MEETING

You have chosen 'option 2' which means you wish to be considered for progression to the Nursing or Maternity Support Worker job description Band 3.

What happens next?

We've split stage 2 into two steps to ensure you understand what is expected from you and your manager to progress through Validation of Skill Set process. If you are unsure of what is expected at each stage please discuss your concerns or queries with your manager as soon as possible.

Step 1: Staff briefing

Your manager will arrange a staff briefing to explain this stage of the process in more detail. The briefing can either be delivered to you individually or as a group of HCSWs within the same area of work. By the time you attend this staff briefing you should have received the *Guidance for Staff* booklet and relevant job descriptions for you to read and think of any questions you may wish to raise.

Step 2: Informal 1:1 meeting.

You will now arrange to meet with your manager to complete the Validation of Skill Set Form (appendix 3), which may be a paper or online form. This is an informal discussion about the duties you undertake day to day in your current role, what experience you have and relevant training and/or qualifications that you may have.

The form is designed to capture all relevant information that will support your progression to the Band 3 national job description. This meeting is important because it provides you with the opportunity to have dedicated time with your manager to discuss your current role.

There may be other people at this meeting such as your Staff Side representative if you want them to come along. There could also be a Practice Development Nurse/Midwife or member of the Corporate Nursing team who is observing the meeting purely to ensure we are consistent with the process across the organisation.

What do you need to bring along to the meeting?

It's really helpful that you bring along any training certificates or competency/induction booklets so that you can discuss the training and development you have had. Don't worry if you struggle to do this as your manager can explain what examples will be helpful:

Examples of things you can bring along to this meeting:

Clinical induction workbook	You may have completed a clinical induction workbook when you joined the health board. This will show your work-based competency for the skills that you undertake.
Training records	This is helpful to show what training and development you have undertaken.
Continuous development records	You may have attended training updates, participated in skills training, helped with audits or surveys. You may have written a reflective diary to show how you are learning and developing in your role.
Certificates of Qualification	You may have completed a vocational qualification relevant to your role.

What happens if you do not have any of the information listed above?

If you do not have any of these examples, don't worry. If you have been undertaking clinical duties within your role your manager will talk through how we can support you to evidence work-based competency as part of your ongoing development. This will be agreed with you as part of the discussion.

What will be decided as part of the Validation of Skill Set meeting?

At the end of your informal validation meeting, it's important you have feedback on the outcome which is outlined in the table below.

Following this, you will meet again to be provided with formal documentation to confirm the outcome.

1	2	3
FULLY MEETS VALIDATION CRITERIA	MEETS VALIDATION CRITERIA TO SOME EXTENT	DOES NOT MEET VALIDATION CRITERIA
The HCSW has been undertaking a range of limited clinical duties relevant to the Band 3 role and Has equivalent relevant experience which can be demonstrated by evidence of work-based competency relevant to the Band 3 role	The HCSW has been undertaking a range of limited clinical care duties relevant to the Band 3 role however The HCSW worker carrying out these duties requires support to evidence work-based competency	The HCSW does not have evidence of undertaking a range of limited clinical care duties relevant to the Band 3 role

and / or has a relevant Level 3 Vocational Qualification		
May require a mutually agreed development plan to achieve additional clinical skills required for the role and a relevant Level 3 vocational qualification or equivalent	In partnership with job holder support the HCSW to develop evidence of work-based competency for which they have been undertaking May also require a mutually agreed development plan to achieve additional clinical skills required for the role and a relevant Level 3 vocational qualification or equivalent	Explore if a relevant career development could be mutually agreed as an option
Transition to Band 3 Wales Nursing Support Worker with Wales Band 3 Job Description	Transition to Band 3 Wales Nursing Support Worker with Band 3 Job Description	Remain as Band 2 Wales Health Care Support Worker and transition onto Wales Band 2 Job Description

STAGE 3: FOLLOW UP OUTCOME MEETING

A follow up meeting with your manager will be arranged to formalise the outcome with a letter, copy of the job description and any development plan if applicable.

This meeting will happen as soon as possible but no later than 14 days after the Validation meeting.

Appeals process

Please be aware that if you have not been able to sufficiently demonstrate the required competencies for the Band 3 role, you may decide to appeal this decision. This appeal should be submitted in writing to the Head of Nursing/Midwifery for your area of work within 21 days of confirmation of the formal outcome which will be provided to you in writing.

An independent reviewer will be nominated to review the case in conjunction with a manager from a different service area and will communicate the outcome of the Appeal in writing to you within 10 days.

We hope that you have found this document helpful but if you do have any questions or concerns then we would encourage you to talk to us. You are welcome to talk to your Line Manager, the HR Team or your Trade Union Representative.

HR contact information

Insert here

Appendix 1 - Job Titles

To reduce confusion 3 core titles have been agreed by the Wales Executive Directors of Nursing and Midwifery to help distinguish nursing from midwifery roles, and personal care being defined by the Band 2 role, and limited clinical care duties being within the remit of the Band 3 role. The practice area is denoted after the title.

Band 2	Band 3
Wales Health Care Support Worker (<i>practice area</i>)	Wales Nursing Support Worker (<i>practice area</i>)
	Wales Maternity Support Worker

All Wales Job Descriptions are available dependent on the area of practice:

Band 2	Band 3
Health Care Support Worker	Nursing Support Worker
Health Care Support Worker (<i>Critical Care</i>)	Nursing Support Worker (<i>Critical Care</i>)
Health Care Support Worker (<i>Outpatients</i>)	Nursing Support Worker (<i>Outpatients</i>)
Health Care Support Worker (<i>Mental Health</i>)	Nursing Support Worker (<i>Mental Health</i>)
Health Care Support Worker (<i>Children's</i>)	Nursing Support Worker (<i>Learning Disabilities</i>)
Health Care Support Worker (<i>Theatre</i>)	Nursing Support Worker (<i>Children's</i>)
	Nursing Support Worker (<i>Theatre</i>)
	Nursing Support Worker (<i>Community</i>)
	Nursing Support Worker (<i>Children's Community</i>)
Health Care Support Worker (<i>Neonatal</i>)	Nursing Support Worker (<i>Neonatal</i>)
Health Care Support Worker (<i>Maternity</i>)	Maternity Support Worker

Appendix 2 – Intentions Form

Intentions Form

Service Group	
Ward/Dept	
Full Name	
Employee Number	
Line Manager name	

I confirm that I am currently employed as a Band 2 HCSW. Please accept this form as confirmation that -

1	I wish to work to the new HCSW Job Description – Band 2	
2	I wish to progress to the Nursing or Maternity Support Worker Job Description – Band 3	

Signed	
Date	

Appendix 3 – Validation of Skill Set Form



Validation of Skill Set
Wales Nursing or Mat