

Date: 15/12/2014

Dear Sir/Madam

This is a follow up response relating to Healthcare Assistants' Training.

**Please find our response below:**

1. How many hours training must your HCAs have completed before they start their first shift?

They have 3 days of corporate induction/ mandatory training plus 1 day of essential skills training which include practical training on vital signs recording.  
Then a further 3 days of basic caring skills such as bed making, toileting, feeding etc. s

2. Are your HCAs required to have any formal training before starting their first shift? Yes  
3 days corporate induction & 1 day essential skills training followed by a competency booklet to be completed in the first 6 months in ward area.

3. What type of training are HCAs required to have had before starting their role?  
They should have the following; safeguarding, basic life support, personal security, infection control, conflict resolution, fire safety, patients handling, Electronic Patient records, equipment training – BM's for glucose monitoring & hoists.

4. A) Are your HCAs expected to have any formal training beyond being mentored on the ward, or being given supernumerary status?

It varies but some have 2 weeks supernumerary status which includes essential skills training and 75 hours supervised practise. On application we ask for sound general education, NVQ qualification or equivalent plus willingness to undertake training.

We are aiming to standardise this centrally across the organisation with the establishment of a training pathway for this group of frontline staff as we are aware that the training currently varies per clinical area.

b.) If not, how long are the HCAs mentored for?

It also depends on the area they are working and how quickly they achieve competency for the task.

If possible please send this information by email.

We have also introduced a pilot of the care certificate for new appointees from November. This will be piloted for a period of three months. This will be rolled out across the Trust from March 2015 after evaluating and finalising the current programme.

If you have any queries about this response please contact the information governance manager at [foi@homerton.nhs.uk](mailto:foi@homerton.nhs.uk) , in the first instance. If, following that, you still have any concerns, you may contact the Information Commissioner either by letter, FOI/EIR Complaints resolution, Wycliffe House, Water Lane, Wilmslow, Cheshire SM9 5AF, or by email [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) to take them further.

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Yours sincerely

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