



Gofal Cymdeithasol **Cymru**
Social Care **Wales**



All Wales induction
framework for
health and social care:
Progress log five

Professional Practice as a
health and social care worker

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Contact details

Social Care Wales

South Gate House
Wood Street
Cardiff
CF10 1EW

Tel: 0300 3033 444

Fax: 029 2038 4764

Minicom: 029 2078 0680

Email: info@socialcare.wales

socialcare.wales



@SocialCareWales

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5.1 Role and responsibilities of the health and social care worker

The role, responsibilities and accountabilities of health and social care workers

5.1a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
Professional responsibilities and accountabilities within the context of relevant legislative frameworks, standards and Codes of Conduct and Professional Practice			
The purpose of job descriptions and person specifications for defining the expectations and limits of roles and responsibilities			
The importance of recognising and adhering to the limits of role and responsibilities			
How and when to seek additional support in situations beyond role, responsibilities, level of experience and expertise or unsure as to how to proceed in a work matter			
The purposes of policies and procedures for health and social care practice and how to find out about and follow these			

5.1a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
Why it is important to report practices that are unsafe or conflict with Codes of Conduct and Professional Practice, standards or policies and procedures and how this should be done			
What is meant by the term 'duty of care'			
Conflicts and dilemmas that may arise between duty of care and the rights of individuals			
What is meant by the term ' duty of candour ' and why it is important to be open and honest if things go wrong			
Accountability for quality of own practice			
The importance of reflection and how to use this to improve practice			

5.1a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
What is meant by the term 'confidentiality' and how this can be maintained by health and social care workers			
Circumstances when 'confidential' information must be passed on and who this should be passed on to			
Conflicts and dilemmas that can occur between retaining confidentiality and safe practice			
Why it is important to discuss with individuals and/ or carers any 'confidential' information that must be passed on			

5.1b Additional AWIFHSC Learning Outcomes: You are able to work in ways that:	Evidence used	Assessed by who and when	Signatures
Embed the ethos and structure of the organisation you work for and your role within it			
Take account of your own job description, what it requires you to do and the limits of your role			
Makes use of support for yourself in undertaking your role			
Promote good practice by reporting matters that affect the welfare and safety of individuals or their carers or practices that are unsafe or conflict with the ethos, policies and procedures of the organisation			
Follow workplace policies and procedures			

5.2 Partnership working

How to develop and maintain effective partnership working with others in health and social care

5.2a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
The principles of working in partnership			
What the term 'co-production' means in relation to partnership working with others			
The range and roles of other workers and professionals in health and social care			
The importance of multi-agency working			
The importance of developing good relationships whilst maintaining clear professional boundaries when working with other workers and professionals, carers and families as well as individuals			
How to work in ways that build trust			
The importance of respecting diversity and recognising cultural, religious, ethnic and linguistic differences when working in partnership			

5.2b Additional AWIFHSC Learning Outcomes: You are able to work in ways that:	Evidence used	Assessed by who and when	Signatures
Recognise the range and roles of other workers in your organisation and other agencies that you may come into contact with			
Apply the principles of partnership working and co-production in your work with others			
Apply the principles of confidentiality in all communication with others			
Develop good working relationships with other workers and professionals whilst maintaining clear professional boundaries			

5.3 Team working

How effective team working supports good practice in health and social care

5.3a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
Types of team working and how teams may differ in structure, purpose and constitution			
The principles that underpin effective team working			
How effective team working contributes to the well-being of individuals			

5.3b Additional AWIFHSC Learning Outcomes: You are able to work in ways that:	Evidence used	Assessed by who and when	Signatures
The structure, purpose and make up of your own team and how you contribute to its work			

5.4 Handling information

How to handle information

5.4a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
What is meant by the term 'handling information'			
The legislation and Codes of Conduct and Professional Practice that relate to the handling of information including: storing, recording, confidentiality and sharing			
What is meant by 'secure systems for recording and storing information'			
Why it is important to have secure systems for recording and storing information in health and social care			
The features of manual and electronic information storage systems that help ensure security of information			
Information that needs to be recorded, reported and stored			

5.4a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
How to record written information with accuracy, clarity, relevance and an appropriate level of detail in a timely manner			
The difference between fact, opinion and judgement and why understanding this is important when recording and reporting information about individuals and their families or carers			
The importance of sharing recorded information with individuals and knowing when and why this cant occur			

5.4b Additional AWIFHSC Learning Outcomes: You are able to work in ways that:	Evidence used	Assessed by who and when	Signatures
Follow your workplace policies and procedures on the handling of information including: storing, recording, confidentiality and sharing			
Record written information with accuracy, clarity, relevance and an appropriate level of detail in a timely manner			

5.5 Personal conduct of health and social care workers

The importance of upholding the profession of health and social care workers

5.5a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
What is meant by positive role modelling in health and social care			
Why it is important not to behave in a way, in work or outside work, which would call into question, suitability to work in the health and social care profession			
The relationship between the use of social media and personal and professional conduct			
Why it is important not to form inappropriate relationships with individuals, their families, carers, colleagues or others			
Why it is important to recognise and use sensitively the power that comes from working with individuals and carers and not act in any way that abuses this power			

5.5b Additional AWIFHSC Learning Outcomes: You are able to work in ways that:	Evidence used	Assessed by who and when	Signatures
Uphold the profession of health and social care workers and role model best practice in your work			

5.6 Continuing professional development

How continuing professional development contributes to professional practice

5.6a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
What is meant by the term 'continuing professional development'			
Legislative requirements, standards and Codes of Conduct and Professional Practice that relate to continuing professional development			
How to evaluate own knowledge, understanding and practice against relevant standards and information			
Responsibilities of employers and workers for continuing professional development			
The range of learning opportunities and how these can be used to improve knowledge and practice			
How to access and use information and support on knowledge and best practice relevant to role			

5.6a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
How to apply learning to practice and transfer knowledge and skills to new situations			
Why it is important to seek and learn from feedback on practice from individuals, families and carers, colleagues and other professionals			
The principles of reflective practice and why this is important			
The purpose of supervision and appraisal			
The role and responsibilities of employers and workers for undertaking supervision and appraisal			
The use of reflective practice in supervision and appraisal			
The importance of effective supervision, reflective practice and relevant learning opportunities on the well-being of individuals			
Areas of work where own literacy, numeracy and digital competency skills are needed to support professional practice and ways to develop them			

5.6b Additional AWIFHSC Learning Outcomes: You are able to work in ways that:	Evidence used	Assessed by who and when	Signatures
Meet your workplace requirements regarding learning and development in your role			
Actively identify your own learning and support needs and work with your manager to develop and follow a personal development plan to meet these			
Actively prepares for and contributes to supervision and appraisal			
Reflect on your practice to support your professional development			
Develop the literacy, numeracy and digital competency skills needed to meet the requirements of your role			