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**COMPETENCY TRAINING**

**COMPETENCY TRAINING: (Subject here)**

**Candidate Name (please print) …………………………………………**

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| **Training Record:** | **Assessors Initials** | **Time and Date** | |
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| Assessors signature:  Assessors Contact Details:  Students signature: | |  | |
| **Competency Training:**  **Scope of Practice:** | **Assessor Initials and evidence e.g. observed, examined etc.** | **Date** |
| Theoretical components and procedures:  Through observed assessment and portfolio evidence the therapist should demonstrate a basic theoretical understanding of: |  |  |
| Referral to specialist services:   * Understands the use of local criteria for referral to specialist services following examination and that the criteria may vary depending on the purpose of intervention required. * Understands when to refer to onwards e.g. Neurology, Frailty, Falls, GP, ENT or ENT dressing clinic/ Specialist ENT Nurse Practitioner for further treatment of investigation e.g. wax removal or otoscopy prior to Vestibular Function Tests if necessary, MRI, Bloods etc. |  |  |
| Equipment and environment:   * Understands the equipment must be clean and is able to assess it is fit for purpose. * Follows appropriate infection control procedures e.g. hand washing, PPE, clean clinic space * Ensures the area is well lit, comfortable and safe from trip hazards. * Ensures comfortable and appropriate seating for patient and practitioner. * Ensures the appropriate equipment used if available e.g. Frenzel goggles etc. |  |  |
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| **Competency:**  **Training- Knowledge and Understanding** | **Assessors initials and evidence e.g. observed** | **Date** |
| Knowledge and Understanding:   * Demonstrates relevant health and safety issues including hygiene and infection control. * Demonstrates knowledge of anatomy and physiology of….. * Demonstrates basic knowledge of …… * Demonstrates an awareness of the effect this can have on individuals. * Demonstrates and understanding of relevant specialist services locally. * Demonstrates an understanding of the communication needs of individuals e.g. * Demonstrates an understanding of professional and medical ethics including informed consent and confidentiality * Demonstrates understanding of the importance of good record keeping in line with local and professional standards. |  |  |
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| **Competency Training:**  **Skills:** | **Assessors initials and evidence e.g. observed** | **Date** |
| The practitioner is able to:   * Introduce self to patient and confirm ID. * Explain procedure and gain consent. * Washes hands and ensures patient is comfortable and in the correct position for examination. * Maintains dignity and communicates with patient. * Ask relevant questions about ear related symptoms e.g. onset, aggravating and easing factors, timing of symptoms (SOCRATES). * Give clear instructions and information to subjects (including those with hearing impairment), ensuring they are understood for informed consent. * Conduct ….. * Maintain and manage appropriate records Complete a risk assessment as part of POMR and SOAP notes * Communicate effectively to the patient the procedure and treatment plan * Communicate and educate the patient effectively regarding the diagnosis * Document accurately assessment findings and treatment intervention * Ensure timely reporting to medical staff of outcome and intervention * Manage adverse incidences and complete Datix if indicated * Effectively communicate information to other professionals. |  |  |
| Assessors signature:  Assessors Contact Details:  Students signature: | |  |