

**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.
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| 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.
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