# Knowledge & Skills Framework

**Form for Developing a KSF Outline for a Post (Foundation)**

**Title of Post:** Band 2 Nursing Assistant

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<th>KSF Dimensions Core Dimensions – relates to all NHS/HPSS posts</th>
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| **C1. Communication**                                           | a) communicates with a limited range of people on day-to-day matters in a form that is appropriate to them and the situation  
b) reduces barriers to effective communication  
c) presents a positive image of her/himself and the service  
d) accurately reports and/or records work activities according to organisational procedures  
e) communicates information only to those people who have the right and need to know it consistent with legislation, policies and procedures. | Level 1         |
| **C2. Personal and People Development**                         | a) with the help of others, identifies: whether s/he can carry out the tasks within own job what s/he needs to learn to do current job better – when s/he needs help  
b) reviews his/her work against the KSF outline for his/her post with his/her reviewer and identifies own learning needs and interests | Level 1         |

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| C3. Health, Safety and Security | a) acts in ways that are consistent with legislation, policies and procedures for maintaining own and others’ health, safety and security  
| | c) works in a way that minimises risks to health, safety and security  
| | d) summons immediate help for any emergency and takes the appropriate action to contain it  
| | e) reports any issues at work that may put health, safety and security at risk.  
| C4. Service Improvement | a) discusses with line manager/work team the changes that need to be made in own practice and the reasons for them  
| | b) adapts own practice as agreed and to time seeking support if necessary.  
| C5. Quality | a) complies with legislation, policies, procedures and other quality approaches relevant to the work being undertaken  
| | b) works within the limits of own competence and responsibility and refers issues beyond these limits to relevant people  
| | c) acts responsibly as a team member and seeks help if necessary  
| | d) uses and maintains resources efficiently and effectively  
| | e) reports problems as they arise, solving them if possible.  
| C6. Equality and Diversity | a) acts in ways that are in accordance with legislation, policies, procedures and good practice  
| | c) acknowledges others’ different perspectives  
| | d) recognises that people are different and makes sure they do not discriminate against other people.  

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| Specific Dimension. | HWB5. Provision of Care to meet Health and Wellbeing Needs | a) discusses individuals’ care plans and their health and wellbeing needs with the care team and understands his/her own role in delivering care to meet those needs  
b) respects people’s dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent for the care to be undertaken  
c) prepares appropriately for the care activities to be undertaken  
f) promptly alerts the relevant person when there are changes in individuals’ health and wellbeing or any possible risks. | Level 1 |