Knowledge & Skills Framework

Form for Developing a KSF Outline for a Post (Full)

Title of Post: Band 3 Senior Nursing Assistant

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<tr>
<th>KSF Dimensions</th>
<th>Indicators</th>
<th>Level for post</th>
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| **Core Dimensions – relates to all NHS/HPSS posts** | a) communicates with a range of people on a range of matters in a form that is appropriate to them and the situation  
b) improves the effectiveness of communication through the use of communication skills  
c) constructively manages barriers to effective communication  
d) keeps accurate and complete records consistent with legislation, policies and procedures  
e) communicates in a manner that is consistent with relevant legislation, policies and procedures | Level 2         |
| **C1. Communication**              |                                                                                                                                                                                                           |                |
| **C2. Personal and People Development** | a) assesses and identifies:  
– feedback from others on own work  
– how s/he is applying knowledge and skills in relation to the KSF outline for the post – own development needs and interests in the current post  
– what has been helpful in his/her learning and development to date  
b) takes an active part in the development review of own work against the KSF outline for | Level 2         |
the post with their reviewer and suggests areas for learning and development in the coming year
c) takes responsibility for own personal development and takes an active part in learning opportunities
d) evaluates the effectiveness of learning opportunities and alerts others to benefits and problems
e) keeps up-to-date records of own development review process
f) offers information to others when it will help their development and/or help them meet work demands.

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<tr>
<th>C3. Health, Safety and Security</th>
<th>Level 1</th>
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| a) acts in ways that are consistent with legislation, policies and procedures for maintaining own and others’ health, safety and security  
b) assists in maintaining a healthy, safe and secure working environment for everyone who is in contact with the organisation  
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. |

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<th>C4. Service Improvement</th>
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| 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  
c) effectively carries out tasks related to evaluating services when asked  
d) passes on to the appropriate person constructive views and ideas on improving services for users and the public  
e) alerts line manager/work team when direction, policies and strategies are adversely affecting users of services or the public |

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<th>C5. Quality</th>
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| 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. |
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<th>Specific Dimension</th>
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| C6. Equality and Diversity                   | a) acts in ways that are in accordance with legislation, policies, procedures and good practice  
b) treats everyone with whom s/he comes into contact with dignity and respect  
c) acknowledges others’ different perspectives  
d) recognises that people are different and makes sure they do not discriminate against other people  
e) recognises and reports behaviour that undermines equality and diversity                                                                                   | Level 1        |
| 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  
d) encourages individuals to do as much for themselves as they are able  
e) undertakes and records care activities as delegated and consistent with legislation, policies and procedures  
f) promptly alerts the relevant person when there are changes in individuals’ health and wellbeing or any possible risks. | Level 1        |