

Guidance for care service providers:

Applications to vary staffing schedules in care homes that wish to reconfigure staffing models, develop the role of senior carers, deploy their nurses more effectively and in some cases, reduce reliance on agency nursing to promote more stable staff teams.

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The following criteria must be met in order for the Care Inspectorate to consider any applications.

Criteria

Variations will only be considered if you meet the following criteria:

- The service must have grades 4 or above
- The service must not provide intermediate care
- The service will not have NHS contracted care

The service must have a skills audit and training plan, and ensure that this is approved and agreed with partners.

In order for the Care Inspectorate to assess an application to pilot the replacement of nurses with skilled nursing assistants/senior carers due to difficulties with the recruitment of nurses the following information is required.

Questions for variation	Information required
What changes are you requesting?	Clear explanation
What is the rationale for requesting this change?	Well-reasoned explanation Please note , cost saving will not be an acceptable criteria for application.
What measures have you taken to recruit nurses? Assessment as to why this has not been successful.	Evidence of adverts, trying different methods/locations. Detailed explanation
What measures will you take to continue your attempts to recruit nurses?	
Detail the use of agency nurses in past 6 months: average hours per week. Detail the use of agency carers in past 6 months: average hours per week.	
Consultation process including names and copies of communications with :- <ul style="list-style-type: none"> • Health Authority • Local Health Services • Service users • Carers • Commissioners of service • Current staff 	

<p>Please attach a job description, which shows which tasks will be covered by the new posts. (We have used titles 'senior carer with enhanced skills or nursing assistant' but you can decide what the title for the role will be.)</p> <p>Please also provide a plan as to how this will fit with the nurse's role and that of the senior carer (where this is already in existence).</p>	<p>For example:</p> <ul style="list-style-type: none"> • Nurse <ul style="list-style-type: none"> – Overall clinical responsibility for residents and supervision of senior carers with enhanced skills/nursing assistants – residents' assessments – complex nursing procedures – mentoring of senior carers with enhanced skills/nursing assistants – administering complex and controlled medications. – • Senior carer with enhanced skills/nursing assistant <ul style="list-style-type: none"> – Administration of medication and medication processes. – skin care and wound care – catheter care – nutrition/hydration – checking blood sugar levels – care planning. <p>A detailed job description for both roles, plus that of the senior carer where that role exists.</p>
<p>Who will have responsibility and accountability for planning staffing on each shift, for the delegation and supervision of duties and tasks?</p>	<p>Confirmation that the person responsible understands their responsibility in adhering to their Professional Code and scope of practice.</p>
<p>Describe the intended recruitment process for senior carer with enhanced skills/nursing assistant.</p>	
<p>Please attach a person specification.</p>	<p>For example:</p> <p>Minimum 2 years' experience in health & social care</p> <p>SVQ Level III Health & social care (or working towards)</p> <p>CPD profile</p>
<p>Please confirm that you have checked that the senior carers with enhanced skills/nursing assistants are registered on the correct part(s) of the register with the SSSC.</p>	<p>Senior carers with enhanced skills/nursing assistants who are working in a supervisory capacity as well as a practitioner should be registered to do so with the SSSC.</p>
<p>Please provide your training programme for senior carers with enhanced skills/nursing assistants to develop their</p>	<p>For example:</p> <ul style="list-style-type: none"> • quality care • risk assessment

<p>skills and detail how this will be validated.</p>	<ul style="list-style-type: none"> • leadership • medical conditions • medication administration • skin care and wound care • continence/catheter care • nutrition and hydration • diabetes <p>Confirmation that the training programme has been completed for all senior carers with enhanced skills/nursing assistants taking part in the pilot. (This will be required prior to variations being approved).</p>
<p>Please provide your plan for monitoring senior carers with enhanced skills/nursing assistants' competencies and supervision sessions.</p>	
<p>Please give detailed plans of how the outcomes for people using the service will be monitored.</p>	<ul style="list-style-type: none"> • This must include a needs assessment which translates into staff hours and skill mix. • Staff rotas must clearly show the shifts where a nurse has been replaced by a senior carer with enhanced skills/nursing assistant. • Number and skill mix for each shift must be clearly recorded on the rota. • How you will seek the views of residents, relatives and staff; for example a standing item on the agenda of meetings as well as individual discussion, for example at each review. • How you will seek the views of other agencies for example, health and social work. • Analysis of key indicators and follow up, for example accidents/falls/incidents, medication errors, wounds, nutritional risk, complaints. Use of agency and community nurses. • Reflective accounts of outcomes based on observation of residents experiences.
<p>Detail the format in which you plan to present the evaluation of your pilot. The Care Inspectorate will require a copy of the evaluation along with any further variation application to make permanent changes to the conditions of registration.</p>	

<p>If approval of a variation is recommended The Care Inspectorate would apply a time limited condition as it is expected attempts to recruit nurses will continue. Any application to change a condition such as extension, removal or permanent change must be made no less than 3 months before the expiry date of the time limited condition</p>	
<p>Please confirm that you will update your staffing schedule in line with the 4 weekly assessment of need and that the staffing schedule (with the reviewed date) will be publicly displayed along with your Certificate of registration.</p>	
<p>Date you wish to implement the change.</p>	<p>Date must be no less than 3 months from date of application?</p>

The above information is required to ensure the Care Inspectorate can be satisfied the principles of the Public Services Reform (Scotland) Act 2010, the associated regulations and the National Care Standards can be complied with.

Principles & Regulations

The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210) Regulation 15:

A provider must, having regard to the size and nature of the care service, the statement of aims and objectives and the number and needs of service users—

(a)ensure that at all times suitably qualified and competent persons are working in the care service in such numbers as are appropriate for the health, welfare and safety of service users; and

(b)ensure that persons employed in the provision of the care service receive—

(i)training appropriate to the work they are to perform; and

(ii)suitable assistance, including time off work, for the purpose of obtaining further qualifications appropriate to such work.

National Care Standards

Standard 5: Management and staffing arrangements

You experience good quality support and care. This is provided by management and staff whose professional training and expertise allows them to meet your needs. The service operates in line with all necessary legal requirements and best-practice guidelines.

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