

## **Healthcare Assistant in Primary Care**

### **Two Day Core Programme**

This two day programme will provide the HCA with the essential skills necessary for safe practice in primary care

#### **Day One**

- 09.00 Welcome and introduction to day one
- 09.30 The role and responsibility of the HCA  
Record keeping / documentation  
Confidentiality / consent
- 10.30 The patient journey  
Understanding equality, dignity and respect
- 11.00 Break
- 11.15 Physical Observations - the skills  
Blood pressure / height and weight / urinalysis / peak flow / blood sugar
- 12.30 Lunch
- 1.15 Physical observations continued  
Normal values and when to refer
- 2.15 Principles of infection control  
Hand washing assessment
- 3.00 Break
- 3.15 QoF and CQC. What does it mean?  
Accurate data collection  
Patient recall
- 4.00 Wash up of day one  
Hand out competency documents
- 4.30 Close of day

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#### **Day Two**

- 09.00 The New Patient Medical  
Information gathering / health promotion / public health  
The HCA role in NHS health checks
- 10.30 Break
- 10.45 ECG – principles and practice  
Preparing the patient  
Recording the tracing
- 12.15 Lunch
- 1.00 Long term conditions - Understanding disease processes  
The role of the HCA in the clinic  
Change management
- 3.00 Break
- 3.15 Work group exercises  
Diabetes  
Cardio vascular disease  
Respiratory conditions
- 4.15 Wash up of day two
- 4.30 Close of day