

HEEWM ACCS Common Competency Level 2 Log

Introduction

The following document is designed to act as a log and prompt for the achieving of the Level 2 Common Competencies. The requirement to pass the ACCS ARCP at the end of CT2 is to have 50% of these signed off.

If you are a paper based trainee then this document should be scanned and uploaded for your ARCP as evidence provided for the panel to review. The “Evidence Reviewed” column is for you to reference work other parts of the portfolio such as work based placed assessments that are relevant to demonstrating you reach the required level of competence. These can then be checked by your supervisor on signing.

If you are an eportfolio based trainee then this can act as a prompt for you and your educational supervisors as to the level you should be achieving for your stage of training. It does **NOT** need to be scanned in your case as the signing of each competence is done electronically via the portfolio.

Any questions or comments should be directed to Anthony.miller-crolla@wm.hee.nhs.uk

Competence	Signatures	Evidence Reviewed
<p><u>History Taking</u></p> <ul style="list-style-type: none"> • Demonstrates ability to obtain relevant focussed clinical history in the context of limited time e.g. outpatients, ward referral • Demonstrates ability to target history to discriminate between likely clinical diagnoses • Records information in most informative fashion 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Clinical Examination</u></p> <ul style="list-style-type: none"> • Performs focussed clinical examination directed to presenting complaint e.g. cardio-respiratory, abdominal pain • Actively seeks and elicits relevant positive and negative signs • Uses and interprets findings adjuncts to basic examination e.g. electrocardiography, spirometry, ankle brachial pressure index, fundoscopy 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	

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<p><u>Therapeutics and Safe Prescribing</u></p> <ul style="list-style-type: none"> • Takes advice on the most appropriate medicine in all but the most common situations • Makes sure an accurate record of prescribed medication is transmitted promptly to relevant others involved in an individual's care • Knows indications for commonly used drugs that require monitoring to avoid adverse effects • Modifies patient's prescriptions to ensure the most appropriate medicines are used for any specific condition • Maximises patient compliance by minimising the number of medicines required that is compatible with optimal patient care • Maximises patient compliance by providing full explanations of the need for the medicines prescribed • Is aware of the precise indications, dosages, adverse effects and modes of administration of the drugs used commonly within their specialty • Uses databases and other reference works to ensure knowledge of new therapies and adverse effects is up to date • Knows how to report adverse effects and take part in this mechanism 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Time and workload Management</u></p> <ul style="list-style-type: none"> • Organises work appropriately but does not always respond to or anticipate when priorities should be changed • Starting to recognise which tasks are most urgent • Starting to utilise other members of the clinical team but not yet able to organise their work • Requires some direction to ensure that all tasks completed in a timely fashion 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Decision Making and Clinical Reasoning</u></p> <ul style="list-style-type: none"> • In a difficult clinical case: • Develops a provisional diagnosis and a differential diagnosis on the basis of the clinical evidence • Institutes an appropriate investigative plan • Institutes an appropriate therapeutic plan • Seeks appropriate support from others • Takes account of the patient's wishes 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	

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<p><u>The patient as central focus of care</u></p> <ul style="list-style-type: none"> • Demonstrates ability to lead team discussion on risk assessment and risk management and to work with the team to make organisational changes that will reduce risk and improve safety 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Prioritisation of patient safety in clinical practice</u></p> <ul style="list-style-type: none"> • Demonstrates ability to lead team discussion on risk assessment and risk management and to work with the team to make organistaional changes that will reduce risk and improve safety 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Team working and patient safety</u></p> <ul style="list-style-type: none"> • Demonstrates ability to discuss problems within a team to senior colleagues. Provides an analysis and plan for change • Demonstrates ability to work with the virtual team to develop the ability to work well in a variety of different teams – for example the ward team and the infection control team - and to contribute to discussion on the team’s role in patient safety • To develop the leadership skills necessary to lead teams so that they are more effective and able to deliver better safer care 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Principles of quality and safety improvement</u></p> <ul style="list-style-type: none"> • Able to define key elements of clinical governance • Engages in audit 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	

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<p><u>Infection control</u></p> <ul style="list-style-type: none"> • Demonstrate ability to perform simple clinical procedures utilising aseptic technique • Manages simple common infections in patients using first-line treatments. Communicating effectively to the patient the need for treatment and any prevention messages to prevent re-infection or spread • Liaise with diagnostic departments in relation to appropriate investigations and tests 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Managing long term conditions and promoting patient self-care</u></p> <ul style="list-style-type: none"> • Demonstrates awareness of management of relevant long term conditions • Is aware of the tools and devices that can be used in long term conditions • Is aware of external agencies that can improve patient care • Teaches the patient and within the team to promote excellent patient care 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Relationships with patients and communication within a consultation</u></p> <ul style="list-style-type: none"> • Conducts interviews on complex concepts satisfactorily, confirming that accurate two-way communication has occurred 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Breaking Bad News</u></p> <ul style="list-style-type: none"> • Able to break bad news in planned settings • Prepares well for interview • Prepares patient to receive bad news • Responsive to patient reactions 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	

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<p><u>Complaints and Medical Error</u></p> <ul style="list-style-type: none"> • Manages conflict without confrontation • Recognises and responds to the difference between system failure and individual error 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Communication with colleagues and cooperation</u></p> <ul style="list-style-type: none"> • Fully recognises the role of, and communicates appropriately with, all relevant potential team members (individual and corporate) 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Health Promotion and Public Health</u></p> <ul style="list-style-type: none"> • Communicate to an individual, information about the factors which influence their personal health • Support an individual in a simple health promotion activity (e.g. smoking cessation) 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Principles of Medical Ethics and Confidentiality</u></p> <ul style="list-style-type: none"> • Counsel patients on the need for information distribution within members of the immediate healthcare team and seek patients' consent for disclosure of identifiable information 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	

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<p><u>Valid consent</u></p> <ul style="list-style-type: none"> • Able to explain complex treatments meaningfully in layman's terms and thereby to obtain appropriate consent 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Legal Framework for Practice</u></p> <ul style="list-style-type: none"> • Identify with Senior Team Members cases which should be reported to external bodies and where appropriate and initiate that report. • Identify with Senior Members of the Clinical Team situations where you feel consideration of medical legal matters may be of benefit. Be aware of local Hospital procedures around substance abuse and clinical malpractice. 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Ethical Research</u></p> <ul style="list-style-type: none"> • Demonstrates ability to write a scientific paper • Demonstrates critical appraisal skills 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Evidence and Guidelines</u></p> <ul style="list-style-type: none"> • Lead in a departmental or other local journal club • Undertake a literature review in relation to a clinical problem or topic 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	

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<p><u>Audit</u></p> <ul style="list-style-type: none"> Identify a problem and develop standards for a local audit 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Teaching and Training</u></p> <ul style="list-style-type: none"> Able to supervise a medical student, nurse or colleague through a procedure Able to perform a workplace based assessment including being able to give effective feedback 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Personal Behaviour</u></p> <ul style="list-style-type: none"> Responds to criticism positively and seeks to understand its origins and works to improve. Praises staff when they have done well and where there are failings in delivery of care provides constructive feedback. To wherever possible involve patients in decision making 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	
<p><u>Management and NHS Structure</u></p> <ul style="list-style-type: none"> Can describe in outline the roles of primary care, community and secondary care services within healthcare. Can describe the roles of members of the clinical team and the relationships between those roles. Participates fully in clinical coding arrangements and other relevant local activities. 	<p>Trainee Signature:</p> <p>Date:</p> <p>Ed Sup Signature: :</p> <p>Date:</p>	

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