INDUCTION AND DEVELOPMENT PATHWAY FOR NURSING ASSISTANTS EMPLOYED BY HSC TRUSTS IN NORTHERN IRELAND
This Induction and Development Pathway is for all Nursing Assistants employed in Health and Social Care (HSC) Trusts across Northern Ireland. A Nursing Assistant is someone who undertakes delegated aspects of nursing care and is supervised by a Registered Nurse.

Nursing Assistants spend a high proportion of their time providing direct fundamental nursing care to patients and clients delegated by Nursing and Midwifery Council registrants. It is therefore crucial that employers develop the competence (knowledge, skill and attitude) of Nursing Assistants to enable them to provide safe, effective, compassionate and person-centred care.

The Department of Health’s Nursing Assistant Induction and Development Pathway is designed to equip Nursing Assistants (Band 2) and Senior Nursing Assistants (Band 3) in HSC Trusts with the necessary knowledge, skills and attitudes to fulfil their role. Those Nursing Assistants already employed in a Band 2 or Band 3 position should be supported by their employer to attain the Development Programme relevant to their role, within an agreed timeframe.

The Induction and Development Pathway is underpinned by the Standards for Nursing Assistants (DoH, 2018). The Pathway comprises four steps which HSC Trusts can build on to develop Nursing Assistants in their role and to help meet the needs of people who use our services and of the organisation. The steps in the Pathway (Figure 1) highlight the concept of ongoing learning and development for Nursing Assistants in their role, as they progress through their career. The steps are described in more detail pages 4-8.

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**Figure 1:**
Induction and Development Pathway for Nursing Assistants

- **Step 1:** Role Induction
- **Step 2:** Work-based Induction
- **Step 3:** RQF Development Programme
- **Step 4:** Ongoing Development

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2. The RQF (Regulated Qualifications Framework) has replaced the QCF (Qualification and Credits Framework) as the overarching UK structure for vocational qualifications.
Steps in the Induction and Development Pathway

The first two steps in the Induction and Development Pathway are supported by training programmes which will be standardised across HSC Trusts. It is intended that these steps will contribute to the portfolio of evidence required for the attainment of the RQF Qualification.

These steps will follow the same format in regard to:

- title of programme
- core components
- duration of programme
- aim and learning outcomes
- content and documentation
- assessment strategy
- evaluation process.

The RQF Development Programme, the third step in the Pathway, will be accredited and awarded in line with existing RQF processes within HSC Trusts. Ongoing Development, the fourth step, is aided through the implementation of the annual review and personal development planning processes within HSC Trusts. This review process facilitates the Nursing Assistant and Senior Nursing Assistant to meet with their line manager or reviewer and plan their development following identification of their learning needs.

Each one of the four steps in the Induction and Development Pathway is described as follows.

Step 1: Role Induction

It is anticipated that in all cases individuals who have been successful in their appointment as a Nursing Assistant or Senior Nursing Assistant in the relevant HSC Trust will complete the core elements of the regional Role Induction programme prior to commencing work in the clinical environment/workplace. Any change to this should be by exception and should be signed off by the professional head of service/senior nurse for the division.

The core components of the Role Induction programme are mapped against the NHS Knowledge and Skills Framework (see Table 1).

Table 1
Core Content of Role Induction Programme

| Principles of person-centred care and Patient and Client Experience Standards. |
| NHS Knowledge and Skills Framework awareness. |
| Standards for Nursing Assistants (DoH, 2018). |
| *Mandatory Training elements: Moving and handling theory, infection prevention and control, waste management, record keeping and Basic Life Support, Level 1 Quality 2020 Attributes Framework (DHSSPS, 2014). |
| Fundamental nursing care to support those who use our services with for example eating, drinking, washing, toileting, pressure area care and communication. |
| Role within the nursing workforce. |
| Values clarification. |

*Other elements of mandatory training should be identified and delivered by the employer

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4 Department of Health Social Services and Public Safety, Belfast (DHSSPS) (2009) Improving the Patient and Client Experience.
**Step 2: Work-based Induction**

The Work-based Induction will continue over a six month period following the Nursing Assistant’s commencement in the ward/department or community team and will be supported through a training programme. This programme should be completed in parallel with the probationary period.

The core components of the Work-based Induction programme are mapped against the NHS Knowledge and Skills Framework (see Table 2).

The Ward Sister, Charge Nurse or Community Team Leader should ensure that during this programme Nursing Assistants and Senior Nursing Assistants are partnered with a Registered Nurse who will act as a facilitator/supervisor/assessor throughout this programme. This will also form part of the development review process.

**Table 2**

<table>
<thead>
<tr>
<th>Core Content of Work-based Induction Programme</th>
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<tr>
<td>Orientation to the clinical environment/workplace.</td>
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<td>Awareness and understanding of reporting structures.</td>
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<tr>
<td>Application of learning into practice which will include:</td>
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<tr>
<td>• fundamental nursing care to support the people who use our services with for example eating, drinking, washing, toileting, pressure area care and communication;</td>
</tr>
<tr>
<td>• clinical skills (Senior Nursing Assistants only).</td>
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</tbody>
</table>

Individuals who fail to meet the requirements of this induction will be managed through the organisation’s existing probationary process.

**Step 3: RQF Development Programme**

In parallel with the Work-based Induction programme, the Nursing Assistant and Senior Nursing Assistant will be supported by their employer and Ward Sister, Charge Nurse or Team Leader to complete the relevant RQF Development Programme (see Table 3). The line manager is responsible for partnering the Nursing Assistant and Senior Nursing Assistant with a Registered Nurse who will act as a facilitator/supervisor/assessor throughout the programme.

**Table 3**

<table>
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<tr>
<th>RQF Development Programmes</th>
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<tr>
<td><strong>Nursing Assistant</strong></td>
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<tr>
<td>Completion of RQF Level 2 Certificate** (health specific).</td>
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<tr>
<td>Completion of RQF Level 2 Certificate** (health specific) must comprise as a minimum the following three compulsory units: communication, personal development and safeguarding.</td>
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Individuals will in discussion with their line manager and assessor choose additional units to complete which are relevant to their job and clinical environment/workplace.

**“Certificate” has been regionally agreed as the minimum qualification standard**

6 Individuals who fail to meet the requirements of this induction will be managed through the organisation’s existing probationary process.
Step 4: Ongoing Development

It is important that Nursing Assistants and Senior Nursing Assistants understand the importance of continuing to learn and develop within their role and that they are supported by their employer and line manager to do so. The KSF Development Review process facilitates this. The Nursing Assistant and Senior Nursing Assistant with their line manager or reviewer will identify and plan to meet their learning and development needs in conjunction with the requirements of the Standards for Nursing Assistants (DoH, 2018) and their job description.

Nursing Assistants may also consider the option to progress to becoming a Registered Nurse.