

## Skills Checks in Action video

### 3. Delivering a Skills Check for the first time

#### People and situation

Deputy Matron, Yvonne Sparks from Springfield Nursing Home (referred to as Deputy Matron) delivers her first Skills Check to Nursing Auxiliary Tunde Oltean-Kis (Nursing Auxiliary). The Deputy Matron is supported by independent Training Consultant Sue Burgess (Training Consultant).

#### Transcript

Deputy Matron: We've actually got a Romanian girl who is just about to start her preceptorship and I'm going to be her mentor. So something like this [Skills Checks] would get her thinking about what we do and...

Training Consultant: Starting to make the step up.

Deputy Matron: Make the step up, yes, to being a registered nurse. Is there one where she can write something factual...

Training Consultant: Make an entry in the communications book?

Deputy Matron: Yes.

Training Consultant: And that would involve her in having to do some writing.

Deputy Matron: Writing, yes. I mean she does write already in the communications book as a carer but it would make her think about what she needs to do in the next step up.

[The Nursing Auxiliary joins them.]

Deputy Matron: Tunde you're going to be starting your preceptorship in a couple of weeks and I'm going to be your mentor. One of the things that we need to look at is your writing skills. So this is going to be an exercise about writing in our Cardex. You have fifteen minutes to complete the written part and then we're going to have some feedback time. You're going to be absolutely fine.

Deputy Matron: So they [Skills Checks] ask you to read through everything that's here and to answer the questions that are down here and note any reasons that you might have.

Nursing Auxiliary: OK

Deputy Matron: There's just two pages and you need to start by filling in the top bit, putting your name and everything.

[The Nursing Auxiliary completes Skills Check 15, Making an Entry in the Communications Book, suitable for Care Workers and Senior Care Workers.]

### **Terms explained**

Preceptorship: A period of practical experience and training for a nursing student, supervised by an expert or specialist mentor.

END OF TRANSCRIPT

### **Key points**

- Skills Checks can be used to help staff develop their skills as preparation for more senior roles.
- Be friendly and help to make the person doing the Skills Check feel at ease.
- Explain why you are doing the Skills Check, how it will benefit the person and what it involves.