

**Healthcare Science Development Framework**

**Development Needs Analysis Tool (DNAT)**

**Level 2 – HCS Support Worker, (HCSW)**

**Overview**

The Development Needs Analysis Tool (DNAT) is designed to help you reflect on your current job role and identify areas where further training, education, and development could enhance or advance your skills.

Upon completion of the DNAT, you will have a list of specific knowledge, skills, and behaviours (KSBs) you wish to develop, along with evidence statements to support your competence. If you have additional KSBs, university modules, or competency statements to include, there is a blank section for this purpose.

For full guidance and to access the blank DNAT, please visit the trainees page of the [www.hcstraining.nhs.scot](http://www.hcstraining.nhs.scot) website, for Healthcare Science Support Worker Career Framework, at the [Resources and Learning Activities](https://www.hcstraining.nhs.scot/trainees/healthcare-science-support-worker-career-framework/resources-and-learning-activities/), select your DNAT for your career level, and then you can choose to download and save the document.

**Sign Off**

This tool is designed to support you in your appraisal and Personal Development Review (PDPR) process, while also providing evidence of your ongoing continued professional development (CPD). There is a Sign Off template at the end of the tool to enable this.

**Getting Started - Select a Pillar to review**

You can complete all the pillars at once or individually, there is no set order for this.

**Self-assessment of Knowledge Skills and Behaviour (KSB) Statements**

Rate yourself using the RAG rating scale. Give careful thought to your assessment and how you might demonstrate proficiency of the KSBs.

**RED**

I require training and development in most or all of this area.

**AMBER**

I require further training and development in some aspects of this area.

**GREEN**

I am already confident in carrying out this outcome competently.

As you assess yourself, consider how you might demonstrate proficiency and provide evidence. Your thoughtful evaluation will help guide your development plan. There is an Action Planning and Priority Rating Tool that you may find helpful to support you.

**Evidence**

If you have rated yourself as having a development need in this area (**red** or **amber**), make a brief action note on “how” you would anticipate meeting this development need and any evidence you may already have. This might be detailing what you are going to do, what actions you might need to take, how you are going to do this and when. You may find action template helpful with this.

You need to provide evidence for **amber** and **green** ratings only.

The evidence should be clear and concise and relevant to the KSB demonstrating proficiency in the area of practice. It should contain detail of the relevant learning and how this is applied in your practice. Evidence can be sourced from many areas of your practice like a reflection, training undertaken, supervised practice, reflective discussion/clinical supervision activity, feedback from colleagues and/or service users, reports.

For more guidance on evidence go to the [Healthcare Science DNAT guidance document](https://sway.cloud.microsoft/Y74GaRu3JXqCDF9F?ref=Link).



**DEVELOPMENT NEEDS ANALYSIS TOOL - LEVEL 2**

Please review the knowledge, skills and behaviour statement and rate yourself using the RAG rating scale. Give careful thought to your assessment and how you might demonstrate proficiency of the knowledge, skills, and behaviours.

|  |  |
| --- | --- |
| Red | I require training and development in most or all of this area  |
| Amber | I require further training and development in some aspects of this area |
| Green  | I am already confident in carrying out this outcome competently  |



| **Knowledge, skills, behaviours** | **RAG rating** | **Evidence to support achievement** | **How you will achieve this outcome** |
| --- | --- | --- | --- |
| **Generic** | **Red** | **Amber**  | **Green**  |  |  |
| 2C1 – Ability to develop knowledge and skills required to deliver safe, person-centred care effectively. |  |  |  |  |  |
| 2C2 - Ability to Develop knowledge of routine investigations, procedures, technical or administrative activities. |  |  |  |  |  |
| 2C3 - Ability to develop knowledge of standard operating procedures and protocols. |  |  |  |  |  |
| 2C4 - Ability to adhere to the HCSW Code of Conduct in relation to consent – “3.2.8 – telling patients and members of the public what you intend to do and listening carefully to what they say about it”. |  |  |  |  |  |
| 2C5 - Ability to recognise risk in to scope of practice |  |  |  |  |  |
| 2C6 - Ability to understand it is everyone’s responsibility (HCSW Code of Conduct 3.2.11) to protect individuals, members of the public and report any concerns to a supervisor, manager or make use of the whistleblowing policy to reduce risks in the future. |  |  |  |  |  |
| 2C7 - To have an awareness of and comply with core legislation and policies:* Infection control policies and procedures
* Appropriate standards for confidentiality,
* records and record-keeping
* Data Protection Act, Caldicott Guidelines and
* local policies regarding confidentiality and access
* to medical records.
* HCSW Code and Induction Standards
* Health and safety
* Moving and handling
* Standard infection control precautions
* COSHH regulations
* Risk management
* Equality and diversity policies
* Safeguarding legislation and policies
* Signs of harm and abuse
* What to do if you suspect harm or abuse
* HCSW Code of Conduct
* Whistleblowing policy
 |  |  |  |  |  |
| 2C8 - To have awareness of and comply with legislation, and policies specific to area of practice. |  |  |  |  |  |
| 2C9 - Ability to understand and apply the concepts of accountability and responsibility and be confident to accept or decline delegated responsibility from a HCS practitioner, HCS assistant practitioner or HCS Associate Practitioner |  |  |  |  |  |

You may wish to add additional KSBs from other profession specific or role specific frameworks relevant to your role. Below is a blank template for you to cut and paste these into.

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| --- | --- | --- | --- |
| **Knowledge, skills, behaviours** | **RAG rating** | **Evidence to support achievement** | **How you will achieve this outcome** |
| Role or profession specific competencies/KSBs  | **Red**  | **Amber** | **Green** |  |  |
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| Amber | I require further training and development in some aspects of this area |
| Green  | I am already confident in carrying out this outcome competently  |



| **Knowledge, skills, behaviours** | **RAG Rating** | **Evidence to support achievement** | **How you will achieve this outcome** |
| --- | --- | --- | --- |
| **Generic** | **Red** | **Amber**  | **Green**  |  |  |
| 2F1 - Ability to learn from experience through observation, supervision, feedback, reflective practice techniques and evaluation. |  |  |  |  |  |
| 2F2 - Ability to acquire an understanding of the HCSW role in relation to learning and development for others. |  |  |  |  |  |

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| --- | --- | --- | --- |
| Role or profession specific competencies/KSBs | **Red**  | **Amber** | **Green** |  |  |
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| **Knowledge, skills, behaviours** | **RAG Rating** | **Evidence to support achievement** | **How you will achieve this outcome** |
| --- | --- | --- | --- |
| **Generic** | **Red** | **Amber**  | **Green**  |  |  |
| 2L1 - Ability to develop organisational and time management skills in relation to prioritising workload |  |  |  |  |  |
| 2L2 - Ability to recognise role boundaries and limitations |  |  |  |  |  |
| 2L3 - Ability to participate in team and multidisciplinary team development |  |  |  |  |  |
| 2L4 - Ability to recognise opportunities to problem-solve |  |  |  |  |  |
| 2L5 - Appreciate the equality and diversity needs of individuals and colleagues |  |  |  |  |  |
| 2L6 - Ability to develop an awareness of the impact of leadership activities in relation to compassion, civility, kindness and human factors |  |  |  |  |  |

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| **Knowledge, skills, behaviours** | **RAG Rating**  | **Evidence to support achievement** | **How you will achieve this outcome** |
| Role or profession specific competencies/KSBs | **Red** | **Amber** | **Green** |  |  |
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| **Knowledge, skills, behaviours** | **RAG Rating** | **Evidence to support achievement** | **How you will achieve this outcome** |
| --- | --- | --- | --- |
| **Generic** | **Red** | **Amber**  | **Green**  |  |  |
| 2S1 - Ability to develop knowledge and skills in using information technology systems to access resources e.g., policies, relevant publications |  |  |  |  |  |
| 2S2 - Ability to reflect on and discuss own practice and identify potential areas for improvement in own role / service delivery |  |  |  |  |  |
| 2S3 - Ability to appreciate risk in relation to care provision and service improvement |  |  |  |  |  |
| 2S4 - Ability to recognise quality improvement methodologies and how they are used in practice |  |  |  |  |  |

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**Action Planning and Priority Rating Tool**

You should now take some time to reflect on your learning needs assessment and complete the action planning and priority rating tool to assist you in planning and prioritising your development.

It can also be helpful to discuss your learning and development needs with your line manager or practice assessor and update your personal development plan (PDP).

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| **Priority rating**High,Medium or Low | **Pillar** | **KSB ref**(e.2C2) | **Action of “how “to achieve this KSB**Description of what you are going to do, the actions you need to take, how you are going to do this and how you will know that you have achieved your aim. | **Support required** | **Time frame** |
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**Sign off**

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