



School of Health, Science and Wellbeing

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# Health Care Assistant Award

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Certificate of Continuous Professional Development for  
Health Care Assistants – Delivering Care in the Community

# Course Content and modules

Students must be employed in Health Care Setting, and have a mentor to support competencies progression in practice.

## MODULE 1 - 8 DAYS FROM SEPTEMBER 2024- APRIL 2025

### THE ROLE OF THE HEALTH CARE ASSISTANT IN THE COMMUNITY

20 CREDITS | LEVEL 3

The module will undertake to provide the fundamental knowledge and skills pertinent to the HCA role in primary care or in the community in a safe and patient-focussed manner in the following areas:

- Introduction to studying in higher education
- Legal and professional responsibilities as an HCA e.g. accountability, delegation, code of conduct, patient consent
- Duty of care,-communication, privacy and dignity, fluids and nutrition, awareness of mental health, dementia, learning disability, safeguarding adults and children
- Equality and Diversity
- Basic medical terminology
- Record keeping – within HCAs area of work to include:
  - IT skills
  - recall of patients/population manager searches/ read codes/nGMS contract
  - writing up notes of meetings with patients
- Infection control
- Health and Safety
- Blood pressure monitoring
- Venepuncture
- Health status check e.g. new patient check
- Chaperoning
- Treatment Room – stocking of/storage of vaccines, cold chain, equipment checks
- Health promotion, Making Every Contact Count including awareness of support groups, EPP, PALS, self-care.
- Personal and Professional Development
- Dealing with and how to talk to patients including difficult consultations

## MODULE 2 - 7 DAYS FROM OCTOBER 2024- APRIL 2025 YEAR TWO

### CARING FOR PEOPLE WITH LONG TERM CONDITIONS

20 CREDITS | LEVEL 4

This module will provide an overview of the patho-physiology and impact of the most common Long-Term Conditions identified either through the Quality and Outcomes Framework or other government initiatives. It will enable Health Care Assistants to demonstrate underpinning knowledge and skills to support patients and registered professional staff in their own work settings e.g. general practice, in the community. This module will enhance clinical skills. There will be a strong emphasis on disease prevention and the promotion of self care within these patient groups. The content includes:

- Overview of common Long-Term Conditions
- Diabetes Mellitus
- Cardiovascular Disease including: Coronary Heart Disease – Hypertension, Heart Failure,
- Atrial Fibrillation, Stroke and Transient Ischemic Attacks (TIA)
- Respiratory Diseases – Chronic Obstructive Pulmonary Disease (COPD), Asthma
- Obesity
- An awareness of other Long-Term Conditions.

For further information contact Kairen Roche:  
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For enrolment please contact HSWadminsUPPORT:  
e: [HSWadminsUPPORT@staffs.ac.uk](mailto:HSWadminsUPPORT@staffs.ac.uk)

Each module is **£985**,  
funding may be able to be  
funded by your local training  
hub, please contact them.

