

What commissioners need to do – a step by step guide

As a council we were keen to include completion of the competency framework learner workbook in our service specifications with all providers this year. We have worked in partnership with our Local Medical Committee (LMC) registered nurse lead, our nurse leads and our community providers to ensure that all learners, regardless of who they are employed by, are supported to complete the learner workbook. We did this through the following actions:

1. We ensured the community providers had access to this online resource.
2. We sent out hard copies of the learner and assessor workbooks to each provider.
3. We suggested that all learners use a portfolio to continuously update their skills and knowledge base. .
4. We asked all providers to keep us updated on the competences of staff delivering the NHS Health Check and to let us know about any new staff joining their team.
5. All providers were asked to attend annual updates and we included this requirement within the service specification.
6. We also invited assessors to attend, so they were clear on their responsibility in supporting learners and our local pathway.
7. On completion of the learner workbook, we send out a certificate of achievement.
8. We are working in partnership with our local LMC to ensure that any training and development actions that are identified during this process as out of scope are taken up by providers.

Amanda Chappell, Commissioning Manager for NHS Health Check, Bristol City Council