

An Assessor's Step by Step Guide

"When first looking at the materials, both assessor and learner may feel a little overwhelmed, but by breaking it down into the 11 units, with the support of this online resource and by referring to the [learner](#) and [assessor](#) workbooks, I promise it is very achievable. You may be an assessor from an alternative discipline, but if you are a registered nurse like me this is a good opportunity to record your role as an assessor as part of the Nursing and Midwifery Council (NMC) revalidation requirements.

"All staff who deliver the NHS Health Check should be encouraged to keep an up-to-date portfolio of training/learning and reflection so they can continuously improve their skills and knowledge base. This can also be integrated into induction for new members of staff, who will also need to complete the care certificate.

"Work units 1 to 11 on this website cleverly correspond with the units from the care certificate. Like you, I am all for making life easier!

"So here's what you need to do:

1. Familiarise yourself with the [learner](#) and [assessor](#) workbooks.
2. Arrange to meet with the learner so that you can agree on how they will complete the learner workbook, and what support they will need (they should be directed to this site).
3. Agree on how you will sign off each competency. See the assessor workbook for tips on what assessment methods you can use, e.g. observation, group work, looking at assessment sheets to determine if people were signposted and followed up on, reflective worksheets, patient /service user feedback. See our example [portfolio](#).
4. Arrange a time to assess the learner. Feedback to them how they did and offer reassurance, and then discuss their understanding of the different elements of the NHS Health Check, for example, how they should articulate the personalised results, complete the referral process for clinical follow up and how to signpost to local lifestyle services. How were their motivational techniques? Are they aware that the NHS Health Check is a primary prevention programme and that it is more than just about collating clinical results? They will need to support people to make lifestyle changes. Have they completed the e-learning resource for dementia awareness and Audit C (alcohol section), which helps the learner explain to people why they are asking these questions and their relationship to vascular disease. You can find more information on this website for each step of the check and the skills required.

There is a simple, quick check list (unit 7, assessor checklist for practical competency) so you can go through each part of the check.

5. Set up an interim meeting to understand how well the learner is progressing and what is outstanding.
6. Sign off each unit when the learner demonstrates they are competent (both in carrying out an NHS Health Check and with having the knowledge to back up their actions).

7. Send the list of signed-off learners to your local nurse lead or commissioner and provide the date that each learner has been signed off. When new staff start, update the list and resend.
8. The local nurse lead or commissioner should send you a certificate on receipt of the above for each learner.
9. Agree on how they will continue to improve their practice, and how you will support this, using the portfolio. There are also opportunities to reflect and develop new skills and learning in the learner workbook and space to record up-to-date learning.

"Now that you have a happy, competent learner, performing good quality NHS Health Checks, you can be rest assured that the task that you have delegated (and are responsible for) has been completed to a high standard."

Beverley Hemmens Registered Nurse and NHS Health Check Assessor. New Court Surgery, 168 Locking Road, Weston-super-Mare, BS23 3HQ.