



Enhancing Care for Older People Competency Framework (EnCOP) Fact Sheet: Undertaking Self-Assessment

What is Self- Assessment?

Self- assessment involves us thinking about what we do at work and how well we do it. It also involves us thinking about how other people view our work, this would include health and social care colleagues, and most importantly the older people (and families) that we work with

Using the Assessment Toolkit to support self-assessment

The EnCOP Assessment Toolkit provides a structure to support self-assessment, based on the best evidence and guidance relating to the care of older people. Within the Assessment toolkit you can see the recommended knowledge, skills, and behaviours that staff should demonstrate when working with older people and their families. These “performance indicators” provide a benchmark, or standard for good practice, which you can consider when thinking about your own abilities at work.

Using the EnCOP Assessment Toolkit to review your competencies will help you understand where your strengths lie and determine if you have any development needs. It will also help to provide you with a framework for professional development that can support decision about career progression.

Where do I start?

If you are new to using EnCOP and the Assessment Toolkit, it may be useful to consider the following:

- Identify who your Competency Development Facilitator (CDF) is. This facilitator has been trained to support you as you progress through your EnCOP journey and can offer advice and support along the way. It may be useful to meet with them to discuss EnCOP before you start on your EnCOP journey
- Read the assessment toolkit and become familiar with the ‘domains’
- Discuss with your Competency Development Facilitator which domains you will start with. This should only be 1 or 2 domains to help prevent you from feeling overwhelmed. EnCOP is about individual learning and development so select a domain you feel most confident and comfortable with
- In order to show competency for EnCOP, evidence is required. Consider what evidence you might already have as this will help you in the process of Self-Assessment

How do I self- assess against the EnCOP Assessment Toolkit?

There are some points that are important to remember when doing self-assessment:

- ❖ Initially, it can be difficult to do
- ❖ As humans we can tend to under or over rate ourselves
- ❖ How we see ourselves may not always be how other people see us
- ❖ The more you do it, the easier it gets!

Self-Assessment: Using Reflective Practice

When you are completing self- assessment, you are reflecting on your own abilities. Reflection is a process which helps us to gain insight into how we work, by thinking about it in detail. Reflection is something we do all the time, sometimes without even realising it. Using it in a structured way can help us to learn and to recognise our strengths and development needs. This ultimately helps us all to become better at our job.

Different people learn in different ways. Whilst one person might learn by reflecting on positive outcomes, another might find it more useful to focus on situations they found challenging. For most, it is useful to focus on a range of experiences. It is important that reflection is done in a way that suits you best.

When undertaking self-assessment, some people find it helpful to think about a particular scenario to reflect upon, to demonstrate skills and knowledge. This can be done with the use of a reflective model such as Gibbs reflective cycle (1988). Using a reflective cycle can help us to make sense of work situations, to help us to learn from them, and recognise our skills and abilities. It is also great evidence for EnCOP!

Consider: 'How do I do that? 'Why do I do it that way?'

Always try to be open and honest with yourself!

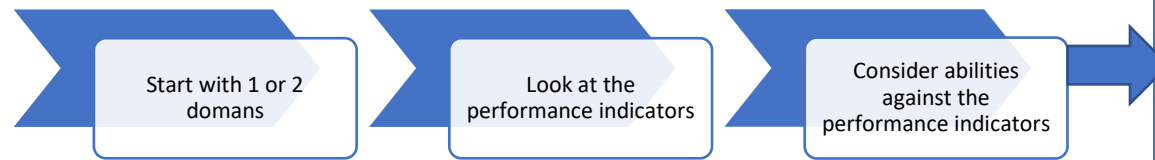


Gibbs Reflective Cycle (1988)



Self- Assessment Against a Specific Domain

Utilising the EnCOP Framework may feel overwhelming at first. Therefore, it is important that you start small:



- Is there anything that is not clear or difficult to understand?
- Are there any obvious areas for learning e.g. terms that you don't recognise? Skills that you know you need to build on?
- Can you think of a scenario or piece of evidence that will demonstrate competency against some of the performance indicators in the domain?

The following table gives example of what you might consider:

Domain	Performance Indicator	Examples of what to consider (reflect on) during self-assessment	Evidence that I can share/ discuss with my Competency Development Facilitator
A	Is able to ensure dignity and privacy is respected and preserved at all times, considering how someone might think or feel in the care environment e.g., ensuring quiet space, privacy when required	How do I respect older people's privacy and dignity? What steps do I often take to ensure privacy and dignity of older people? Have I ever challenged another person at work to try and protect the dignity of service users?	<ul style="list-style-type: none"> • Case scenarios/ discussion • Feedback from others • Clinical notes • Observations of practice
B1	Demonstrates effective communication, documentation and record keeping to facilitate data sharing and information exchange	Do I keep accurate notes? Am I aware of appropriate referral routes for relevant services? Are my referrals appropriate? Do I communicate effectively with my peers and other colleagues?	<ul style="list-style-type: none"> • Anonymised case notes/ referrals • Case scenarios/ discussion • Feedback from others • Observation of practice
D2.1	Is able to demonstrate awareness of how living with frailty impacts on many aspects of a person's life and also how multiple factors (including those risk factors which can be reduced or modified) , can impact upon development and progression of frailty	Could I describe what frailty is and how someone's life may be affected by frailty? E.g. care needs, mobility, continence, falls risk, weight loss, etc. Do I know how frailty and the factors noted above can be managed/ prevented?	<ul style="list-style-type: none"> • Case based discussion • Evidence of knowledge through general discussion • Attendance at training -notes/ reflections • Relevant qualifications

What level am I aiming for?

The assessment toolkit describes competencies across 3 levels. These are essential, specialist and advanced:

Level	Descriptor
Essential	Applies to all staff within adult health and social care or other sectors who provide care to older people in all care settings
Specialist	Staff who work with a high degree of autonomy and have specialist knowledge relating to the care of older people
Advanced	Experts and leaders in the care of older people who influence change and improve service provision for older people

When considering your own level, think about your job role:

1. **Start with essential:** are you achieving all the performance indicators at the essential level?
2. **Once you have reviewed essential- consider the performance indicators at specialist level-** there may be some (or all) in the domain that apply to you. This will largely depend on your job role and level of responsibility.
3. **If you achieve many competencies at specialist level- have a look at the advanced section** to determine if any of the indicators are relevant to you at this level.

NB It is unlikely you will achieve specialist or advanced in all performance indicators across *all* the domains in EnCOP. The domains where you achieve the higher-level competencies will be determined by your job role and relevant expertise within that domain.

Evidence: What can be used as evidence

- Working with older people across a variety of health and social care settings is valuable, rewarding, and attractive but also very often demanding, fast-paced and challenging, therefore collecting **evidence for EnCOP should not be onerous and burdensome**
- There will be lots of work products and examples of feedback and scenarios found within your day-to-day work that you can either use to demonstrate competency or as the basis of reflection with your Competency Development Facilitator (CDF)
- EnCOP is about recognising your knowledge and skills and **applying it to the needs of older people**
- **Don't be afraid** to invite your facilitator to come and observe your practice.....it's a great way of evidencing your skills and getting feedback about your strengths and areas for development.
- **You will** have **examples of prior learning or development** activities that you have undertaken or participated in that can be used or adapted for EnCOP. These include:

- ❖ On the job experience/ case-based discussion
- ❖ Shadowing others
- ❖ Client notes/ reports
- ❖ Client feedback/ team feedback
- ❖ Appraisals/ PDP's
- ❖ Care Certificate / NVQ
- ❖ Preceptorship
- ❖ Formal and Informal training

Checkpoint: Is my evidence up-to-date? Is it relevant to EnCOP?

As you begin your self- assessment and review, it will become clear that your evidence is likely to be relevant across more than 1 domain: record this in your toolkit to help you to progress on you EnCOP journey!

