

Library Induction

HCPC	GMC	NMC	GPhC	PSA	SfH	GDC	GOC	ACHCA	CIPD	AHCS
3.1: You must keep within your scope of practice by only practising in the areas you have appropriate knowledge, skills and experience for	From Domain 1: * demonstrating awareness of their own limitations and understanding when and who to refer on to or seek professional advice from * maintaining their continuing professional development and completing relevant statutory and mandatory training	6.1: make sure that any information or advice given is evidencebased including information relating to using any health and care products or services	From Standard 1: * make the best use of the resources available	From Standard 2: <ul style="list-style-type: none"><li>I will take responsibility for ensuring that I have the relevant knowledge and skills to perform as a board member and that I reflect on and identify any gaps in my knowledge and skills, and will participate constructively in appraisal of myself and others. I will adhere to any professional or other codes by which I am bound</li></ul>	4.5: recognise both the extent and the limits of your role, knowledge and competence when communicating with people who use health and care services, carers and colleagues	1.4.1: You must take a holistic and preventative approach to patient care which is appropriate to the individual patient. A holistic approach means you must take account of patients’ overall health, their psychological and social needs, their long term oral health needs and their desired outcomes.	5.1: Be competent in all aspects of your work, including clinical practice, supervision, teaching, research and management roles, and do not perform any roles in which you are not competent.	From Expectation I: <ul style="list-style-type: none"><li>Strive to provide to all those entrusted to his or her care the highest quality of appropriate services possible in light of resources or other constraints.</li></ul>	1.4: Ensure those working for you, have the appropriate level of competence, supervision and support and have the opportunity to develop their skills and knowledge.	1.2.2: You engage in continuing professional development (CPD) and do the following: <ul style="list-style-type: none"><li>Maintain and develop your knowledge, understanding and skills in line with your practice and role, including in response to changes in patient need, the evidence base, technological advances and service delivery requirements.</li><li>Identifying when planned changes to your job role or your broader plans for developing your career create CPD needs.</li><li>Keep a structured record of your CPD activity to evidence how you maintain and update your knowledge, understanding and skills in line with changing needs in patient care, service</li></ul>

										<p>delivery and your job role.</p> <ul style="list-style-type: none"> <li>Adhere to the specific CPD requirements of your regulatory and/or professional body.</li> </ul>
3.3: You must keep your knowledge and skills up to date and relevant to your scope of practice through continuing professional development.	From Domain 2: * recognise limits of own competence and refer patients to colleagues with appropriate expertise	6.2: maintain the knowledge and skills you need for safe and effective practice	From Standard 4: * carry out a range of continuing professional development (CPD) activities relevant to their practice	From Standard 3: <ul style="list-style-type: none"> <li>I will seek excellence in clinical care, patient safety, patient experience, and the accessibility of services</li> </ul>	6.2: participate in continuing professional development to achieve the competence required for your role.	1.9.1: You must find out about, and follow, laws and regulations affecting your work. This includes, but is not limited to, those relating to: <ul style="list-style-type: none"> <li>data protection</li> <li>employment</li> <li>human rights and equality</li> <li>registration with other regulatory bodies.</li> </ul>	5.3: Be aware of current good practice, taking into account relevant developments in clinical research, and apply this to the care you provide.	From Expectation II: <ul style="list-style-type: none"> <li>Possess and maintain the competencies necessary to effectively perform his or her responsibilities.</li> <li>Practice administration in accordance with capabilities and proficiencies and, when appropriate, seek counsel from qualified others.</li> <li>Actively strive to enhance knowledge of and expertise in long-term care administration through continuing education and professional development.</li> </ul>	4.1: Develop your professional knowledge, skills and competence through curiosity, seeking feedback, reflection, continuing professional development, mentorship and exposure to growth opportunities. Identify and address any gaps; demonstrate your adherence to the CIPD's continuing professional development policy. 4.2: Provide an insightful, up-to-date and evidence based service. Manage commitments effectively and take action where deadlines and obligations are at risk of not	1.3.6: You produce materials about your service and professional activity that do the following: <ul style="list-style-type: none"> <li>Present clear, accurate information in a format appropriate for the target audience (e.g., patients, carers or other healthcare professionals).</li> <li>Provide clarity on when you are giving advice or expressing a professional opinion and the basis and parameters of this.</li> <li>Comply with relevant legal, ethical and professional requirements and codes, including those relating to advertising, presenting research data, and writing for publication</li> </ul>

									being met, particularly where external or personal factors may disrupt service delivery 4.3: Where you are operating outside of your expertise, scope of knowledge or ability – seek advice and support, or refer work in areas outside of your (personal) competence to a trusted third party	
	From Domain 3: * participating in continuing professional development to keep their knowledge, skills and capabilities up to date	13.5: complete the necessary training before carrying out a new role	From Standard 5: * have the information they need to provide appropriate care	From Standard 4: <ul style="list-style-type: none"> <li>Demonstrating the skills, competencies, and judgement necessary to fulfil my role, and engaging in training, learning, and continuing professional development</li> </ul>	6.6: contribute to the learning and development of others as appropriate	2.1.1: You must treat patients as individuals. You should take their specific communication needs and preferences into account where possible and respect any cultural values and differences.	5.4: Reflect on your practice and seek to improve the quality of your work through activities such as reviews, audits, appraisals or risk assessments. Implement any actions arising from these.	From Expectation IV: <ul style="list-style-type: none"> <li>Foster increased knowledge within the profession of health care administration and support research efforts toward this end.</li> </ul>		1.5.2: You should make best use of the resources available to you, including others' time and expertise, efficiently and judiciously to optimise the quality and efficacy of patient care and service delivery. You should also think in the context of sustainability of the environment and the social and economic impact of your practice.
	From Domain 6: * using data to identify areas for improvement	22.3: keep your knowledge and skills up to date, taking part in appropriate and regular learning and professional development activities that aim	From Standard 8: * promote and encourage a culture of learning and improvement			7.1.1: You must find out about current evidence and best practice which affect your work, premises, equipment and business and follow them.	6.1: Recognise and work within the limits of your scope of practice, taking into account your knowledge, skills and experience.			2.1.3: You develop investigative strategies, procedures and processes, taking account of relevant clinical and other sources of information and

		to maintain and develop your competence and improve your performance								evidence-based practice.
	From Domain 9: * keep up to date with current research and best practice in the individual's specific area of practice, through appropriate continuing professional development activities and their own independent study and reflection					7.2.1: You must only carry out a task or a type of treatment if you are appropriately trained, competent, confident and indemnified. Training can take many different forms. You must be sure that you have undertaken training which is appropriate for you and equips you with the appropriate knowledge and skills to perform a task safely.	6.3: Ensure that you have the required qualifications relevant to your practice.			4.1.1: You contribute to an active research culture, in keeping with your scope of practice and job role, by doing the following: <ul style="list-style-type: none"> <li>• Engaging in evidence-led practice.</li> <li>• Managing and/or participating in research activity.</li> <li>• Encouraging and engaging in debate on research and its development and application in practice.</li> <li>• Progressing and engaging in research collaborations with others.</li> </ul>
						7.3.2: You should take part in activities that maintain update or develop your knowledge and skills. Your continuing professional development (CPD) activity should improve your practice. For more information, see the GDC's advice on CPD.	7.7: When in doubt, consult with professional colleagues appropriately for advice on assessment, examination, treatment and other aspects of patient care, bearing in mind the need for patient confidentiality			5.1.2: You develop, maintain and apply your leadership skills, behaviours and qualities in line with your scope of practice and job role.

							9.1: Be sufficiently qualified and experienced to undertake the functions you are supervising.			
							10.1: Work collaboratively with colleagues within the optical professions and other healthcare practitioners in the best interests of your patients, ensuring that your communication is clear and effective.			