

# **Portfolio Matrix**

# Highfield Level 3 End-Point Assessment for ST0217 Senior Healthcare Support Worker

#### **Apprentice Details**

Name	
Employer	
Training Provider	
Pathway	

#### **Portfolio of evidence**

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see the EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

#### Core

KSB	Evidence reference	Evidence location
K5: National and local definitions of health and well- being and priorities for promoting public health and reducing inequalities (PHW1, <i>PHW3</i> )		
K6: The availability of services to support individuals with lifestyle choices and how to make a referral if required (PHW2)		
K15: The meaning of 'risk' in the workplace, ways to raise concerns and own responsibilities in relation to incidents, errors and near misses (RM1, <i>RM4</i> )		
K16: Techniques and principles to safely perform basic life support (RM2)		
K17: The common causes of conflict and how to respond to them in the workplace (RM3)		
K18: The importance of continuing personal and professional development (CPD1, <i>CPD4</i> )		
K19: The local arrangements for appraisal of performance in the workplace (CPD2)		
K20: The principles of reflective practice (CPD3)		

K23: The principles of 'quality improvement' and ways to	
measure quality in the workplace (QI1)	
K24: The principles of investigatory techniques, research and evidence-based practice, and how to access existing	
evidence and use it to validate and improve practice (QI2,	
QI4)	
K25: The principles of critical thinking and methods of	
critical appraisal (QI3)	
K26: The principles and styles of leadership in relation to	
own role and place of work (TRL1)	
K27: The relationship and differences between leadership,	
management, supervision and mentoring (TRL2, <i>TRL3</i> )	
S5: Support individuals to make informed and positive	
lifestyle choices (PHW1, <i>PHW3</i> )	
S6: Actively seek out and act on opportunities to support	
individuals to maximise their health, well-being and	
positive lifestyle choices (PHW2)	
S15: Take appropriate action in response to concerns,	
risks, incidents or errors and near misses arising in the	
workplace (RM1, <i>RM4</i> )	
S16: Perform basic life support techniques (RM2)	
S17: Recognise and respond to potential conflict,	
challenging behaviour or an escalating situation (RM3)	
S18: Undertake own training and development activities	
and contribute to the training and development of others	
(CPD1)	
S19: Participate in appraisal to support professional	
development (CPD2)	
S20: Reflect on and develop your own practice (CPD3)	
S23: Participate in and support others with quality	
improvement activities in the workplace (QI1)	
S24: Use investigatory techniques to source evidence to	
validate and improve the delivery of care and support	
within own scope of practice (QI2, QI4)	
S25: Critically appraise sources of information and apply	
to practice (QI3)	
S26: Provide leadership and act as a role model for others	
within the scope of own role (TRL1)	
S27: Contribute to mentoring and supervision of others	
in the workplace within the scope of own role (TRL2,	
TRL3)	
B3: Be adaptable, reliable and consistent (CPD1)	
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**Option 1: Adult Nursing Support Pathway only** 

KSB	Evidence reference	Evidence location
K33: The end of life phase and the factors which impact		
care during the end of life phase (ANS5)		
K34: Local systems for discharge and transfer and the		
availability of services and agencies offered by the wider		
health and social care system (ANS6)		
K35: The signs and symptoms that indicate an individual's		
physical or mental health and wellbeing are deteriorating		
(ANS7, <i>ANS9</i> )		
K36: How to support adults to take responsibility for their		
own health and wellbeing (ANS8)		
S33: Provide care and support for individuals and their		
family during the end-of-life phase (ANS5)		
S34: Contribute to signposting to relevant agencies and,		
discharge or transfer of individuals between services, in		
line with their care plan (ANS6)		
S35: Recognise and respond to deteriorations in physical		
health, mental health and wellbeing (ANS7, ANS9)		
S36: Support adults to take responsibility for their own		
health and wellbeing and for managing their own		
condition (ANS8)		

**Option 2: Maternity Support Pathway only** 

KSB	Evidence reference	Evidence location
K33: The end-of-life phase and the factors which impact		
care during the end of life phase (MAT7)		
K34: Local systems for discharge and transfer and the		
availability of services and agencies offered by the wider		
health and social care system (MAT8)		
K35: The signs and symptoms that indicate an individual's		
physical or mental health and wellbeing are deteriorating		
(MAT9, <i>MAT15</i> )		
K40: The purpose of a urethral catheter and the		
importance of regular monitoring (MAT10)		
K41: Local security procedures for women and babies		
including systems for woman and baby identification		
(MAT11)		
K43: The nutritional and hygiene needs of babies, the		
benefits of different feeding methods and the		
importance of skin to skin contact in bonding (MAT12)		
K44: The principles of supporting families at difficult		
times, bereavement and loss and the availability of other		
support services (MAT13)		
K45: The scope of their own role in an emergency		
situation during pregnancy, labour, birth or the postnatal		
period (MAT14)		

S33: Provide care and support for individuals and their	
family during the end-of-life phase (MAT7)	
S34: Contribute to signposting to relevant agencies and,	
discharge or transfer of individuals between services, in	
line with their care plan (MAT8)	
S35: Recognise and respond to deteriorations in physical	
health, mental health and wellbeing (MAT9, MAT15)	
S40: Support personal care such as providing care for	
women with urethral catheters (MAT10)	
S41: Identify the baby and provide wristband or label in	
line with local security procedures (MAT11)	
S43: Support parents and carers to meet the	
developmental, nutritional and hygiene needs of babies	
(MAT12)	
S44: Work in partnership with families and other support	
services to support individuals in difficult circumstances,	
bereavement and loss (MAT13)	
S45: Provide support to the midwife and others in the	
multi-disciplinary team in an emergency situation during	
pregnancy, labour, birth or the postnatal period (MAT14)	

**Option 3: Theatre Support Pathway only** 

KSB	Evidence reference	Evidence location
K48: Local systems and protocols for team briefing,		
patient sign in, timeout, sign out and debriefing (TS6,		
<i>TS10</i> )		
K50: The purpose for recording an individual's body fluid		
and factors that affect input, output and wound drainage		
(TS7)		
K52: The types, purpose and function of surgical		
instruments and supplementary items used in theatre		
such as the cost implications of items used and the		
impact on the commissioning of surgical procedures		
(TS8)		
K54: Types and uses of containers for transport,		
procedures for labelling, handling, dispatching recording		
and reporting for clinical specimens and blood products		
(TS9)		
S48: Participate in team briefing, patient sign in, timeout,		
sign out and debriefing (TS6, <i>TS10</i> )		
S50: Measure and record an individual's body fluid		
balance (TS7)		
S52: Prepare the clinical environment and provide		
surgical instrumentation and supplementary items for the		
surgical team (TS8)		
S54: Assist in receiving, handling and dispatching clinical		
specimens or blood products (TS9)		

**Option 4: Mental Health Support Pathway only** 

KSB	Evidence reference	Evidence location
K35: The signs and symptoms that indicate an individual's		
physical or mental health and wellbeing are deteriorating		
(MHS6, <i>MHS11</i> )		
K60: The impact of the individual's mental ill-health on		
their life, family, friendships and active participation in		
society (MHS7)		
K61: Risk factors of harm to self or others, a range of		
triggers and consideration of the impact of the		
environment (MHS8)		
K62: Prevention and risk reduction strategies which		
involve the individual and others, such as suicide		
mitigation, behaviours which challenge, substance misuse		
and self-neglect and reduction of restrictive practices		
(MHS9)		
K63: The importance of own mental health and wellbeing		
when working in mental health services (MHS10)		
S35: Recognise and respond to deteriorations in physical		
health, mental health and wellbeing (MHS6, <i>MHS11</i> )		
S60: Enable and empower individuals to actively		
participate in society and recognise the impact of mental		
health on them and others (MHS7)		
S61: Identify situations of risk to yourself or others and		
take action including seeking support (MHS8)		
S62: Involve the individual, carers and family members in		
risk management processes (MHS9)		
S63: Review and promote your own mental health and		
wellbeing (MHS10)		

**Option 5: Children and Young People Support Pathway only** 

KSB	Evidence reference	Evidence location
K33: The end of life phase and the factors which impact		
care during the end of life phase (CYP8)		
K34: Local systems for discharge and transfer and the		
availability of services and agencies offered by the wider		
health and social care system (CYP9)		
K35: The signs and symptoms that indicate a child or		
young person's physical or mental health and wellbeing		
are deteriorating (CYP10, CYP12)		
K65: The main life transitions for children and young		
people and the importance of involving the child or		
young person in their own care in line with legal policy		
and service frameworks for children and young people		
(CYP11)		
S33: Provide care and support for children, young people		
and their family during the end-of-life phase (CYP8)		

S34: Contribute to signposting to relevant agencies and,	
discharge or transfer of children or young people	
between services, in line with their care plan (CYP9)	
S35: Recognise and respond to deteriorations in physical	
health, mental health and wellbeing (CYP10, CYP12)	
S65: Support children and young people through	
transitions by enabling shared or independent decision	
making (CYP11)	

**Option 6: Allied Health Profession Therapy Support Pathway only** 

KSB	Evidence reference	Evidence location
K34: Local systems for discharge and transfer and the		
availability of services and agencies offered by the wider		
health and social care system (AHP6)		
K70: The potential impact of mental and physical		
capacity, health condition, learning disability or overall		
wellbeing on therapeutic or clinical interventions (AHP7,		
AHP11)		
K72: Strategies and tools available to engage individuals		
or communities in group sessions (AHP8)		
K73: Activities and resources available within the		
community and the means to access them (AHP9)		
K76: Strategies and tools available to engage individuals		
in learning how to use therapeutic equipment and		
resources (AHP10)		
S34: Contribute to signposting to relevant agencies and,		
discharge or transfer of individuals between services, in		
line with their care plan (AHP6)		
S70: Recognise the impact of mental or physical capacity,		
health condition, learning disability or overall wellbeing		
on the therapeutic or clinical task or intervention and		
when to adapt (AHP7, <i>AHP11</i> )		
S72: Facilitate group sessions to support health and well-		
being of individuals or communities (AHP8)		
S73: Support people to engage in the community and		
access activities or resources in line with their treatment		
goals (AHP9)		
S76: Demonstrate and teach the safe and appropriate use		
of therapeutic equipment and resources (AHP10)		

**Option 7: Diagnostic Imaging Support Pathway only** 

KSB	Evidence reference	Evidence location
K79: An awareness of ionising and non-ionising radiation		
and how these are safely applied to imaging		
examinations across a patient pathway (DIS9)		

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K82: The regulations procedures and protocols for the		
safe preparation and administration of medicines and		
contrast agents (DIS10)		
K83: Roles and responsibilities in the safe supply,		
management and administration of medicines, the range		
of procedures where these are used and the risks and		
mitigations of side effects, adverse response or non-		
compliance (DIS11)		
K84: The risks and contraindications of cannulation and		
the equipment and techniques used to cannulate/remove		
cannulas (DIS12)		
K87: The structure and function of the human body in		
health, disease and trauma, as well as common		
pathologies and mechanisms of disease and trauma, in		
relation to imaging examinations (DIS13)		
K88: The importance of recognising the signs and		
symptoms that indicate a deterioration in the health and		
wellbeing of self and others, including mental health		
(DIS14)		
K89: Local systems and protocols for team briefing,		
patient sign in, timeout, sign out and debriefing (DIS7)		
K91: The potential impact of mental and physical		
capacity, health condition, learning disability or overall		
wellbeing on therapeutic or clinical interventions (DIS8,		
DIS15)		
S79: Support the multi-disciplinary team in the safe flow		
of individuals through the imaging environment,		
recognising and complying with current legislation and		
best practice (DIS9)		
S82: Support practitioners with the preparation and		
administration of medicines and contrast agents within		
the scope of own role (DIS10)		
S83: Administer medicines supplied by a registered		
practitioner within the scope of own role (DIS11)		
S84: Insert, flush and remove cannulas in line with local		
protocols and within the scope of own role (DIS12)		
S87: Support the multi-disciplinary team in the safe		
delivery of an imaging service (DIS13)		
S88: Review and promote the health and wellbeing of self		
and others, including mental health (DIS14)		
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S89: Participate in team briefing nations sign in timeout		
S89: Participate in team briefing, patient sign in, timeout,		
sign out and debriefing (DIS7)		
sign out and debriefing (DIS7) S91: Recognise the impact of mental or physical capacity,		
sign out and debriefing (DIS7)  S91: Recognise the impact of mental or physical capacity, health condition, learning disability or overall wellbeing		
sign out and debriefing (DIS7) S91: Recognise the impact of mental or physical capacity,		

### **Apprentice Declaration**

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

## **Employer Declaration**

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date