

How do I use the Core Competency Frameworks?

Core Competency Frameworks are intended for use with any staff member who is involved in the delivery of the Core Components of CR throughout the patient pathway.

The Competency Frameworks are applicable to programmes running in both the hospital and community setting and can be used to assess competence and to direct Continuing Professional Development [CPD] for staff involved in the delivery of CR programmes. The Competency Frameworks provide the facility to tailor their use to the individual's specific role and responsibilities within a programme.

Each Competency Framework is laid out in a table format so that responses can be easily recorded and completed either electronically or on a hard copy.

1. Within each Framework, there is a series of numbered Performance Criteria (PC) and columns against which to record:
 - a. whether the PC is essential, desirable or not applicable for the individuals' specific role
 - b. the date the PC is achieved
 - c. space for comments to identify perhaps, where further professional development is required to achieve the PC or to record specific exemplary areas of performance.

2. At the end of each Competency there is a summary table which records:
 - a. summary of performance observed: achieved/improvement required with comments/actions as appropriate.
 - b. signatures of the reviewee and the reviewer to validate the recorded response and agree outcomes

3. Evidence to determine success of a staff member to fulfill the criteria can be achieved through various methods:
 - a. Practical observation
 - b. Verbal communication
 - c. Questioning
 - d. In-service training
 - e. Mandatory training
 - f. External courses
 - g. Other resources, e.g. BACPR and ACPICR standards

4. It is not intended that observation and/or achievement of these competences should be a time consuming exercise and can be a useful tool to monitor performance over a period of time (to be defined internally) and impact positively on service delivery.

5. As the document relates to the competences required across the patient's journey through CR, not all competences will be relevant to each member of staff. Hence, not all competences and relating PC need to be achieved.

6. It is the responsibility of the Manager/Reviewer to determine if the competency or PC is essential, desirable and/or relevant to the member of staff.

7. Each competency is also mapped against BACPR Education and Training courses to identify appropriate training for the reviewee if applicable.

8. The competences can be linked with the NHS Agenda for Change Knowledge and Skills Framework (KSF) and therefore used as evidence for the KSF.
9. The reviewer ideally should be competent in assessing an individual's ability according to the competences outlined and have a sound understanding of the skills required to deliver safe and effective physical activity and exercise prescription in CR. It is recommended however, that a reviewer holds a relevant assessor qualification to enable objective assessment of the reviewee's knowledge and ability.
10. After successful completion of the Competences, it is recommended that the Competences will be reviewed as part of an annual appraisal to ensure competency is maintained, or in response to new published evidence and/or changes to national or local guidance.

BACPR are always interested to hear about your experiences of using our Resources in practice. If you have feedback to share please contact us: bacpr@bcs.com