

Example Competency Assessment Form

Name:	Department: Nutrition and Dietetics	Role: Dietetic Assistant Practitioner
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Clinical Skill:	Checking the balloon volume of a balloon gastrostomy tube (BGT) or low-profile device
Aim & Objectives:	<p>To enable the above-named person to undertake the outlined clinical task safely effectively and competently.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • demonstrate an understanding of the knowledge and skills necessary for the safe completion of this task • demonstrate an understanding of their scope of practice within the task and when to seek additional support.
Pre-requisites:	<ul style="list-style-type: none"> • completion of the Home Enteral Feed Team 'tube tutorial' and annual refreshers • observation of "checking BGT water volume" Home Enteral Feed Team video (2020 version) • read the trust protocol on 'Checking the balloon volume of a balloon gastrostomy tube or low-profile device'
Assessment:	Using performance criteria below and assessment by an enteral nutrition nurse specialist or an appropriate member of staff with experience in this skill.
Risk Assessment:	LOW (level of risk of harm due to user error)
Update:	Competence to be reviewed annually by an appropriate member of staff with experience in this skill and at the Individual Performance Development Review (IPDR).

The practitioner can demonstrate the following knowledge:		(Tick)
Understands and can explain the steps involved in completing the skill		
Understands and can explain the relevance and importance of the task, and implications if not completed		
Understands and can explain the frequency requirements, and how these vary dependent on tube type		
Understands and can explain the circumstances in which checking the volume of a balloon gastrostomy tube or low-profile device should not be carried out		
Understands and can explain the escalation protocols, for situations outside of the agreed protocol		
Understands and can explain all trust documentation relevant to the task.		
I confirm that the above-named practitioner has successfully demonstrated the theoretical knowledge required for this competency:		
Signed:		Date:
Print Name:		Position
DT Number:		

The practitioner can demonstrate the following clinical skills:		Demonstration Attempt		
		1	2	3
Able to identify, when asked, the type of tube in place and determine the correct amount of sterile water to be used				
Demonstrates effective communication, building of rapport and gaining service user consent or, other (as required)				
Able to locate and check the expiry date on the water for injection and syringes, when asked				
Able to draw up the required amount of water for injection into one of the syringes and prepare the other syringe ready for use				
Able to slide the external disc 2-3cm away from the skin surface (unless low-profile device)				
Able to document the 'cm' marking on the tube visible at the skin level (unless low-profile device)				
Demonstrates thorough checking of the condition of the stoma site, and if needed, the appropriate method for cleaning the site				
Demonstrates appropriate escalation if the stoma site has redness, discharge and/or pain				
Able to push the tube in 2-3cms into stomach, until the disc is against the skin (unless low-profile device) and secure the disc against the skin with fingers or using tape				
Able to check the balloon port valve is clean and functional and attach the empty Luer slip syringe to the balloon port				
Able to draw back the plunger on the syringe until no further fluid can be withdrawn from the balloon and documents the of amount of water removed				
Demonstrates checking of the water colour and volume prior to discarding syringe and fluid				
Demonstrates effective escalation procedure if the balloon has lost more than expected (as outlined in protocol)				
Able to re-inflate the balloon, attaching the second syringe (filled with recommended amount of water for injection) to the balloon port, and injecting the water, prior to discarding the syringe				
Demonstrates effective escalation procedure if there are any signs of resistance, discomfort or pain on re-inflation				
Able to re-position tube by gently pulling back the tube until slight resistance is felt				
Able to replace external disc to ensure it lies 2-5 mm from the skin surface and check that the cm marking at the skin level is the same as at the start of the procedure				
Demonstrates correct hygiene and personal protective equipment (PPE) protocol for the task, including appropriate waste disposal				
Demonstrates appropriate documentation of the procedure in the service users' records.				
Demonstrates appropriate reporting to the task supervisor				
I confirm that the above-named practitioner has completed the assessment competently at all observations required for this task.				
Signed:		Date:		
Print Name:		Position:		
DT Number:				

Assessors' comments
Practitioner comments

Declaration:			
I confirm that I have had theoretical and practical instruction on how to safely and competently check the balloon volume of a balloon gastrostomy tube or low-profile device and agree to comply with the local workplace policies and procedures. I acknowledge that it is my responsibility to maintain and update my knowledge and skills relating to this competency.			
Signed:		Date:	
Print Name:		Position:	

Office Use Only

Author Details			
Name:		Position:	
Signed:		Date:	
DT Number:			

Peer Reviewer Details:			
Name:		Position:	
Signed:		Date:	
DT Number:			

Competency Review Date:	
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