

# MEDICAL SERVICES

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PROVIDED ON BEHALF OF THE DEPARTMENT FOR WORK AND PENSIONS

## **Training & Development Registered Nurse New Entrant Revised WCA Academy**

**(Summary)**

**MED-RNNEREWCAAC~001(y)**

Version: 6 Final

12<sup>th</sup> June 2014



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## Foreword

This training has been produced as part of a training programme for Health Care Professionals (HCPs) approved by the Department for Work and Pensions Chief Medical Adviser to carry out benefit assessment work.

All HCPs undertaking medical assessments must be registered practitioners who in addition, have undergone training in disability assessment medicine and specific training in the relevant benefit areas. The training includes theory training in a classroom setting, supervised practical training, and a demonstration of understanding as assessed by quality audit.

This training must be read with the understanding that, as experienced practitioners, HCPs will have detailed knowledge of the principles and practice of relevant diagnostic techniques, and therefore such information is not contained in this training module.

In addition, the training module is not a stand-alone document, and forms only a part of the training and written documentation that the HCP receives. As disability assessment is a practical occupation, much of the guidance also involves verbal information and coaching.

Thus, although the training module may be of interest to non-medical readers, it must be remembered that some of the information may not be readily understood without background medical knowledge and an awareness of the other training given to HCPs.

Office of the Chief Medical Adviser

12<sup>th</sup> June 2014



## Document Control

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### Superseded documents

### Version history

Version	Date	Comments
6 Final	12 <sup>th</sup> June 2014	Signed off by CMMS and HWD
6a draft	5 June 2014	Schedule 28 update OA
5 Final	26 <sup>th</sup> March 2013	Final version signed off by HWD and CMMS
5c draft	21 <sup>st</sup> February 2013	Formatting
5b draft	21 <sup>st</sup> February 2013	Internal QA comments incorporated
5a draft	5 <sup>th</sup> February 2013	Updated following Regulation changes
4 Final	19 <sup>th</sup> January 2012	Final version signed off by CMMS
4b Draft	09 December 2011	External QA HWWDD
4a Draft	22 November 2011	Reviewed following updates to PSS guidance and activity 7 changes

### Changes since last version

Changes made to formatting and punctuation

Text revised to maintain use of second-person format

Page 9: References to 'Medical Manager' updated

Double use of "assessment" in reference to WCA removed

Page 5: Reference to 2011 Regulations removed

Sections of WCA Handbook in Additional Reading table corrected

### Outstanding issues and omissions

### Updates to Standards incorporated

### Issue control

**Author:** Medical Training and Development

**Owner and approver:** Clinical Director

**Signature:**

**Date:**

**Distribution:**



# Registered Nurse New Entrant Revised WCA Academy Summary for the Trainer

## Overview of the Academy

This pack provides materials relating to the Registered Nurse Revised WCA (Work Capability Assessment) Academy.

The Academy will be a total of 18 days and consists of various training courses.

The Academy starts with pre-course reading 'Introduction to Disability Analysis for New Entrants' (IDA). Prior to the start of the course trainees will also receive the Revised WCA Handbook. Guidance is provided in the IDA pre-course reading and Welcome document regarding which sections they must have completed before various stages of the training. The trainees will also be sent the Physical Examination pre-course reading to be completed prior to day 2 of the Revised WCA training course (See Appendix A).

This is followed by a 1 Day facilitator led training day called 'Introduction to Disability Analysis and Revised WCA for Registered Nurse New Entrants'. This day provides the trainees with an overview of the five steps of disability analysis and introduces them briefly to the MSO and some aspects of Atos Healthcare. It also provides an overview of the structure and intention of the Revised Work Capability Assessment. The Academy then continues with the 17 Day Revised WCA Learning Path. This consists of a 14 day Revised WCA Training Course followed by 3 days of Stage 3 with actors. The remainder of Stage 3 will happen at local level.

A summary of the structure of the Revised WCA Academy is listed below:

- Pre-course Reading
- 1 day facilitator led course – Introduction to Disability Analysis and ESA and Revised WCA
- 17 day Revised WCA Learning path comprising:
  - 14 day Revised WCA Training course
  - 3 days of Stage 3

Throughout the 14-day Revised WCA training course, there are various documents to be read by trainees. A list of this additional reading for trainees with the timescale of distribution and requirement for completion can be found in Appendix A.

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**The overall aim is to enable trainees to understand how to complete an ESA85 report to satisfactory standard using LiMA computer software.**

The trainees are informed that the timings of the trainer-led course are usually 8:30 am to 5:15 pm, although one day finishes at 5:30 pm and some days finish at 5:00 pm. The last day ends at 4:15 pm, trainees having completed the Test Case in the morning and had further opportunity to practice on LiMA in the afternoon. There is usually a 60-minute lunch break and also coffee/tea breaks. In addition, the trainees are informed that there is sometimes reading to complete for the next day.

## **The Registered Nurse Revised WCA Approval Process**

There are 4 stages to the process.

### **Stage 1**

Trainees will complete the Introduction to Disability Analysis and Revised WCA day. All trainees then commence the 14-day Revised WCA training course within the Academy having completed appropriate pre-course reading (see Appendix A). For some of these days 2 trainers will be required. Actors and professional patients will also be required at various points (see Appendix B).

### **Revised WCA Training Course**

#### **Day 1 includes:**

- Disability Analyst Overview in the context of Revised WCA Assessments: 5 Steps of Disability Analysis (including reference to the concept of the Personalised Summary Statement), Definitions, Models of Disability, Audit and Professional Standards
- Revised WCA Process: Forms, Introduction to the Support Group, Functional Categories, Physical LCW/LCWRA Descriptors and LiMA Walkthrough
- Taking a Functional History and Observation in the Revised WCA Assessment

#### **Day 2 includes:**

- An overview of Anatomy to consolidate and check understanding of pre-course reading
- Discussion on range of Joint Movement: the Anatomical and Functional Perspectives
- The Musculoskeletal Overview training and practice
- Discussion and practice in appropriate aspects of Regional Examination of the Upper and Lower Limbs

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- Discussion and practice of Functional Examination of the Cardiorespiratory and Peripheral Vascular System
- Discussion and practice of Functional Examination of the Special Senses
- Discussion on customer care issues in people with sensory loss
- An introduction to LiMA Physical Examination Screens

### **Day 3 includes:**

- Practice in recording physical examination findings and using logical reasoning to choose descriptors
- Further MSO Practice
- Role play (physical clinical skills)
- Role play data entry into LiMA with group discussion on descriptor choice and justification

### **Day 4 includes:**

- Role play and examination using professional patients to enable trainees to elicit and record actual physical signs
- Descriptor choice discussion and justification of descriptors chosen

### **Day 5 includes:**

- Further opportunity to practice history taking and examine professional patients
- Further descriptor choice and justification discussion
- An introduction to Mental Function Aspects of the Revised WCA
- An opportunity to consolidate concepts of disability in the context of the Mental Function Assessment
- Discussion on Effective Communication
- Application of the Typical Day History as an effective part of the Mental Function Assessment

### **Day 6 includes:**

- The Mental State Examination
- Practical Exercises in Mental State Examination and Communication Skills
- The Mental Function Assessment (LCW and LCWRA Descriptors)

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## Day 7 includes:

- An introduction to Mental Function aspects of Typical Day History Screens in LiMA
- An introduction to The Mental State Examination in LiMA
- Practical Exercises in Recording Typical Day History and Mental State Examination utilising role play
- Discussion of Mental function descriptors and justification for scenarios

## Day 8 includes:

- Role Play practice with trainees with Mental Function scenarios
- Mental Function role plays, using actors

## Day 9 includes:

- Further practice of Mental Function role plays using actors
- Reinforcement of the importance of the Support Group
- Reminder of the Support Group functional categories (Mental Function and Physical)
- Discussion of the Non Functional Support Group criteria
- Discussion on 'Treat as LCW' criteria
- LiMA aspects of advising Support Group inclusion and role play of a Support Group case

## Day 10 includes:

- Discussion around appropriate use of NFDs. Discussion of prognosis in the Revised WCA assessment and appropriate justification of LCWRA criteria
- Discussion through case scenarios to enable trainees to understand BioPsychoSocial issues
- MCQ (Stage 2)
- Case practice – completion of full ESA 85 reports including the Personalised Summary Statement

## Days 11 and 12 involve:

- Competency assessment of physical examination skills using actors
- Competency assessment of communication skills and Mental State Examination skills using actors

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## Day 13 includes:

- Justification in Revised WCA assessments
- Consolidation of learning through case study scenarios using LiMA where full ESA 85 reports are completed including the Personalised Summary Statement
- A demonstration of curtailment in LiMA

## Day 14 includes:

- Further case practice using LiMA
- Revised WCA Test Case completed on LiMA. (This is a proficiency test that test is designed to test your ability to complete consistent and well justified ESA 85 reports on LiMA)
- Further LiMA practice (tailored to individual trainee's need)

## Stage 2

On day 10 of the Revised WCA part of the Academy, Registered Nurses are required to complete a Multiple Choice Questionnaire (MCQ) under examination conditions, but with permitted access to the training material as reference.

## Stage 3

Having satisfactorily completed the MCQ, competency and proficiency tests within the Revised WCA Training Course, the trainee's progress to Stage 3 of the Academy.

The Academy includes 3 days of Stage 3 using professional patients and actors. Stage 3 then continues to supervised sessions at local level involving assessments and then independent, but fully audited, work.

During Stage 3, at local level, the trainer will remind trainees of the content and importance of the 3 modules in the Revised WCA/DLA Learning Path Pack 2 completed by trainees on Days 11/12. Trainees will also have further opportunity to consolidate learning under the supervision of a local mentor by completion of various case scenarios on LiMA during stage 3.

## Stage 4

After Stage 3, the aims for the Registered Nurses are to consolidate their assessment experience in continued Revised WCA assessment sessions. All of their reports will be supported by audit and mentoring, until the Clinical Manager requests Approval status. At least four consecutive 'A' grades are required at audit. Additional training will be at the recommendation of the Clinical Manager and be a specific requirement for an individual Registered Nurse who has skill gaps.

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## What this training pack includes

1. Registered Nurse Revised WCA Academy - Introduction to Disability Analysis for New Entrants pre-course reading

This will give the Registered Nurses knowledge of Disability Analysis in the context of Revised WCA assessments.

The Registered Nurses have been given the following instruction in their Welcome Pack:

**“Please read the document ‘Introduction to Disability Analysis’ (IDA) before attending your training. This pre-course reading will give you knowledge of Disability Analysis in the context of the Revised WCA. It is essential that this pack be brought with you to the booked training event. Failure to read the document may mean that the trainer cannot proceed with your training.”**

The aims of this document are to:

- Allow the Registered Nurses to develop an understanding of Disability Analysis in the context of the Revised WCA
  - Give information about the further reading necessary before and during the Revised WCA Training Course
2. Registered Nurse Revised WCA Academy - Introduction to Disability Analysis and Revised WCA for Registered Nurse New Entrants Facilitator Notes
  3. Registered Nurse Revised WCA Academy – Physical Examination Pre-course Reading.

The pre-course reading is designed as an introduction to the physical examination training that starts on day 2 of the Revised WCA Training Course part of the Academy. It will provide some basic anatomy of the Musculoskeletal System and introduce the trainees to new concepts of examination they will learn as Disability Analysts. The material is intended to provide only a basic introduction to anatomy and is not intended to be a comprehensive account of joint anatomy or orthopaedics.
  4. Facilitator Notes for 14 days of the Revised WCA Training Course part of the Academy. Each day also includes the handouts contained in the Participants Pack and handouts for Trainer only.
  5. Stage 3 training materials.

## Appendix A - Additional Reading

Document	Distribute	To be completed by
Revised WCA Handbook	<p>Pre-course reading distributed prior to The Introduction to Disability Analysis and Revised WCA day.</p> <p>(10 Training room reference copies will be available for reference. Trainees must not write on these and they must be returned at the end of the course). Trainees will have been sent an electronic copy of this prior to the training. Some trainees may have chosen to print their own hard copy at base location prior to the training.</p>	<p>Sections 1.1 to 1.7 to be read as pre-course reading (before the Introduction to Disability Analysis and Revised WCA day)</p> <p>Section 2.4 (Treat as LCW) to be read at end of Day 1 of the Introduction to Disability Analysis and Revised WCA</p> <p>Sections 2.1 to 2.2 to be read prior to Day 1 of the Revised WCA Training Course (Overview of Filework)</p> <p>Sections 2.3 to 2.3.1.9 to be read prior to Day 1 of the Revised WCA Training Course (Support group overview and Support Group Severe Functional Limitation(physical))</p> <p>Section 3.2 to be read prior to Day 1 of the Revised WCA Training Course Sections 3.1.3.6 to 3.1.3.9 on night of Day 1 Revised WCA Training Course to consolidate learning</p> <p>Section 3.5 to be read prior to Day 6 of the Revised WCA Training Course (Mental Function Assessment)</p> <p>Sections 2.3.1.10 to 2.3.1.15 to be read prior to Day 6 of the Revised WCA Training Course (Support Group – Severe Functional Limitation (Mental Function) and Special Circumstances)</p> <p>Section 2.3.2 to be read prior to Day 9 of the Revised WCA Training Course</p> <p>Sections 3.8 (NFDs), 3.10( Prognosis) and 4.2 (Sensitive Information) to be completed prior to day 10 of the Revised WCA Training</p>
Introduction to Disability Analysis for New Entrants Pre-course Reading	To be sent electronically to new entrants prior to commencement of the Introduction to Disability Analysis and Revised WCA	To be completed prior to The Introduction to Disability Analysis and Revised WCA Day

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<b>Document</b>	<b>Distribute</b>	<b>To be completed by</b>
Physical Examination Skills Pre-course Reading	To be sent electronically to new entrants prior to commencement of the Introduction to Disability Analysis and Revised WCA	Must be completed by day 2 of the RN Revised WCA Training Course
Handout 34 of Participant Pack (First 3 pages)	Participant Pack distributed on Day 1 of Revised WCA training course.	To be read on the night of Day 2 of the Revised WCA Training Course
Handout 34 of Participant Pack (Remainder of Handout)	Participant Pack distributed on Day 1 of Revised WCA training course.	To be read before day 13 of the Revised WCA Training Course and Personalised Summary created for the case allocated by the trainer
Guidance for Chemotherapy/Radiotherapy (2012 Regulations)	Distribute on Day 1 of the RN Revised WCA Training course	To be completed prior to day 9 of the RN Revised WCA Training Course
EBM Mental Health Key points and examination techniques	Distribute on Day 1 of the RN Revised WCA Training course	To be completed prior to day 5 of the RN Revised WCA Training Course
EBM Cardiorespiratory Key Points and Examination Techniques	Distribute on Day 1 of the RN Revised WCA Training course	To be completed prior to Stage 3 of the Academy
EBM Musculoskeletal Key Points and examination Techniques	Distribute on Day 1 of the RN Revised WCA Training course	To be completed prior to Stage 3 of the Academy.
EBM Neurological and Infections Key Points and examination Techniques	Distribute on Day 1 of the RN Revised WCA Training course	To be read after the Academy as part of ongoing Professional Development or prior to the Registered Nurse commencing file work training (if applicable).
LiMA Revised WCA Exam Technical Manual	Demonstrate on Livelink access/ distribute Training Room copies (on loan only ) on Day 1 of the Registered Nurse Revised WCA training course	To be completed by day 3 of Registered Nurse Revised WCA Training Course

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<b>Document</b>	<b>Distribute</b>	<b>To be completed by</b>
Mental Illness – Current Therapeutics and Management	Distribute on Day 6 of the Registered Nurse Revised WCA Training Course  (Individual personal hard copies available for each trainee)	To be completed by day 10 of the Registered Nurse Revised WCA Training Course
Revised WCA/DLA Learning Path Pack 2 Folder	Distribute on Day 10 of the Registered Nurse Revised WCA Training Course by e-mail	To be completed on day 11/12 of the Registered Nurse Revised WCA Training Course
DWP Contract Business Continuity Plan	Distribute on Day 13 of the Registered Nurse Revised WCA Training Course  (Training room copies available and accessible on Livelink)	To be completed prior to commencing stage 4 training.
Evidenced Based Protocols for the Disability Analyst – CD ROM	Distribute on Day 14 of the Registered Nurse Revised WCA Training Course	To be read as part of ongoing professional development in own time, or if the nurses have downtime at base site

## Appendix B - Outline of Trainer Structure of the Revised WCA Academy

TRAINING DAY	TIME	TRAINER REQUIREMENT	PROFESSIONAL PATIENT REQUIREMENT
<b>IDA/Revised WCA Day</b>	8.30 – 5.15 (60 min lunch)	Lead trainer	
<b>Revised WCA Training Course</b>			
<b>Day 1</b>	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer	
<b>Day 2</b>	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer/ Trainer 2 by 10.40	
PM		Lead trainer/ Trainer 2 until 3.10pm	
<b>Day 3</b>	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer/Trainer 2	
PM		Lead trainer/Trainer 2	
<b>Day 4</b>	8.30 – 5.30 (45 min lunch)		
AM (Examination of Prof patients)		Lead trainer/ Trainer 2	Prof patients (from 0835)
PM (Examination of Prof patients)		Lead trainer/ Trainer 2	Prof patients (until 1645)
<b>Day 5</b>	8.30 – 5.15 (45 min lunch)		
AM (Examination of Prof patients)		Lead trainer/ Trainer 2 Until 12.30 pm	Prof patients (0835-1230)
PM		Lead trainer	
<b>Day 6</b>	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer	
<b>Day 7</b>	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer/ Trainer 2 from 830 am	
PM		Lead trainer/Trainer 2 Until 240 pm	
<b>Day 8</b>	8.30 – 5.15 (60+ min lunch)		
AM		Lead trainer/ Trainer 2	
PM		Lead trainer /Trainer 2	Role Players (1245-1710)
<b>Day 9</b>	8.30 – 5.15 (60+ min lunch)		
AM		Lead trainer/ Trainer 2	Role Players (0835-1255)
PM		Lead trainer/ Trainer 2 until 1pm	

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TRAINING DAY	TIME	TRAINER REQUIREMENT	PROFESSIONAL PATIENT REQUIREMENT
<b>Day 10</b>	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer/ Trainer 2 12pm-5.15pm	
<b>Day 11</b>	8.30 – 5.00 (60 min lunch)		
AM		Lead trainer/ Trainer 2	2 Prof Patients (from 0835)
PM		Lead trainer/ Trainer 2	2 Prof Patients (until 1655)
<b>Day 12</b>	8.30 – 5.00 (60 min lunch)		
AM		Lead trainer/ Trainer 2	2 Role Players (from 0835)
PM		Lead trainer/ Trainer 2	2 Role Players (until 1655 – but only needed after 15.15 if there are re-sits of the physical competency assessment)
<b>Day 13</b>	8.30 – 5.15 (60 min lunch)		
AM		Lead trainer	
PM		Lead trainer/ Trainer 2	
<b>Day 14</b>	8.30 – 4.15		
AM		Lead trainer/ Trainer 2	
PM		Lead trainer/Trainer 2	
<b>Day 15</b> 8.30 – 5.15 (60 min lunch)			
AM (Stage 3)		Lead trainer/ Trainer 2	Prof patients (all day)
PM (Stage 3))		Lead trainer/ Trainer 2	Prof patients (all day)
<b>Day 16</b> 8.30 – 5.15 (60 min lunch)			
AM (Stage 3)		Lead trainer/ Trainer 2	Role Players (all day)
PM (Stage 3)		Lead trainer/ Trainer 2	Role Players (all day)
<b>Day 17</b> 8.30 – 5.15 (60 min lunch)			
AM (Stage 3)		Lead trainer/ Trainer 2	Role Players (all day)
PM (Stage 3)		Lead trainer/ Trainer 2	Role Players (all day)



## Observation Form

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Please photocopy this page and use it for any comments and observations on this document, its contents, or layout, or your experience of using it. If you are aware of other standards to which this document should refer, or a better standard, you are requested to indicate this on the form. Your comments will be taken into account at the next scheduled review.

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