

MEDICAL SERVICES

PROVIDED ON BEHALF OF THE DEPARTMENT FOR WORK AND PENSIONS

Training and Development Registered Physiotherapist New Entrant Revised WCA Academy

Summary

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Version 4 Final

23 April 2014

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Foreword

This training has been produced as part of a training programme for Healthcare Professionals approved by the Department for Work and Pensions to carry out benefit assessment work.

All Healthcare Professionals 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 and Disability Assessors, the Healthcare Professionals 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 a healthcare Professional 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 Healthcare Professionals.

Office of the Chief Medical Adviser

23rd April 2014

Document control

Superseded documents

Version history

Version	Date	Comments
4 Final	23 rd April 2014	Signed off by HWD and CMMS
4a draft	21 March 2014	Updated following TTT by Medical Training & Development
3 Final	3 rd July 2013	Final version signed off by CMMS and HWD
3a draft	17 June 2013	Review following amendments to regulations
2 Final	3 April 2012	Signed off by HWD and CMMS
2a draft	January 2012	Revised for PSS and other updates
1 Final	23 March 2011	Signed off by CMMS

Changes since last version

References to Livelink changed to SharePoint

Reference Medical Manager changed to Clinical Manager

Outstanding issues and omissions

Updates to Standards incorporated

Issue control

Author: Medical Training & Development

Owner and approver: The Clinical Director

Signature: **Date:**

Distribution:

Registered Physiotherapist New Entrant Revised WCA Academy

Summary for the Trainer

Overview

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

The Academy will be a total of 21 days. There will be elements of self-directed learning, modified learning sets and facilitator-led training days. Some of the Academy will be conducted at local level and some of the training will be at central level.

The Academy starts with an induction day at the local unit. At this time the new entrants will be orientated to the unit and receive guidance on health and safety issues. IT issues (including log-ons) will also be addressed. The new entrants will then have a day to observe ESA assessments. This day will provide the trainees with an overview of the ESA assessment process and help them to identify their own skill and knowledge gaps.

The trainees will then proceed to a number of days of self-directed learning mainly based around the Mental Health EBM Protocols. They will also read the pre-course reading document "Disability Analysis for New Entrant Registered Physiotherapists and Introduction to the Revised WCA" prior to attending Day 4 of the Academy. Trainees will also have access to the Revised WCA Handbook which they must read. The Welcome document includes a guide which indicates the sections of the self-directed reading that must be completed by each stage of the course.

Following completion of the 21 day Academy, they will proceed to Stage 3 training at local level.

A summary of the structure of the Registered Physiotherapist Revised WCA Academy is listed below (further detail of the content of each day can be found further on in this document):

- Local Induction day
- Local live WCA observation experience
- Local self-directed learning day
- 1 day facilitator-led training day – Disability Analysis for New Entrants and Introduction to the Revised WCA

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- Modified learning sets
- 3 further self-directed learning days at local level
- Further modified learning sets
- 10 day WCA training course
- 2 days of Central Stage 3 with role-players

Throughout the 21 day Academy trainees must read a number of documents. A list of this additional reading for trainees with the timescale for distribution and requirement for completion can be found in Appendix A.

The overall aim of the Academy is to provide trainees with the knowledge and skills to deliver competent WCA assessments.

The Registered Physiotherapist WCA Approval Process

There are 4 stages to the process:

Stage 1

Trainees complete the 21 day Registered Physiotherapist Revised WCA Academy. During the Academy, they will have to demonstrate knowledge and competency in various activities:

- They will have their self-directed learning discussed with an experienced mentor. If the mentor identifies a requirement for further reading, they will discuss this with the Clinical Manager. The trainee will be directed to further learning resources and they will be expected to read these in their own time. The Clinical Manager must sign off this additional learning once completed to ensure the trainee has acquired appropriate knowledge and understanding of the topic.
- Their knowledge and participation in the modified learning sets must be signed off by the trainer. The trainee must demonstrate knowledge of the topic at the learning set and participate fully in the activities. If the trainee has not demonstrated knowledge, they will be expected to complete further reading and demonstrate their knowledge to their Clinical Manager before they can proceed to live Stage 3.
- They must demonstrate competency in communication skills in mental health role play.
- They must demonstrate competency in the use of the LiMA application by completing a Revised WCA competency on LiMA case.

For some of the training days in the Academy, 2 trainers will be required. Role-players and professional patients will also be required as indicated in Appendix B.

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Summary of Days of the Academy

Day 1 (local induction):

- HR Induction. This day will be managed locally but must cover aspects of:
 - The working environment
 - Health and safety issues
 - Ergonomics including completion of the module on Display Screen Equipment
 - Company Policies such as expenses and sickness absence.
- IT issues. During this day, the local unit should ensure that the new entrants have access to company e-mail, SharePoint, the training server, the LiMA Repository, health and safety training, expenses, VCF, etc.
- Distribution of material. The DANE pre-course reading document and the Revised WCA Handbook should be made available to new entrants. In addition, trainees should be issued with the aims and suggested reading list for each of the learning sets on Days 5 and 9 of the Academy.

Day 2 (local ESA Examination Experience):

This day provides the new entrant with the opportunity to observe ESA assessments. The new entrant should be able to gain an overview of the ESA assessment process and consider the range of medical conditions most commonly seen. This should provide them with the opportunity for reflective practice to identify possible knowledge gaps that they may wish to address.

Day 3 (local self-directed learning). During this day the trainees will complete:

- Sections 1.2 to 1.8 of the Revised WCA Handbook (Background to ESA).
- EBM Protocols – Schizophrenia, Bipolar Disorders and Depression.
- Disability Analysis for New Entrant Registered Physiotherapists pre-course reading.
- Training on measuring blood pressure using a manual technique.

The documents will be available to the practitioners on SharePoint or on CD for reference.

Day 4 (facilitator-led DANE and Introduction to ESA and the WCA):

- The Disability Analyst Overview, 5 Steps of Disability Analysis, Definitions and Models of Disability and Professional Standards
- Typical Day

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- Observation
- Examination
- Logical Thought Process with Levels of Disability and Justification
- Audit
- Practice MCQ
- Overview of ESA and the WCA
- Structure of Remaining Course and Closure

Day 5 (modified learning sets and aspects of physical examination run centrally):

- Schizophrenia
- Bipolar Disorder
- Continence
- MSO practice and discussion on aspects of functional neurological examination.

Day 6 (local self-directed learning day). Trainees will complete EBM protocols on:

- Adjustment Disorders and PTSD
- Anxiety
- OCD
- Eating Disorders

Day 7 (local self-directed learning). Trainees will complete EBM protocols on:

- Alcohol Related Disorders
- Substance Use Disorders
- Personality Disorders
- HIV and AIDS

Day 8 (local self-directed learning). Trainees will complete:

- Textbooks and internet resources on diabetes
- EBM protocol – CFS and Fibromyalgia
- EBM protocol – Epilepsy

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Day 9 (modified learning sets and functional examination of the special senses run centrally):

- Diabetes
- Autistic spectrum disorder
- Acquired brain injury
- Functional examination of the special senses

Day 10:

- Introduction to Mental Function Aspects of the WCA
- Consolidation of Concepts of Disability in the Context of the Mental Function Assessment
- Critical Evaluation of Evidence
- Effective Communication
- Typical Day (as part of the mental function assessment)
- Mental State Examination
- Practical Exercises in Mental State Assessment and in Disorders of Thought and Perception
- Introduction to the Typical Day and Mental Function Assessment Screens on LiMA

Day 11:

- The Mental Function Assessment
- The mental function support group descriptors
- Role Play to Practice History Taking in the Mental Function Assessment
- The ESA 50 and Condition History Pages of LiMA
- Practical Exercises in Recording Typical Day History and Mental State Assessment
- Further Role Play and Recording of Data on LiMA

Day 12:

- Discussion on Mental Function Descriptor choices and Justification of Opinion and introduction to the Personalised Summary Statement
- Role Play Sessions Involving Role-Players

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Day 13:

- Mental function assessment sessions involving role-players
- Session on learning disability

Day 14:

- Mental function assessment sessions involving role-players
- Session on autistic spectrum disorder

Day 15:

- Mental function assessment sessions involving role-players
- Mental Health Communication Skills Competency Test
- Completion of ESA/DLA Pack 2 documents

Day 16:

- The Musculoskeletal Overview
- Range of Joint Movement: the Anatomical and Functional Perspectives
- Regional Examination of the Musculoskeletal and Neurological Systems
- Functional Examination of the Cardiac, Respiratory and Peripheral Vascular Systems
- Documentation of Physical Examination Findings in LiMA
- Physical Function Categories and Descriptors
- The physical support group descriptors
- Physical Descriptor Case Scenarios

Day 17:

- Case Practice Using LiMA
- Justification in WCA Assessments
- Case Practice Using LiMA

Day 18:

- The Support Group special circumstances and Treat-as-LCW
- The Support Group and LiMA

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- NFDs, Prognosis and LCWRA Justification
- Curtailment
- BioPsychoSocial Issues

Day 19:

- Final MCQ
- LiMA Case Practice
- WCA Competency on LiMA

Day 20 (central Stage 3)

Completion of combined mental and physical WCA assessments using role-players

Day 21 (central Stage 3)

Completion of combined mental and physical WCA assessments using role-players

Stage 2

On Day 19 of the Academy trainees are required to complete a Multiple Choice Questionnaire (MCQ) under examination conditions, but with permitted access to the training material for reference.

Stage 3

Having satisfactorily completed the MCQ, competency and proficiency tests within the WCA training course, trainees continue to Stage 3 with role-players.

The Academy includes 2 days of Stage 3 using role-players. Stage 3 then continues to supervised sessions at local level involving Work Capability Assessments. This stage will last at least 5 days. During this time, the Registered Physiotherapists must demonstrate competency in at least 3 mental health cases (one of which must be complex) and at least 3 physical cases before proceeding to Stage 4. The stage 3 trainer should supervise every case until competence is achieved.

During Stage 3 at local level the trainer will remind the trainee of the content and importance of the 3 modules in the ESA/DLA Learning Path Pack 2.

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Stage 4

The aim is for the Registered Physiotherapists to consolidate their assessment experience in continued WCA sessions. All of their reports will be supported by audit and mentoring, until the Clinical Manager feels that referral for approval is appropriate. At least 4 consecutive A grades are required for approval. Additional training will be at the recommendation of the Clinical Manager and will be a specific requirement for an individual Registered Physiotherapist who has skill gaps.

What this training pack includes

1. New Entrant Physiotherapist WCA Academy – Disability Analysis for New Entrants and Introduction to the Revised WCA pre-course reading

This will provide the Registered Physiotherapists with knowledge of Disability Analysis in the context of the WCA.

The aims of this document are to:

- Allow the Registered Physiotherapists to develop an understanding of Disability Analysis in the context of the WCA.
- Provide trainees with background information on ESA and the WCA

2. Facilitator Notes for Day 4 and Days 10 to 19 of the Academy

Each day of facilitation notes also includes the Handouts contained in the Participants Pack and Handouts for Trainer only.

3. Modified Learning Set Documents for Day 5 and 9 of the Academy

4. Central Stage 3 Case Scenarios

5. Central Stage 3 Forms

6. A “Local Training Document” outlining the training requirements conducted at local level. (Days 1, 2, 3, 6, 7& 8 of the Academy and for local Stage 3 training).

Appendix A - Additional Reading

Document	Distribute	To be completed by
WCA Handbook	<p>To be made available by local units on Day 1 of the Academy</p> <p>(8 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)</p>	<p>Sections 1.2 – 1.7 to be completed on Day 3 of the Academy</p> <p>Section 2.1, 2.2, 2.3 up to 2.3.1.1 (Filework Overview) – to be completed on evening of Day 3.</p> <p>Section 2.4 (Treat as LCW) to be read after Day 4 of the Academy</p> <p>Section 3.7 to be completed prior to day 10 of the Academy (Mental State Examination).</p> <p>Sections 2.3.1 ,3.5 and 3.6 (Mental Function Assessment) to be completed prior to Day 11 of the Academy</p> <p>Section 3.2 must be completed prior to Day 16 of the Academy (Physical Functional Categories and Descriptors)</p> <p>Section 2.3.2 and 2.4 to be read prior to Day 18 of the Academy (Support Group – Severe Functional Limitation and Special Circumstances).</p> <p>Sections 3.9 (NFDs), 3.10 (Prognosis) and section 4.2 (Sensitive Information) to be completed prior to day 18 of the Academy</p> <p>All other sections of the Revised WCA Handbook must be completed prior to commencing “live assessments” at local level.</p>
Review of Cancer Treatments and their Functional Effects & Common Cancers and their Management self directed learning	To be distributed on Day 4 of the Academy	To be completed prior to Day 18 of the Academy.

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Document	Distribute	To be completed by
Disability Analysis for New Entrants and Introduction to ESA and the WCA Pre-course Reading	To be distributed on Day 1 of Academy at local units	To be completed prior to The Disability Analysis for New Entrants (Registered Physiotherapists) Day (Day 4 of the Academy). Reading time on Day 3/ finished in evening.
Disability Analysis for New Entrants and Introduction to ESA and the WCA Participant Pack Handouts 2 and 3	Distributed on Day 4 of the Academy	To be refreshed prior to Day 5 and 16 of the Academy
EBM Mental Health Key points and examination techniques	Distribute on Day 10 of the Academy	To be used as a revision aid during the Academy
EBM Cardiorespiratory Key Points and Examination Techniques	Distribute on Day 10 of the Academy	To be completed prior to Local Stage 3
EBM Musculoskeletal Key Points and Examination Techniques	Distribute on Day 10 of the Academy	To be completed prior to Local Stage 3
EBM Neurological and Infections Key Points and Examination Techniques	Distribute on Day 10 of the Academy	To be completed prior to Local Stage 3
LiMA ESA Exam Technical Manual MED-LESAETG01	Demonstrate on SharePoint access/ distribute training room copies (on loan only) on Day 4 of the Academy	To be reviewed during the course of the Academy
Mental Illness – Current Therapeutics and Management	Distribute on Day 10 of the Academy	To be completed by day 15 of the Academy
ESA/DLA Learning Path Pack 2 Folder	Distribute on Day 15 of the Academy	Completion to be started on Day 15 of the Academy. Completion of all 3 modules before Local Stage 3

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Document	Distribute	To be completed by
DWP Contract Business Continuity Plan.	Distribute on Day 20 of the Academy (Training room copies available and accessible on SharePoint)	To be completed prior to commencing stage 4 training
Evidenced Based Protocols for the Disability Analyst – SharePoint and CD ROM	Distribute on Day 1 of the Academy	<p>EBM Protocols Schizophrenia, Bipolar Disorder & Depression to be read on Day 3 of the Academy</p> <p>EBM Protocols Adjustment Disorders, Anxiety, OCD & Eating Disorders to be read on day 6 of the Academy</p> <p>EBM Protocols Alcohol, Substance Misuse, Personality Disorder, HIV and Aids to be read on day 7 of the Academy</p> <p>EBM Protocols Chronic Fatigue, Fibromyalgia and Epilepsy to be read on day 8 of the Academy</p> <p>EBM Protocol on Learning Disability (Including Autistic Spectrum Disorder) to be completed prior to Day 9 of the Academy</p> <p>Remaining Protocols to be read as part of ongoing professional development in own time or in the event of downtime at base site.</p>
Self Directed Learning from Textbooks/ Internet Resources	Copies of Learning Sets Aims and suggested pre-course reading to be distributed on Day 1 of the Academy	<p>Continence- self - directed learning to be completed prior to learning set on Day 5 of the Academy</p> <p>Acquired Brain Injury – self directed learning to be completed prior to Day 9 of the Academy</p> <p>Autistic Spectrum Disorder – Additional learning on this topic in addition to EBM Protocol to be completed prior to Learning Set on Day 9 of the Academy</p> <p>Diabetes – Self - Directed Learning to be completed on Day 8 of the Academy</p>

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Document	Distribute	To be completed by
		<p>Schizophrenia - Additional learning on this topic in addition to EBM Protocol to be completed prior to Learning Set on Day 5 of the Academy</p> <p>Bipolar Disorder- Additional learning on this topic in addition to EBM Protocol to be completed prior to Learning Set on Day 5 of the Academy</p>
Miscellaneous Reference Sources	Mention on Day 3 of Academy	<p>DVLA guidelines on current standards on medical fitness to drive http://www.dft.gov.uk/dvla/medical/ataglance.aspx</p>

Appendix B - Outline of Trainer Structure of the Registered Physiotherapist WCA Academy

Key: Local trainer Main central trainer
 Additional central trainer Role player

<u>Training day</u>	<u>Trainer requirement</u>	<u>Role Player Requirement</u>
Day 1		
AM	Local mentor available for advice	
PM	Local mentor available for advice	
Day 2		
AM	Local Examining HCP available for observed assessment sessions	
PM	Local Examining HCP available for observed assessment sessions	
Day 3		
AM	Local mentor available for advice	
PM	Local mentor available for advice	
Day 4		
AM	Lead trainer	
PM	Lead trainer	
Day 5		
AM	Lead trainer	
PM	Lead trainer	
Day 6		
AM	Local mentor available for advice	
PM	Local mentor available for advice	
Day 7		
AM	Local mentor available for advice	
PM	Local mentor available for	

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<u>Training day</u>	<u>Trainer requirement</u>	<u>Role Player Requirement</u>
	advice	
Day 8		
AM	Local mentor available for advice	
PM	Local mentor available for advice	
Day 9		
AM	Lead trainer	
PM	Lead trainer	
Day 10		
AM	Lead trainer	
PM	Lead trainer	
Day 11		
AM	Lead trainer	
PM	Lead trainer	
Day 12		
AM	Lead trainer	
PM	Lead trainer	
	Lead trainer/Trainer 2 from 12:45pm – 5:15pm	Role Players 12:45pm - 17:00pm
Day 13		
AM	Lead trainer/Trainer 2	Role Players 8:30am - 11.45am
PM	Lead trainer/ Trainer 2	Role Players 12:45pm - 4:00pm
Day 14		
AM	Lead trainer/Trainer 2	Role Players 8:30am - 11:45am
PM	Lead trainer/ Trainer 2	Role Players 12:45pm - 4:00pm
Day 15		
AM	Lead trainer/Trainer 2	Role Players 8:30am - 11:45am
PM	Lead trainer/ Trainer 2	Role Players 12:45pm - 5:00pm
Day 16		
AM	Lead trainer/Trainer 2	
PM	Lead trainer	

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<u>Training day</u>	<u>Trainer requirement</u>	<u>Role Player Requirement</u>
<u>Day 17</u>		
AM	Lead trainer	
PM	Lead trainer	
<u>Day 18</u>		
AM	Lead trainer	
PM	Lead trainer	
<u>Day 19</u>		
AM	Lead trainer/ Trainer 2	
PM	Lead trainer/ Trainer 2	
<u>Day 20</u>		
AM	Lead trainer/ Trainer 2	Role Players 9:15am - 12:15pm
PM	Lead trainer/ Trainer 2	Role Players 1:15pm - 4:45pm
<u>Day 21</u>		
AM	Lead trainer/ Trainer 2	Role Players 9:15am - 12:15pm
PM	Lead trainer/ Trainer 2	Role Players 1:15pm - 4:45pm

Observation form

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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