

# Cert. H.E. Primary Care

## Frequently Asked Questions

### 1. What does Cert. H.E. mean?

Cert. H.E. stands for Certificate of Higher Education. To be awarded a Cert. H.E. you need to have completed a series of university accredited modules totalling 120 credits at level 4. These are:-

The compulsory core module Primary Health Care Assistant (60 credits) and a further 60 credits chosen from the following list of short courses:

- Chaperoning in Primary Care (10 credits)
- Delivering the NHS Health Check (10 credits)
- Performing Phlebotomy in Primary Care (20 credits)
- The HCA Role in Management of Asthma & COPD in Primary Care (20 credits)
- Developing an Understanding of Diabetes Care (20 credits)
- Introduction to Wound Care Management for HCA's in Primary Care (20 credits)
- Influenza and Pneumococcal Immunisation and Vitamin B12 injection (30 credits)
- Mental Health Awareness in Primary Care (20 credits)

### 2. When can I enrol on the Cert. H.E. Programme?

You can only enrol on the Cert H.E. with a 20 credit module and by contacting the PCTC. Enrolment intakes are every other month. There is a fee payable details of which are available on our website [www.pctc.co.uk](http://www.pctc.co.uk) You will be allocated to a cohort at the time of registering on a module.

### 3. How long will it take for me to complete the programme?

This is a continuous programme of study and we believe that students will normally take 2/3 years to complete it.

#### What are the pre-requisites for the Cert. H.E.?

- It is expected that the majority of applicants will access the programme with vocational qualifications and experience which could include Level 3 qualifications (NVQ 3, BTEC Award, A level), Level 4 (Primary Health Care Assistant).
- You must be registered on the 60 credit PCTC Primary Health Care Assistant module or previously completed it.
- You must have a registered nurse mentor who will support you during the course.
- You must be able to write and understand English clearly.
- You must be working a minimum of eight hours per week alongside a registered nurse as a Health Care Assistant within a Primary Care environment.
- The optional modules that make up part of the programme also have certain pre-requisites, which you will find in the Short Courses section of our website.

#### **4. What can I do when I have completed the Cert. H.E.?**

A certificate or qualification alone does not give a Health Care Assistant the ability to work as an independent practitioner.

Health Care Assistants should only be carrying out duties that they have been assessed as being competent to undertake independently, in addition to that is the accountability of the registered nurse and the responsibilities of the employer.

Obtaining the Cert. H.E. gives you official recognition that you are able to work at University level 4 standard (Higher Education). As part of this you would have been assessed as being competent to carry out a variety of duties. Which ones, will depend upon which optional modules you choose to take to make up the remainder of the 60 credits, in addition to the core module of 60 credits that must be completed. This covers the key skills of the HCA.

#### **5. Can I study for an optional module at the same time as I am undertaking the core module?**

Yes, you may study one optional module alongside the core course. However, you must be aware of the additional commitment that this will require.

Some of the optional modules require HCA's to have been in post for a certain length of time, and to be undertaking more clinical work. You can find more details in the Short Courses section of our website.

#### **6. Can I start the 60 credit Primary Health Care Assistant module without enrolling on the Cert. H.E.?**

You may undertake the 60 credit course as a stand-alone module and if you wish you may apply for the Cert H.E at the same time as your next module.

#### **7. How much does the Cert. H.E. cost?**

There is a fee to enrol on the Cert. H.E and in addition each optional module you undertake has its own individual fee structure and assessment criteria. Further information is available on our website.

#### **8. I haven't studied for a long time. Will I be able to cope with the academic requirements?**

There is lots of help available to you on the Teesside University Learning Hub website <http://dissc.tees.ac.uk> . We recommend that you visit this site to obtain information on essay writing. There are also other learning aids on the resource section of our website, plus the HCA specific resource folder.

#### **9. What help can I expect from the Primary Care Training Centre?**

When you enrol on the Cert. H.E., you will be allocated a personal tutor who will contact you periodically to discuss your progress. You may also contact either your personal tutor or one of the tutors on the courses you are studying at any time for help and advice. You should always contact tutors via the Training Centre unless you are directed otherwise by the tutor. Always have your student number to hand, together with the best time and method to contact you.

#### **10. I have already completed one of the short courses (module) with the Training Centre. Will it count towards my Cert. H.E.?**

I. If this was an accredited course you may be able to transfer the credits. Requests are considered against University regulations on an individual basis. It is important however that you enrol on the Cert HE at the time of applying for your next module. You are only allowed to transfer a maximum of 60 credits.

2. Previously some courses were not accredited by the university when you took them. You may choose to retake a course as an update to obtain the credits, or choose to do something new. All of the accredited optional modules are assessed by essays and competencies.

### **I 1. Will I get a pay rise when I have completed the Cert. H.E.?**

Salary levels are negotiated and agreed with your employer. Completing the Cert. H.E. proves that you are able to study at University level 4 standard (Higher Education).

### **I 2. Does completing the Cert. H.E. mean that I am an Assistant Practitioner (AP)?**

This depends on the organisation for which you work. There are no set rules around the title of AP. Some organisations state that if a student has obtained NVQ3 and Cert. H.E. then that is sufficient, whilst others require a minimum of a Foundation degree (two years university study).

