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|  | Supplement to vocational qualification certificate(\*) | http://upload.wikimedia.org/wikipedia/commons/thumb/8/84/Flag_of_Latvia.svg/125px-Flag_of_Latvia.svg.pngLatvia |

Series of vocational qualification certificate \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Title of the vocational qualification certificate(1)** |
| ☐ Atestāts par arodizglītību  ☐ Profesionālās kvalifikācijas apliecība  Profesionālā kvalifikācija: **Māsas palīgs** |
| (1) in the original language |

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| **2. Translation of the title of the vocational qualification certificate(2)** |
| ☐ A certificate of vocational basic education  ☐ A vocational qualification certificate  Vocational qualification: **Nursing Assistant** |
| (2) If applicable. This translation has no legal status. |

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| **3. Competence profile** |
| A nursing assistant is a professional healthcare worker who works in a healthcare institution under the direction of professional clinicians and as part of a patient care team, providing general and specialised patient care within the scope of their competence.  Has acquired the competences required to perform the following professional duties and tasks:  3.1. Providing the basic principles of care:  − prepare for the care process;  − prepare the patient for care;  − identify patient vital signs.  3.2. Ensuring patients' basic needs are met at all levels of care:  − support patients of all ages in self-care;  − participate in determining the patient's level of care;  − ensure adequate fluid and nutritional intake;  − ensure the patient is oxygenated;  − ensure the patient's urinary elimination processes;  − ensure the patient's thermoregulatory processes;  − ensure the patient gets a good night's sleep and rest;  − provide empathetic, ethical and psycho-emotional support to the patient.  3.3. Providing hygiene procedures:  − help the patient undress and dress;  − prepare the patient for hygiene procedures and self-care;  − make the patient's bed and change the bed linen;  − perform daily hygiene procedures appropriate to the patient's age, level of care and functional impairment;  − perform hygiene procedures on the patient for specific skin infections;  − collect the patient's biological secretions;  − perform patient positioning.  3.4. Providing patient care for acute and chronic health conditions in all age groups:  − provide first aid in life-threatening situations to patients of all ages;  − assess the patient's health status and changes in it;  − assist the clinician in the pre-analytical laboratory process;  − care for the patient before and during diagnostic and therapeutic procedures and examinations;  − care for the patient after diagnostic and therapeutic procedures and examinations;  − measure the patient's fluid balance;  − assist the clinician in rehabilitation measures to maintain, restore and stabilise the patient's health;  − prepare surgical instruments for sterilisation;  − provide pre and post surgical care;  − care for patients with acute and chronic illnesses;  − provide palliative and end-of-life care;  − provide post-mortem care.  3.5. Respecting the basic principles of patient rights and safety during the care process:  − respect patient rights, confidentiality and safety in the care process;  − ensure waste is sorted and disposed of after patient care activities;  − clean the premises and tidy up the surroundings;  − observe the hygiene and anti-epidemic plan of the institution.  3.6. Adherence to daily hygiene and self-defence rules as a nursing assistant:  − observe the rules of daily hygiene and occupational safety in the professional activities of a nursing assistant;  − comply with fire safety rules and instructions in emergency situations.  3.7. Observance of the general principles of professional practice:  − use the national language;  − use one foreign language;  − use information and communication technologies in the performance of duties;  − act in accordance with the rules of the employment relationship;  − work with the care team;  − adhere to the principles of multidisciplinary teamwork;  − respect the culture of communication and ethical standards in the professional activities;  − develop the professional competence of a nursing assistant.  Additional competences:   * *<<To be completed by the education institution>>;* * *...;* * *...;* * *...* |

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| **4. Employment opportunities in line with the vocational qualification(3)** |
| Work in a medical establishment under the supervision of professional medical staff. |
| (3) If possible |

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| **5. Description of the document certifying vocational qualification** | |
| **Name and status of the body issuing the vocational qualification certificate** | **National authority providing recognition of the vocational qualification certificate** |
| *<<Full name, address, telephone number, website address; e-mail address of the issuing body.* *Legal status of the issuing body>>* | Ministry of Education and Science of the Republic of Latvia, website: [*www.izm.gov.lv*](http://www.izm.gov.lv) |
| **Level of the vocational qualification certificate**  **(national or international)** | Assessment scale/Assessment attesting fulfilment of the requirements |
| State-recognised document, corresponding to the third level of the Latvian Qualifications Framework (LQF 3) and the third level of the European Qualifications Framework (EQF 3). | A mark of at least "average - 5" in the vocational qualification examination (using a 10-point scale). |
| **Access to the next level of education** | **International treaties or agreements** |
| Opportunities for education in line with LQF level 4/ EQF level 4. | *<<If applicable.* *To be completed by the education institution in case international treaties or agreements provide for the issue of additional certificates. If not applicable, delete comment>>* |
| **Legal basis** | |
| Vocational Education Law (Section 6) | |

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| **6. Means of obtaining the vocational qualification certificate** | | | |
| ☐ Formal education:  ☐ Full-time  ☐ Full-time (work-based training)  ☐ Part-time | | ☐ Education acquired outside the formal education system | |
| **Total duration of training\*\*** (hours/years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **A: Description of the vocational training received** | B: Percentage of total (100%) programme | | C: Duration (hours/weeks) |
| Part of the education programme completed in the education institution | *<<Indicate the amount (%) of the education programme completed on the premises of the education institution>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed on the premises of the education institution>>* |
| Part of the education programme completed in workplace internship, including work-based training | *<<Indicate the amount (%) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* | | *<<Indicate the amount (in hours or training weeks) of the education programme completed outside the premises of the education institution,*  *i.e. practical training in enterprises, workplace internships, work-based training>>* |
| **\*\*** Applicable to formal education.  **Further information available at:**  [*www.izm.gov.lv*](http://www.izm.gov.lv)  [*https://visc.gov.lv/profizglitiba/stand\_saraksts\_mk\_not\_626.shtml*](https://visc.gov.lv/profizglitiba/stand_saraksts_mk_not_626.shtml)  **National Information Centre:**  National Europass Centre in Latvia, [*http://www.europass.lv/*](http://www.europass.lv/) | | | |