

Elements of competence

HSC363.1	Prepare to test for substance use
HSC363.2	Take samples for testing
HSC363.3	Communicate and record the results of testing

About this unit

For this Unit you need to test individuals to see if they have been using substances, such as alcohol and controlled drugs.

Scope

The scope is here to give you guidance on possible areas to be covered in this Unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

Individuals: adults; young people; men; women; posing a low risk of infection; posing a high risk of infection; with special needs.

Requirements: prescribing; legal; organisational.

Samples: breath; urine; blood; hair; saliva.

Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit – please see details overleaf.

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> Simulation is NOT permitted for any part of this unit.
The following forms of evidence ARE mandatory:
<ul style="list-style-type: none"> Direct Observation: Your assessor or an expert witness must observe you in real work activities which provide a significant amount of the performance criteria for most of the elements in this unit. It is likely that you would be working with another person in preparing for testing and they could confirm that you followed the correct procedure and acted according to health and safety requirements. Reflective Account/professional discussion: These will be a description of your practice in particular situations based on working practices. For example, you could write about the process you use and how you ensure the rights and dignity of the individual are given priority, how you handled conflict or difficulties, how you recorded information and results.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice. Expert Witness: A designated expert witness may provide direct observation of practice, questioning, professional discussion and feedback on reflective accounts. Witness testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or individual receiving care. Products: These can be records of situations and actions taken, diary evidence of day to day practice. You need not put confidential records in your portfolio, they can remain where they are normally stored and be checked by your assessor and internal verifier. If you do include them in your portfolio they should be anonymised to ensure confidentiality.
GENERAL GUIDANCE
<ul style="list-style-type: none"> Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. Evidence must be provided for ALL of the performance criteria ALL of the knowledge and the parts of the scope that are relevant to your job role. The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Care Sector. This will include the National Service Standards for your areas of work and the individuals you care for. All evidence must relate to your own work practice.

KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the ‘knowledge evidence’ section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
Values	
1 Individuals’ rights when being tested for substance use.	
Legislation and organisational policy and procedures	
2 The legal requirements relating to testing for substance misuse.	
3 Health, safety and security policies and how to ensure the testing environment and procedures meets these.	
4 Whom to refer to if you suspect that samples are not authentic or have been contaminated.	
Theory and practice	
5 The principles and processes of effective communication and how to apply them.	
Information handling:	
6 The principles and standards of confidentiality and how to apply them.	
7 The importance of keeping full and accurate records and how to do so.	
Substance misuse:	
8 The purpose of testing and the consequences of non-compliance for individuals.	
9 The importance of accurately identifying those individuals to be tested for substance use and how to do so.	
10 The competences required of those involved in testing for substance use.	
11 Clinical and organisational procedures for testing for substance use.	
12 When testing needs to be witnessed and how to make appropriate arrangements.	
13 The importance of obtaining consent for substance testing, how to do so and when carers and/or guardians need to be involved.	
14 The possible causes of false readings in the types of tests carried out.	
15 The equipment required for testing for substance use and how to use this in accordance with supplier’s/manufacturer’s instructions.	
16 How to dispose of samples safely.	

HSC363.1 Prepare to test for substance use

Performance criteria		DO	RA	EW	Q	P	WT
1	You accurately identify those individuals to be tested for substance misuse.						
2	You schedule tests in accordance with requirements.						
3	You confirm that the environment in which the tests are to be carried out, and the procedures to be used, comply with health, safety and security policies.						
4	You make arrangements for tests to be witnessed, where required.						
5	You confirm that those involved in carrying out tests are competent and fully understand their roles and the procedures to be followed.						
6	You confirm the availability of all necessary equipment for testing.						

HSC363.2 Take samples for testing

Performance criteria		DO	RA	EW	Q	P	WT
1	You confirm that individuals being tested understand the purpose of the tests, their rights, and any consequences of not submitting to the testing procedures.						
2	You obtain any necessary consent for testing procedures from individuals, or from their carers or guardians where required.						
3	You explain clearly and precisely to individuals what they have to do, to provide their samples.						
4	You provide opportunities for individuals to describe their substance use and explain possible false positives before they are tested.						
5	You take samples according to clinical and organisational policies and procedures.						
6	You ensure that the samples are authentic and have not been contaminated.						
7	You promptly refer to relevant people if you suspect that samples are not authentic or have been contaminated.						
8	You test samples, or refer them for testing, in accordance with clinical and organisational policies and procedures.						

DO = Direct Observation
EW = Expert Witness

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

HSC363.2 Take samples for testing (cont)

Performance criteria		DO	RA	EW	Q	P	WT
9	You follow supplier's/manufacture's instructions for use of equipment, where appropriate.						
10	You dispose of samples safely, in accordance with clinical and organisational policies and procedures.						

HSC363.3 Communicate and record the results of testing

Performance criteria		DO	RA	EW	Q	P	WT
1	You communicate the outcomes of the tests to individuals, and their carers or guardians where required, and ensure they understand the consequences.						
2	You respect individuals' rights and the required standards of confidentiality.						
3	You keep full and accurate records of tests and make reports in accordance with your organisation's policy and procedures.						

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To be completed by the Candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the Assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal Verifier Feedback

To be completed by the Internal Verifier if applicable

This section only needs to be completed if the Unit is sampled by the Internal Verifier

Internal Verifier's name:

Internal Verifier's signature:

Date: