

DP04 04 (GEN7) Monitor and manage the environment and resources during and after clinical/therapeutic activities

About this Unit

This standard covers the management of the immediate environment and resources used during clinical/therapeutic activities that either you perform yourself or are led by a registered practitioner. You will be responsible for managing the environment and resources so that they are kept in an effective state while the procedure is taking place, and reinstating the resources after the event.

Users of this standard will need to ensure that practice reflects up to date information and policies.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Unit is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit.
<ul style="list-style-type: none"> ◆ The following forms of evidence ARE mandatory:
<ul style="list-style-type: none"> ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, what precautions you took when handling resources and why it is important to store and handling material and equipment. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, how you dealt with a fault or breakdown and how you monitor and replenish materials.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ 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 your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
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. ◆ 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 Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

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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
1 The current European and national legislation, national guidelines and local policies and protocols which affect your work practice in relation to: (a) health and safety and infection control (b) the handling of equipment and other resources (c) accountability and responsibility for monitoring and managing equipment and other resources, including vicarious liability	
2 Your responsibilities under the current European and national legislation and local policies and protocols on your actions within the health care environment.	
3 The importance of wearing protective clothing when dealing with hazardous substances, the type of personal protective equipment which should be used and how to use it effectively.	
4 The policies and guidance which clarify your scope of practice and the relationship between yourself and the practitioner in terms of delegation and supervision.	
5 The different types of waste and by-products generated by the activity and the appropriate methods of handling and disposal for each.	
6 Why it is necessary for actions to be taken relating to the control of infection.	
7 The operational characteristics of equipment and materials used and how to recognise when these are not of the required quality.	
8 The essential resources required for the activity.	
9 The procedures to be performed and the equipment and materials to be used that relate to these.	
10 The importance of ensuring consumables of the correct quality and quantity are available throughout the activity.	
11 The procedure to be followed and the environmental conditions and resources which it requires.	
12 Possible sources of infection.	
13 What actions you should take during and after a procedure to control the risks of infection.	
14 What procedures you are permitted to undertake when problems arise with equipment or resources and when you must refer the problem to others.	
15 The relevant person to whom you should refer problems with	

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You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
the environment and/or resources.	
16 How to confirm that equipment (including electrical) is safe for use — and the extent of the worker’s responsibility for this, in line with local health and safety guidelines.	
17 Methods of controlling infection.	
18 Methods for safely handling instruments, equipment and materials.	
19 How the correct level of cleanliness may be maintained.	
20 The correct way to store instruments and equipment used in the procedure.	
21 The procedures for packing used instruments.	
22 Methods used to replenish, maintain and clean equipment and why it is important to regularly replenish and replace supplies.	
23 The optimum frequencies at which monitoring of resources should take place.	
24 The types of information that must be recorded within maintenance documentation and the importance of completing it as near as contemporaneously as possible.	
25 The importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff.	

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Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Apply standard precautions for infection control and take other appropriate health and safety measures.					
2	Operate equipment: (a) correctly for the procedure concerned (b) safely and in a manner that is consistent with manufacturers' instructions and local procedures							
3	Handle all resources in a safe manner, consistent with infection control techniques and other statutory requirements appropriate to the procedure and setting.							
4	Regularly monitor environmental conditions and maintain them at the correct levels to ensure individual comfort and as required by the procedure.							
5	Monitor the operation of equipment regularly and confirm it is in good working order.							
6	Where faults or breakdowns occur in equipment during use, take appropriate action to remedy or minimise damage to resources and ensure the safety of the individual.							
7	Monitor consumable materials used in the clinical activity correctly and safely, and replenish and replace in accordance with protocols.							
8	Clean fixed items effectively after use with the appropriate materials.							
9	Return un-opened unused and surplus resources to the correct location for storage.							
10	Clean re-useable items effectively after use and make them safe prior to storage.							
11	Handle and dispose of wastes and by-products in a safe manner using the correct, designated waste routes.							
12	Deal promptly safely and effectively with any problems that are within your scope of practice.							
13	Report any problems with resources or the environment that you cannot solve to the relevant person to deal with them.							
14	Produce accurate, legible and complete records of maintenance activities.							

DO = Direct Observation

EW = Expert Witness

PD = Professional Discussion

RA = Reflective Account

P = Product (Work)

Q = Questions

WT = Witness Testimony

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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: