

## SFHGEN17 - SQA Code HC76 04

### Contribute to the discharge of an individual into the care of another service



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#### Overview

This standard is about supporting the discharge of individuals from a health care service once the decision to discharge has been taken by an appropriate practitioner. This standard is suitable for anyone who is expected to assist in the discharge of an individual from the health care services. Discharge may be into the care of other health or social services or into the individual's own care, which includes care provided by family members and/or significant others. The standard includes clinical discharge procedures and covers the checking of discharge notes, the transmission of information and, in the case of individuals being discharged into their own care, the provision of advice and information on their after-care.

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

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#### Performance criteria

- You must be able to:*
- P1 relay clearly to the individual decisions which have been made by the practitioner in relation to the their discharge
  - P2 check and ensure that discharge records are complete, accurate, legible and up to date
  - P3 where relevant make prompt contact with the appropriate service to advise them of the discharge
  - P4 advise the practitioner promptly when the intended service is unable to accommodate the discharged individual
  - P5 follow organisational guidelines, policies and practice with regard to the discharge of individuals and contact with other services
  - P6 maintain the confidentiality of information consistent with legislation and your employer's policies
  - P7 make the appropriate arrangements for transport and escorts when these services are required for the individual

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to contributing to the discharge of an individual into the care of another service
- K2 your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance
- K3 the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer
- K4 the importance of clear communication with individuals with differing levels of understanding, differing cultures and backgrounds, differing needs
- K5 what actions to take to ensure that individuals, and/or those supporting them, as appropriate, have the opportunity to clarify their understanding of information you are providing
- K6 when it might be necessary for an individual to have assistance with transport and what steps you would take to arrange this
- K7 when it might be necessary for an individual to be escorted and what steps you would take to arrange this
- K8 the steps you should take when there are communication differences
- K9 what you should do when the receiving service cannot accommodate the individual you are discharging
- K10 the actions to be taken to make contact with other services to which you are discharging an individual seen by the health care services
- K11 the importance of recording information clearly, accurately and in a systematic manner

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### Additional Information

#### External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB7: Interventions and treatments

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

<b>Evidence for this Unit was sampled on the following date/s:</b>	<b>IV's Signature</b>	<b>IV's Name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	