



## Higher National Unit Specification

### General information for centres

**Unit title:** Occupational Therapy Support: Audit

**Unit code:** F3NE 34

**Unit purpose:** This Unit is designed to enable candidates to develop the competences required to audit an aspect of occupational therapy within a workplace setting, applying knowledge and skills relevant to occupational therapy practice.

On completion of the Unit the candidate should be able to:

- 1 Plan an audit.
- 2 Conduct an audit according to protocol.
- 3 Produce an audit report.
- 4 Evaluate a completed audit.

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

**Recommended prior knowledge and skills:** While entry to this Unit is at the discretion of the centre, it is recommended that candidates have good communication skills, both written and oral. These could be by the achievement of a nationally recognised qualification, for example English at SCQF level 6, or by pre-course interview and assignment. In order to undertake this Unit, candidates should have experience of working in a care environment, and should typically be carrying out the role of a support worker within an occupational therapy setting, under supervision by an occupational therapist.

**Core Skills:** There are opportunities to develop the Core Skills of *Communication, Problem Solving, Numeracy* and *Information Technology* at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**Context for delivery:** If this Unit is delivered as part of a Group Award it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. This Unit was developed within the framework of the HNC Occupational Therapy Support and further develops content covered in Outcome 4 of the HN Unit, *Occupational Therapy: Policies, Procedures and Professional Standards*.

**Assessment:** This Unit is assessed via production of a report (Outcome 3) in a set format along with a protocol (Outcome 1), regular attendance at meetings with a workplace supervisor, regular contact with the college tutor (Outcome 2) and an evaluation of the audit process (Outcome 4).

## **Higher National Unit specification: statement of standards**

**Unit title:** Occupational Therapy Support: Audit

**Unit code:** F3NE 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

### **Outcome 1**

Plan an audit

#### **Knowledge and/or Skills**

- ◆ Topic for audit
- ◆ Aims and objectives of audit
- ◆ Literature review
- ◆ Audit protocol
- ◆ Current ethical guidelines

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ select one aspect of occupational therapy related to the workplace
- ◆ produce a literature review related to the selected topic, using previously published sources
- ◆ produce a protocol which includes title, introduction, aims, objectives, methodology and timescales

When selecting a topic current ethical guidelines must be taken into consideration.

Assessment will be carried out in conjunction with Outcome 2 in that the protocol developed will form the basis for Outcome 2's subsequent audit.

#### **Assessment Guidelines**

The assessment for this Outcome will consist of an agreed protocol submitted and a literature review.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Occupational Therapy Support: Audit

### **Outcome 2**

Conduct an audit according to protocol

#### **Knowledge and/or Skills**

- ◆ Record of audit process
- ◆ Data collection
- ◆ Professional standards

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ conduct an audit which follows the protocol developed in Outcome 1 and which includes adherence to the agreed timescales. The data collected must be relevant to the topic and protocol and reflect the professional standards within occupational therapy.
- ◆ produce a record of the audit process to include progress reports.

Assessment will be carried out in conjunction with the previous Outcome, in that the basis for the audit will be the protocol developed in Outcome 1.

#### **Assessment Guidelines**

The assessment for this Outcome should include completed log sheets, evidence of attendance at meetings with tutor/supervisor and evidence of appropriate response to feedback.

Progress reports may be written or oral.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Occupational Therapy Support: Audit

### **Outcome 3**

Produce an audit report

#### **Knowledge and/or Skills**

- ◆ Data Analysis
- ◆ Audit report format

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can produce an audit report which:

- ◆ includes an analysis of the data from the audit
- ◆ contains information under the following sections:
  - Title
  - Aims
  - Objectives
  - Introduction
  - Literature review
  - Methodology
  - Results
  - Conclusion
  - Bibliography

Assessment will be carried out in conjunction with the previous Outcomes, in that the audit report will incorporate the earlier literature review and protocol developed in Outcome 1; and the data gathered in the audit process in Outcome 2.

#### **Assessment Guidelines**

The assessment for this Outcome consists of an audit report. It is recommended that the report is word processed.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Occupational Therapy Support: Audit

### **Outcome 4**

Evaluate a completed audit

#### **Knowledge and/or Skills**

- ◆ Self appraisal
- ◆ Lessons learned
- ◆ Improvements

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can evaluate the audit process, including their own performance. Candidates' evaluations must include:

- ◆ the extent to which the aims and objectives were met by the audit
- ◆ the strengths and weaknesses of the candidate's progress, including the organisation of the audit and adherence to timescales
- ◆ an explanation of what the candidate would do differently if repeating the audit, including reasons why the candidate would do things differently
- ◆ how improvements could be made in future audits

The assessment for this Outcome will be carried out in conjunction with Outcomes 1 and 2 and 3 in that the evaluation will be based on the protocol developed in Outcome 1; the record of the audit process in Outcome 2; and the audit report in Outcome 3.

#### **Assessment Guidelines**

The assessment for this Outcome consists of an evaluation, which may be included with the report submitted for Outcome 3. It is recommended that the evaluation is word processed.

## Administrative Information

**Unit code:** F3NE 34

**Unit title:** Occupational Therapy Support: Audit

**Superclass category:** PA

**Original date of publication:** June 2008

**Version:** 01

### History of Changes:

Version	Description of change	Date

**Source:** SQA

© Scottish Qualifications Authority 2008

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre for further details, telephone 0845 279 1000.

## Higher National Unit specification: support notes

### Unit title: Occupational Therapy Support: Audit

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### Guidance on the content and context for this Unit

This Unit was developed as part of the HNC Occupational Therapy Support. It is recommended that it should be taught and assessed within the context of this particular Group Award. This Unit further develops content covered in Outcome 4 of the HN Unit *Occupational Therapy: Policies, Procedures and Professional Standards*.

#### Outcome 1

The aim of this Outcome is to enable candidates to plan an audit, and to consider the Research Governance Framework for Health and Community Care (2002) or equivalent relevant document. Considering such documentation when selecting a workplace-related topic for audit, will aid candidates in developing skills required to carry out an audit, within a given timescale.

Candidates **must** choose a topic which relates to their workplace setting, where possible drawing on knowledge and skills acquired in previous related Units. The review of previously published literature **must** relate to the audit topic, and a plan of the audit must be presented as a protocol. The protocol **must** include title, introduction, aims, objectives, methodology and timescales.

Candidates should respond to tutor/supervisor feedback on the protocol and make changes as required. There could, for example, be advice on choice of topic and scale of audit. Suitable topics might include an audit of Health and Safety systems within an occupational therapy kitchen, an audit of the promotion of health and exercise within mental health, an audit of an occupational therapy duty system, an audit of occupational therapy referrals, an audit of provision of small aids, or an audit of the effectiveness of a traffic light system in medical wards.

#### Outcome 2

The aim of this Outcome is to enable candidates to conduct an audit within the given timescale, as according to the protocol produced for Outcome 1. Candidates will develop skills in collection of data relating to the audit, and this could be either quantitative or qualitative data.

Candidates must maintain regular contact with their supervisor/tutor during the audit process and must provide evidence of appropriate action following feedback. This could be in response to, for example, advice regarding the choice of audit tool, the sample size or the collection of data. The audit conducted will follow the protocol developed in Outcome 1 and adhere to agreed timescales. The data collected must be relevant to the topic and protocol and reflect the professional standards within occupational therapy. Candidates must produce a record of the audit process, to include progress reports (written or oral). Outcome 4 of this Unit requires candidates to explain the importance of professional standards in relation to quality improvement.

## **Higher National Unit specification: support notes (cont)**

### **Unit title: Occupational Therapy Support: Audit**

#### **Outcome 3**

The aim of this Outcome is to enable candidates to develop skills in audit report writing and data analysis. Candidates must produce an audit report which:

- ◆ includes an analysis of the data from the audit
- ◆ contains the following sections: Title, Aims, Objectives, Introduction, Literature review, Methodology, Results, Conclusion and Bibliography

It is recommended that the audit report is word processed. The methods used in the collection of data may be primary or secondary research. Primary research could be from questionnaires and/or interviews with staff. Secondary research could be from case notes, records of referrals and literature. At all times current ethical guidelines must be observed. The results of the audit could be given in the form of tables or graphs, or simple percentages.

#### **Outcome 4**

The aim of this Outcome is to enable candidates to evaluate an audit with respect to its aims and objectives, and to identify any required improvements or extensions.

Candidates must identify the strengths and weaknesses of their progress, including the organisation of the audit and adherence to timescales. They must explain what would be done differently if repeating the audit, including reasons why any such changes would be made.

The assessment for this Outcome consists of an evaluation, which may be included with the report submitted for Outcome 3. It is recommended that the evaluation is word processed.

### **Guidance on the delivery and assessment of this Unit**

This Unit was developed as part of the HNC Occupational Therapy Support. It is recommended that it should be taught and assessed within the context of this particular Group Award. It is recommended that this be taught towards the end of the programme of study, preferably following the HN Unit *Occupational Therapy: Policies, Procedures and Professional Standards* on which it builds, and in tandem with the Graded Unit.

The purpose of this Unit is to enable the candidate to apply knowledge and skills gained from previous Units within the HNC Occupational Therapy Support course and within their workplace setting.

#### **Outcome 1**

The assessment for this Outcome should consist of a protocol and a literature review relating to the choice of topic selected for audit.

The assessment will be carried out in conjunction with Outcome 2 in that the protocol developed will form the basis for the subsequent audit.

## **Higher National Unit specification: support notes (cont)**

### **Unit title: Occupational Therapy Support: Audit**

#### **Outcome 2**

Assessment for this Outcome could consist of completed log sheets, evidence of attendance at meetings with tutor/supervisor and evidence of appropriate response to feedback. The assessment will be carried out in conjunction with Outcome 1 in that the basis for the audit will be the protocol developed previously.

#### **Outcome 3**

The assessment for this Outcome could consist of an audit report. It is recommended that the report is word processed, and a minimum of 2,000 words or equivalent.

The assessment for this Outcome will be carried out in conjunction with the previous Outcomes in that the audit report will be based on the protocol developed in Outcome 1, and the data gathered in the audit process in Outcome 2.

#### **Outcome 4**

The assessment for this Outcome could consist of an evaluation report, produced as part of the completed audit. The assessment for this Outcome should be carried out in conjunction with Outcomes 1 and 2 and 3.

#### ***Opportunities for developing Core Skills***

The delivery and assessment of this Unit may offer opportunities to develop the Core Skill of *Problem Solving* at SCQF level 5. Its three components Critical Thinking, Planning and Organising and Reviewing and Evaluating require candidates to be able to:

- ◆ analyse a situation or issue
- ◆ plan, organise and complete a task
- ◆ review and evaluate a problem solving activity

Candidates will be required to use these skills throughout the Unit, with analysis and planning particularly relevant to fulfilling Outcomes 1 and 2, and reviewing and evaluating necessary for successful completion of Outcomes 3 and 4.

Critical Thinking and Planning and Organising will be developed by candidates when fulfilling the requirements of Outcome 1, where they must consider which topic to work on, consider the relevant literature, ethical guidelines and other factors, and then formulate a protocol which will be used for an audit. Having planned the audit, the task will then be carried out by candidates in Outcome 2, before the process is extensively analysed and evaluated across Outcomes 3 and 4. Evaluation will include conclusions based on the data and method, and about the audit itself, such as what changes to the process might be made, were a new audit to be carried out.

## Higher National Unit specification: support notes (cont)

### Unit title: Occupational Therapy Support: Audit

The delivery and assessment of this Unit may contribute towards the Core Skill of *Communication* at SCQF level 5.

The general skills of the Written Communication component are ‘read, understand and evaluate written communication’ for its reading element and ‘produce well-structured written communication’ for its written element. Specific reading skills required by candidates at SCQF level 5 include identifying and summarising significant information, ideas and supporting details in a written communication, and evaluation of the effectiveness of the communication in meeting its purpose; and specific writing skills include ‘presenting all essential ideas, information and supporting detail in a logical and effective order, and use of a structure which takes account of purpose and audience, emphasising the main points’.

Candidates may need to utilise these skills throughout the Unit, for example when considering relevant literature and producing a literature review, in Outcome 1, and when producing an audit report and collating data in Outcome 3.

It is also possible that candidates could develop the Oral Communication component to SCQF level 5, if for example, using oral progress reports in Outcome 2, or delivering an oral report or presentation.

Reliant on particular activities undertaken, the delivery and assessment of this Unit may provide opportunities to develop the Core Skill of *Information Technology* at SCQF level 5, the general skill of which is to use ‘an IT system effectively and responsibly to process a range of information.’

The delivery and assessment of this Unit may contribute towards development of the Core Skill of *Numeracy* at SCQF level 5. The component Using Number may be developed during the audit process when dealing with quantitative or qualitative data, and with its analysis and subsequent presentation in the audit report. The general skill for this component is ‘apply a wide range of numerical skills in everyday and generalised contexts.’ In so doing, candidates may need to perform the component’s specific skills as follow:

- ◆ work confidently with a numerical concept
- ◆ decide on the numerical operations to be carried out
- ◆ carry out complex calculations or a number of sustained calculations

The general skill required by the component Using Graphical Information is the ability to ‘interpret and communicate graphical information in everyday and generalised contexts’. Specific skills include the interpretation of information from tables, graphs, etc. and communication of information by appropriately incorporating such tables and graphs. Again, candidates may meet these criteria where dealing with data collected for and during the audit process, the results of which may illustrated via tables, graphs, or percentages.

## **Higher National Unit specification: support notes (cont)**

### **Unit title: Occupational Therapy Support: Audit**

Specific skills required at SCQF level 5 include carrying out processing and searches, using applications in depth and integration of different types of data in a piece of work. Candidates may use IT systems and specific applications when researching, planning and managing their audit, formulating its protocol and when subsequently reporting on and evaluating its results.

### **Open learning**

This Unit is suitable for open or distance learning provided there is clear centre planning to ensure sufficiency and authentication of the candidate's evidence.

Evidence for all Outcomes could be sent to the centre assessor in paper or CD format or email. Arrangements with workplace supervising occupational therapists should be made to ensure authenticity.

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## General information for candidates

### Unit title: Occupational Therapy Support: Audit

This Unit should enable you to develop the competences required to evaluate an aspect of occupational therapy within your workplace setting, applying knowledge and skills relevant to occupational therapy practice. The purpose of this Unit is to enable you to apply knowledge and skills gained from previous Units within the HNC Occupational Therapy Support course and within your workplace setting.

You should take into account the ethical guidelines in the **Research Governance Framework for Health and Community Care (2002)** or equivalent relevant documentation.

On completion of the Unit you should be able to:

- 1 Plan an audit.
- 2 Conduct an audit according to protocol.
- 3 Produce an audit report.
- 4 Evaluate a completed audit.

The overall requirements for assessment will be the production of a report (Outcome 3) in a set format along with a protocol (Outcome 1), regular attendance at meetings with a workplace supervisor /college tutor (Outcome 2) and an evaluation of the audit process (Outcome 4).

Over the course of this Unit there may be opportunities to develop important Core Skills, in the areas of *Communication, Problem Solving, Numeracy* and *Information Technology*.