



Higher National Unit specification: general information

Unit title: Safe Working Practice for Care

Unit code: H29P 34

Superclass: PL

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Version: 01

Unit purpose

This Unit has been designed to introduce the candidate to the care environment and an appropriate range of foundation skills prior to undertaking a work placement. It will enable the candidate to develop a knowledge of safe working practice and it will ensure that the candidate has the necessary skills to create and maintain a safe environment through appropriate training and a knowledge and understanding of risk management strategies.

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

- 1 Describe the role of Health and Safety legislation in maintaining a safe care environment.
- 2 Explain the management of potentially aggressive incidents in a care context.
- 3 Recognise and carry out appropriate treatment for first aid emergencies in accordance with latest guidelines.

Recommended prior knowledge and skills

Candidates should have good communication skills, both written and oral. These can be evidenced either by the achievement of nationally recognised qualification, for example Higher English, or a qualification equivalent to SCQF level 6 or by the completion of a pre-course interview part of which could take the form of a written assignment. The skills to undertake this Unit could also be demonstrated through an employer's reference or the process of application and interview. In addition to this candidates should preferably have undertaken some work experience, paid or voluntary, in a care setting.

General information (cont)

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Core Skills

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill(s)	None
Core Skill component	Critical Thinking at SCQF level 6

There are also opportunities to develop aspects of Core Skills which are highlighted in the support notes of this Unit specification.

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 is included in the framework of the HNC/HND Care and Administrative Practice.

It is further recommended that this Unit is taught at the beginning of the course prior to the students commencing placement.

Higher National Unit specification: statement of standards

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

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Describe the role of Health and Safety legislation in maintaining a safe care environment.

Knowledge and/or Skills

- ◆ Different types of care environments, client groups and care professionals
- ◆ Health and safety legislation relevant to care
- ◆ Situations which are potentially unsafe for clients, self and others
- ◆ Hazards in a care setting and risk assessment procedures
- ◆ The purpose and importance of Infection Control procedures

Evidence Requirements

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

- ◆ describe a variety of care settings and client groups.
- ◆ understand how the care professional promotes a safe care environment.
- ◆ identify and explain current health and safety legislation relevant to care.
- ◆ recognise when situations are unsafe and know what action to take to ensure the safety of clients, self and others.
- ◆ understand and be able to carry out the process of hazard identification and risk assessment.
- ◆ understand Healthcare Associated Infections and the importance of infection control procedures:
 - hand washing
 - food hygiene
 - safe disposal of clinical and non-clinical waste
 - personal protective equipment
 - specimen handling
 - When exposed to blood borne infections and other work related hazards:
 - carry out basic Moving and Assisting procedures safely and effectively
 - carry out hand washing safely and effectively.

Higher National Unit specification: statement of standards (cont)

Unit title: Safe Working Practice for Care

Outcome 2

Explain the management of potentially aggressive incidents in a care context.

Knowledge and/or Skills

- ◆ Aggressive behaviour
- ◆ Patterns of behaviour in an escalating aggressive situation
- ◆ The principles of de-escalation
- ◆ Effective interventions
- ◆ The effect that aggression has on others

Evidence Requirements

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

- ◆ recognise care situations that are potentially aggressive.
- ◆ recognise the causes of aggression.
- ◆ carry out risk assessment.
- ◆ understand the ethical and legal implications for the care worker.
- ◆ explain the principles of de-escalation.
- ◆ understand de-escalation strategies.
- ◆ understand the role of communication in de-escalation.
- ◆ select and apply effective interventions.
- ◆ demonstrate the protective stance and breakaway techniques.
- ◆ recognise unsafe interventions.
- ◆ offer care and support to those affected by aggression.

Higher National Unit specification: statement of standards (cont)

Unit title: Safe Working Practice for Care

Outcome 3

Recognise and carry out appropriate treatment for emergency first aid situations in accordance with latest guidelines.

Knowledge and/or Skills

- ◆ Emergency services in Scotland
- ◆ The procedures used for summoning help
- ◆ Common emergency first aid situations
- ◆ Effective first aid treatment
- ◆ The limitations of one's role and knowledge

Evidence Requirements

- ◆ The candidate should understand the role of the first aider and its limitations The candidate should be able to describe the procedure for assessing casualties and for calling for help, This should include the emergency services in Scotland, the emergency numbers and the information to pass on to the emergency operator. The candidate should be familiar with the procedure for managing a first aid incident.
- ◆ The candidate should be able to assess and respond to a casualty in a variety of care settings and recognise and report patient specific findings with an appropriate degree of urgency.
- ◆ The candidate should be able to recognise, assess and treat a range of emergency first aid conditions:
 - Anaphylaxis
 - Shock
 - Heart attack
 - Cardiac Arrest
 - Choking
 - Unconsciousness
 - Bleeding
 - Epileptic seizures
 - Diabetes
 - Fractures
 - Burns and Scalds
 - Wounds
 - Respiratory conditions.

The candidate must be assessed in the following first aid treatments according to current protocols:

- ◆ Cardio Pulmonary Resuscitation (adult child and infant)
- ◆ Recovery Position

Higher National Unit specification: support notes

Unit title: Safe Working Practice for Care

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 is a mandatory clinical Unit in the HNC/HND Care and Administrative Practice but it can be taken as a free-standing Unit.

Outcome 1

The candidate should be introduced to the variety of care environments they may be involved with, this includes introducing them to the different service users and care professionals they may work with. The candidate should understand the different safety requirements of the different client groups and the impact this has on the care professional.

The candidate should understand the importance of **current** health and safety legislation as it applies to the care setting and be familiar with the key features and the implications for practice of the relevant pieces of legislation for example:

Health and Safety at Work Act 1974

Manual Handling Operations Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

Fire (Scotland) Act 2005

Electrical Safety Regulations.1989

Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995

It is important that if candidates are going to be able to identify safe practice they should also be able to identify risks or hazards in a care setting. They should be familiar with the process of risk assessment and the identification of strategies to reduce the risks. The candidates should know how to deal with accidents in the workplace and the requirement of reporting of accidents or injuries at work.

They should have an understanding of Hospital Associated Infections and the importance of infection control in reducing such infections. Infection control measures should be examined including universal precautions, barrier care and source isolation, hand washing, food hygiene, appropriate clinical and non-clinical waste disposal (according to local policies and procedures), the procedures for dealing with blood borne infections and spilled body fluids, needle stick injuries, single use and multiple use equipment and sterilisation procedures. The candidate should be familiar with the use of different types of personal protective equipment.

The candidate should understand the principles of safe moving and assisting procedures, including risk assessment. It is strongly recommended that candidates undertake an introductory course of moving and handling of people prior to placement. They should demonstrate an understanding of the principles of safe moving and handling and be able to demonstrate safe moving and handling techniques.

Higher National Unit specification: support notes (cont)

Unit title: Safe Working Practice for Care

Outcome 2

The candidate should be adequately prepared to deal with potentially aggressive situations in the care setting. This entails introducing the candidate to the triggers that produce aggressive behaviour such as substance abuse or withdrawal from substances, anxiety, fear, distress, misunderstanding, discrimination or poor communication. The candidate should be able to define and describe aggressive behaviour and recognise deteriorating situations as well as understanding the difference between anger and aggression. The candidate should be able to assess the risk associated with such a situation and recognise the limitations of his/her own abilities to cope with and diffuse the situation. The role communication plays in exacerbating or calming an aggressive situation should be understood and the candidate should have a knowledge of both verbal and non-verbal interventions. He/she should know when to call for help or withdraw from the situation. A variety of effective de-escalation techniques should be introduced including the protective stance and breakaway techniques. The candidate should be able to select and apply these techniques appropriately, in addition the candidate should recognise both verbal and non-verbal interventions that may aggravate the situation.

As other service users are likely to be affected by the aggression the carer should be able to adopt strategies that will help and support them and know when to refer on to other care professionals.

The candidate should understand their role in managing this situation according to current legislation, ethical considerations and their professional code of conduct.

Outcome 3

The candidate should be aware of the current procedures for dealing with a first aid situation and understand the role of the first aider when dealing with such an incident. The candidate should be aware of how to summon help and what information to give when calling for help. The candidate should be able to assess and respond to casualties in a variety of care settings, this means being familiar with the processes for summoning help within a care setting.

The candidate should be familiar with **Do Not Resuscitate** (DNR) instructions.

The candidate should be able to recognise, assess and treat a variety of common first aid conditions:

- Anaphylaxis
- Shock
- Heart attack
- Choking
- Unconsciousness
- Bleeding
- Epileptic seizures
- Diabetes — hypoglycaemic episode
- Burns and scalds

Higher National Unit specification: support notes (cont)

Unit title: Safe Working Practice for Care

Fractures
Respiratory conditions
Wounds

The candidate should be assessed in the practical skills of CPR and recovery position

Furthermore the candidate should be competent the treatment of:

- ◆ Choking
- ◆ Assessment of conscious levels
- ◆ Recovery position
- ◆ CPR for adults, children and infants

Guidance on the delivery of this Unit

Safe Working Practice for Care is a mandatory core Unit within the HNC/HND Care and Administrative Practice.

It is recommended that this Unit is delivered early in the course as it introduces the candidate to care, the creation and maintenance of a safe care environment as well as legislation that impact on the delivery of care.

This Unit will be assessed through a variety of assessment strategies that reflect the varied content of the Unit. The practical aspects of the Unit could be assessed through simulated situations in the class room. The assessments must cover all of the necessary skills and knowledge and provide appropriate evidence to support this.

If this Unit is delivered as part of the HNC/HND Care and Administrative Practice the candidate's ability to apply theory to practice will be assessed through the Record of Achievement during clinical placement.

Guidance on the assessment of this Unit

The assessment for this Unit could comprise of short answer questions to demonstrate knowledge and understanding by the candidate. Where a work placement is used the achievement of the practical element of the Unit should be evidenced in the Record of Achievement. If there is no work placement practical procedures can be assessed in class under simulated conditions.

The assessment should take place towards the end of the Unit.

Higher National Unit specification: support notes (cont)

Unit title: Safe Working Practice for Care

Assessment Guidelines

Outcome 1 and Outcome 2

The assessment for Outcomes 1, 2 could comprise of short answer questions to demonstrate knowledge and understanding by the candidate. Where a work placement is used the achievement of the practical element of the Unit should be evidenced in the Record of Achievement. If there is no work placement then simulation is appropriate, this should also be evidenced in the Record of Achievement.

The assessment should take place towards the end of the Unit.

Outcome 3

The assessment for Outcome 3 could comprise an online assessment to demonstrate knowledge and understanding by the candidate. Where a work placement is used the practical element could be assessed in the Record of Achievement if the opportunity arises. If there is no work placement opportunity then practical first aid procedures can be assessed in class under simulated conditions. This should also be recorded in the Record of Achievement.

The assessment should take place towards the end of the Unit.

Online and Distance Learning

This Unit could be delivered by distance learning. However, it would require planning by the centre to ensure the sufficiency and authenticity of candidate's evidence. There would also need to be the opportunity to assess the practical aspects of this Unit.

Opportunities for developing Core Skills

This Unit has the *Problem Solving* component of Critical Thinking embedded in it. This means that when candidates achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 6.

There are opportunities to develop:

Communication could be evidenced through written and oral reporting and use of effective communications with individual patient/clients and colleagues.

Working with Others could be evidenced through the written component of the Unit and by the team work involved in moving and handling techniques, first aid incidents and the management of aggression as well as through the competences in the Record of Achievement.

Information and Communication Technology (ICT) could be evidenced by the requirement to record data electronically within the competences of the Record of Achievement.

Higher National Unit specification: support notes (cont)

Unit title: Safe Working Practice for Care

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

History of changes to Unit

Version	Description of change	Date

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General information for candidates

Unit title: Safe Working Practice for Care

This Unit is designed to introduce you to care.

In order to work effectively to promote a safe environment you must have an understanding of the legislation that will have an impact on how you work in care. This will introduce you to assessing hazards and risk assessment as well as Moving and Assisting and Infection Control; you will be trained to carry out a variety of procedures in a safe and effective manner.

To prepare for working in a care setting you will be introduced to how to recognise and diffuse aggressive situations, this will involve recognising the triggers that result in aggressive behaviours and learning how to diffuse these situations. You will also look at ways of offering care and support to individuals who are affected by aggression.

Finally the Unit will introduce you to emergency first aid, how to deal with first aid incidents both within and out with the clinical area, how to call for help and recognise the limitations of the first aider role. A variety of common first aid conditions will be examined and you will become competent in carrying out CPR and Recovery position.

There are a variety of assessments with this Unit; short answers questions which could be done online and practical assessments which could be done under simulated conditions or in the workplace if the opportunity arises.