

## SFHGEN7 - SQA Code HC7W 04

### Monitor and manage the environment and resources during and after clinical/therapeutic activities



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#### Overview

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.

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#### Performance criteria

- You must be able to:*
- P1 apply standard precautions for infection control and take other appropriate health and safety measures
  - P2 operate equipment:
    - P2.1 correctly for the procedure concerned
    - P2.2 safely and in a manner that is consistent with manufacturers' instructions and local procedures
  - P3 handle all resources in a safe manner, consistent with infection control techniques and other statutory requirements appropriate to the procedure and setting
  - P4 regularly monitor environmental conditions and maintain them at the correct levels to ensure individual comfort and as required by the procedure
  - P5 monitor the operation of equipment regularly and confirm it is in good working
  - P6 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
  - P7 monitor consumable materials used in the clinical activity correctly and safely, and replenish and replace in accordance with protocols
  - P8 clean fixed items effectively after use with the appropriate materials
  - P9 return un-opened unused and surplus resources to the correct location for storage
  - P10 clean re-useable items effectively after use and make them safe prior to storage
  - P11 handle and dispose of wastes and by-products in a safe manner using the correct, designated waste routes
  - P12 deal promptly safely and effectively with any problems that are within your scope of practice
  - P13 report any problems with resources or the environment that you cannot solve to the relevant person to deal with them
  - P14 produce accurate, legible and complete records of maintenance activities

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the current European and national legislation, national guidelines and local policies and protocols which affect your work practice in relation to:
  - K1.1 health and safety and infection control
  - K1.2 the handling of equipment and other resources
  - K1.3 accountability and responsibility for monitoring and managing equipment and other resources, including vicarious liability
- K2 your responsibilities under the current European and national legislation and local policies and protocols on your actions within the health care environment
- K3 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
- K4 the policies and guidance which clarify your scope of practice and the relationship between yourself and the practitioner in terms of delegation and supervision
- K5 the different types of waste and by-products generated by the activity and the appropriate methods of handling and disposal for each
- K6 why it is necessary for actions to be taken relating to the control of infection
- K7 the operational characteristics of equipment and materials used and how to recognise when these are not of the required quality
- K8 the essential resources required for the activity
- K9 the procedures to be performed and the equipment and materials to be used that relate to these
- K10 the importance of ensuring consumables of the correct quality and quantity are available throughout the activity
- K11 the procedure to be followed and the environmental conditions and resources which it requires
- K12 possible sources of infection
- K13 what actions you should take during and after a procedure to control the risks of infection
- K14 what procedures you are permitted to undertake when problems arise with equipment or resources and when you must refer the problem to others
- K15 the relevant person to whom you should refer problems with the environment and/or resources
- K16 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
- K17 methods of controlling infection
- K18 methods for safely handling instruments, equipment and materials

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- K19 how the correct level of cleanliness may be maintained
- K20 the correct way to store instruments and equipment used in the procedure
- K21 the procedures for packing used instruments
- K22 methods used to replenish, maintain and clean equipment and why it is important to regularly replenish and replace supplies
- K23 the optimum frequencies at which monitoring of resources should take place
- K24 the types of information that must be recorded within maintenance documentation and the importance of completing it as near as contemporaneously as possible
- K25 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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### **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>	