

## Higher National Unit Specification

### General information for centres

**Unit title:** Principles of Health Care Practice

**Unit code:** D7P2 34

**Unit purpose:** This Unit is designed to enable candidates to develop an understanding of a range of health care procedures, values, skills and techniques relevant to care settings. On completion of the Unit candidates should be able to:

1. Explain the principles of regulation for professional practice.
2. Explain the principles of practice in relation to care process.
3. Explain the principles of health and safety in the care environment.
4. Explain the roles of members of the health/social care team.

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

*SCQF (the Scottish Credit and Qualifications Framework) brings Scottish qualifications into a single framework of 12 levels ranging from SQA Access 1 to doctorates. The SCQF includes degrees; HNC/Ds; SQA National Qualifications; and SVQs. Each SQA Unit is allocated a number of SCQF credit points at a specific level. 1 SCQF point = 10 hours of learning. HN candidates are normally expected to input a further number of hours, matched to the credit value of the Unit, of non-contact time or candidate-led effort to consolidate and reinforce learning.*

**Recommended prior knowledge and skills:** It would be beneficial if candidates have some work experience but it is not essential, although they should have some understanding of the role of a health care worker.

**Core skills:** There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

**Context for delivery:** This Unit is included in the framework of the HNC Health Care. It is recommended that it should be taught and assessed within the context of the particular group award to which it contributes.

**Assessment:** The Unit could be assessed in several ways, eg case studies based on practical placement experience, or case studies with questions given in controlled situations.

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

**Unit title:** Principles of Health Care Practice

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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**

Explain the principles of regulation for professional practice

#### **Knowledge and/or skills**

The candidate is required to demonstrate knowledge and understanding of the principles that distinguish the care professional from other types of care provider. This must include knowledge of:

- Professional training and registration
- Principles of the care professions
- Code of conduct
- Continuing professional development
- Evidence based practice
- Methods of quality assurance and improvement within the care professions
- Ethical issues and professional boundaries

The candidate must also have an understanding of the parameters that occur within professional practice including:

- Levels of accountability and responsibility
- Knowing the limits of one's own abilities
- When referral to other practitioners is appropriate
- Understanding the role of professional supervision

#### **Evidence requirements**

Candidates will need evidence of their knowledge and understanding of what defines a care profession. The evidence for this Outcome will be provided in the form of a report comparing and contrasting the principles of regulation for two care professions. All the bullet points listed above must be assessed on each assessment occasion. The candidates must produce an original, individual report, but can refer to information gathered through their own or group research.

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

**Unit title:** Principles of Health Care Practice

### Outcome 2

Explain the principles of practice in relation to care process

#### Knowledge and/or skills

Principles:	Promotion of individuals' rights Anti-discriminatory practices Confidentiality Dignity and privacy Recognition of individual rights and beliefs Ongoing evaluation and referral to others when appropriate
Skills	Sensitivity in interaction with and provision of information to patients/clients Communication skills including listening, oral, written and the use of ICT
Stages of care process:	Assessment, planning, implementation, evaluation
Care worker:	Members of the care team

#### Evidence requirements

The candidate demonstrating a clear understanding of the care process will provide evidence of the knowledge and/or skills in this Outcome. This evidence may be presented in response to specific questions linked to a detailed case study with information available from a range of media including both paper and electronic formats. The questions must illicit evidence of the candidate's full understanding of the care process and the interactions necessary for its effective operation. The types of interactions must include those involving patients, significant others and colleagues in the care of the patient/client as well as with paper and electronic recording methods.

A candidate's response can be judged to be satisfactory when the evidence provided is sufficient to meet the requirements for each item by showing that the candidate is able to:

- Identify principles of care process
- Describe the four stages of care process
- Demonstrate the listening, oral and written communication skills required in an effective care process
- Demonstrate the skills and knowledge required to access, enter and organise data essential for care within both paper and electronic records systems
- Explain the role of the care team in a given situation

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

### **Unit title:** Principles of Health Care Practice

The above items refer to the bullet points listed under knowledge and/or skills and must be assessed on each assessment occasion. Candidates must provide a satisfactory response to all these items.

### **Assessment guidelines**

The assessment of this Outcome can be combined with identified areas of Outcome 3.

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

**Unit title:** Principles of Health Care Practice

### **Outcome 3**

Explain the principles of health and safety in the care environment

#### **Knowledge and/or skills**

- Risk assessment
- Safe administration of medicines
- Infection control
- Moving and handling
- Occupational Health issues

#### **Evidence requirements**

Each candidate will need evidence to show that he/she can, with reference to a particular situation, identify potential health and safety factors which may affect an individual and outline measures to minimise any risk to the individual concerned.

- Describe potential risks to patients/clients and carers
- Explain potential measures to promote health and safety in relation to patients/clients and carers

The above items refer to the bullet points listed under knowledge and/or skills and must be assessed on each occasion. Candidates must provide a satisfactory response to all items.

#### **Assessment guidelines**

The assessment of this Outcome can be combined with Outcomes 2 and 4 as part of two separate case studies.

### **Outcome 4**

Explain the roles of members of the health/social care team

#### **Knowledge and/or skills**

- Roles of multidisciplinary team
- Roles of primary health care team

#### **Evidence requirements**

Each candidate will need evidence to demonstrate all aspects of knowledge and/or skills in this Outcome by showing that he/she can with reference to a particular situation:

- Explain the role of the health/social care team in a given situation
- Describe how the health/social care team can contribute and enhance integrated care in a given situation

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

### **Unit title:** Principles of Health Care Practice

The above items refer to the bullet points listed under knowledge and/or skills and must be assessed on each assessment occasion. Candidates must provide a satisfactory response to all two items.

### **Assessment guidelines**

The assessment of this Outcome can be combined with aspects of Outcome 2. This can be in the form of a case study with restricted response questions. The case study could relate to a patient who is being discharged from hospital.

## **Administrative Information**

**Unit code:** D7P2 34

**Unit title:** Principles of Health Care Practice

**Superclass category:** PA

**Date of publication:** October 2001

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title:** Principles of Health Care Practice

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 is primarily intended to help candidates link health care principles and theory to health care practice. Candidates should be encouraged to use the knowledge, values and skills they develop within their work experience placement. Candidates who have worked in a care environment should be encouraged to show this experience in relation to the various aspects of the Unit.

Outcome 1 is concerned with defining the care professions as distinct from the wide range of care providers both paid and unpaid. A starting point in exploring this issue would be to identify the range of people who provide care for others and highlight those categorised as professions. The generic term profession should be explored with candidates, referring to the areas detailed within the knowledge and skills section of this Outcome. Candidates should investigate a range of care professions comparing and contrasting the different codes of conduct, professional regulations, training and registration, and continuing professional development.

The roles of regulatory bodies for the different professions can also be explored. The need for such regulation should be discussed with candidates, in particular the need for protection of the public and issues of litigation should be explored. The use of case studies would be relevant for these issues.

Ethical issues relating to practice should be investigated by the candidates and discussed in the context of the care professionals' responsibilities and accountabilities. Ethical issues could also be discussed in the context of relevant care legislation. Issues of professional boundaries, the impact of personal experience, views and beliefs should be explored with the candidates and used to begin to prepare them for the difficult dilemmas sometimes met by care professionals. The ability to recognise one's own limitations of professional competence as being a central aspect of good professional practice should be discussed and explored in the context of the candidates' point in their own professional development. Issues of clinical and professional supervision should also be explored.

The concept of evidence based practice should be explored, highlighting the important roles of research and clinical evaluation to practice.

Candidates could investigate a range of professions, building up a folio of information that could be used as a resource for the summative assessment of this Outcome.



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

### **Unit title:** Principles of Health Care Practice

Outcome 2 looks at the key principles used in care practice. Candidates should identify the principles of good practice in relation to the delivery of client care: promotion of individual rights and choice; anti-discriminatory practice; maintenance of confidentiality; effective communication skills; recognition of the individual's rights and beliefs.

This Outcome should also assist the candidate to develop knowledge and an understanding of the concept of the care process. The candidate should be aware that various models relating to the care process exist. The stages of assessment, planning, implementation and evaluation should be examined and elaborated on using a variety of case studies. The candidate should use this outcome to develop the range of communication skills necessary for effective participation in the care process. This should also include the use of ICT in the accessing, recording and organising of relevant data that is used to support the care process.

Outcome 3 looks at a variety of health and safety issues which relate to health care practice. Legislation/regulations and local policies should be examined. Practical issues linked to each knowledge/skill should be examined.

Outcome 4. The roles of teams involved in delivering health/social care should be examined. Case studies as well as the knowledge and experience of the class exams can be used to explain the various roles of people within the team and how these roles can support the client and compliment the roles of other team members.

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

This Unit is likely to form part of a group award which is primarily designed to provide candidates with knowledge and skills related to a specific occupational area. This Unit should be delivered in a way that enables candidates to appreciate its relevance to the occupational area concerned. Wherever possible, links should be drawn with situations which candidates will understand, eg Health and Safety issues related to specific work situations.

The following gives examples of the types of questions that could be used to assess this Unit:

#### **Outcome 2/part of 3 Assessment guidelines**

Case study or client/patient in workplace or written case study.

1. Identify three principles of care practice and describe how you would apply them to your chosen client in the case study.
2. Describe how the four stages of care planning relate to the client.
3. Describe the role of the members of the care team within the client care plan.
4. a) Describe health and safety factors which affect the client and/or carers.

- b) Describe measures taken to reduce these health and safety factors.

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

**Unit title:** Principles of Health Care Practice

#### **Outcome 4/part of 3**

Written case study about patient/client being discharged from hospital.

1. Explain the role of the ward/unit health/social care team in ensuring the successful discharge of the patient/client into the community.
2. Which members of the primary health care team can be called on to assist the client/patient.
3. How can the primary health care team work together to ensure an integrated package for the client/patient.
4.
  - a) Describe potential health and safety risks to the client and carers.
  - b) Describe measures which could be taken to minimise these risks.

#### **Open learning**

This Unit could be delivered by Distance Learning. However, it would require planning by the centre to ensure the sufficiency and authenticity of the candidates evidence. Arrangements would have to be made to ensure that the assessments are delivered in a supervised environment under controlled conditions.

For further information and advice, please see *Assessment and Quality Assurance for Open and Distance Learning* (SQA, February 2001 --publication code A1030).

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

**Unit title:** Principles of Health Care Practice

### **Special needs**

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For example, some candidates may require a longer period for the single assessment or may require that it be split into more than one event. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs and Candidates for whom English is an additional language* (SQA, 2000).

## **General information for candidates**

### **Unit title:** Principles of Health Care Practice

A pass with merit may be awarded to a candidate who consistently demonstrates superior performance in the following:

- (i) knowledge of the care practitioner's role within the workplace;
- (ii) presentation of work.