

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION

GENERAL INFORMATION

-Module Number-	1180188	-Session-1998-99
-Superclass-	SN	
-Title-	VETERINARY CARE AUXILIARY: SAFE WORKING PRACTICES	

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Applying the Occupational Hazards and Health and Safety legislation pertaining to the Veterinary profession and recognising the necessity to at all times act within the veterinary Surgeons Act.

This unit must be delivered by either a veterinary surgeon or an experienced veterinary nurse. Further details on centre requirements for delivery are outlined in the support notes.

OUTCOMES

1. identify the risks of contracting diseases from companion animals and describe the preventative measures which should be adopted;
2. apply appropriate personal hygiene procedures in order to reduce the risks associated with working with companion animals;
3. identify potentially hazardous situations and the appropriate measures to reduce them;
4. describe fire prevention measures and identify appropriate fire fighting equipment;
5. demonstrate waste storage and disposal procedures.

CREDIT VALUE: 1 NC Credit

ACCESS STATEMENT: No formal entry requirements.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5.00).

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 1180188**UNIT TITLE:** VETERINARY CARE AUXILIARY: SAFE WORKING PRACTICES

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. IDENTIFY THE RISKS OF CONTRACTING DISEASES FROM COMPANION ANIMALS AND DESCRIBE THE PREVENTATIVE MEASURES WHICH SHOULD BE ADOPTED

PERFORMANCE CRITERIA

- (a) The potential zoonotic diseases and their means of transmission are correctly identified.
- (b) The circumstances where infection may be transferred are clearly identified.
- (c) The ways of reducing potential infection are clearly described.

RANGE STATEMENT

Companion animals: dogs; cats; small mammals; birds.

Zoonotic diseases: bacterial; viral; fungal; protozoal; endo and ecto parasitic disease.

Reduction of infection: vaccination of man; vaccination of animals; use of isolation and quarantine; use of protective clothing.

EVIDENCE REQUIREMENTS

Written and/or oral evidence to cover all performance criteria in the range.

OUTCOME

- 2. APPLY APPROPRIATE PERSONAL HYGIENE PROCEDURES IN ORDER TO REDUCE THE RISKS ASSOCIATED WITH WORKING WITH COMPANION ANIMALS**

PERFORMANCE CRITERIA

- (a) Potential risks associated with working with animals in a veterinary practice are correctly identified.
- (b) The correct action to minimise the risks of working with animals in a veterinary practice is identified.
- (c) Appropriate protective clothing is correctly selected and used.
- (d) Personal hygiene products are selected appropriately and used correctly.
- (e) Procedures for dealing with bites and scratches are described correctly.

RANGE STATEMENT

Companion animals: dog; cats; small, mammals; birds.

Risks: zoonotic diseases; bites and scratches; fomites; handling chemicals and medicines; radiography.

Procedures: reduction of infection; vaccination of man and/or animals; use of isolation and quarantine; use of protective clothing.

Requirements for protective clothing: handling animals; cleaning potentially infected environment and materials; handling of chemicals; medicines; materials for laboratory examination; radiography.

Personal hygiene products: soap; detergents; antiseptics.

Procedures for bites and scratches: immediate; follow up.

EVIDENCE REQUIREMENTS

Performance evidence in the form of a cross referenced chart for PC's (c) and (d).
Written and/or oral questioning for PC's (a), (b) and (e).

OUTCOME

3. IDENTIFY POTENTIALLY HAZARDOUS SITUATIONS AND THE APPROPRIATE MEASURES TO REDUCE THEM

PERFORMANCE CRITERIA

- (a) Hazardous situations are identified correctly.
- (b) Hazardous substances are identified correctly.
- (c) Appropriate action is taken to reduce or minimise risk to self, other personnel and animals.

RANGE STATEMENT

Hazardous situations: handling animals; handling and accidental spillage of hazardous chemicals; radiography; anaesthesia; administration and dispensing of medicines; use of electrical equipment.

Hazardous substances: chemicals; caustic; toxic; medicines.

Action: prevention of further damage or contamination; reducing and removing the potential hazard.

EVIDENCE REQUIREMENTS

Performance evidence in the form of a cross referenced list to satisfy performance criteria (a) and (b). Written and/or oral evidence to satisfy performance criterion (c). Oral questioning to support the range.

OUTCOME

4. DESCRIBE THE FIRE PREVENTION MEASURES AND EXPLAIN THE USE OF VARIOUS FIRE FIGHTING EQUIPMENT

PERFORMANCE CRITERIA

- (a) Fire regulations within a veterinary practice are described correctly.
- (b) Potential fire risks are correctly identified.
- (c) Fire fighting equipment is correctly identified.
- (d) The operation of fire fighting equipment is correctly described.

RANGE STATEMENT

Potential risks: waiting room; consulting room; prep room; operating theatre; kennels; waste storage area.

Fire fighting equipment: fire hoses; fire blankets; sand buckets; wet and dry extinguishers; makeshift equipment.

EVIDENCE REQUIREMENTS

Written and/or oral evidence to cover all performance criteria.

OUTCOME**5. DEMONSTRATE WASTE STORAGE AND DISPOSAL PROCEDURES****PERFORMANCE CRITERIA**

- (a) Waste requiring special disposal is correctly identified.
- (b) The procedures for disposal are correct in relation to the waste requiring disposal.
- (c) The disposal of waste is carried out correctly with regard to the relevant legislation.
- (d) The disposal of waste is carried out correctly with regard to the possible transmission of disease.

RANGE STATEMENT

Waste: cadavers; body fluids and faeces; syringes; sharps; drugs.

Legislation: Health and Safety at Work Act; COSHH.

EVIDENCE REQUIREMENTS

Performance evidence in the form of a cross referenced check list to satisfy all performance criteria.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 1180188

UNIT TITLE: VETERINARY CARE AUXILIARY: SAFE WORKING PRACTICES

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

On completion of this unit the candidate will be aware of the functioning of the veterinary profession and the legislation related to the employment and the veterinary profession. The candidate should demonstrate their ability to work safely in veterinary premises.

It is recommended by the RCVS that these modules are delivered by a veterinary surgeon or an experienced veterinary nurse.

It should be noted that considerable resources are required to deliver these modules.

Part of the skills for this module must be achieved in the working environment of a veterinary practice.

Centre Requirements for Unit Delivery

Teaching Staff: appropriately qualified Veterinary Surgeons or Veterinary Nurses only should be responsible for the delivery and assessment of this unit. The use of specialist speakers/guest practitioners in appropriate areas should be considered.

Veterinary Practice: access to a veterinary practice is required to cover the Outcomes in this unit adequately.

Physical Resources:

- protective clothing
- fire fighting equipment as specified in the Range
- Waste storage and disposal equipment including bins and appropriately coloured disposal bags

CONTENT/CONTEXT This unit is designed primarily for dogs and cats with an overview of small mammals and birds where appropriate. The relationships within veterinary practice and the legislation governing the veterinary profession will be discussed in order that the veterinary care assistant is aware of the relationships within which they are employed. A discussion of employment legislation will allow the candidate a basic understanding of their rights as an employee. The candidate will be conversant with the Health and Safety legislation affecting their employment and the daily legislation which determines many of their working practices. The zoonotic aspects of veterinary practice will be covered as will other occupational hazards.

Corresponding to outcomes:

1. The candidate should be aware of the risk of contracting zoonotic disease. The common zoonotic infections, viral, bacterial and parasitic should be discussed and the candidate should be aware of the disease risk, the means of transmission and the methods commonly used to prevent infection. It is not envisaged that either the mechanisms of transfer of disease or the principles of vaccination should be discussed in depth in this unit. The requirement to adopt safe working practices to avoid infection should be stressed.
2. The candidate should be able to put the knowledge element into practice to prevent zoonotic infections. They should be able to assess the risk, knowing the means of transmission and implement procedures to minimise the potential for zoonotic infection. These procedures should encompass the use of correct protective clothing and the implementation of personal hygiene measures. The potential for entry of infection via bites and scratches should be stressed and the candidate should be conversant with the procedures for dealing with these minor injuries to staff.
3. The candidate should be able to assess the risk factors associated with various hazards, and to take appropriate action. Only those procedures and those pieces of equipment which are commonly used should be included.
4. The fire precautions and procedures to adopt in case of fire should be covered. Particular reference should be made to combustible substances found in veterinary practice. The procedures for dealing with in-patients and the public within the practice should be included. The candidate should be able to state the use of different items of fire fighting equipment and give an example of their possible use. The candidate should be able to identify the types of fire fighting equipment and their location within the workplace.
5. Safe storage and disposal of waste is essential in veterinary practice. The candidate should be aware of the relevant legislation and demonstrate an

ability to handle all types of waste correctly ensuring neither risk to themselves, other members of staff or animals.

APPROACHES TO GENERATING EVIDENCE Formal instruction in areas concerned with Health and Safety should be followed by specific assessments after adequate practical experience.

Introductory classes should cover all aspects of the unit and thereafter the candidate should obtain practical instruction both in college and in the veterinary practice. Assessments carried out in practice are unlikely to be supervised by a workplace assessor with the appropriate D Units. The term workplace supervisor will therefore be used with the role of witness to the ability of the candidate to carry out the tasks within the unit. In most circumstances this would be necessary to ensure the Range is adequately covered.

This unit should, if possible be completed prior to the candidate attending the workplace. The use of simulations and risk assessments should be used to demonstrate many of the practical parts within the unit.

ASSESSMENT PROCEDURES Corresponding to outcomes:

1. A written test in the form of restricted response questions with oral questioning to support the range.
2. Performance evidence over time in the form of a cross referenced check list to be completed in the workplace for performance criteria (c) and (d). Written and/or oral questioning which satisfies PC's (a) (b) and (e).
3. Performance evidence over time in the form of a cross referenced list to satisfy performance criteria (a) and (b). Hazard assessment to be completed for each of the hazardous situations with oral questioning to support the range.
4. Project based in the workplace to identify possible fire hazards and identify the correct fire fighting equipment and methods of evacuation. Oral questioning to support the range.
5. Performance evidence over time in the form of a cross referenced list to satisfy all performance criteria.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised Groupings of National Certificate Modules'.

REFERENCES

1. Guide to unit writing. (A018).
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment. (B005).
3. Procedures for special needs statements are set out in SQA's guide 'Candidates with Special Needs'. (B006).
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures. (F009).
5. For details of other SQA publications, please consult SQA's publications list. (X037).

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