

## National Unit Specification: general information

**UNIT** Carry Out Enhanced Care Activities (Higher)

**NUMBER** D8ML 12

### COURSE

#### SUMMARY

This unit is applicable to care workers undertaking enhanced care activities which have been agreed with the care team in settings such as in the home, long stay, community or any other care settings. Any changes in the client's condition may result in other members of the care team undertaking the activities.

The following activities will include treatments and dressings related to the care of wounds, elimination, obtaining specimens, the taking of physical measurements and monitoring and the administration of the client's own medication.

#### OUTCOMES

- 1 Prepare clients for enhanced care activities
- 2 Undertake enhanced care activities.
- 3 Contribute to the administration of medication.

#### RECOMMENDED ENTRY

Candidates must satisfy the course entry requirements. Candidates should be employed in a care setting or have access to a suitable work experience placement.

#### CREDIT VALUE

1.0 credit.

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### Administrative Information

**Superclass:** PH

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## **CORE SKILLS**

Information on the automatic certification of any core skills in this unit is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, 1999).

## National Unit Specification: statement of standards

### UNIT Carry Out Enhanced Care Activities (Higher)

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

#### OUTCOME 1

Prepare clients for enhanced care activities

#### Performance criteria

- a) Obtain the necessary permissions and documentations prior to carrying out the care activities.
- b) Prepare essential resources prior to carrying out the activity.
- c) Provide suitable support and information to the client in preparation for the activity.
- d) Explain clearly to the client the reasons for particular forms of dress and protection.
- e) Identify possible contra-indications in the client's condition and take necessary action.
- f) Help the client to reach a physically comfortable position given the nature of the activity.

#### Note on range for the outcome

**Activities:** (a) treatments and dressings (b) obtaining specimens (c) the administration of medicines (d) peg feeding (e) elimination (f) physical measurements and monitoring.

#### Evidence requirements

Evidence of actual performance is required to show that the candidate can prepare essential resources and the client for **three** of the care activities given in the **note on range**. Performance evidence may be supported by written and/or oral evidence.

For Range - **Activities** – 3 range items should be assessed.

## National Unit Specification: statement of standards (cont)

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### OUTCOME 2

Undertake enhanced care activities

#### Performance criteria

- a) Carry out activities using the correct techniques and when required by the care plan.
- b) Provide suitable support and information to the client during the activity.
- c) Follow the correct procedure if any adverse reaction occurs.
- d) On completion of the activity equipment and resources are stored safely and waste material disposed of correctly.
- e) Record the outcomes of the activity using the required format.

#### Note on range for the outcome

**Activities:** (a) treatments and dressings (b) obtaining specimens (c) administration of medicines (d) peg feeding (e) elimination (f) physical measurements and monitoring.

#### Evidence requirements

Evidence of actual performance is required to show that the candidate can carry out **three** of the care activities given in the **note on range** using the correct techniques. Performance evidence may be supported by written and/or oral evidence.

For Range - **Activities** – 3 range items should be assessed.

### OUTCOME 3

Contribute to the administration of medication.

#### Performance criteria

- a) Discuss with the client the assistance required, enabling him/her to be as self-managing as possible.
- b) Obtain prescription and non-prescription medications consistent with client's choice, the advice of the care team and organisational policy.
- c) Confirm and check the details and instructions on the medicine label are correct for the client.
- d) Administer the medicine using the correct technique and when required by the care plan.
- e) Where the client will not or cannot take the medicine as prescribed, advice is sought immediately from the appropriate person.
- f) Follow the correct procedure if any adverse reaction occurs during or after administering medication.

## National Unit Specification: statement of standards (cont)

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- g) After use, medication is stored safely and discontinued/expired medication disposed of in line with organisational policies.
- h) Complete records relating to the administration of medicines ensuring that they are legible and accurate.

### **Note on range for the outcome**

**Medicines:** (a) oral medicines (b) inhaled medicines (c) eye preparations nasal preparations and ear drops (d) vaginal preparations and rectal preparations (e) topical preparations.

### **Evidence requirements**

Evidence of actual performance is required to show that the candidate can contribute to the administration of medication for **2** of the medicines given in the **note on range**.

Performance evidence may be supported by written and/or oral evidence.

For Range - **Medicines** - 2 range items should be assessed.

## National Unit Specification: support notes

### UNIT Carry Out Enhanced Care Activities (Higher)

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

#### Principles of good practice

At all times, the support provided to clients should be appropriate to their needs and their abilities. The client's dignity and privacy should be respected at all times. Within this unit the care worker's responsibility to meet the requirements of relevant health and safety legislation and to promote the health and safety of all those with whom they come into contact is emphasised. The following areas should be addressed throughout the entire unit:

- organisational policies and procedures
- current/relevant legislation
- principles of good practice
- the importance of the care plan
- relationship with other members of the care team.

**Correct techniques:** Activities should be carried out using the correct techniques during preparation, through implementation to disposal or storage of material/equipment and in accordance with the care plan.

Correct techniques should be used when using equipment, carrying out treatments, moving and handling, good hygiene practice (eg: hands should be effectively cleansed before and after undertaking any activity).

#### Relationship to other units

This unit links to the following SVQ Units

- CU2 Prepare and Maintain Environments for Clinical Procedures
- Undertake Agreed Clinical Activities with Clients whose Health is Stable in Non-acute Care Settings (this unit was derived from X13)
- CU1 Promote, Monitor and Maintain Health Safety and Security in the Workplace

Although covering similar clinical activities, this unit is different from SVQ Unit X12 Support Clients during Clinical Activities as the care worker is asked to undertake activities themselves rather than work alongside another member of the care.

It will be most effective to gather evidence for all outcomes at the same time.

#### Outcome 1

##### PC (a)

**Permissions** - should include the client's consent, where a client is not able to give consent then he/she may use an advocate (an **advocate** is someone who acts on an individual's behalf, to provide them with a voice and speak on their behalf and in their best interests when they are unable to do so themselves).

**Consent** can be either verbal, written or implied. Where clients do not give their consent then the candidate should identify the procedure to be followed and the appropriate person to report to.

## National Unit Specification: support notes (cont)

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**Permissions** may also need to be obtained from other members of the care team, the doctor, district nurse or other appropriate person.

**Documentation** may include written notes, care plans, charts.

### **PC(b) Range for Outcome 1**

**Essential Resources:** resources specific to activity to be undertaken: instruments, materials and equipment used should be handled correctly, safely and hygienically. After use all equipment and material should be cleaned and returned to the correct location or disposed of, if appropriate, in a safe manner and place.

**Protective Clothing** should be worn for the client's and the care worker's protection.

**Own personal hygiene** – hands should be effectively cleansed before and after undertaking any activity.

### **PC(c)**

Candidates should answer questions raised and if they are unable to do so then the candidate should refer to/seek advice from the appropriate person.

### **PC(d)**

The candidate should explain the reasons for particular forms of dress and protection.

### **PC(e)**

**Contra-indications** are changes in the client's condition for the better or worse which mean that undertaking the clinical activity might put the client at risk or which might mean that the activity is unnecessary. Candidates should be able to identify the action required in a variety of circumstances.

### **PC(f)**

The candidate should ensure that the client is as comfortable as possible given the nature of the activity. The client's dignity and privacy should be respected at all times.

**Range for Outcomes 1 and 2 – Activities: (where possible candidates should be given the opportunity to gain knowledge and carry out all the activities although only 3 are required to be assessed).**

**a) Treatments and dressings:** includes the care of wounds and the application of dressings. Treatments may include giving oxygen.

**b) Obtaining Specimens:** specimens may include urine, faeces, sputum and blood. Blood would be obtained by a thumbprick. Specimens should be labelled correctly

**c) Administration of medicines:** medicine is used to mean all which have been prescribed for a client or non-prescribed remedies, chosen by the client and for which there is a professional agreement for that client.

## National Unit Specification: support notes (cont)

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### **Medicines include:**

Oral – tablets, capsules, lozenges and liquid oral medicines.

Eye preparations – drops and creams.

Nasal preparations – drops and creams.

Vaginal preparations – pessaries and creams.

Rectal preparations – suppositories and enemas.

Topical preparations – ointments, creams, gels, lotions, applications and transdermal ointments, gels and creams.

Inhaled medicines – inhalers, nebulizers.

**d) Peg Feeding** (Percutaneous Endoscopic Gastrostomy – liquid feeding passed directly into the stomach via a tube which perforates the stomach and abdominal wall) –

This includes:

- correct storage
- availability of feed and equipment
- setting up and administering the feed in accordance with local guidelines and feed prescriptions
- discontinue the feed
- maintain tube patency
- care of the gastrostomy site
- awareness of possible problems arising from the feed and tube.
- correct procedures of contact should be followed in accordance with organisational procedures.

**e) Elimination** – includes established stoma care, changing urine drainage bags and catheter care.

**f) Physical measurement and monitoring** – includes client's weight, food and fluid balance, urine and faeces output plus measurement from catheter bags using the appropriate equipment.

### **Outcome 2**

#### **PC(a)**

**Correct techniques:** activities should be carried out using the correct techniques during preparation, through implementation to disposal or storage of material/equipment and in accordance with the care plan. Correct techniques should be used when using equipment, carrying out treatments, moving and handling and good hygiene practice.

#### **PC(b)**

Candidates should explain the procedure/action being taken and reassure the client when necessary. Candidates should answer questions raised and if they are unable to do so, then they should refer to/seek advice from the appropriate person.

#### **PC(c)**

Candidates should follow the correct procedure if any adverse reaction occurs. If this situation does not occur then the candidate should be able to identify the correct procedure to be followed in a variety of circumstances.

**Adverse reaction:** any significant change or unexpected occurrence where undertaking the activity may put the client at risk.



## National Unit Specification: support notes (cont)

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### **PC(d)**

On completion of the activity equipment and resources should be cleaned and stored safely and waste materials disposed of correctly. Waste materials may include body waste, catheters, syringes, drainage bags or rubber gloves.

### **PC(e)**

Records should be completed in line with organisation's policies and procedures.

### **Outcome 3**

Candidates should be familiar with their organisation's policies and procedures in relation to ordering, obtaining, administering, storing and disposal of medications. Candidates should also be familiar with the records that have to be maintained.

If the candidate is in any doubt as to the use/administration of any medication then they should always seek advice from the appropriate member of the care team.

Candidates should follow the correct procedure if any adverse reaction occurs during or after administering medication. The candidate should also be aware of the procedure to follow if the client refuses or cannot take their medication.

### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

Candidates should be given the opportunity to gain knowledge and understanding of organisational policies and procedures, legislation, principles of good practice and care planning.

**Candidates should be given instruction on all care activities and correct techniques by a qualified/experienced person.**

### **GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT**

Observation of performance from real work activities is the preferred method of assessment. Performance evidence may be supported by written and/or oral evidence e.g. reflective accounts and questioning.

All three outcomes may be assessed at the same time.

### **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 information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs/Candidates whose First Language is not English* (SQA, 1998).