

DK30 04 (HSC3100) Participate in inter-disciplinary team working to support individuals

Elements of competence

- HSC3100.1 Participate in inter-disciplinary team working to support individuals and others to assess individuals' needs
- HSC3100.2 Participate in inter-disciplinary team working to support individuals and others to plan and implement individualised care packages
- HSC3100.3 Participate in inter-disciplinary team working to support individuals and others to evaluate individualised care packages

About this Unit

For this Unit you need to be able to participate effectively in inter-disciplinary teams to support the identification of individuals' needs and the planning, implementation and review of individualised care packages.

Scope

The scope is here to give you guidance on possible areas to be covered in this Unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

Communicate using: the individual's preferred spoken language; the use of signs; symbols; pictures; writing; objects of reference; communication passports; other non verbal forms of communication; human and technological aids to communication.

Key people include: family; friends; carers; others with whom the individual has a supportive relationship.

Your **knowledge and understanding** for this Unit will relate to legal requirements and codes of practice applicable to the scope of your work and others with whom you work; the nature of the work you are undertaking; your role and level of responsibility within your organisation (eg whether you have responsibility to support the work of others); the individuals, key people¹ and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

Values underpinning the whole of the Unit

The values underpinning this Unit have been derived from the key purpose statement², the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. If you are working with children and young people they can be found in the principles of Care Unit HSC34. If you are working with adults they can be found in HSC35. To achieve this Unit you must demonstrate that you have applied the principles of care outlined in either unit HSC34 or HSC35 in your practice and through your knowledge.

Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit – please see details overleaf.

¹ If you are working with children and young people the term "individuals" covers children and young people and "key people" covers parents, families, carers, friends and others with whom the child/young person has a supportive relationship

² The key purpose identified for those working in health and social care settings is "to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care"

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| SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT |
|---|
| Simulation: |
| <ul style="list-style-type: none">• Simulation is NOT permitted for any part of this unit. |
| The following forms of evidence ARE mandatory: |
| <ul style="list-style-type: none">• Direct observation: It should be possible for your assessor/expert witness to observe you in real work activities which provide evidence for a significant number of the performance criteria for all three elements of this unit. You should, for example, be observed at team meetings working with and consulting with colleagues to assess, plan and review how to meet the needs of individuals..• Reflective accounts/professional discussion: These will be descriptions of your practice of how you work with others – inside and outside your own organization to develop, implement and review plans for individuals. You should be able to describe how and from whom, you collect relevant information which informs your plans, and the practical ways you can put these plans into operation. You should include how you involve individuals in decisions which affect their lives. |
| Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following: |
| <ul style="list-style-type: none">• Questioning/professional discussion: may be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice in relation to care packages for individuals.• Expert Witness: A designated expert witness with specialist skills associated with this Unit may provide direct observation of practice, questioning, professional discussion and feedback on reflective accounts.• Witness testimony: can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or service user.• Products – Suggestions:- Understanding of the application of organisational policy and procedures and government policy in relation to this Unit: Records of planning meetings, details of plans and care packages drafted by you: Minutes of meetings which evaluate the effectiveness of the care packages. These do not need to be included in your portfolio however they will form the basis of discussion with your assessor and need to be available for the IV to authenticate. Any products which are included and contain names of individuals must be anonymised. |
| GENERAL GUIDANCE |
| <ul style="list-style-type: none">• Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence.• Evidence must be provided for ALL of the performance criteria ALL of the knowledge and the parts of the scope that are relevant to your job role.• The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within Health and/or Care Settings. This will include the National Service Standards for your areas of work and the individuals you care for.• All evidence must relate to your own work practice. |

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KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the ‘knowledge evidence’ section of the Assessment Guidance.

| You need to show that you know, understand and can apply in practice: | Enter Evidence Numbers |
|--|-------------------------------|
| Values | |
| 1 Legal and organisational requirements on equality, diversity, discrimination, rights , confidentiality and sharing of information when participating in inter-disciplinary team working to develop, implement and review individualised care packages for individuals. | |
| 2 How to provide active support and place the preferences and best interests of individuals at the centre of everything you do, whilst enabling them to take responsibility (as far as they are able and within any restrictions placed upon them) and make and communicate their own decisions about the individualised care packages. | |
| 3 How to ensure that you protect the rights and the interests of individuals, taking account of any limitations on the individuals’ rights. | |
| 4 Dilemmas between: (a) individuals’ rights and their responsibilities for their own care and protection, the rights and responsibilities of key people and your role and responsibilities for their care and protection. (b) individuals’ views, preferences and expectations and how these can and are being met within the care needs assessment and care packages. (c) Your own values and those of the individual and key people. (d) Your own professional values and those of others within and outside your organisations. | |
| 5 How to work in partnership with individuals, key people and those within and outside your organisation to enable individualised care packages to be developed, implemented and reviewed. | |
| 6 How to challenge discriminatory remarks, actions and practice. | |
| Legislation and organisational policy and procedures | |
| 7 Codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others when assessing individual needs and preferences, and contributing to the development, implementation and review of care packages. | |

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| You need to show that you know, understand and can apply in practice: | Enter Evidence Numbers |
|---|-------------------------------|
| 8 Current local, national and European legislation and organisational requirements, procedures and practices for: (a) data protection, including recording, reporting, storage, security and sharing of information (b) health and safety (c) risk assessment and management (d) care planning and review (e) joint working within and outside your organisation and for the good of the individuals | |
| 9 Practice and service standards relevant to your work setting and relating to the assessment of individual needs and preferences, and the development, implementation and review of individualised care packages. | |
| 10 National guidelines and organisational procedures relating to co-operation, collaboration, and co-ordination of services and service planning between agencies. | |
| 11 How to access records and information on the needs, views and preferences of individuals and key people. | |
| 12 The impact of organisational structure and culture upon the policy and practice of inter-organisational, inter-disciplinary and inter-professional working. | |
| 13 How inter-disciplinary working differs from other models of care provision. | |
| 14 Ways in which inter-agency and inter-disciplinary working can contribute to more effective delivery of care. | |
| Theory and practice | |
| 15 How and where to access information and support that can inform your practice when participating in inter-disciplinary team working to develop, implement and review individualised care packages for individuals. | |
| 16 Government reports, inquiries and research reports relevant to best practice in multi-disciplinary team working for the development, implementation and review of care packages. | |
| 17 The rationale for the personalisation of care and how this can work in practice. | |
| 18 Theories and best practice relevant to: (a) the assessment of the holistic needs and circumstances of individuals (b) care planning, implementation and review generally, and specifically to the individuals with whom you work | |
| 19 Methods of monitoring, reviewing and evaluating care packages within a multi-disciplinary team. | |
| 20 The rights of individuals who are eligible for direct payments and the processes involved | |
| 21 The impact of direct payments on the support provided for individuals | |

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| You need to show that you know, understand and can apply in practice: | Enter Evidence Numbers |
|--|-------------------------------|
| 22 Methods of supporting individuals to: <ul style="list-style-type: none"> (a) contribute to assessments and reviews (b) express their needs and preferences (c) understand and take responsibility for promoting their own health and care (d) identify how their care needs should be met (e) assess and manage risks to their health and well-being | |
| 23 How to work with, and resolve conflicts that you are likely to meet. | |
| 24 Principles: <ul style="list-style-type: none"> (a) of multi-disciplinary and multi-organisational working to assess needs and plan, implement and review individualised care packages (b) that underpin effective joint agreements, team working and management (c) for communication techniques that are effective in promoting effective joint working and management of individualised care packages (d) on how to motivate team members to work effectively and for the good of the individuals involved (e) related to handling and minimizing inter-personal conflict. | |

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100.1 Participate in inter-disciplinary team working to support individuals and others to assess individuals' needs

| Performance criteria | | DO | RA | EW | Q | P | WT |
|----------------------|--|----|---|----|---|---|----|
| | | 1 | You provide active support to enable individuals to communicate their needs, wishes, preferences, and concerns. | | | | |
| 2 | You support key people in the individuals' lives to communicate their perceived needs, wishes, preferences and concerns. | | | | | | |
| 3 | You accurately record and represent the views of all concerned when working within the inter-disciplinary teams to assess the individuals' needs. | | | | | | |
| 4 | You support individuals to identify other organisations and specialist services, which could contribute to identifying, assessing and meeting their needs and preferences. | | | | | | |
| 5 | You establish within the team your role and responsibilities in the assessment process and inform individuals of these. | | | | | | |
| 6 | You contribute to the assessment process as agreed by the team and with the individual. | | | | | | |

HSC3100.2 Participate in inter-disciplinary team working to support individuals and others to plan and implement individualised care packages

| Performance criteria | | DO | RA | EW | Q | P | WT |
|----------------------|--|----|--|----|---|---|----|
| | | 1 | You agree your role and responsibilities for planning and implementing the individualised care packages for individuals within the team. | | | | |
| 2 | You contribute to planning and implementing individualised care packages for individuals within your role and responsibilities. | | | | | | |
| 3 | You communicate the agreed plan to individuals and key people, helping them to understand any differences that have been included and the reasons for these. | | | | | | |
| 4 | You respond to queries and concerns about where the content of care package differs from their requests. | | | | | | |
| 5 | You communicate your role and responsibilities within the care package to individuals and key people. | | | | | | |

DO = Direct Observation
EW = Expert Witness

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

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HSC3100.2 Participate in inter-disciplinary team working to support individuals and others to plan and implement individualised care packages (cont)

| Performance criteria | | DO | RA | EW | Q | P | WT |
|----------------------|--|----|--|----|---|---|----|
| | | 6 | You raise within team meetings any concerns about the planning and implementation of the care package. | | | | |
| 7 | You accurately record processes and outcomes and communicate these to team members to ensure that the individual receives a continuous and seamless service. | | | | | | |
| 8 | You report any difficulties in implementing the care package to the appropriate people and organisations as soon as possible. | | | | | | |

HSC3100.3 Participate in inter-disciplinary team working to support individuals and others to evaluate individualised care packages

| Performance criteria | | DO | RA | EW | Q | P | WT |
|----------------------|--|----|---|----|---|---|----|
| | | 1 | You encourage and support individuals to identify how they should and could contribute to the review. | | | | |
| 2 | You ensure that individuals and other appropriate people are present at joint reviews of the individualised care packages. | | | | | | |
| 3 | You accurately represent, and support individuals to represent their views, about the effects of the care package on their health and social well-being. | | | | | | |
| 4 | You report clearly and based on recorded evidence, any concerns and benefits of the care package. | | | | | | |
| 5 | You identify other agencies and organisations who may have a role in supporting individuals and contributing to the review. | | | | | | |
| 6 | You act as an advocate for the individual, where this is appropriate. | | | | | | |
| 7 | You agree with all involved, and taking account of the individuals' expressed needs, preferences and concerns: <ul style="list-style-type: none"> (a) changes that are required to the care package (b) the responsibilities of individuals, key people and others within this process (c) the timescales for making the changes | | | | | | |

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EW = Expert Witness

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

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HSC3100.3 Participate in inter-disciplinary team working to support individuals and others to evaluate individualised care packages (cont)

| Performance criteria | | DO | RA | EW | Q | P | WT |
|----------------------|--|----|----|----|---|---|----|
| 8 | You record and report on the review, agreed changes and the implications of these for: (a) your own role and responsibilities (b) the role and responsibilities of your organisation (c) individuals and key people within confidentiality agreements and according to legal and organisational requirements. | | | | | | |

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To be completed by the Candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the Assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal Verifier Feedback

To be completed by the Internal Verifier if applicable

This section only needs to be completed if the Unit is sampled by the Internal Verifier

Internal Verifier's name:

Internal Verifier's signature:

Date: